

At CrescentCare, we bring caregivers and the community together as partners in health and wellness for all. Our experience builds on more than 30 years of impact through our founding organization, NO/AIDS Task Force. Now, as a Federally Qualified Health Center, we're taking that expertise and expanding it!

We now offer a broad range of health and wellness services for anyone and everyone who is seeking healthcare services in Greater New Orleans and Southeastern Louisiana.

CrescentCare's mission is to offer comprehensive health and wellness services to the community, to advocate empowerment, to safeguard the rights and dignity of individuals, and to provide for an enlightened public.

**We provide an extensive benefits package & 11 paid holidays!**

Benefits include, but are not limited to the following:

Medical, Dental, Vision, Life Insurance, Long-term Disability, Short-term Disability, Employee Wellness Program, 401(k), Paid Vacation and Sick time

### **Medical Data Entry Specialist**

Responsible for supporting the data needs of the eligibility department. Receives and uploads copies of the Client Eligibility and Review Verification (CERV) form for all patients/clients accessing Ryan White funded services with CrescentCare into Electronic Medical Record (EMR). Also updates all pertinent information in the EMR based on the CERV. Enters all information needed to keep CrescentCare patients/clients current and up to date in CAREWARE/LACAN for Ryan White reimbursement purposes. Assist in data clean-up in conjunction with Data Management Supervisor.

### **REQUIREMENTS**

- The minimum education level required for the position is a High School Diploma or equivalent
- 1- 2 years medical office experience with a general knowledge of insurance and patient accounts, and Electronic Medical Records required
- 1-2 years of data entry experience preferred
- Ability to take initiative, problem-solve and follow through on tasks and duties to completion
- Necessary technical skills to use electronic health record, incident reporting system, email, and other information systems
- Excellent verbal and written skills
- Proficient Computer skills
- Ability to schedule work production to meet timelines with attention to detail
- HIV/AIDS knowledge preferred

***We are an Equal Opportunity Employer and do not discriminate against employees or applicants on the basis of race, color, national origin, ethnicity, citizenship status, religion, age, gender identification, pregnancy, marital or familial status, gender or sexual orientation, veteran or military status, physical or mental disability, genetic information, or on the basis of any other status protected by law, and in compliance with applicable federal, state and local laws.***