

Southern Tier Community Health Center Network, Inc.

Job Title: <u>Medical Scribe</u>	Effective Date: _____
Department: <u>Health Information Technology (HIT)</u>	Revision Date: _____
	Revision # _____
Developed by: <u>Angela Langdon</u>	Approved by: _____
	Reviewed by: _____

1. **REPORTS TO:** Medical Lead Scribe and the Director of Clinical Informatics/Quality Program Management, HIT
2. **DIRECTION EXERCISED:** Responsible for self
3. **PRIMARY FUNCTION:** Medical Scribes are individuals trained in medical documentation who assist a provider throughout their shift. The primary goal is to increase the efficiency and productivity of the physician. It will be the responsibility of the medical scribe to annotate any dictated or written information for the treatment of patients following all local, state and federal guidelines for documentation into the electronic health record system. The medical scribe will be responsible for clearly recording patient's symptoms, history, physical exam and treatment plans. This position will have no direct involvement in patient care, but has an interdepartmental role in coordinating any nursing, front office, or other clinical staff documentation workflow needs suggested by the provider.
4. **EDUCATION/EXPERIENCE:** High school diploma or equivalent. Previous experience working in an outpatient clinic or doctor's office preferred. Medical Scribe and/or Transcriptionist experience helpful. Medical terminology helpful. Medical assistance experience also helpful. Anatomy and physiology helpful.
5. **DUTIES, RESPONSIBILITIES AND JOB ACCOUNTABILITIES:**
 - a. The primary role of the medical scribe is to assist the clinician with documentation of each patient's medical chart during his or her visit
 - b. Attend all scribe trainings necessary for the job duties
 - c. Obtain Medical Scribe Certification and Aptitude Test (MSCAT) certification after 200 hours on the clinical floor
 - d. Accompanies the clinician into the patient examination area in order to transcribe a history and physical examination as given by the patient and physician
 - e. Documents any procedures, consultations, or discussions with family and/or the clinician
 - f. Completes the patient's chart by transcribing results of any labs, x-rays, or other evaluations. In doing so, the scribe continuously checks on the progress of this data in order to get the patient's workup complete so that the clinician is able to make his or her decisions regarding that patient
 - g. Becomes an expert in the use of various templates and documentation techniques available in the EHR system, and use these tools efficiently so individual encounters can be well documented, as well as accurately congregate data collected for statistical reports
 - h. Displays ability to develop rapport across a broad range of personalities with open communication
 - i. Works cooperatively with other staff members and displays courteous and professional behavior in all interactions with the public
 - j. Maintains confidentiality of all patients, and employee information
 - k. Follows clinic and scribe policies and procedures to ensure that the principles of STCHCN are met
 - l. Promotes teamwork and cooperation to create an environment that maximizes efficiency and satisfaction with scribes
6. **KNOWLEDGE, SKILLS, AND ABILITIES:**
 - a. Ability to read, write, understand and spell English and medical terminology correctly.
 - b. Basic Computer proficiency in Windows environment.
 - c. Typing 45 WPM

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7. **WORKING CONDITIONS:** Works in a well-lighted and ventilated environment. Occasional exposure to disagreeable odors, fumes or air borne particles, communicable diseases. This position involves exposure to infectious wastes such as blood and body fluids that mandate the wearing of gloves, masks, gowns and goggles for every actual or potential exposure. Potential for strains and injuries due to equipment/patient causes. The noise level is usually moderate.

8. **PHYSICAL/MENTAL DEMANDS:** Able to react to and perform multiple requests and tasks. Good communication skills, both verbal and written. Walks, sits, and stands most of the day. Physically able to push/pull carts. Physically able to perform some heavy lifting (50-100 pounds). Able to meet and maintain STCHCN health requirements. Able to both hear and possess visual acuity necessary in performing patient assessments.