

Job Description
Specialists in Rehabilitation Medicine, P.C.

Job Title: Medical Scribe	FLSA Status: Non-exempt
Department: SIRM Medical	Review/Revision Date: 03/20/2019, 2/24/21
OSHA Category A: This occupation does require tasks that involve exposure or potential for exposure to blood, blood-borne pathogens, or other potentially infectious material.	

General Summary: The Medical Scribe is responsible for supporting the Physicians, under general supervision, acting as an assistant to the physician or nurse practitioner. The Medical Scribe accompanies the physician for patient appointments and accurately documents the patient appointment including but not limited to history, exam, diagnosis, plan of care, test orders, prescriptions and imaging. May perform these duties at any of the 3 SIRM locations. This position requires physical presence at the office assigned.

Principle Duties and Responsibilities:

1. Following OSHA requirements in handling specimens, cleaning body fluid spills, disposal of needles, etc. (See specific instructions in OSHA notebook.)
2. Accompany physician into the patient examination room in order to transcribe a history and physical exam, and document accurately the physician's encounter with the patient and others present.
3. List all proper diagnoses and symptoms as well as follow up instructions and prescriptions as dictated by the physician.
4. Transcribe patient orders including laboratory tests, radiology tests, medications, etc.
5. Document any procedures performed by the physician.
6. Do all that is possible to make a patient's waiting time as short as possible and keep the patient flow as smooth as possible.
7. Be professional in appearance and manner. Be friendly, helpful and cooperative with patients and co-workers. Make patients feel at ease. If a patient becomes upset and you are unable to calm them, politely refer them to the Office Manager or one of the doctors.

When awaiting the arrival of the physician or during physician down time:

1. Chaperone independent medical exams
2. Answer phones.
3. Pull/file charts and loose leaf as needed
4. Perform pre-screening of evaluation appointments
5. Assist in stocking rooms
6. Fax encounters to referring physicians
7. Demonstrates and actively promotes an understanding and commitment to the Employee Handbook including Compliance, Commitment to My Co-Workers, Standards of Conduct and Code of Ethics.
8. All other duties and assignments as required.

Vocational Training and Competencies Required:

1. High school diploma with a business emphasis or subsequent equivalent training
2. Six months of experience in a medical office preferred
3. Must have basic computer skills

4. Knowledge of medical terminology and coding, especially rehabilitation, preferred.
Cognitive and Affective Competencies:

- Ability to utilize excellent verbal and written communication skills in order to address and interact effectively and courteously with external and internal customers, including senior management and various other individuals
- Ability to follow written and verbal instructions
- Ability to organize and prioritize daily workload
- Ability to coordinate, compile and compare data
- Ability to negotiate, instruct, and help people
- Ability to operate system-based software applications, hospital preferred
- Ability to concentrate despite interruptions and pay close attention to detail
- Active listening

This position requires the ability to identify age related differences within the persons served and the adjustment of treatment style and expectations as appropriate, including adjustments based on the person's served cognitive function and learning ability. This will include taking into account their religious and cultural needs and preferences.

Disclaimer:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

Reporting Relationships:	
This position reports to:	SIRM Medical Assistant Coordinator
There is a close working relationship with:	All SIRM staff
Jobs reporting to this position:	None

Working Condition and Related Factors

Position: Medical Assistant
Indicate the Frequency for Essential Job Functions: O=Occasionally (less than 3 hours); F=Frequent (3-5 hours); C=Constant (all shift) N/A=Not Applicable
Indicate only the highest level of activity that occurs on a daily basis

1. Physical Activities		2. Weight				3. Visual Activity		4. Other	
			Lifting	Carrying	Push/Pull				
Balancing	O	0-5 pounds	O	O	O	Near vision	C	Distinguish Sounds	F
Bending	O	6-10 pounds	O	O	O	Far vision	F	Hear speech	F
Climbing	O	11-20 pounds	O	O	O	Depth perception	F	Distinguish hot & cold	O

Medical Scribe Page

Crawling	N/A	21-25 pounds	O	O	O	Color vision	F	Distinguish range of temps	O
Crouching	O	26-50 pounds	O	O	O			Distinguish surfaces	O
Kneeling	O	51-75 pounds	O	N/A	O			Fine motor skills	C
Standing	F	76-100 pounds	O	N/A	O			Manual dexterity	C
Stooping	O	Over 100 pounds	O	N/A	O			Exposure to weather elements	O
Walking	O							Noise intensity	O
Sitting	F							Exposure to extreme heat	O
Twisting	O							Exposure to extreme cold	O
Turning	O							Exposure to Latex	O
								Detect/Distinguish odors	O
								Distinguish flavors	O

5. Personal Protective Equipment		6. Hazardous/Adverse Conditions		7. Equipment Used	
Gloves		Exposure to marked changes in temperature and humidity		N/A	
Mask		Exposure to chemical/biological/mechanical/electrical hazards		O	
Gown		Exposure to vapor, fumes, gases, poor ventilation, caustic agents & adhesives, etc.		O	
Eye Protection		Exposure to radiation		N/A	
Approval:					
Signature:			Title: Office Manager		
Printed Name: Kira Griffin			Date: 3/20/19		
Approval:					
Signature:			Title: Physician Practice Partner		
Printed Name: Brian Roth, MD			Date: 3/20/19		

 Employee Signature

 Date