

Emergency Physicians Professional Association

JOB DESCRIPTION

Job Title: Physician Transcriptionist (Scribe)
Department: Scribes

Date: February 2015
Reports To: Scribes Director

Purpose:

The purpose of this position is to handle time-consuming clerical responsibilities for physicians during hospital or clinic patient encounters. Scribes accompany a physician and directly observe patient encounters. They accurately document the events and decision-making in a manner that results in appropriate medical charting. Scribes also complete clerical activities necessary to complete physician orders for tests and medications. By accomplishing the time-consuming clerical duties that otherwise would be assigned to a physician, Scribes enable physicians to spend more time with individual patients and increase the overall flow of patients in the department.

Key Result Areas: The primary responsibilities for this position include but are not limited to:

1. Accurate, timely charting of patient encounters, including but not limited to patient history, physical exams, diagnostic findings, lab and test results, consultations with other providers, treatment course, diagnoses, discharge instructions, and prescriptions.
 2. Professional, non-intrusive interaction with patients (the scribe does not directly assist with patient care), physicians, hospital staff and other co-workers.
 3. Compliance with hospital and EPPA policies, including those relating to confidentiality of patient information.
 4. Excellent job attendance.
 5. Other duties as assigned, including but not limited to training other Scribes and staff.
-

Education and Experience:

Two to four years of undergraduate education with emphasis in pre-medical studies.

Core Competencies

- Ability to learn and appropriately apply basic medical terminologies and techniques taught and used on the job.
 - Strong written and verbal communication skills.
 - Ability to actively listen.
 - Ability to observe and to draft a narrative account of events accurately and cogently, in grammatically-correct English.
 - Ability to spell, proofread and edit written text.
 - Keyboard proficiency (approximately 70 words/minute).
 - Ability to operate a personal computer and related software applications.
 - Strong attention to detail.
 - Ability to work in a dynamic, highly-stressful environment that routinely involves exposure to highly-sensitive personal medical issues.
 - Ability to coordinate multiple projects and patients.
 - Ability to problem solve under pressure.
 - Ability to communicate and interact professionally with others.
 - Understanding of and commitment to appropriate protection of confidential patient information.
 - Commitment to high professional ethical standards.
-

Equipment/Software/Systems Used

- Hospital-specific dictation and charting software
 - Copiers, fax machines, computers (including portable computer on wheels).
-

Required Certificates, Licenses and Registrations

None – Scribe are non-licensed individuals

Working Conditions

Scribes work in a fast-paced hospital, emergency department, urgent care or clinic. Physical requirements include but are not limited to continuous standing during shift, repeated sitting, listening, fluorescent lighting, repetitive typing and key entry work, computer work, and other normal hospital conditions. Ability to push and maneuver a portable computer on wheels. The position may require some lifting up to 20 pounds. Scribes will interact with patients, families, ancillary staff, nurses, physician assistants, physicians, and others.

This is a full-time or part-time position, as determined at the beginning of employment. Employees are expected to work as scheduled, including regularly scheduled evenings, overnight shifts, weekends and holidays.

This job description is intended to describe the general nature and level of work being performed by people assigned to this position. It is not intended to be an exhaustive list of all responsibilities, activities and skills required of the position and people in the position.

EPPA is an equal opportunity and affirmative action employer.

Acknowledgement

I acknowledge that I have read and understand the above job description and am capable of performing the essential functions of the job with or without reasonable accommodation. EPPA reserves the right to add, delete and/or modify this job description at any time in order to meet the needs of the business. Further, I understand that I am an at-will employee and neither this job description nor my signature below constitutes a contract of employment.

Applicant or Employee Signature / Date