



Opening doors to  
housing and recovery.

## Job Description –Data Entry Specialist “works remotely”

**Reports To:** EHR Software / Finance Manager

Responsible for monitoring the program assignments and bed moves of OPCS clients to ensure accurate billing set up and record keeping. Enter data and ensure accuracy within various databases utilized by OPCS.

### **Duties and Responsibilities:**

1. *CT|One Electronic Health Record System*
  - 1.1. Daily monitoring of client program assignments and updating of various databases and worksheets.
  - 1.2. Daily monitoring of Income Packet ePrompts and update various databases and worksheets accordingly.
  - 1.3. Daily monitoring of Recovery Plan ePrompts for changes in service limits and update the billing set up accordingly.
  - 1.4. Daily monitoring of Diagnosis Update ePrompts for Substance Abuse determinations and update the Monthly Deliverable accordingly.
2. *Client Billing*
  - 2.1. Weekly client billing based on program assignment.
  - 2.2. Posting client prepayments to balance with the General Ledger.
  - 2.3. Balance and update the client balance due worksheet.
  - 2.4. Generating and distributing client statements weekly.
  - 2.5. Applying and balancing the HOME Funds account on a monthly basis.
  - 2.6. Calculating and executing yearly write offs of uncollectable client balances.
3. *Daily monitoring of Client Wellness Checks*
  - 3.1. Monitoring to ensure that wellness checks are received from all properties and following up as needed.
  - 3.2. Recording attendance on Bed Billing log to ensure accurate billing at the end of the month.
  - 3.3. Scan and save wellness checks.
4. *Other duties as assigned.*

### **Qualifications:**

1. High school diploma or general education degree (GED) required.
2. Knowledge and compliance with HIPAA.
3. Strong computer skills and have experience with Microsoft Excel applications.
4. Superior time management and organizational skills and a strong attention to detail.
5. Written and verbal communication skills proficiency.
6. Ability to enter data into a computer quickly and accurately (Typing skills of at least 40 WPM with 98% accuracy and 10 Key speed of at least 8,000 KPH with 98% accuracy preferred).
7. Excellent interpersonal skills and ability to be a team player while possessing the ability to work independently with minimal supervision.
8. Ability to think analytically.
9. Comfortable with office equipment including a computer, telephone, scanner, calculator, and photocopier.
10. Personal vehicle for use on agency business, driver's license with proof of insurance.