

Learn About Data Entry?

When you look online or in your local newspaper for a job you will notice that a large number of companies are advertising [data entry](#) jobs. Many of these say that you can work from home and earn good money from it; some advertise \$20 an hour to be able to work from home. This sounds like a great deal and a great job opportunity, but only if you know what entry jobs are and what you will have to do to get the job. Some entry jobs are changing from inputting data to checking data scanned by optical character recognition software. This means that the entry clerks are only responding to entries that are red flagged as not viable or doubling checking the more sensitive data such as name and social security number. There are a number of different types of data entry jobs around, and some of the most

common will be mentioned here.

1- Medical data entry

For this position you most likely will have to have some experience working in the medical or health care field, and advertisers are looking for retired nurses and doctors, medical typists, and medical school students. In this position you will be transferring and entering data from one program into another. The types of data you will be using include patient records and the types of medication dispensed through the medical centre, so you will have to sign a confidentiality document.

2- Mail data entry clerk

In this position you will be changing the mailing list of a company. Most times the company will one that sends advertorials or 'junk' mail to people but large companies that need to update their clients with policy changes may also hire mail entry clerks to update and change the mailing list. Here you will be in charge of making updates to people's addresses as well as deleting people who opt not to be on the mailing list any longer. You may also have to sign a confidentiality agreement to work here, too.

3- Survey data entry

These data entry jobs are most commonly asked for, but they do not offer any long term commitment. In this position you will be entering hand written data from a survey conducted on the street into a computer data base. The ability to decipher many different types of hand writing is a bonus in this kind of job, and whether or not you will need to sign a confidentiality agreement depends on the type of survey conducted.

There are many more types of data entry jobs that exist, but these are the most common.

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