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# Example of Document Imaging Specialist Job Description

Our innovative and growing company is looking for a document imaging specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for document imaging specialist

* Cross train with other business areas to assist as needed in order to maintain the FSO/Operations workflow
* Work closely in a team environment, or independently as priorities may change rapidly
* Logging work daily to ensure minimum production standards are met
* Prepare, scan, link, assign Medical Records numbers, and notify providers of new documents
* Perform quality check of images and identify errors for corrections
* Communicate to team members and others from satellite location regarding workflow and service issues
* Handling Doc Custodian duties for Loan purchases, including providing inventory sheets, emails to purchaser, shipping and receiving original loan documents
* Loading and Handling boxes to and from the racks
* Processing all incoming material orders including, scanning carton barcodes and locations, storing items in warehouse, downloading scanned information
* Processing material retrieval orders including pulling the items, verifying item, closing services, manifesting all orders

## Qualifications for document imaging specialist

* Steel Toed Safety Shoes is required and must be provided at own cost
* Minimum of 1 year of data entry or document imaging experience
* Synergy knowledge is a big plus
* Prepare documents in a manner which will ensure successful scanning
* Deliver final product to client as specified in requirements
* Good analytical and problem solving skills necessary for understanding, sorting and separating document types