

# Data Entry Analyst Job Description

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- Responsible for reviewing source data and processing documents for data for entry purposes
- Key data from source documents into the system
- Responsible for reconciling data reports and results
- Responsible for rejecting reports and wrench paper claims if required
- Responsible for the analyses and interpretation of data using a variety of statistical techniques, with a focus on the accuracy of information
- Ensure all entered data are accurate and complete
- Get data from both primary and secondary sources, and maintain data systems
- Responsible for spotting and analyzing patterns in complex data sets
- Responsible for the review of reports and performance indicators in order to spot and correct coding problems
- Create specialized reports following the instructions of requesters
- Filter and sort data, carry out statistical analysis, and calculate both mean and standard deviations, or measure correlations as needed.