



Indexer

Under the direction of the UR Admin Supervisor, an Indexer is responsible for pre-opening and preparing electronic medical case files for Healthcare Professionals to complete. Indexers scan, index, categorize and upload medical records and files to the corresponding Utilization Review or Medical Case Management case.

Work Specifics: Standard, eight (8) hour work day, Monday-Friday.

Responsibilities may include, but are not limited to:

- Scanning, Uploading and labeling of case documents into the appropriate case files
- Collection of medical files and documents to be scanned, indexed and uploaded to web-based Utilization Review case management application.
- The separation and sorting of soft copy medical files and documents
- Heavy data entry. (Must be Accurate and Efficient.)
- Other duties as assigned

Job Requirements:

- Professional demeanor with Excellent Written and Oral Communication Skills
- Strong Organization Skills
- Must be computer literate with a high comfort level with computer programs/ functions, including: MS Word, MS Excel, Email and Internet
- Basic medical terminology
- Basic clerical and administrative skills
- Must be Accurate and Efficient
- Must be Punctual and Dependable
- Able to maintain focus and positive attitude in a fast paced environment
- Ability to work with minimal supervision
- Ability to meet deadlines in a high pressure, time sensitive environment
- Ability to work in an open, high traffic office environment (not easily distracted)
- Sit (approx. 75-100% of the time), stand (approx. 0-25% of the time), type (approx. 75-100% of the time) and do the job with or without reasonable accommodation.