



Healthcare Associates in Medicine, PC

Medical Scribe

<u>Job Title:</u>	Medical Scribe	<u>Department:</u>	Neuroscience – Pain Management
<u>FLSA Status:</u>	FT - Non- Exempt	<u>Reports to:</u>	Director of Clinical Services And Assistant of Clinical Services
<u>Salary:</u>	Hourly	<u>Last Revision Date:</u>	April 2017

Job Summary: The Medical Scribe will work to facilitate patient flow and ensure an accurate and complete medical record for each patient. The Medical Scribe will need to capture accurate and detailed documentation of the encounter into the EMR in a timely manner. Provide unparalleled customer service to our patients, adhering to established protocols and work processes, and successfully managing volume without ever compromising quality. The Medical Scribe will ensure patients are welcomed in a warm and friendly manner and see their needs and expectations are met.

Skills and Responsibilities (include but are not limited to):

1. Prepares patients to see physicians, facilitates lab tests and paperwork as needed, and assists Clinical Services supervisors with clinical and administrative duties as directed.
2. 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.
3. Assist provider with collection, documentation, processing, and verification of information related to patient care in a EMR system.
4. List all proper diagnoses and symptoms as well as follow up instructions and prescriptions as dictated by the physician.
5. Transcribe patient orders including laboratory tests, radiology tests, medications, etc.
6. Document any procedures performed by the physician.
7. Knowledgeable with medical terminology.
8. Recognition of physical exam process and ability to record exam details.
9. Fulfills patient care responsibilities, including greeting, checking schedules and organizing patient flow.
10. Accompany patients to exam/procedure room and assist with walking transfers, dressing, collecting specimens, preparing for exams etc.
11. Collecting and updating patient history and medical records.
12. Prepares patients to be seen by physicians, collects vital signs and testing as requires by the healthcare provider.
13. Performing screenings as per provider guidelines
14. Arranging hospital admissions, laboratory services, imaging services and other diagnostic services as may be required
15. Coding and completing insurance forms.
16. Handling correspondence, billing, and other required administrative documentation.
17. Entering, reviewing and interpreting chart notes as may be required.
18. Preparing patients for examination.
19. Applying or removal of sutures, dressings, casts, splints or other devices at the direction of the provider.
20. Providing, instructing and explaining pertinent information to patients and/ or family members. Such as; medications, appointment follow ups, scheduling appointments, referrals etc...
21. Authorizing prescription refills as directed.
22. Preparing and administering medications as directed by a physician.
23. Replenishes supplies – stocks, sterilizes and cleans exam rooms and instruments.
24. Prepares and maintains supplies and equipment for treatments, including sterilization.
25. Maintains patient confidentiality; complies with HIPAA and OSHA compliance guidelines established by the practice.
26. Directs diagnostic testing results to physician for review and treatment as directed.
27. Perform phlebotomy, urinalysis testing and other basic laboratory tests as directed.
28. Performs other related duties as required and assigned



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Education/Experience:

1. High school diploma or General Equivalency Diploma (GED) required
2. Medical Scribe Certification
3. BLS Certification required
4. Minimum of 1 year of recent experience working in a medical facility as a medical scribe.
5. Experience performing waived lab tests, collecting specimens, maintaining line of custody as required and handling lab paperwork and documentation.
6. Legible handwriting and ability to accurately record information.
7. Experience working in either: Neurology, Pediatric Neurology, Neurosurgery, Pain Management or related disciplines.
8. Knowledgeable and comfortable using computer applications to include: practice management systems, electronic health records, and related software. Knowledgeable in Microsoft office applications, use of email and on-line systems.
9. General knowledge of health insurance billing and coding procedures and common practices.
10. Familiar with the regulations and requirements for OSHA and HIPAA and aware of the compliance requirements as enacted by Federal, State and local jurisdictions.
11. Must be eligible to provide services under the Title XVIII and XIX of the Social Security Act and be eligible for enrollment in the Medicare provider programs.
12. Understands suitable and appropriate appearance, demonstrates good communication skills, capable of writing instructions for patients consistent with directions provided by licensed providers, works well with others.

Physical Requirements/ Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required to stand; sit; walk; use hands to finger, handle, or feel objects, tools, or control; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision.

1. Incumbent will be required to work at any facility and be responsible for own transportation.
2. Incumbent will be scheduled based on operational need.
3. May be exposed to virus, bodily fluid, disease and infection from patients and specimens in working environment.
4. Standard office equipment including computers, fax machines, copiers, printers, telephones, etc.
5. Position is in a well-lighted office environment.
6. Employee will occasionally be asked to lift and carry items weighing up to 30 pounds.
7. Involves sitting approximately 20 percent of the day, walking or standing the remainder.
8. Neat, professional appearance.

Equal Opportunity Employer

Employee Signature

Date

Employee Name (printed): _____