



Example of SCRIBE Job Description

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Our company is hiring for a 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 SCRIBE

- Develops work flows with clinicians and staff
 - Acts as an ambassador to clinic scribes in working with multiple primary care clinics, traveling to other sites as needed
 - Quality measures, assists in educating clinicians on quality measures, and develops plans to help clinicians meet these goals
 - Lead scribes may also be asked to develop workflows with clinics outside of primary care such as Mental Health and Senior Care
 - On occasion, lead scribes serve as IT liaisons to resolve technical problems quickly and effectively for clinicians, clinic staff, scribes, and other personnel
 - Attends and assists with coding meetings while keeping presentation up to date, distributing materials, tracking attendance, and creating templates for clinicians
 - Follows up with clinicians and coders to ensure understanding of proper billing and coding
 - Performs medical administrative assistant duties for Emergency Department Physicians, including accompanying the assigned Physician during patient examinations in order to gather and accurately transcribe the patient history, physical data, and any other relevant information in the medical record
 - Record any procedures performed and diagnostic tests ordered by the Physician
 - Retrieve, collate, monitor and report laboratory, radiology and other diagnostic test results to the Physician in a timely manner
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- Experience with EHR preferred
- Must have excellent communication skills and be able to understand both written and oral instructions
- Prior experience as a medical scribe strongly preferred
- Athena and Meditech experience preferred
- Successful completion of a Medical Assistant, EMT or CNA training program a plus but not required
- Planning, training and consulting for NextGen and Allscripts EMR products other EMR supported platforms