



# Example of SCRIBE Job Description

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Our growing 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

- Documents physical examination findings and procedures as performed by the physician
- Documents the correct time of patient care related activities, including physician-to-physician communication, family communication, and re-examination of the patient
- As and if permitted by hospital policies, document patient diagnoses, as determined and directed by the Physician
- Document any consultations with on-call physicians, specialists, or with other outside services
- Assist Physician with management of telephone calls to/for the Physician
- Assist with the facilitation and completion of admission, transfer and discharge forms and paperwork
- Review medical record for completeness and prepare for Physician signature
- Assist the Physician in keeping the patient and/or patient family informed to optimize patient satisfaction
- Assist Physician to expedite patient flow through organizational and communication skills
- Locate information for review (i.e., previous notes, reports, test results and laboratory results)

## Qualifications for SCRIBE

- Prior experience with on-site training of CIMs/Scribes

- Develop and maintain role-based training curriculum
- Schedule training events as appropriate both a training center and at the physician offices as appropriate
- Accompany trainees to clinic and observe and evaluate documentation competencies to include HPI, PMH, ROS, Medications, Allergies, FHx, Instructions and Prescriptions
- Educate trainees on proper documentation of diagnoses, symptoms and diagnostic order entry