



## Job Description

Job Title:	Medical Scribe	Job Category:	Transcription Services
Department/Group:	Clinic	Pay:	\$12.55/hour
Non-Emergency Department opportunities:	Heart Cardiology Consultants Michigan Institute of Urology		
Will Train Applicant(s):	Yes – Didactic & Clinical	Position Type: (2 variations)	16-23 hours/week 24-30 hours/week
<b>Applications Accepted By:</b>			
COMPLETE DIGITAL APPLICATION:  <a href="#">JOBS</a>		Company contact: Director of Scribe Services David Zirnstein Email: DZirnstein@IEP-pc.com	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>To record and oversee the detailed documentation from a patient’s visit 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, procedure documentation, medical record research as well as discharge plan documentation are some of the many roles you will take on.</p>			
<p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <p>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.</p>			
<p><b>PREFERRED QUALITIES</b></p> <p>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.</p>			
<p><b>ADDITIONAL NOTES</b></p> <p>This is an unlicensed position, no pre-requisites required. Advancement opportunities available.</p>			