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# Example of Document Imaging Specialist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of document imaging specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for document imaging specialist

* Daily follow up and search of missing records noted on the missing record list
* Communicates effectively with nursing and ancillary staff regarding inquiries on the location of records and/or missing records
* Adheres to the defined schedule and expectations as determined by HIM Management
* Communicates any record discrepancies or irregularities to HIM Management
* Accurately perform document indexing in accordance with set standards
* Delivers high level customer service
* Tracks orders, delivery dates and costs
* Perform pre-defined data entry and coding values for each image, so it may later be searched and retrieved in the imaging system
* Serve as a technical resource to identify issues and make recommendations and implement solutions
* Utilize office equipment such as Canon, Ricoh copiers/scanners

## Qualifications for document imaging specialist

* One year of college in business, healthcare, or related field, with some emphasis in typing, filing, medical terminology and/or previous experience in HIM or general office procedures
* Fast and accurate data entry skills and document imaging experience also useful
* Must be able to read, comprehend, and follow instructions
* Attention to details, staying focus on task at hand and being detailed oriented are essential
* Flexible to work in both seated/standing position for extended length of time
* Evening and 3rd shift may be required depending on assignment