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| Job Title: | Patient Intake Supervisor |
| Process: | Demographics/ Order Entry |
| Location: | Baroda/ Vadodara, Anand |
| Shift timing: | 07:00pm to 04:00am IST |
| Job type: | Full time |
| Reporting to: | Process Lead/ Process Manager |
| Scope of supervision: | None |
| Departmental Co-ordination: | Not applicable. |

Principle Responsibilities:

- Order Entry
- Data management

Key Performance Areas:

- Appropriate data administration based on data received
- Ensure error free data entry as per process guidelines
- Highlight errors/ omissions as per guidelines
- Ensure customer satisfaction- SLA adherence
- Adhere to code of conduct
- Follow all procedures and guidelines without errors

Skills required:

- Typing speed- at least 40 wpm
- MS office skills- MS excel proficiency is preferred
- Eye for details- error free work
- Fair skills of English language knowledge and understanding
- Domain knowledge on medical billing is preferred but not mandatory

Educational Qualification & Work Experience

- Graduation in any stream
- Additional certification in typing, medical prescription will be preferred
- 0-1 years' work experience

Individual abilities:

- Willing to work in night shift
- Self- driven/ self-starter
- Problem solving ability- proactive approach to finding solutions
- Good interpersonal ability