



Clinical Scribe

Job Description and Responsibilities

Primary Responsibility: To assist FOFHC Medical Care Providers and Medical Care Team

Job Summary:

Under the direct supervision and presence of the Physician and/or Mid-level Provider, the Clinical Scribe provides annotation, under their own profile, in the Electronic Health Record (HER- Allscripts) of any dictated, written, or verbally communicated information for the treatment of patients following all local, state and federal regulations/guidelines for documentation. The Clinical Scribe will be responsible for clearly recording each patient's symptoms, history, physical exam and documenting the diagnosis in the patient encounter.

Duties:

1. Accompany the physician and/or mid-level provider into the patient examination area in order to transcribe findings at the bedside in real time as the provider evaluates the patient.
2. Documents the history of the patient's chief complaint as given by the patient and communicated by provider.
3. Documents the review of systems (ROS) and physical examination as given by patient and communicated by provider.
4. Transcribes under the direction of provider, patient orders, including laboratory tests, imaging tests, etc.
5. Completes the procedure note on behalf of the provider as directed.
6. Looks up pertinent past medical records at the direction of the provider.
7. Keeps track of and enters the results of labs and imaging studies as directed by the provider.
8. Enters documentation on patient progress as directed by provider.
9. Lists proper diagnosis as well as any discharge/follow-up instructions and prescriptions, as dictated by the provider.
10. Reviews the record and verifies that the documentation requirements have been met for the designated code assigned by the provider.
11. Follows documentation compliance standards.
12. Assures that the Electronic Health Record is complete and that all pertinent documentation requirements are met, including the diagnosis, disposition and patient education interventions.
13. Ensures the provider reviews the Electronic Health Record for accuracy. Obtains provider signature, under the provider's profile, for each encounter.

14. Develop and maintain a mutually respectful working relationship with all providers and the medical care team.
15. Available for provider concerns and questions and is ready to assist in documentation at all times.
16. Other duties as assigned.

Licensure:

1. Current AHA CPR for Healthcare Provider or Professional certification required.

Specific Qualifications:

1. At least One year previous experience of being a Clinical Scribe
2. Bilingual in Farsi (Preferred)
3. Demonstrates experience working with medical providers and other health professionals.
4. Knowledge of medical terminology, anatomy and physiology.
5. Basic computer skills
6. Prior experience working with Allscripts EHR preferred.

Skills/Abilities:

1. Demonstrates the ability to work well under pressure in a critical environment and maintain attention to detail in order to accurately document encounter.
2. Demonstrates observation, listening, interpersonal, and clarification skills in order to interact positively and productively with provider and patient.
3. Demonstrates knowledge of computers and technology and EMR (Electronic Medical Record)
4. Demonstrates the ability to multi-task and organize.
5. Demonstrates excellent verbal and written communication skills.
6. Demonstrates strong desire to learn.
7. Ability to maintain confidentiality.
8. Must be able to type on a keyboard at least 40 wpm or better, with ability to increase speed while maintaining accuracy.

Lifting / Standing Requirements:

There may be prolonged periods of standing, walking, reaching and/or stooping.