



ELITE MEDICAL SCRIBES

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Medical Scribe Job Description

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Medical Scribes are non-licensed individuals who are qualified to perform medical documentation services on the behalf of a supervising medical provider. The job description of a Medical Scribe can be summed up in three different categories. These categories are data entry, documentation, and communication. The scribe will follow a medical provider and complete these tasks during a scheduled shift.

Data entry involves updating the patient's medical record as dictated. This includes entering information pertaining to the patient's medications, allergies, family history, social history, past medical history, and past surgical history. It also includes placing any non-electronic lab results into the patient's electronic medical record.

Documentation is the largest part of a Medical Scribe's duties. The majority of the shift is usually spent developing and refining a record of the patient's current presentation. This includes documenting items such as the History of Present Illness, Review of Systems, examination findings, procedures, physician consultations, department course, assessment and plan, and discharge/admission instructions. The Medical Scribe will create a written medical record based on the verbal and physical interaction of the medical provider with the patient. The scribes do not obtain the history or perform the exam themselves. Information regarding the HPI, Physical Exam and Medical Decision Making is solely generated by the medical provider, and is then recorded into the patient's medical record by the scribe. The scribe simply records the actions of the medical provider and enters information into the medical records per the provider's instructions.

The last function of a Medical Scribe is communication. This is inherent in most any occupation. However, for scribes, the goal of communication is always to enhance the ability of the medical provider to better care for their patients. Scribes will inform medical providers when important diagnostic studies are completed. They will ready these studies for the medical provider's review. A scribe may also answer the phone and take messages when the medical provider is busy with procedures.