

Growing and busy Sports Medicine and Family practice is seeking qualified medical professionals to join our patient centered team.

Job Title: Medical Scribe

FLSA Status: Non-Exempt

Immediate Need

Approximately 24-30 hours per week working one to one with either a Primary Care or Sports Medicine Doctor

REQUIRED: College Grad wishing to pursue a career in a medical related field - PA, NP, MD or DO school.

Hourly Rate: \$12.25

Company Benefits include a PTO (Paid Time Off) Bank & 401(k) retirement plan with a company match. At this time, the company does not offer a medical/dental plan.

Please respond with a Covering Letter and a Resume

APPLICATIONS WITHOUT THE REQUESTED INFORMATION MAY NOT BE REVIEWED.

Job Summary :

- Completes patient medical chart in real time as the provider assesses and examines the patient by facilitating patient flow and ensuring an accurate and complete medical record for each patient using an Electronic Medical Records (EMR) system.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES:

- Accompany physician into the patient examination room in order to transcribe a history and physical exam, and document accurately the physician's encounter with the patient and others present.
- Review prior medical records to obtain past medical history information and prior labs, ECGs and radiographic studies for comparison.
- Transcribe patient orders and all ancillary test results and their interpretations, including any lab tests, imaging tests, ECGs, radiology tests, medications, etc.
- Document any procedures performed by the physician.
- Accurately record provider's consultations with other health care professionals, patients, and family members
- List all proper diagnoses and symptoms as well as follow up instructions and prescriptions as dictated by the physician
- Understanding billing codes to help increase a provider's charting efficiency
- Document procedures and treatments performed by providers
- Check on the progress of x-rays and other patient evaluation data
- Record provider-dictated diagnoses, prescriptions and instructions for patient discharge and/or follow-up.

ADDITIONAL RESPONSIBILITIES:

- Maintain professional appearance and conduct at all times.
- Adhere to office work practices.
- Establish and maintain effective working relationships with physicians and staff.
- Document work processes as required.
- Perform other duties as assigned.

Skills:

- Understands medical terminology.
- Recognition of physical exam process and ability to record exam details.

- Computer proficiency and ability to quickly learn new applications.
- Hands on knowledge and use of medical EMR systems, ability to use eClinicalWorks EMR would be a significant asset.
- Legible handwriting and ability to accurately record information.
- Organizational skills with focus on tracking patient care and improving patient flow.
- Professional demeanor and recognition of privacy considerations for patients and families.

Other Requirements :

- Ability to multi-task efficiently and effectively.
- Must be able to act calmly and effectively in busy and stressful situations.
- Ability to communicate effectively in the English language in person, by phone and in writing.
- Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.

Physical Requirements:

- Hearing: Adequate to perform job duties in person and over the telephone.
- Speaking: Must be able to communicate clearly to patients in person and over the telephone.
- Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.
- Other: Requires occasional lifting and carrying items weighing up to 25 pounds unassisted. Requires frequent bending, reaching, and repetitive hand movements (specifically keyboarding and writing), standing, walking, squatting and sitting, pushing and pulling exerted regularly throughout a regular work shift.

QUALIFICATIONS:

- **REQUIRED Education** : College Degree - Biology, Health Sciences, Sports Medicine or a related field.
- **REQUIRED** : Wishing to pursue a career in a medical related field as a PA, NP, MD or DO.
- Any experience as a Medical Scribe preferred, but not required.

Environmental/Working Conditions :

- Normal office environment.
- Occasional overtime may be required and/or hours may be shortened as business needs dictate.

Job Type: Full-time

Salary: \$12.25 /hour