

Medical Scribe Job description

Pay- \$16-17/hr

MEDICAL SCRIBE DEFINITION

Under general supervision, performs clerical/information technology functions for a provider in a clinical setting; documents/transcribes information to be included in the patient's medical chart; accompanies provider into each patient examination and transcribes encounter/examination between patient, provider and others; documents procedures as performed by the provider; transcribes patient orders for laboratory tests, radiology tests, medications, etc.; maintains/completes patient charts; and performs related duties and responsibilities as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES(This may not include all the duties listed, nor do the examples cover all the duties that may be performed.)

Accurately and thoroughly document medical visits and procedures as they are performed by the provider, including but not limited to: patient medical history and physical examination; procedures and treatments; patient education/explanation of risks and benefits; provider-dictated diagnoses, prescriptions and instructions for patient or family members for self-care and follow-up by accompanying the provider into the patient examination to increase the efficiency and productivity of the providers at Urology Nevada.

Prepare referral letters via dictation or summary of the medical record, as directed by the provider; Copies of pertinent reports or tests attached to all providers involved in a patient's care; coordinate referrals, and complete other tasks related to the referral process to enhance patient care.

Transcribe consultations/discussions with family and/or the patient's primary care provider by attending same and recording the encounter for the patient's record/chart.

Ensure that patient charts are complete by accurately recording all clinical data, labs, imaging, other test results, and provider interpretation of those results in the medical record; ensure that medical records comply with legal, ethical, and patient confidentiality requirements.

Review patient records/charts for accuracy and completeness, checking for signatures and other requirements to ensure that records are correct, complete, and readily accessible in both electronic and hard copy formats.

Collect, organize, and catalog data for provider quality reporting/quality improvement efforts; proofread and edit provider medical documents, checking for accuracy, spelling, punctuation and grammar.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Interested in applicants who are pursuing a medical career such as pre-physician assistant or pre-medical student.

An applicant will only be considered if they are currently enrolled or graduated from a college or university.

Knowledge of:

English usage, spelling, grammar, and punctuation.

Medical terminology

Local, state, and federal guidelines for medical documentation.

Modern office procedures, methods, and computer equipment.

Microsoft Office Suite (or similar) computer software.

OSHA and HIPAA regulatory guidelines and mandates.

Time management and task prioritization techniques.

Software systems, programs and computer equipment used at Urology Nevada.

Service-oriented etiquette and customer relations techniques.

Ability to:

Document patient care as dictated by a healthcare provider in a legible and clear manner.

Listen to complex medical information and summarize it in a clear, complete, and concise fashion.

Maintain confidentiality and privacy of patient information in accordance with governing HIPAA regulations.

Process information in accordance with detailed instructions.

Learn the capabilities and applications of Urology Nevada's electronic medical records system.

Learn to operate a sophisticated EHR computer system quickly and accurately.

Operate a variety of office machines including scanners, copiers, multi-line telephone systems and computers.

Type at a speed necessary for adequate job performance.

Understand and follow oral and written instructions in English.

Report to work punctually and accomplish the daily responsibilities of the position with a minimum of excused/unexcused absences.

Communicate in a clear, concise manner, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines (Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be*):***

Experience: One year of medical scribing experience in a clinical setting is preferred, not required.

Special Requirements: (*Essential duties require the following physical skills and work environment*)

Ability to work in a standard office environment and operate office equipment including computers, telephones, scanners and copy machines; ability to use hands to finger, handle or feel; ability to reach and grasp with hands and arms; ability to sit and stand for long periods of time; ability to lift and/or move up to 20 lbs.; ability to frequently stand, walk, climb or balance, stoop, kneel, crouch or crawl; ability to talk and hear; ability to employ close vision, distance vision, color vision, depth perception and to adjust focus; ability to tolerate exposure to infectious diseases; ability to report to work punctually with a minimum of excused/unexcused absences.

Urology Nevada Supports Workforce Diversity. Qualified Women, Minorities and Individuals with Disabilities are Encouraged to Apply. Urology Nevada maintains a drug-free workplace.

Job Type: Full-Time; Urology Nevada is open Monday-Friday

Benefits

- Paid Time Off
- Employee Assistance Program
- Health Insurance
- 401k
- Pension Plan
- Life Insurance

Job Type: Full-time

Pay: \$16.00 - \$17.00 per hour

Expected hours: 30 – 40 per week

Experience:

- Typing: 1 year (Preferred)
- Medical Terminology: 1 year (Preferred)

Work Location: In person