



INDEPENDENT CONTRACTOR ANNOUNCEMENT
DATA ENTRY SERVICES

The Hospital Council of Northwest Ohio is in search of Independent Contractors to perform data entry services for the Community Health Improvement division.

The independent contractor will:

- Enter all adult and child survey data from the health assessment instruments returned from the health assessments in progress in Excel within a mutually agreed upon timeframe.
- Perform basic data entry quality assurances to ensure the accuracy of the resulting Excel file.
- Be detail oriented, independent, proficient and accurate with data entry and have Excel experience.
- Provide own computer equipment, tools, data services and set own hours required to complete the task.
- Agree to be paid \$1.00 per adult survey entered and \$0.75 per youth and child survey entered after completion of the project.
- Virtually meet with the Community Health Improvement Data Manager for 20 minutes of unpaid training to learn how to enter the survey data correctly.
- Follow all COVID-19 precautions when coming into HCNO office.

If interested in this contracted opportunity, please contact and submit your resume via email to Tina Hacker, thacker@hcno.org, HR Manager by Friday, October 30, 2020

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