

# JOB DESCRIPTION

Benchmark Job #196

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Ministry: Health  
Branch: Accounting Operations  
Location: Victoria

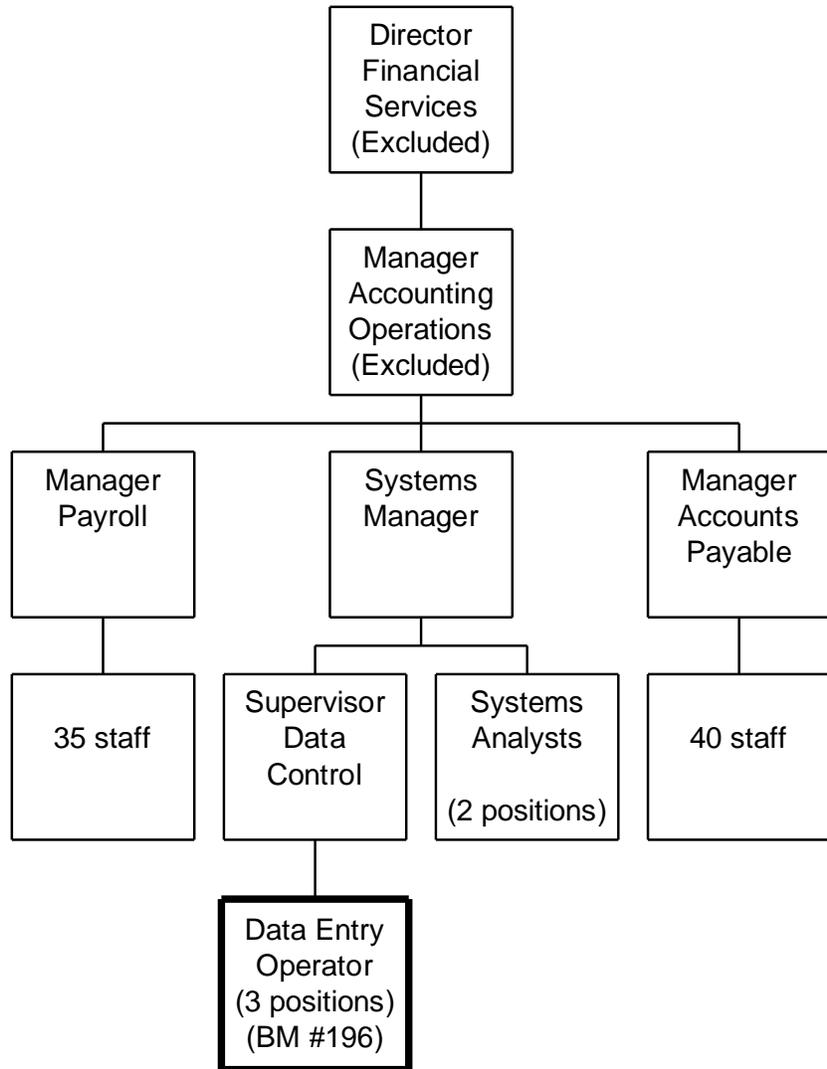
Working Title: **Data Entry Operator**  
Level: Range 9  
NOC Code: Keypunch Operator (Obsolete)

## PRIMARY FUNCTION

To enter and verify alpha numeric data required to process subscriber and adjustment expenditure transactions for Medical Services Plan claims.

## JOB DUTIES AND TASKS

1. Performs data entry and verification to process transactions for Medical Services Plan claims
  - a. accesses and updates subscriber information onto computer disk
  - b. segregates documents by transaction type such as bulk payments, bill cancellations, adjustments, transfers, etc.
  - c. performs data entry of various subscriber and adjustment expenditure transactions including doctor's claims, patient claims, out-of-province claims, medical forms, group adjustments, cheques, requisitions, debit and credit adjustments, etc.
  - d. operates keypunch machine to high volume production standards
  - e. uses alpha and numeric entries according to pre-formatted data fields
  - f. verifies data characters entered to ensure accuracy and completeness
  - g. balances subscriber order bundles against teller cash tapes
2. Performs other related duties
  - a. provides orientation to new employees to the workplace



## REASON FOR CLASSIFICATION

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Job Title: Data Entry Operator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Know several work tasks and how to read and do arithmetic to input and verify alpha numeric data for MSP subscriber.</p>	B	40
2	<p><b>MENTAL DEMANDS</b> Judgement to select a known action in completing specific tasks to enter financial coding and verify data characters entered for accuracy and completeness.</p>	B	40
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Courtesy required to exchange information related to data entry duties with co-workers.</p>	A	10
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to operate a data entry machine to process claim and subscriber information with speed and accuracy.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by set routines, makes minor changes in known job tasks to enter subscriber data in computer terminal, verify accuracy and completeness of data and report discrepancies to supervisor.</p>	A	15
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Limited financial responsibility to balance subscriber order bundles to tellers cash tapes.</p>	B	10
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Some responsibility to access and update alpha numeric data for Medical Services Plan claims onto computer disk.</p>	B	10

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense sensory concentration to almost always visually focus on source documents and use data entry machine to enter data and verify accuracy and completeness.	D	18
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to almost always use data entry machine to enter alpha and numeric data.	D	18
12	<b>SURROUNDINGS</b> Exposure to crowded office setting with background noise almost always.	B	4
13	<b>HAZARDS</b> Moderate exposure to hazards from production keyboarding almost always.	C	6

**Total Points: 203.5**

**Level: Range 9**