

THE CENTER FOR ADVANCED PEDIATRICS

JOB DESCRIPTION FOR:

Exempt: No

Location: Norwalk/Darien

Supervisor: Managing Partner

MEDICAL SCRIBE

Salary Level: HOURLY

Department: CLINICAL

The Medical Scribe works to facilitate patient flow and ensure an accurate and complete medical record for each patient. TCFAP's innovative programs, like on-site pediatrician staffed pediatric urgent care, lactation consultants, pediatric endocrinology, pediatric travel medicine, parenting classes, pediatric mental health and nutrition, set national standards for pediatric primary care and medical home integration. The diversity of care our practice offers scribes to have maximum exposure to how providers assess, diagnose, and interact with patients, as well as how to create medical documents and work as part of a healthcare team.

Responsibilities of a Scribe:

- Manage the demands of patient care with building and maintaining an EMR and keeping accurate medical records.
- Accompany provider into examination room to accurately document encounter
- Become proficient in medical terminology, billing and coding
- Document patient orders including lab tests, radiology tests, and medications
- Document procedures performed by the provider
- Make and receive phone calls on behalf of providers
- Multi-task efficiently and effectively as necessary
- Work well under pressure and within time constraints
- Demonstrate excellent listening skills, be able to understand the need of both provider and patient
- Providing compassionate care to our patients

Qualifications:

- Bachelor's Degree, **preferably in the medical field**
- Flexible work schedule
- Attention to detail
- Able to work well on a team, dedicated to work and learning

- Flexible & adaptable nature to work in a continuously evolving environment

Skills:

- Medical terminology.
- Recognition of physical exam process and ability to record exam details.
- Computer proficiency and ability to quickly learn new applications.
- Legible handwriting and ability to accurately record information.
- Organizational skills with focus on tracking patient care and improving patient flow.
- Professional demeanor and recognition of privacy considerations for patients and families.
- This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

APPROVALS:

MANAGING PARTNER _____ Date: _____

ADMINISTRATOR _____ Date: _____

EMPLOYEE _____ Date: _____