

WORK VAPOR

Job Link: <https://workvapor.in/jobs/part-time-34-hours-week-data-entry-claims-intake-processor-at-staffing-data-services-agency/>

HIRING ORGANIZATION

Staffing Data Services Agency

EMPLOYMENT TYPE

Full-time, Part-time

VALID THROUGH

2026-07-18

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DATA ENTRY

JOB LOCATION

? Remote work from: CA, United States

DESCRIPTION

This position is a data entry role primarily focused on processing insurance claims and authorization requests. Here's a breakdown of key requirements, responsibilities, and benefits:

Position Overview

Schedule: Monday – Friday

Hours: 34 hours per week, flexible between 8 am – 4:30 pm CST

Location: Fully remote option available

Assessment: Candidates must complete an online alphanumeric data entry assessment. An accuracy rate of 98% at 8,200 keystrokes per hour (KSPH) is required.

Qualifications

- **Education:** High school diploma or equivalent.
- **Experience:** Minimum of 6 months in a data entry or typing-focused role.
- **Skills:**
 - Proficient data entry and typing skills.
 - Exceptional attention to detail and accuracy.

Primary Responsibilities

1. **Data Entry:**
 - Accurately enter data from insurance claims and authorization requests.
 - Meet client turnaround times for expedited and efficient data processing.
2. **Software Navigation:**
 - Retrieve claims and authorizations efficiently through imaging software.

3. Claim Type Differentiation:

- Identify different claim types and apply the appropriate data entry procedures.
- Recognize specific document types that need special handling.

4. Collaboration:

- Work collaboratively to meet deadlines and support additional workflows when required.

5. Quality Review:

- Perform quality reviews of team members' claims or authorizations, following established guidelines.

6. Issue Resolution and Process Improvement:

- Alert management to discrepancies or issues.
- Suggest improvements to enhance efficiency.

Benefits

- **Flexible Hours:** Work within a set time frame that suits your schedule.
- **Remote Work:** This position can be performed fully remotely, offering flexibility.