



Example of SCRIBE Job Description

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Our innovative and growing company is looking for a SCRIBE. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for SCRIBE

- Dictation occurs in an exam room with patient, and provider, and also in an office setting with the provider only
- Incumbent works closely with a team of clinic caregivers, including physicians and mid-level providers to ensure the delivery of high quality patient care
- Position reports directly to the Site Supervisor or Practice Manager
- Work closely with physician and/or advanced level providers and clinical staff to ensure the highest level of patient care
- Will function at all times under a physician or advanced practitioners direct supervision
- Will abide by all applicable Steward policies and procedures including, but not limited to, safety matters, HIPAA-compliance and patient/computer confidentiality
- Research and source qualified candidates in target markets
- Screen candidate resumes and applications submitted through MModal's ATS online tool, internal referrals, partner organizations and other sources for qualifications match such as availability, compensation, and other prescribed client project requirements
- Interview candidates to confirm candidate match with requirements
- Managing relationships with hiring managers and candidates

Qualifications for SCRIBE

- Prior teaching experience preferred BLS training, MCAT prep course, science tutor

- A minimum of 1 year of work experience in the healthcare field may be considered in lieu of the education requirement
- Experience in a direct patient care environment preferred EMT, scribe, clinical technician in a hospital, medical assistant in a doctor's office
- Health care student
- Some college, medical or nursing background or someone that has worked medical/pharmacy and understands the medical knowledge would be ideal