



GHCH Physician Services, LLC

Position Opening: Medical Scribe
Department: Cardiology
Schedule: 0.5 FTE
Wage: \$16.28

Summary Primary responsibility is the operation of the electronic health records system. Scribes must be able to anticipate the needs of the provider to facilitate patient flow and care. Scribes must be discreet, tactful and modest in performance of duties so as not to distract medical staff from patient care. Good judgment, organizational ability, initiative, attention to detail, and the ability to be self-motivated, are especially important when working as a medical scribe. Be able to multitask and work in a fast-paced environment. Good attendance is also an important element for this job.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Accurately and thoroughly document medical visits and procedures as they are being performed by the provider including but not limited to:

- Patient medical history and physical exam.
- Procedures and treatments performed by healthcare professionals, including nurses and providers.
- Provide dictated diagnosis, prescriptions and instructions for patient or family members for self-care and follow-up.
- Generate electronic orders for prescriptions, DME, diagnostic exams, surgeries, laboratory services, etc.
- Prepare referral letters as directed by provider.
- Correct mistakes or inconsistencies in medical documentation.
- Ensure that all clinical data, lab or other test results, the interpretation of results by the provider are recorded accurately in the electronic health record.
- Assist in developing and maintaining systems to track patient follow up and compliance.
- Proofread and edit the provider's medical documents for accuracy, spelling, punctuation, and grammar.
- All clinical notes must be signed off by a provider.

****Must pass pre-employment drug screen and background check****

Benefits include: Medical, Dental, Vision, Life Insurance, 403(b) retirement plan and PTO

