

Department: DSS**Reports To:****Last Update:** 08/22/2023**Document Processing &
Quality Review Specialist**

Position

JOB DESCRIPTION

A primary responsibility of the Document Processing & Quality Review Specialist includes job set up, document preparation, scanning, indexing, and quality control review of documents into the IntelliCloud™ solution. Work is facilitated through the operation of high-volume scanning devices, multi-function devices, computers, and miscellaneous paper documents.

DUTIES & RESPONSIBILITIES

- Document preparation (collating papers, pulling staples, etc.), scanning, data entry, and quality control review of customer documents
- Repairing Rips and tears in documents
- Repairing bent or dog-eared pages
- Inserting barcode sheets in designation locations as required by clients
- Quality review of documents for clarity, legibility, accuracy in indexing and overall quality
- Provide recommendations regarding best practices for scanning and indexing customer documents
- Perform such other duties as are customarily performed by one holding such position in other similar businesses or enterprises as that engaged in by employer

REQUIRED SKILLS & ABILITIES

- Proficiency in Microsoft Outlook, Word and Excel
- Ability to use the Internet and proficient in basic computer skills
- Strong written and verbal communication skills
- Strong attention to detail
- Ability to accept instruction and feedback
- Ability to work with minimal supervision or guidance
- Ability to stay focused during repetitive tasks
- Ability to attain productivity rates while maintaining accuracy
- Sitting and viewing computer screens for extended periods of time
- Repetitive tasks such as pulling staples, sorting paper, and typing
- Ability to maintain confidentiality regarding sensitive information and adhere to HIPPA regulations
- Ability to lift boxes, up to 50lb, repetitively
- Work hours to be performed between 6:30AM and 3PM M-F

ADDITIONAL DESIRABLE QUALIFICATIONS

- Associates Degree or equivalent work experience
- Experience working with various file types
- Approach problem-solving with proactive orientation
- Possess and maintain a current valid driver's license in the state of Ohio as well as clean driving record.