



Texas Emergency Medical Task Force

Position Description: TX EMTF Data Entry Technician

## **POSITION DESCRIPTIONS: Texas Emergency Medical Task Force (TX EMTF) Data Entry Technician**

### **Reports to:**

The Data Entry Technician reports directly to the Administrative Team Leader, and works closely with the Plans Section, Demobilization Unit, Documentation Unit, and the EMS Desk at the Regional Medical Operations Center.

### **Supervises:**

None.

### **Position Specific Requirements:**

The Data Entry Technician is responsible for data-entry within the Ambulance Staging Area. In addition, the Data Entry Technician works closely with the Documentation Technician to coordinate collection, filing and distribution of patient care records pertaining to the deployment.

### **Qualifications and Skills:**

- + ICS 100, 200, 700
- + Have knowledge of EMS Management concepts and work well with sponsoring agencies
- + Have experience with WebEOC, data entry and computer skills

### **Assigned Duties:**

- + Working with the Status Check-In Recorder to establish Check-In Area and procedures
  - + Provide for personal protection from sun and heat at the Check-In and Check-Out point
  - + Maintain connectivity to WebEOC for data-entry
  - + Correctly input(ting) data from arriving units and updating information, as necessary
- Perform additional tasks or duties as assigned