

Med One Endocrinology is seeking a driven individual to serve as Medical Scribe for one of our Physicians. Under the direction of the Provider, the Medical Scribe will record exam findings and maintain health records during patient encounters.

Essential Job Duties:

- Under the direction of the Physician, update the patient's electronic medical record (EMR), documenting individual patient exams for physicians to review and sign off.
- Assist with completion of forms and documents as directed by the Physician.
- Ensuring HIPPA Compliance by protecting patient confidentiality and practice operations by maintaining information confidentiality.
- Other tasks as assigned by the Physician.
- Occasionally triage (taking vitals and updating in EMR system, rooming patient)

Requirements:

- Excellent communication and computer skills, must be able to type 65-80 wpm
- Clinical or patient care experience preferred
- Strong medical terminology background

Other Skills/Abilities:

- Ability to anticipate the needs of their assigned provider over time
- Attention to detail
- Exemplary time management
- Ability to handle constructive criticism in a positive manner

Resumes may be emailed to:

Smcphaul@cffmc.com

Hours:

Monday - Thursday 7:00 a.m. - 4:30 pm

Friday: As Needed (7:00 a.m. - 12:00 noon)