



## Clinical In-Person Medical Scribe Job Description

### A Day in the Life of a Medical Scribe

- A medical scribe is responsible for listening, observing, and accurately documenting real-time interactions between healthcare provider and their patients. An In-Person Scribe accompanies the provider in the exam room and records detailed information into the electronic medical record (EMR) on a laptop or computer. Medical scribes can also be expected to assist providers with administrative tasks such as handling phone calls, retrieving lab reports, and other duties to improve efficiency and productivity for improved patient flow and satisfaction. You can expect 1:1 provider interaction for the shift's duration, ranging from 8-to 12 hours a day.

### Must-Have

- Availability requirements
  - Two shifts per week for a minimum of 6 consecutive months for part-time (This is not a seasonal position)
    - Shifts range from 8 to 12 hours long. Full-time positions may also be available.
    - We build your schedule around YOUR availability to work on a semester basis and encourage "stacking classes" on opposing weekdays
      - For example, register for classes on Mon/Wed/Fri to allow Tue/Thur to work or vice versa.
- Typing speed range of 45+ WPM
  - **Typing Test**
- Must be 18+ years old
- A high school diploma or equivalent required
- Authorized to work in the US
- Background check and drug screen required upon hire
- Pre-health, pre-med, pre-pa, pre-nursing career track preferred
- College-level knowledge of medical terminology, human anatomy, and physiology preferred (this will come in handy during training!)
- Strong written and verbal communication skills with the ability to communicate and interact professionally within a diverse team



- Strong work ethic and attention to detail in a fast-paced work environment
- Cognizance of delicate and confidential patient information
- Tech-savvy and able to operate a personal computer and applicable software with ease

## Benefits, Perks, and Compensation

- **Paid training** program
- The compensation varies by location and qualifications\*
- **Career Progression** - Leadership opportunities after 3-6 months of experience as a scribe, you are eligible to advance into a leadership role such as Site Coordinator, Scribe Trainer, Site Manager, or Implementation Trainer \$12 - \$ 17/hr\*
  - We love to promote from within and, on average, 10-15% of our scribes into leadership and corporate roles each year!
- \$300 Referral Bonus\*
- Full-time employees receive benefits that include PTO and health benefits
- Annual raises\*
- Supplemental opportunities to earn compensation by attending recruitment events
- **Letter of recommendation** endorsed by CMO, Dr. Tim Taylor\*
- Compassionate management and training teams dedicated to your success as a scribe with ProScribe
- Exposure to specialties including, but not limited to, Pediatrics, Neurology, Primary Care, Urgent Care, Cardiology, Oncology, Otolaryngology, Urgent Care, and more!
- A sense of purpose that you are making a huge impact in the lives of patients and providers
- Build relationships with physicians, nurses, and healthcare providers and obtain advanced knowledge in medical terminology, the healthcare workflow, medical decision-making process, reviewing patient reports, witnessing clinical procedures, and more
  - Stand out in professional school applications by learning medical documentation and coding skills, as well as giving you real-world exposure to multiple healthcare fields

\*May vary pending on qualifications/eligibility