

## Medical Scribe

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Company: Teem

Location: Argentina

Category: other-general

**\*\*\*\*\*US Based Client. Must be Proficient in English Written and Verbal Skills.**

**Only Resume Written in English will be Accepted.\*\*\*\*\***

The Scribe is responsible for documenting any dictated patient history, examination, labs, and medications. The scribe plays a supportive role for the physician. There is an expectation of willingness to accept other duties as assigned to support the doctor and fellow colleagues for the overall growth and health of the organization.

### Essential Functions:

- 1 . The role is to assist the physician with documentation of the patient's medical record.
- 2 . The scribe is present in the exam room to transcribe the history and examination as given by the patient and the physician.
- 3 . The scribe under the direction of the physician, transcribes the impression and plan, results of tests, prescriptions, and orders.
- 4 . The scribe transcribes any consultations or discussions with family members.
- 5 . List all appropriate diagnoses and symptoms as well as follow-up instructions as directed by the physician.
- 6 . Document medical visits and procedures as they are being performed by the physician accurately and thoroughly.

- 7 . Perform clerical tasks as needed by the physician including faxing, phone calls, and referral letters.

### **Secondary Functions:**

- 1 . Other assigned duties will be able to support the team and patient care.

### **Performance Factors:**

- 1 . Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
- 2 . Communication and Contact: The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- 3 . Relationships with Others: The employee works effectively and relates well with others including managers, colleagues, and individuals inside and outside the Company.

### **Requirements**

- 1 . The scribe technician must have communication and listening skills.
- 2 . Must have computer skills and the ability to learn EMR systems.
- 3 . Must be discreet and tactful.
- 4 . Strong ability to multi-task with a high degree of accuracy, and attention to detail a must.
- 5 . Must have good judgment.
- 6 . Must be organized.
- 7 . Must have initiative and drive (self-motivated).
- 8 . Must have attention to detail.
- 9 . Superior verbal, listening, and written skills.

10. Must be professional, convey confidentiality, and have good reporting skills.

11. Must know medical terminology.

***This document in no way states or implies that these are the only duties to be performed by the an employee occupying this position.***

#### **Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office

equipment such as computers, iPads, phones, photocopiers, printers, and faxes.

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#### **Benefits**

100% Remote work

Training and Development

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