

Data Entry Specialist

Acadiana C.A.R.E.S. in conjunction with the STD/HIV/Hepatitis Program, seeks a full-time skilled data entry specialist to enter confidential public health data. Duties include: entering data into multiple data systems, reviewing forms for discrepancies and errors, scanning and shredding.

Qualifications: Minimum of 3 years experience in data entry required. Knowledge of medical terminology; good oral and written communication skills; professional skills; and personal integrity to safeguard patient confidentiality.

Open until filled. To apply for this position, send cover letter and resume to: SHP_Resumes@la.gov Must reference position name in subject line. EOE/AA Employer.