

Job Description:

20 years ago we set the standard for medical scribes. Today we're redefining it.

ScribeAmerica is a growing organization with real opportunities to advance your career in the healthcare field. Join physicians and providers on the front lines and gain valuable experience as a medical scribe.

We're proud to be acknowledged as a "Best Places to Work " by Forbes magazine and to have won an Early Talent Award for 2023 from Handshake as one of the Top Employers of Gen Z.

What you need to excel as a medical scribe

- Commit to ScribeAmerica for up to 1 year
- Be flexible enough to work 2 shifts per week
- Ability to type over 40 WPM

Medical Scribe Job Description

- Accompany providers during patient visits to assist in documenting the provider assessment and exam
- Gain substantial knowledge in how to appropriately document patient history, physical exams, assessments, diagnostic results, medical procedures, treatment plans, medical opinions of consultants, diagnoses, medication/prescription information, and follow-up instructions
- Navigate the facility computer system and electronic medical record
- Monitor pending labs and radiology orders for results to help guide patient care
- Review past history and test results on patients which are critical in driving medical decisions by your provider
- Adhere to medical facility's compliance requirements and ScribeAmerica's company policies and procedures

Joining ScribeAmerica team includes these benefits

- Over 3000 work locations across the US and Canada
- On the job training including Scribe University and Clinical Training
- We are partnered with hospitals and ambulatory sites across the country, and staff over 50 specialties
- Opportunities to travel, work in person, by video, or in our digital solutions space
- Flexible scheduling-full-time and part-time positions
- Connections with universities, career advisors, and professional schools
- Comprehensive Health Insurance, and 401k for full-time employees

- A focus on Diversity, Equity and Inclusion
- A fun and impactful team culture

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Generally required to stand, walk, sit, use hands, handle documents, bend and stoop as needed, and reach with hands and arms.
- Regularly required to use a keyboard and computer.
- Ability to sit or stand in front of a computer for several hours a day.

*** Our compensation range for this position is \$16.93-\$17.50, depending on qualifications, experience, and geographic location.**

ScribeAmerica provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, national origin, age, disability, genetics, protected veteran status, or any other legally protected group status. In addition to federal law requirements, ScribeAmerica complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. ScribeAmerica expressly prohibits any form of workplace harassment based on race, color, religion, sex, sexual orientation, gender identity and/or expression, national origin, age, disability, genetics, protected veteran status, or any other legally protected group status. Improper interference with the ability of ScribeAmerica's employees to perform their job duties may result in discipline up to and including discharge.

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