

Open Door Health Services Job Description

Title:	Medical Scribe
Department:	Medical Services
Reporting Relationship:	Practice Manager
Authority:	None
Classification:	Non-Exempt/Temporary

General Summary of Duties: Responsible for listening to and dictating records made by physicians, nurse practitioners and/or other healthcare professionals. Documents are recorded, stored and become official medical records for the health center.

Typical Physical Demands: May require sitting for long periods of time. Occasional bending, stretching or lifting. Ability to hear normal range of voice.

Typical Working Environment: Work is performed primarily in a normal office environment, but may occasionally be off-site in various types of environments. May involve the need to work evenings and/or weekends. Occasional exposure to communicable disease and other conditions in a clinic setting.

Privacy Category: Functions in the Medical Level. Those areas included in the Privacy Categories are listed under Specific Duties/Responsibilities.

Specific Duties/Responsibilities:

- Receive and listen to prerecorded audio medical notes from medical providers; and/or transcribes for provider in patient exam room.
- Review audio recordings for content.
- Transcribe recordings to type-written format using the keyboard, computer and audio control equipment.
- Proofread documents for errors and grammar.
- Refer to standard medical reference materials for clarity.
- Translate medical jargon and abbreviations.
- Use medical technology to accurately convey diagnosis or treatment.
- Submit transcribed documents in patients 'official electronic medical records data base.
- Comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for keeping patient information confidential.
- Performs all other duties required

Performance Requirements: (Knowledge, Skills and Abilities):

- Knowledge of basic keyboarding and computer.
- Ability to read, understand and follow detailed written and oral communication.
- Ability to maintain confidential information.
- Skilled in record keeping, charting, and report writing.
- Knowledge in medical terminology.

- Able to work with a high degree of precision paying attention to detail to achieve the high level of accuracy required.
- Able to work unsupervised.

Education: High school diploma or GED equivalent. Formal education or technical college to include classes in medical assisting, medical terminology, nursing, pharmacology, sciences, etc. preferred.

Experience: Prefer experience in a health care setting.

The above job description has been explained to me and I understand the contents and responsibilities. I have received a copy of my job description.

Signature: _____ Date: _____