

POSITION #18, TITLE: Data Entry

Direct Supervisor: Finance and Administration Chief

Mission: Enter all patient information from appropriate forms into the MDPH Prophylaxis and Vaccination Management System

Qualifications: Non-medical, basic clerical/typing skills, attention to detail; data entry experience helpful. *Must respect patient privacy and confidentiality*

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with all forms
- Familiarize self with data entry website and process

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Collect forms from Forms Collection Station every 30-60 minutes
- Ensure all forms are completed and legible with signatures
- Enter all patient data into the appropriate website forms
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Assist with the teardown and re-packing of the assigned area.
- Ensure all forms have been turned in to the Patient Care supervisor
- Identify issues for After Action Report.
- Participate in de-briefing.