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# Example of Medical SCRIBE Job Description

Our growing company is hiring for a medical SCRIBE. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for medical SCRIBE

* Be responsible for maintaining the expectations of the program, client and employee satisfaction, and provide disciplinary actions if needed
* Provide training and continuing education to the employees assigned to your team
* Participate and contribute towards the improvement of the overall team
* Mentor other M\*Modal scribes
* Travel to meet with customers and scribes to deliver training and support services
* Performs other duties as assigned, including but not limited to, answering phones, scanning, abstracting, checking patients in and out, helping with work ques
* Transcribe and document all aspects of clinical visits, as dictated by provider in real time, track labs and enter results from any ordered tests
* Dictate in exam rooms with patient, and provider, and also in an office setting with the provider only
* Work closely with a team of clinic staff, including physicians and advanced level providers to ensure the delivery of high quality patient care
* The Medical Scribe transcribes and documents all aspects of clinical visits, as dictated by provider in real time, track medical studies and enter results from any ordered tests

## Qualifications for medical SCRIBE

* Graduation from a Medical Assistant program or an equivalent combination of education
* Must be a junior or above in pursuit of a 4 year degree focused in health sciences
* Future plans to continue to step into the healthcare field in pursuit of a career
* The ability to work from home and a secure reliable internet connection at home
* Availability Monday through Friday during outpatient office hours between the hours of 7 A.M
* Minimum 3 shifts a week Monday - Friday only with the ability to work an 8 to 9 hour shift time each week between the hours of 7 A.M