

**Medial Scribe Job Description:**

**Supervisor: Quality Improvement Director**

**Job Summary:**

**A Medical Scribe is typically assigned to work with one provider and is responsible for recording a Physician’s interactions with patients and assisting with clerical duties related to medical documentation within the Electronic Medical Record (EMR). Their duties include recording a provider’s interactions with patients, filling out paperwork, summaries and referral letters after a visit and entering data into medical records. This clinical employee is** **responsible for ensuring an efficient workflow is maintained each day as well as filling schedule needs within the organization.**

**Role on the Care Team:**

**Works within the care team, to provide direct clerical assistants to the provider. This employee is responsible for providing services as outlined below. They are involved in whole-person care by assisting and supporting the medical provider in the provision of care. This position works closely with members of the care team through all phases in order to coordinate care between the patient, internal providers and specialists.**

**Responsibilities:**

* **Send any prescription via E-Rx as directed by physician**
* **Prepares and assembles medical record documentation/charts for physician(s)**
* **Enters the patient room with the physician during patient visit to capture and transcribe medical record documentation utilizing the EMR**
* **Ensures medical record compliance by self-documentation attestation**
* **Updates patient history, physical exam, and other pertinent health information in the EMR**
* **Prepares and sends documentation to the physician for review and approval via authentication of detailed data entry and facility-specific procedures**
* **Monitors the duration of basic lab results and screening procedures**
* **Complies with all of the medical facilities policies**
* **Performance of other clerical duties and tasks to improve provider productivity and clinical workflow as assigned**

**Requirements/Skills/Experience:**

**Medical Scribes need to portray a level of professionalism and cleanliness while working with medical staff. Some of the other important skills they need to handle their job duties include:**

* **Advanced computer skills**
* **Ability to expertly document patient care and transcribe patient appointments**
* **Confidentiality and privacy of the patients**
* **Strong organization, multitasking and time management skills**
* **Ability to handle high-pressure situations effectively**
* **Excellent written and verbal communication skills**
* **Appropriate bedside manner and interpersonal skills**
* **Microsoft office skills**

**Qualification:**

**Minimum of at least 2 years’ experience in a primary medical care setting or an associate’s degree in a health occupation field: LPN license preferred.**

**Work Hours:**

**Full-time: 36-40 hours/week (Monday through Friday)**

**Pay:**

**$18.00-$20.00/hour**

**Training Requirements:**

**CPR certification**

**HIPAA Compliance**

**OSHA**

**New Employee Orientation**

**Annual training reviews**

**Cultural Sensitivity**

**Core Competencies**

**Customer Service Excellence**

**Quality Improvement**

**Other trainings as needed to meet the needs of the organization**

**Equipment Operated:**

**Standard medical examination room equipment and instruments. May include use of computer/health information management system.**

**Work Environment:**

**Combination of exam rooms and medical offices. Frequent exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations, and other conditions common to a clinic environment.**

 **Mental/Physical Requirements:**

**Requires standing and walking for extensive periods of time. Occasionally requires lifting and carrying items weighing up to 20 pounds. Requires correct vision and hearing to normal range. Requires working under stress in emergency situations and occasionally may involve irregular working hours.**

**HCCH provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HCCH complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**

**HCCH conducts background checks on all final candidates. Employment is contingent upon a clear background check or approval of the CEO.**

**I have read and understand this job description and certify that I can perform all the essential functions of this job.  I have received a copy of the job description.**

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**Employee Signature Date**

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**Supervisor Signature Date**