
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: MEDICAL SCRIBE

Grade: 5

Reports to:	Deputy Director	Department:	Medical/Health Info
Classification:	Non-Exempt	Supervises:	None

POSITION SUMMARY:

The Medical Scribe is an individual trained in medical documentation who assists a provider during patient encounters. The primary role of the Medical Scribe is to increase the efficiency, data capture, and productivity of the provider. The Medical Scribe documents the visit in the EHR while the provider is concentrating on the patient. When not performing Medical Scribe duties as assigned, other duties will be appointed per cross training.

ESSENTIAL FUNCTIONS:

1. Perform a pre-audit of the provider's scheduled patients for the day to be sure all needed information is available and is accurate.
2. Under the provider's direction, document in an accurate and efficient manner the provider's visit in the patient's EHR.
3. Accurately record in the EHR data provided by ancillary staff.
4. Complete screening tools as appropriate.
5. Reconcile medications to discontinue medications no longer active.
6. Assist the provider to enter medications, referrals, laboratory requests, and historical data.
7. Under the provider's direction, accurately and thoroughly document the medical visit in the SOAP and/or template method for provider editing and signature.
8. Under the provider's direction, accurately record procedures and treatments performed by healthcare professionals.
9. Review the EHR documentation to allow provider review of errors, incomplete information, or inconsistencies.
10. Verify all patient visits performed by scribe have been audited and released.
11. Verify ICD 9/10 and CPT codes are appropriate for the visit.
12. Assist in the preparation of CDP, Family Pact, CHDP, and any other insurance program forms.
13. Maintain the patient's privacy and confidentiality of the visit.
14. Assist in the collection, organization, standardization, and reporting of GPRA data.
15. Attend trainings to maintain optimal abilities in documentation, functionality, and usage of EHR system.
16. Document using proper spelling, grammar, punctuation, and abbreviations and charting formats.

ADDITIONAL RESPONSIBILITIES:

1. Attend FRTH staff trainings and meetings as required to improve and enhance programs and services.
2. Cross train to cover other positions in the department as needed.
3. Learn and implement electronic health information functions as they continue to evolve.
4. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
5. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Ability to communicate clearly and concisely.
2. Proficient in keyboard skills, spelling, punctuation, grammar, and oral communication.
3. Knowledge and familiarity with medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments.
4. Proficient in basic mathematical skills (add, subtract, multiply, and divide) involving units of measure.
5. The ability to apply common sense, understanding to carry out instructions given orally and in written form.
6. The ability to understand and apply HIPAA standards and professional ethics at all times.
7. The ability to learn and use medical software relating to EHR and scheduling packages.
8. Ability to portray a professional appearance.
9. Ability to arrive at work promptly and attend work on a regular basis.
10. Human relations skills to deal effectively with patients, clients, visitors and staff in person or on the telephone.
11. Ability to learn, interpret and apply policies and procedures.
12. Demonstrate awareness, sensitivity and appreciation of Indian culture, traditions, customs and socioeconomic needs.
13. Ability to perform a variety of duties as required meeting the needs of the department on an as needed basis.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent.
2. At least two (2) years experience with an electronic health record program.
3. Past medical, pharmacy, laboratory or medical records experience.
4. Computer skills and typing ability sufficient to input data and prepare program reports.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Executive Director: _____

Date: _____
