

Medical Data Entry Specialist (PT)

Are you looking for a potential career in the medical field after graduation? The Eye Institute is looking for full-time or part-time Medical Data Entry Specialists to enter information into our electronic medical records (EMR) from paper documents. Hours can be somewhat flexible to coincide with your school hours. No medical experience necessary – we are happy to train. The ideal candidate will be computer savvy and a fast typist with a keen eye for detail.

Responsibilities

- Enter data from paper formats into system using a keyboard
- Type in data provided directly from doctors' office notes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the electronic files as requested
- Sort and organize paperwork after entering data to ensure it is not lost

Skills

- Fast and accurate typing skills
- Knowledge of MS Office Word, Excel, etc.
- Working knowledge of office equipment and computer hardware and peripheral devices
- Good command of English both oral and written and customer service skills
- Great attention to detail

Job Types: Full-time, Part-time

Location: Largo, FL. West Bay Drive near the Pinellas Trail.

Please mail resume to hr@eyespecialist.com, or log into the career page on our website and complete an on-line application for Data Entry Specialist: <https://www.eyespecialist.com/about/careers/>