

JOB DESCRIPTION

Job Title: Medical Scribe

Reports to: Scribe Lead and Clinic Administrator

Supervisory Responsibilities: None

Classification: Non-Exempt

Pay: \$18 - \$26 per hour (*pay is determined based on a scale of 0-16+ years of experience*)

General Summary of Duties: Performing all clerical and information technology functions for a physician in a clinic setting. You also must be able anticipate physician needs to facilitate the flow of clinic. Medical Scribes must be discreet, tactful, and modest in performance of duties so as not to distract medical staff from patient care. Good judgment, organizational ability, initiative, attention to detail, and the ability to be self-motivated are especially important when working as a Medical Scribe. You must be adaptable and versatile since you will be responsible for many tasks. Good attendance is also an important element of this job.

Major Responsibilities/Tasks:

1. Accurately and thoroughly document medical visits and procedures as they are being performed by the physician, including but not limited to:
 - a. Patient medical history and physical exam.
 - b. Procedures and treatments performed by healthcare professionals, including nurses and physician assistants.
 - c. Patient education and explanations of risks and benefits.
 - d. Physician-dictated diagnoses, prescriptions and instructions for patient or family members for self-care and follow-up
 - e. Prepare referral letters as directed by the physician
2. Dictation/faxing/phone calls and clerical tasks. Medical Scribes are asked to prepare referral letters as directed by the physician, via dictation or summary of the medical record. You may be asked to generate electronic orders for prescriptions, DME, diagnostic exams, surgeries, physical therapy, and occupational therapy.
3. Medical Scribes also spot mistakes or inconsistencies in medical documentation and check to correct the information in order to reduce errors. Medical Scribes ensure that all clinical data, lab or other test results, the interpretation of the results by the physician are recorded accurately in the medical record. Alert physician when chart is incomplete. Medical Scribes must comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for preparing medical documents and for keeping patient information confidential.
4. Medical Scribes collect, organize and catalog data for physician quality reporting system and other quality improvement efforts and format for submission.
5. Attend trainings on diverse subjects such as information technology, legal, HIPAA and regulatory compliance, billing and coding. Quickly assimilate new knowledge into processes and procedures. Medical Scribes proofread and edit all the physician's medical documents for accuracy, spelling, punctuation, and grammar.

Required Qualifications:

- Familiarity with computers and the ability to type a minimum of 50 word per minute.
- Ability to spell accurately and type professional documents using correct grammar and punctuation.
- A basic understanding of medical terminology.

Preferred Qualifications:

- Previous Scribe or relevant medical experience.

Performance Requirements:*Knowledge:*

1. Understanding of medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments to the extent required to understand and accurately transcribe dictated reports. Translate medical abbreviations into their expanded forms.

Skills:

1. Organizational skills with focus on tracking patient care and improving patient flow
2. Professional demeanor and recognition of privacy considerations for patients and families
3. Communication skills and the ability to coordinate and cooperate with multiple members of the health care team
4. To perform this job successfully, an individual should be able to learn and use all functions of electronic medical record software and transcription software. Must accurately enter data into a database, search for information, send and receive email and attachments.

Abilities:

1. Ability to record exam details
2. Computer proficiency and ability to quickly learn new applications
3. Ability to record information quickly and accurately
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to apply logic and draw conclusions based on knowledge. Have the ability to refer to reference materials to solve problems.
5. The ability to write routine reports and correspondence. Medical Scribes must be proficient in typing and good at spelling, punctuation, grammar, and oral communication. Must be able to listen to complex medical information and summarize in a clear, complete, and concise fashion. Excellent English composition skills required to generate professional, polished writing at a high rate of production. Handwriting must be clear and legible.

Equipment Operated: Computer Desktop, Laptop, or Tablet.

Physical Requirements: While performing the duties of this job, the employee is constantly required to move about the facility along with positioning oneself to maintain equipment and supplies. Constantly operates office equipment including, but not limited to, computers, phones, copy machines, and printers. The employee is regularly required to communicate and exchange accurate information with other individuals.

Summary of benefits:

OOA covers part or all of the cost for Health, Dental, Vision, and Long-term Disability Insurance. Employees are eligible to participate in a 401k plan with company matching. Flex spending plans, uniform allowances,

and an Employee Assistance Program available as well. New, full-time staff will accrue a minimum of 17 days of paid time off per year.

I have read the Medical Scribe Job Description and understand the functions of the position.

Employee's Signature: _____ **Date:** _____

It is the policy of OOA to provide equal opportunity for employment to all individuals regardless of race, color, religion, sex, national origin, age, veteran status, marital status, political affiliation, disability, sexual orientation, or other status protected by local, state, or federal law. All applicants for employment are evaluated on the basis of education, training, experience, skill, aptitude, and other work-related factors.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. If you require reasonable accommodation in performing the essential functions of this job, or with participating in any part of the employee selection process, please direct your inquiries to Gabrielle Coviello, Recruiting Coordinator, careers@olyortho.com.