

# **MEDICAL SCRIBE**

**Buffalo Grove, IL**

**Armada Solution is a boutique staffing firm covering clients of all areas. We work closely with you to make sure the fit is right.**

## **Position Summary**

We are looking for a Medical Scribe for a busy ophthalmology practice located in Buffalo Grove, IL. The primary goal of a Medical Scribe is to increase the efficiency and the productivity of the physician they are working for. The medical scribe assists a physician throughout their shift and must be trained in medical documentation. This is a full-time direct hire position.

## **Compensation**

\$16/hr and up

## **Benefits**

vision

health

401k

paid time off

## **Essential Functions**

- Assist in the efficient movement/flow of patients.
- Medically assist the doctor through the patient examination.
- Scribe and document for the doctors.
- Prepare examination rooms to provide all needed medications, forms, consents and educational materials.
- Knowledge of medical terminology and equipment.
- Communicate all doctor instructions to patients and/or other doctors' offices as directed.
- Participate in duties interdepartmentally as deemed necessary, by clinical supervisor, office manager and/or doctor(s).
- Provide assistance to other clinic personnel as needed.

## **Requirements**

High school diploma or GED; Good understanding of basic medical terminology; Previous working experience as a Medical Assistant and/or Medical Scribe is a big plus; Reliable transportation; Exceptional interpersonal and communication skills.

