

IMAGING CLERK - II

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| JOB SUMMARY: | The person for this position must be capable of handling high volume workflow with accuracy and quality control. Must be able to work in a fast paced environment and capable of handling situations of considerable difficulty. |
| ESSENTIAL FUNCTIONS: | <ol style="list-style-type: none">1. Verify accuracy of coversheet.2. Insure all batches have correct information and are well organized.3. Scan all paperwork accordingly.4. Verify totals from PC to cover sheet and apply batch name from PC to cover sheet.5. Forward bathes to be indexed.6. Other duties as assigned by supervisor. |
| <p>We want OMG, LLC to be viewed as a first class, service oriented organization that delivers value to our customers and enhances the community. As such, we should always strive to demonstrate the following: Excellence in all we do; "Can do" attitude; Teamwork; Openness in communication; Honesty, Integrity and Candor; Positive attitude; Excellent attendance record; Promptness and Strong work ethic.</p> <p>The preceding examples are representative of assignments performed by the position and are not intended to be all-inclusive.</p> | |
| KNOWLEDGE, SKILLS AND ABILITIES: | <ol style="list-style-type: none">1. Background in insurance helpful.2. Data Imaging background a plus.3. Sound judgment.4. Basic computer knowledge required. |
| EXPERIENCE, EDUCATION AND TRAINING: | High School diploma or GED required. |