

Scribe

Position Overview

Document the Doctors dictated patient history, physical examination, family, social, and past medical history as well as document procedures and lab results.

Key Responsibilities

- Document medical findings and communication between doctor and patient in Electronic Medical Records.
- Keeping records and inventory, and take notes during examinations
- Medically assist the doctor through the patient examination
- Prepare examination rooms to provide all needed medications, forms, consents and educational materials
- Call in prescription refills with MD approval.
- Maintain all sterilization of instruments
- Maintain practice and patient confidentiality at all times
- Assist in the efficient movement / flow of patients
- Perform other duties as assigned