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Data Entry Specialist (Remote, In-Person, Hybrid)

Description

At Pillars of Wellness, we aim to provide a comfortable and empowering workplace for our Pillars' staff knowing that only in taking care of our team, can we truly provide health and healing to those we serve. We strive to be the premier mental health organization by empowering clinicians and clients throughout the Midwest. In order to do this, our company relies heavily on objective data to ensure our systems and operations are running smoothly and efficiently.

Responsibilities

Reporting to our Chief Operating Officer and Clinical Operations Coordinator, the Data Entry Specialist is responsible for running clinical and administrative reports to ensure agency wide operations are remaining compliant and running efficiently. In addition to running already established reports, the primary responsibility of the Data Entry Specialist will be overseeing the development of new databases, monitoring database performance, and interpreting raw data into usable feedback and applications.

Other responsibilities include:

- Conducting a thorough data analysis of clinical and administrative operations, as well as client information
- Importing and transferring data to a secure central database
- Performing regular data integrity and quality audits
- Creating and submitting data collection reports
- Troubleshooting information storage issues
- Maintaining confidentiality of all current and former patient medical records in accordance to HIPAA
- Attending mandatory staff meetings including meeting with the Chief Operating Officer and Clinical Operations Coordinator when needed.

Qualifications

- Bachelor's degree in information management, data analytics, computer science, or a similar field
- 3+ years of experience with data entry and reports
- Ability to read, interpret, and verify data from multiple formats
- Excellent communication and report-writing skills
- Strong analytical and problem solving skills
- Proficient skills in Microsoft Office, specifically Excel or SPSS
- Experience with electronic medical record systems

Job Benefits

- Competitive Compensation
- IRA Match
- Vacation Days

Hiring organization

Pillars of Wellness

Employment Type

Full-time

Job Location

Merrillville

Remote work from: Indiana

Working Hours

Flexible

Base Salary

\$ 12 - \$ 15

Date posted

September 1, 2022

Valid through

01.12.2022

- Flexible Schedule
- Work-from-home opportunities
- Paid Holidays
- Tuition Discount at Purdue Global
- Leadership/Growth Opportunities
- Wellness Days