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| **Position Title:** | **Medical Scribe** |  | **Department:** | Any MMHC location |
| **FLSA Status:** | Non-exempt |  | **Supervisor:** | Clinic Administrator |
| **Salary Range:** |  |  | **Effective Date:** | Original 3/7/2022 |
| **Approved By:** | CEO |  |  |  |

**Position Summary**

The medical scribe position transcribes verbal and written notes from physicians and nurses into readable documents for medical records. You must be familiar with medical terminology and have excellent listening and data-entry skills.

**Essential Duties**

* Transcribe notes during patient visit from Practitioner.
* Document all information into the electronic health record system
* Communicate with patients and Practitioners professionally.
* Document information from medical examinations
* Complete various administrative duties
* Proofread medical records for inaccuracies

**Additional Responsibilities**

* Follows and adheres to Employee Handbook, as well as MMHC policies and procedures.
* Adheres to MMHC confidentially policy and HIPAA laws
* Maintains infection control standards/universal precautions.

**Education and Skills**

* High school diploma or equivalent, some college education preferred
* Current CPR certificate
* At least one-year relevant experience
* EMR experience preferred
* Excellent listening and communication skills
* Familiar with medical terminology
* Certification from The American College of Medical Scribe Specialists (ACMSS) preferred

**Qualifications**

* Strong customer service focus
* Effective verbal and written communication skills
* Teamwork orientation

Organized and able to manage competing priorities

* Good judgment
* Detail oriented
* Resourcefulness in problem solving
* Able to take and follow through with delegated tasks and accountability
* Knowledge of various clerical tasks.
* Strong verbal and written communication skills.
* Strong multi-tasking skills.
* Ability to work collaboratively with leadership, providers and staff.
* Demonstrate professionalism, attire and appearance.

**Physical requirements**

* The physical demands described here are representative of those met by an employee to successfully perform the essential functions of the job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of the job, the employee is regularly required to use hands to finger, handle and feel; reach with hands and arms; stoop, kneel, crouch or crawl; and talk and hear within normal range.
* The employee is frequently required to stand, walk, sit, climb or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds.

**Working conditions**

* The noise level in the work environment is moderate to high.
* The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job.
* Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Ad of 1973,29 U.S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

**Acknowledgement**

I certify that I fully understand and am fully capable of meeting the responsibilities documented herein and will comply with all company policies, procedures, and standards.

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| Accepted by (signature):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Manager or HR Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_ |  |

*This job description is not intended to be all-inclusive. Mathiesen Memorial Health Clinic retains the right to change or modify job duties at any time.*

*Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 and 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.*