



# Example of SCRIBE Job Description

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Our growing company is hiring for a SCRIBE. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for SCRIBE

- For duties 1-3, information is obtained directly from provider
- Maintains training program for scribe program
- Recruits, interviews, and trains new scribes while actively preparing and updating training materials
- Develops and reviews scribe job descriptions as needed
- Ensures that all scribes develop knowledge and understanding of electronic medical record and coding guidelines through review of scribes' notes and standardized training
- Consistently checks in with scribes, clinicians, and their site managers to review workflow processes and address any concerns
- Communicates with scribes regarding updates in policies and workflows and provides feedback on work performance
- Runs reports and tracks progress of the Scribe Pilot and/or program, including clinician productivity reports
- Collaborates with administrators to provide input on progress of the Scribe program, identify limitations, and offer ideas for solutions
- Coordinates scheduling scribes at primary care clinics and communicates regularly with site contacts

## Qualifications for SCRIBE

- Familiar with adobe

- Previous experience working in a medical office setting preferred
- No previous skills required, however education or experience in health care preferred
- Experience in medical field or currently enrolled in a medical program or experienced medical transcriptionists preferred