

# Scribe

## Job Description



**Position Title:** Scribe  
**Reports to:** Practice Manager  
**Job Status:** Full-Time  
**FLSA Status:** Non-Exempt  
**Positions Supervised:** None

**Position Summary:** Document all aspects of patient visits in the electronic medical record under the supervision of a Physician or provider for the diagnosis, treatment and prevention of disease. Ensure an accurate and complete medical record for each patient visit.

### Essential Functions:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

- Accompany Physician or provider into the exam room in order to transcribe all details of the patient visit.
- Transcribe the patient history including history of present illness, review of systems, past medical and surgical history, family and social history, medications and allergies.
- Transcribe pertinent information provided by patient family members or others present.
- Transcribe the physical examination, general patient appearance and all symptoms.
- Transcribe the diagnoses, medications prescribed, tests and procedures ordered and procedures performed by the Physician or provider.
- Transcribe the results of laboratory and radiographic studies as dictated by the Physician or provider.
- Transcribe the medical decision making, patient education, follow-up instructions and any other information pertaining to the patient visit.
- Listen to complex medical information and summarize it in a clear, complete and concise manner.
- Anticipate Physician or provider needs to facilitate patient flow.
- Proofread all medical documentation for accurate spelling, punctuation and grammar.
- Review all medical documentation for completeness and accuracy. Correct mistakes or inconsistencies. Alert the Physician or provider when a chart or document is incomplete.
- Comply with medical record coding and documentation standards.
- Increase the efficiency and productivity of the Physician or provider.
- Must be available to work all hours that a Physician is seeing patients (i.e. early mornings, altered lunchtimes, and late evenings).
- During Physician vacation or day off, agrees to function as CSTM.
- Perform all other duties as assigned.

**Competencies:**

- Knowledge of medical terminology.
- Knowledge of medical office principles, standards, applications and tests.
- Knowledge of medical office safety, cleanliness and infection control policies and regulations.
- Knowledge of medical office equipment uses and maintenance.
- Accuracy – Ability to perform work accurately and thoroughly.
- Communication – Ability to communicate effectively verbally and in writing.
- Computer Skills – Proficient ability to use a computer and electronic medical record.
- Confidentiality – Maintain patient, team member and employer confidentiality. Comply with all HIPAA regulations.
- Customer Service Oriented – Friendly, cheerful and helpful to patients and others. Ability to meet patients and others needs while following office policies and procedures.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Flexibility – Ability to adapt easily to changing conditions and work responsibilities.
- Positivity – Display a positive attitude and is a positive agent for change.
- Teamwork – Work as part of a team and collaborate with co-workers.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

**Education and Experience:**

- High school diploma or equivalent required
- Associate's Degree or higher preferred
- Pursing an advanced degree or career in health care or a related field preferred
- Medical office experience preferred

**Certification and Licensure:**

- ATC, EMT or Paramedic certification preferred

**Work Environment:**

- Environmentally controlled medical office environment
- Fast paced environment with occasional high pressure or emergent situations
- Possible exposure to bodily fluids, infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a medical office environment
- May wear Personal Protective Equipment (PPE) such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public

**Physical Demands:**

- Frequent standing, walking, typing and speaking
- Occasional sitting, grasping, carrying, reaching, bending and stooping
- Lifting, carrying, pushing and pulling up to 50 pounds, with assistance if needed
- May need to assist lifting or turning patients who are disabled, with assistance if needed
- Frequent use of computer and keyboard

CVFP has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the team member's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors, managers, directors or officers as deemed appropriate. This document does not represent a contract of employment, and CVFP reserves the right to change this job

description and/or assign tasks for the team member to perform, as CVFP may deem appropriate.

**Team Member Signature:** \_\_\_\_\_

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