

Medical Scribe/Registered Medical Assistant

POSITION: Medical Scribe/Medical Assistant-Registered – (Hourly, Non-Exempt)

DEPARTMENT: Clinical

REPORTS TO: Physicians, Practice Administrator, Medical Team Supervisor

JOB SUMMARY: The primary goal of a Medical Scribe/Medical Assistant – Registered (RMA) is to increase the efficiency and the productivity of the physician or physician assistant they are working for. The Medical Scribe/RMA allows the provider to focus on what is most important: the patient. They work to facilitate patient flow and ensure an accurate and complete medical record for each patient.

Medical Scribes are individuals trained in medical documentation who assist a physician or physician assistant throughout their shift. Medical Scribes duties include performing all clerical and information technology functions for a physician in a clinic setting. This includes primary responsibility of operation of the electronic health records. You must be able to anticipate physician needs to facilitate clinic flow. Medical Scribes must be discreet, tactful, and modest in performance of duties so as not to distract medical staff from patient care. Good judgment, organizational ability, initiative, attention to detail, and the ability to be self-motivated are especially important when working as a Medical Scribe. You must be adaptable and versatile since you will be responsible for many tasks. Good attendance is also an important element of this job since you will be hard to replace.

The Medical Scribe will also be cross trained as a Registered Medical Assistant (RMA). The clinic will provide training in specific medical tasks and you will receive an endorsement from the clinic's healthcare practitioner. This endorsement will be registered with the Washington State Department of Health and you will be certified to perform these tasks while employed at the clinic. Medical Scribes/RMAs are expected to multitask the two roles on a daily basis. RMA training may include:

- Fundamental procedures:
 - Wrapping items for autoclaving
 - Sterilizing equipment and instruments
 - Disposing of biohazardous materials
 - Practicing standard precautions
- Clinical procedures:
 - Taking vital signs
 - Preparing patient and exam room for examination and procedures (including sterile procedures)
 - Observing and reporting patients' signs or symptoms
- Specimen collection:
 - Obtaining specimens for microbiological testing
 - Instructing patients in proper technique to collect urine specimens
- Patient care:
 - Telephone and in-person screening limited to intake and gathering information.
 - Obtaining vital signs
 - Obtaining and recording patient history
 - Preparing and maintaining examination and treatment areas
 - Preparing patients for and assisting with routine and specialty examinations, procedures, treatments, and minor office surgeries utilizing no more than local anesthetic.
 - Screening and following up on test results as directed by a healthcare practitioner.

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EDUCATION AND EXPERIENCE:

- High school diploma or equivalent, Bachelors degree preferred
- Licensure / Certification: Not required
- Experience: One of the following:
 - 6 months experience as a Medical Scribe
 - 6 months related experience and/or training, or equivalent combination of education and experience
- Registered Medical Assistant within 90 Days of Employment

PRIMARY RESPONSIBILITIES:

- Accompany physician into the patient examination room in order to transcribe a history and physical exam, and document accurately the physician's encounter with the patient and others present.
- List all proper diagnoses and symptoms as well as follow up instructions and prescriptions as dictated by the physician.
- Transcribe patient orders including laboratory tests, radiology tests, medications, etc.
- Must be able to listen to complex medical information and summarize in a clear, complete, and concise fashion.
- Document and assist in any procedures performed by the physician.
- Obtain vitals and accurate medical history.
- Perform Medical Assistant duties once licensed as a Registered Medical Assistant and independently facilitate procedures, as ordered by the physician.

ADDITIONAL RESPONSIBILITIES & SKILLS:

- Medical terminology.
- Excellent at spelling, punctuation, and grammar.
- Recognition of physical exam process and ability to record exam details.
- Computer proficiency and ability to quickly learn new applications.
- Must be able to type words and numbers quickly and accurately.
- 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.
- Ability to multi-task efficiently and effectively.
- Must be able to act calmly and effectively in a busy or stressful situation.
- Ability to communicate effectively in the English language in person, by phone and in writing.
- Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.
- Must be able to establish and maintain effective working relationships with managers and peers.
- Adhere to employer work practices.
- Establish and maintain effective working relationships with physicians, staff and management.
- Must be able to pass a background check and drug screen.

PHYSICAL REQUIREMENTS:

- Hearing: Adequate to perform job duties in person and over the telephone.
- Speaking: Must be able to communicate clearly to patients in person and over the telephone.
- Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.

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- **Other:** Requires occasional lifting and carrying items weighing up to 10 pounds unassisted. Requires frequent bending, reaching, and repetitive hand movements (specifically keyboarding and writing), standing, walking, squatting and sitting, with some lifting, pushing and pulling exerted regularly throughout a regular work shift

Equal Opportunity Statement

Our Company is committed to providing equal employment opportunities and complying with all federal, state, and local laws providing for fair treatment in the workplace. It is our policy to offer equal employment opportunities without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, pregnancy, physical or mental disability, veteran status, or any other status protected by federal, state, or local laws. Dermatology Associates is dedicated to the fulfillment of this policy in regards to recruiting, hiring, placement, transfer, training, promotion, compensation, benefits, termination, and all other terms, conditions, and privileges of employment.

OSHA Compliance Policy

This practice is committed to providing a safe and healthy work environment for our staff. We strive to adhere to all OSHA regulations, as described in our OSHA manual. Any staff member who, after training, fails to comply with the OSHA standards and our policies is subject to disciplinary actions.

HIPAA Compliance policy statement:

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulates health care providers (Covered Entities) that electronically maintain or transmit protected health information (PHI) in connection with a covered transaction. HIPAA requires each covered entity (CE) to maintain reasonable and appropriate administrative, technical and physical safeguards for privacy and security. Entities or individuals who contract to perform services for a CE with access to protected health information (Business Associates) are also required to comply with the HIPAA privacy and security standards. Any staff member who, after training, fails to comply with the HIPAA standards and DA policies is subject to disciplinary actions and/or termination.

Work Schedule,

May vary dependent on Clinic / Provider Schedule
All Overtime must be approved by your Office Manager