WORK VAPOR

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

DATA ENTRY

HIRING ORGANIZATION

Staffing Data Services Agency

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

? Remote work from: CA, United States

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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.