

MA – Medical Scribe

Job Description

Reports To:	Clinical Manager/Provider	FTE Status:	Full Time
Dept./Location:	Centennial Clinic	FLSA Status:	Non-Exempt
EEO Category:		Date Revised:	7/2019

POSITION SUMMARY:

As a Medical Scribe, you will provide medical clerical support for a physician practice. You will accompany the physician in the exam room and be responsible for accurately and thoroughly document patient visits and procedures as they are being performed by the physician.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Accompany the physician in exam room for patient interview and examination.
- Greet patients and visitors with a friendly smile
- Document in the electronic health record (EHR)
- Document the physician dictated patient history, including history of present illness, review of systems, past medical and surgical history, family and social histories, medications and allergies.
- Document physical examination findings and procedures as performed by the physician.
- Document the results of laboratory and radiographic studies as dictated by the physician
- Contribute to the team approach involving physician, nurse, administrative assistant and scribe
- Be discreet, tactful and modest in documenting to not distract physician or patient
- Assisting other departments as needed

EDUCATION AND EXPERIENCE:

- Completion of a High School Diploma or GED equivalent
- Current CPR certification (BLS Course C)
- MA or Nurse Tech working under direction of Physician, PA, or NP

KNOWLEDGE, SKILLS AND ABILITIES:

- **Positive, friendly, polite personality is the most important requirement**
- Good judgement, organization, initiative, attention to detail and self-motivation
- **Solid grammar skills, multi-tasking skills, and ability to listen and type information at the same time**
- **Excellent computer skills**
- Medical terminology knowledge
- EHR/EMR experience
- Transcription experience is a plus
- **Medical coding (CPT and ICD-10) experience preferred**
- eClinicalWorks software experience preferred Knowledge of basic medical terminology, diagnostics, and clinical procedures.
- Excellent interpersonal, written and oral communication skills.
- Ability to work effectively as a team member of Centennial Health.
- Ability to execute duties and responsibilities in an organized effective manner

WORK ENVIRONMENT:

- Work is normally performed in a climate-controlled clinic environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gasses is very limited. There is limited exposure to communicable diseases, body fluids, medicinal preparations, and other conditions common to a clinic environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

- Work involves frequent standing and walking for long periods of time; some duties are performed from a seated position. Work may include occasional pushing and/or pulling, lifting, and carrying objects weighing up to 100 pounds such as patients, files, documents, and computer printouts. Work normally requires normal vision and hearing range as might be required in typical conversational use along with finger dexterity and eye-hand coordination to operate a computer keyboard at moderate skill level.

TRAVEL:

- Minimal travel within state.

SUPERVISORY RESPONSIBILITY:

No direct or indirect supervision of others but does regularly interact with patients and Centennial Health employees within the Clinical Services team.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.