

JOB TITLE: Medical Scribe

REPORTS TO: Clinic Manager

JOB OVERVIEW: Works to facilitate patient flow and ensure an accurate and complete medical record for each patient.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Accompany provider into the examination room in order to transcribe a history and physical exam, and document accurately the physician's encounter with the patient and others present.
2. Skills to interact with family members comfortably, and ability of carry on a conversation.
3. List all proper diagnoses and symptoms as well as follow up instructions and prescriptions as dictated by the provider.
4. Transcribe patient orders including laboratory tests, radiology tests, medications, etc.
5. Document any procedures performed by the provider.
6. Vital and room patients for provider when needed.
7. When not with a provider see other responsibilities below.

ADDITIONAL RESPONSIBILITIES:

1. Retrieve messages from the phones, return messages if time permits.
2. Help vital and room patients for the other providers when time permits.
3. Keep the files (lab slips, x-ray orders, pain contracts etc.) in the rooms full and retrieve them if necessary.
4. Learn to call over prescriptions and/or asking questions that providers might have for a pharmacist
5. Learn to use the microscope for UA's.
6. Maintain professional appearance and conduct at all times.
7. Adhere to employer work practices.
8. Must be able to act calmly and effectively in a busy or stressful situation.
9. Document work processes as required.
10. Perform other duties as assigned.

QUALIFICATIONS:

Education: High school diploma or equivalent.

Certification/Licensure: Not required.

Skills:

1. Medical terminology
2. Recognition of physical exam process and ability to record exam details.
3. Computer proficiency and ability to quickly learn new applications.
4. Legible handwriting and ability to accurately record information.
5. Organizational skills with focus on tracking patient care and improving patient flow.
6. Professional demeanor and recognition of privacy considerations for patients and families.

Other Requirements:

1. Ability to multi-task efficiently and effectively.
2. Ability to think for themselves and stay busy when they are not needed in the rooms to scribe.
3. Ability to communicate effectively by phone and in writing.
4. Requires adherence to all policies and procedures, including but not limited to standards for safety, confidentiality, attendance, punctuality and personal appearance.
5. Must be able to establish and maintain effective working relationships with managers and peers.

Physical Requirements:

- Must be able to communicate clearly to patients in person and over the telephone.
- Requires occasional lifting and carrying items weighing up to 15 pounds unassisted. Requires frequent bending, reaching, and repetitive hand movements (specifically keyboarding and writing), standing, sitting, with some lifting, pushing and pulling throughout a regular work day.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Medical Scribe job description and understand the functions and objectives of the position.

Employee Signature: _____ Date: _____