**SUMMARY:** A Medical Scribe is essentially a personal assistant to the physician/provider. Capturing accurate and detailed documentation of the encounter into the EMR in a timely manner.

Providing unparalleled customer service to our patients, adhering to established protocols and work processes, and successfully managing volume without ever compromising quality.

**DUTIES AND RESPONSIBILITIES:**

* Being able to manage a minimum of two patients per hour on average and be able to manage a minimum of three to four patients per hour during surge periods.
* Assisting the physician with basic patient care and medical procedures set-ups.
* Communicating with patient, pharmacies, and physicians over the phone under physician guidance.
* Helping maintain a clean, courteous, and professional work environment.
* Providing compassionate care to our patients.

**QUALIFICATIONS:**

* Must have a minimum of a high school diploma. A college degree or current enrollment in a degree program is preferred.
* Excellent verbal and written communication skills.
* Strong interpersonal skills.
* Ability to understand and follow written and verbal instructions.
* Commitment to excellence and high standards.
* Strong organizational skills; able to manage priorities and workflow.
* Type a minimum of 50 WPM.
* Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
* Ability to effectively communicate with people at all levels and from various backgrounds.
* Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
* Knowledge of medical terminology.
* Professional appearance and demeanor.
* Bilingual skills a plus.

**PHYSICAL/MENTAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

* Coordinate multiple tasks simultaneously.
* Understand and respond to a diverse population.

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**Supervisor Ted J. Triana, D.O.**

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**Signature**

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**Date Date**