



Scribe Job Description

The duties of a Scribe are to document the dictated patient history, physical examination, family, social, and past medical histories as well as document procedures, lab results, dictated radiographic impressions and any other information pertaining to the patient's encounter in the Emergency Department or other clinical medical setting. Scribes are not patient care providers, nor are they part of the hospital staff; they are solely employed by ScribeMD and as such are the physician's representative and employee.

Outline of Essential Functions:

1. Scribes are assigned to work with one physician/allied health provider ("provider") per shift.
2. Scribes accompany the provider upon patient interview and examination.
3. Scribes document the dictated patient history, including history of present illness, review of systems, past medical and surgical histories, family and social histories, medications and allergies.
3. Scribes document physical examination findings and procedures as performed by the provider.
4. Scribes document the results of laboratory and radiographic studies as dictated by the provider.
5. Scribes document the correct time of patient care related activities, including provider to provider communication, family communication and re-examinations of the patient.
6. The provider and the Scribe will make "chart rounds" to review patient status, delays, and any other care-related issues.
7. All orders for patient care must be communicated by the provider and not the Scribe.
8. Scribes must document their signature (name and title) along with a date and time stamp within the medical record. As per Joint Commission, the role and signature of the Scribe must be clearly identifiable and distinguishable from that of the physician or licensed independent practitioner or other staff.
9. When the physician concludes the patient's encounter, the provider will review all documentation completed by the Scribe, make any necessary amendments, and sign the chart. The Physician is ultimately responsible for documentation of the patient's encounter.
10. Scribes do not participate in any patient care and should refer all requests related to patient care to the responsible provider or nursing staff; including, but not limited to, transporting specimens, answering phones, assisting patients, calling physicians, etc.

Additional Responsibilities:

1. Maintain and demonstrate an understanding of the team approach to patient care and documentation.
2. Complete and present the medical record in collaboration with the supervising provider.
3. Pursue continuing education through clinical experiences to enhance skills and knowledge in the promotion of quality documentation.
4. Participate in ongoing educational opportunities as offered by ScribeMD.
5. Attend scheduled ScribeMD staff meetings.
6. Be responsive to improvement opportunities in a positive manner.
7. Communicate in a professional and respectful manner to the supervising provider, ancillary hospital staff, and ScribeMD staff.

Knowledge/ Skills/ Abilities:

1. Demonstrate the knowledge and skills necessary to document patient care as dictated by a provider in a clear manner, following all local, state, and federal guidelines for documentation.

2. Demonstrate an ability to maintain confidentiality and privacy in accordance with governing HIPAA regulations.
3. Demonstrate organizational ability to maintain and coordinate both electronic and paper records related to patient care for multiple patients at a time.

Information Management:

1. Treat all information, data and training materials utilized in the scope of the Scribe position with complete confidentiality and security.

Risk Management:

1. Cooperates fully with all risk management activities and investigations.

Safety Requirements:

1. Observes and complies with Hospital Codes of Safe Practice, safety policies and emergency procedures.

Minimum Position Qualifications:

1. High school graduate
2. Minimum one-year and 2 shifts per week availability to work
3. Excellent computer knowledge and typing abilities
4. Ability to multi-task and consistently communicate in a professional manner
5. Completion of a medical terminology course or one year of medical terminology experience in a clinical setting
6. Punctuality and preparedness for all shifts and work-related activities
7. Professional appearance is required. Must comply with dress code policies to be outlined upon hire.
8. Ability to check and respond to all correspondence, including email, phone calls or text messages in a timely manner.

Preferred Position Qualifications:

1. Healthcare bound student - physician, nursing, physician assistant, healthcare administration, etc.
2. College level education including health or medical related courses
3. Advanced knowledge of medical terminology
4. Advanced typing/computer skills
5. Fluency in a foreign language, preferably Spanish and willing to obtain certification as a translator
6. Willing to provide two or more years of availability to work

Environmental Conditions:

1. Ambulatory-care settings including but not limited to emergency departments, outpatient clinics and inpatient hospital settings.
2. Exposure to patients of various acuity levels ranging from low acuity to critically ill.

Physical Requirements:

1. Ability to stand for extended periods of time, with shift lengths of up to 10 hours.
2. Normal vision (or corrected vision) and hearing
3. Ability to handwrite large amounts of dictated information during your shift (in the event the EMR system has gone down)
4. Ability to type large amounts of dictated information during your shift
5. Ability to multi-task and perform duties under pressure
6. Adequate knowledge of computer usage and ability to tolerate viewing on computer monitors for extended periods of time

Terms of Employment:

1. Per-diem, non-benefited, at-will employee
2. Employment in one of our ScribeMD sites

Orientation/Training:

1. Scribes will receive appropriate educational materials, classroom and clinical training.
2. Classroom training does vary per each clinical location – as it is tailored to the specific location’s specialty.
3. Classroom training and orientation consisting of:
 - a. Classroom training hours vary for each Scribe location, but will include at minimum:
 1. Training in documentation procedures specific to the site the scribe will be working in.
 2. Medical terminology- spelling, terms and hospital-approved abbreviations
 3. Clinical diagnostic pathways including common tests, procedures, and medical work-ups
 4. Basic pharmacology
 5. Orientation to include overview of HR processes, administration of necessary vaccinations.
 6. Compliance Training – HIPAA, Harassment and other department specific modules.
 - b. Minimum of 50 hours of clinical training – to be completed with a Scribe Trainer
 1. Will receive an in depth orientation to clinical work area, and disaster preparedness policies and procedures.
 2. Demonstrate competency in the application of documentation procedures within the electronic medical record.
 3. Training in all hospital-based computer programs and applications. Must demonstrate ability to access all components of a patient’s medical record in a timely manner.
 4. Demonstrate proficient level of all Scribe duties during final clinical training shift.