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# Example of Medical SCRIBE Job Description

Our company is looking to fill the role of 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

* This is NOT an internship, volunteer opportunity, or summer-only position
* Transcribe and document all aspects of clinical visits, as dictated by provider in real time
* Track labs and enter results from any ordered tests
* Provide dictation in an exam room with patient, and provider, and also in an office setting with the provider only
* Data entry in study database, resolving issues with missing data
* Support other research activities
* Lend general support to office as needed
* Proficiency with Microsoft Word, Excel, and PowerPoint is required
* Set yourself ahead of your class by becoming proficient in interpreting various lab results and reading x-rays
* Work side by side with physicians, PAs, and NPs, in the emergency department and/or clinic

## Qualifications for medical SCRIBE

* Team player with strong work ethic who displays integrity and a willingness to be flexible
* Experienced Medical Scribe or at minimum, strong administrative skills with experience working in a health care setting
* You NEED to have good penmanship and computer skills
* Previous work experience with Electronic Medical Records highly preferred
* Previous experience as a Physician Document Assistant or Medical Scribe preferred
* Ability to maintain strict confidentiality/HIPAA