

## **Data Entry/Auditor**

**Department:** Quality Department

**Schedule:** Part-Time (40-55 hours/pay period)

**Shift/Hours:** Monday-Friday (Hours Negotiable)

**Job Details:**

**POSITION SUMMARY**

Responsibilities include but are not limited to auditing of medical records and charges, accurately entering data into the electronic health record charge system, identify and correct data entry errors and processes using quality control methods. Perform various other audits related to compliance and quality. Work with other departments on resolutions regarding potential issues.

**POSITION QUALIFICATIONS**

High school diploma  
Medical terminology knowledge preferred  
Strong computer skills  
Strong attention to detail

**CERTIFICATIONS**

None required

**Apply:** Online at [www.salinasurgical.com/careers.php](http://www.salinasurgical.com/careers.php)  
In person at 401 S. Santa Fe, Salina, Kansas

**EOE**