**Job Title:** Production Case Entry Coordinator

**Summary**

To enter data from various source documents into the computer system for storage, processing, and data management purposes.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Prepare, compile, and sort documents for data entry.
* Check source documents Doctor Rx etc. for accuracy.
* Verify data and correct data where necessary.
* Obtain further information for incomplete documents.
* Update data and delete unnecessary files.
* Combine and rearrange data from source documents where required.
* Enter data from source documents into prescribed computer database, files, and forms.
* Transcribe information into required electronic format.
* Scan documents into document management systems or databases.
* Check completed work for accuracy.
* Store completed documents in designated locations.
* Respond to requests for information and access relevant files.
* Print information when required.
* Comply with ProSomnus data integrity, security policies and applicable regulations.
* Maintain own office equipment and stationery supplies.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Planning/Organization**– Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic actions plans.

**Communications** – Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods. Ability to follow instructions

**Quality** – Demonstrates accuracy and thoroughness; promote quality; applies feedback from manager or quality to improve performance; monitors own work to ensure quality.

**Dependability** – Follows work instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma: two to three years related experience and/or training; or equivalent combination of education and experience a plus. Proficient understanding of basic Dental Terminology, a plus

**Language Skills**

* Ability to read and comprehend simple instructions, short correspondence.

The employee must occasionally lift and/or move up to 10 pounds.

**Location**

ProSomnus Sleep Technologies

5675 Gibraltar Drive

Pleasanton, CA 94588

Contact Careers@ProSomnus.com or visit <https://prosomnus.com/careers/>.