



# Example of SCRIBE Job Description

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Our company is searching for experienced candidates for the position of SCRIBE. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for SCRIBE

- Retrieve and display current and past EKGs and imaging films
  - Take dictation using either shorthand or a stenotype machine, or using headsets and transcribing machines
  - Accompanies physician into exam room with patient, entering information in electronic medical record regarding patient symptoms and condition as physician interviews patient
  - Transcribes medical decision-making in real time under direction of physician, creating polished patient encounter notes that will also be sent to referring MDs
  - Input real-time encounter information into a template electronic health record using a wireless device
  - Edit all completed health records for accuracy regardless of whether clinicians dictated directly into the EHR using voice recognition software or the information is keyed in using templates or a combination
  - Obtain physician authentication and authorship using approved methods such as electronic signature
  - Print out any copies approved for distribution to the patient or a third party following HIPAA rules for verifying the release of information is done in a legal manner
  - Check schedule to ensure every patient examined has that day's reports in the patient's EHR
  - Check patient charge sheets to ensure charges match procedure performed
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- Final exam
- Clinical training
- Initial competency assessment
- Facility-specific training
- Specialized (1 year of training beyond high school)
- Ensure record does not have any missing information