

Medical Scribe

SUMMARY: Under general supervision, the Medical Scribe is responsible for performing routine nursing services for providing efficient and quality services for providers and their patients as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assists the physician in expediting patient care by documenting all doctor/patient interactions.
2. Accompanies physician into exam room and transcribes history, physical exam, laboratory, medication, and all other orders as dictated by the physician.
3. Ensures that lab reports, x-rays and other information are stored in patient records.
4. Ensures all orders requested by the physician are entered into EMR patient record.
5. Inputs pertinent patient data as requested by the physician into EMR patient record.
6. Generate letters for physicians and manage and sort medical documents with the EMR system.

QUALIFICATION REQUIREMENTS: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Graduation from a standard high school or GED. Must have a minimum of 3 years medical office and/or patient care work experience. Must be proficient in utilizing computer and computer software programs. Preference will be given to people that have coursework in medical terminology/transcription/human anatomy and/or work experience with EHR.

EOE / AA/M/F/Disability/Vet

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