

Operations Specialist

Opus Solutions is the premier provider of document management and data conversion services specializing in scanning and storage options to streamline records and optimize space.

As an Operations Specialist with Opus Solutions, you will be responsible for retrieving, preparing, and scanning documents for our clients based on statement of work protocols. An Operations Specialist processes work based on established procedures to ensure that quality standards, efficiency, productivity and service level agreements are met or exceeded.

Responsibilities

- Adhere to all regulatory requirements, including HIPAA, HITECH and FERPA
- Retrieve charts/files necessary to fulfill daily work assignment
- Prepare all charts/files for scanning based on statement of work
- Scan all assigned documents or x-rays
- Enter data pertaining to scanned documents or x-rays
- Ensure documents are coded correctly for each project
- Perform document level quality assurance
- Responsible for tracking and reporting daily work completed
- Possess a comprehensive knowledge of project statement of work
- Identifies and suggests process improvements
- Track and enter project and payroll time accurately

Skills

- Working knowledge of document scanning equipment
- Intermediate computer skills
- Familiar with Microsoft products
- Strong organizational skills
- Ability to multitask
- Ability to adapt quickly to change
- Detail orientated
- Ability to work in a team environment
- Must be able to lift 50 lbs.
- Ability to travel to on site locations

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Education & Qualifications

- High School Diploma or Equivalent
- 1-2 years related experience

Benefits

- Competitive Pay
- 401k
- Paid Vacation & Holidays
- Outstanding training programs and unlimited career advancement