InScribe Documentation Services – Job Description

Job Title: Medical Scribe
Job Category: Transcription Services
Department/Group: Emergency Department
Date Posted: 06/16/2015
Location: St. Joseph Mercy Oakland, Pontiac
Travel Required: No
Will Train Applicant(s): Yes – 1 month classroom, as well as 1 month clinical training
Position Type: 24-30 hours/week

Applications Accepted By:
DOWNLOAD APPLICATION FROM:
www.isds.company
E-MAIL TO:
dzirnstein@isds.company
Please include the following in the subject line:
St. Joseph, Pontiac

Job Description

ROLE AND RESPONSIBILITIES
To record and oversee the detailed documentation from a patient’s visit to the ED into the corresponding Electronic Medical Record (EMR) that is linked with the patient. Upon hire and successful completion of the rigorous training you will accompany an assigned clinician (this can range from MD, DO, NP or PA) into the exam room and document the pertinent factors of the interaction. Lab/Radiology result conveyance, medical record research as well as discharge plan documentation will also be some of the many roles you will take on.

QUALIFICATIONS AND EDUCATION REQUIREMENTS
Applicants with healthcare related college degrees or those who are currently working towards such a degree are preferred. Great fit for college students looking to further their medical knowledge especially in a clinical setting or post graduates who are taking time off before Medical, PA or NP school.

PREFERRED QUALITIES
Proficiency in Computer Skills such as fast typing and common key combinations are preferred. Multitasking, responsibility, punctuality, professionalism and eagerness to learn are qualities that are imperative to succeeding in this role.

ADDITIONAL NOTES
This is an unlicensed position, no pre-requisites required. Advancement opportunities available.