



## Job Description – Medical Scribe

**Job Title:** Medical Scribe  
**Department:** Varies  
**Supervisor:** Varies  
**FLSA Status:** Non-Exempt  
**Prepared By:** OT  
**Prepared Date:** 8/4/16  
**Approved By:** JG  
**Approved Date:** 8/11/16

### Summary

The medical scribe performs all clerical and information technology functions for a physician in a medical clinic setting, including primary responsibility for the operation of electronic health records and/or electronic dictation systems, thereby increasing the efficiency and productivity of the physician. S/he must be able to anticipate physician needs to facilitate the flow of the clinic. The medical scribe must be discreet, tactful and unobtrusive 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. The individual must be adaptable and versatile. Good attendance is elemental to performance of duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Accurately and thoroughly documents medical visits and procedures as they are being performed by the physician in EMR including but not limited to:
  - Patient medical history and exam
  - Procedures and treatments performed by healthcare professional, including nurses and physician assistants
  - Patient education and explanations of risks and benefits
  - Physician- dictated diagnoses, prescriptions and instructions for patient or family members for self-care and follow-up
- Demonstrates ability to listen to complex medical information and summarize in a clear, complete and concise fashion.
- Demonstrates proficiency in medical terminology, anatomy and physiology, diagnostic procedures, pharmacology and treatment assessments to the extent required to understand and accurately transcribe physician documentation.
- Demonstrates excellent English composition skills and the ability to write routine reports and correspondence with proficiency in typing, spelling, punctuation, grammar and oral communication.
- Demonstrates proficiency in the use of all functions of the electronic medical record and patient management software; Microsoft Office software and the use of the internet as it pertains to research and data mining.

- Comply with HIPAA confidentiality standards when accessing or communicating patient information.
- Demonstrate ability to perform mathematical skills, i.e. ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions and decimals as required for medical purposes.
- Demonstrate ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; to apply logic and draw conclusions based on knowledge and/or refer to reference materials to solve problems.
- Must have flexibility in personal schedule to work alongside physician who may work irregular, unpredictable hours, including some weekends and/or evening hours.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

Compassion - The responsibility to put a patient's or person's interests first, including the duty not to harm, deliver proper care, and maintain confidentiality.

Compliance - Employee has satisfactory completed employers required compliance training. Employee is able to demonstrate an understanding of employers Code of Conduct.

Dependability - Meets commitments, deliverables, deadlines, work independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, and meets attendance/punctuality requirements.

Dependability – Follows through on assignments; promptness in completing tasks.

Energy - Consistently maintaining a high activity or productivity level; sustaining long work hours.

Humility/ Respect - Being courteously respectful of others. Awareness of oneself in relation to others, having a clear perspective and respect for one's place in context and of others.

Initiative - Making active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being proactive. Practices self-development.

Integrity - Maintaining and promoting social, ethical, and organizational norms is conducting internal and external business activities.

Keyboarding Skills - The ability to operate a typewriter or word processor at the required speed and with accuracy.

Patient Service Orientation - Proactively developing patient/customer relations by making efforts to listen and understand the customer and their needs (both internal and external); anticipating and providing solutions to customer needs; giving high priority to patient/customer satisfaction. Ensures appropriate follow up and is their advocate in determining solutions. The employee uses a variety of communication techniques to effectively express thoughts and ideas and to understand or influence.

Practical Learning - Assimilating and applying, in a timely manner, new job-related information that may vary in complexity.

Quality Orientation/ Attention to detail - Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

Results Driven& Execution - Accountable for meeting or exceeding individual and/or department goals and objectives. Committed to producing results that will achieve company objectives. Sets priorities and organizes time to meet or exceed goals, follows up, and takes personal responsibility for results whether they are positive or negative.

Team work/ Collaboration - Working effectively with team/work group or those outside formal line of authority (e.g., peers, senior managers) to accomplish organizational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organization or team. Listens to others and values opinions.

Technological /Professional knowledge - Having achieved a satisfactory level of technical and professional skills/knowledge in job-related areas; keeping abreast of current developments and trends in area of expertise.

Communication - Expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience. Good listening skills.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- Preference: Completion of a Medical Assisting Program/Completion of Certification or Registration
- CPR/BLS certification
- Ability to type at minimum 40 WPM
- All certification received, e.g. CMA, CPR, BLS, etc. must be kept current

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Bilingual preferred.

### **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these basic Math operations.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have advanced computer skills.

**Certificates, Licenses, Registrations**

LPN, Certified MA, or have completed a recognized medical assistant or medical scribe training course and provide evidence of same.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate depending on the business activity of the office.

## Receipt and Acknowledgement

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Home and the Corporation.
- I have read and understand this job description.

Print Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_