

CHRIST COMMUNITY

H E A L T H

Job Title: Medical Scribe (Intern) Supervisor's Title: Medical Director Department: Medical	FLSA Status: Non-Exempt Revised: 11/06/2018
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General Summary: This internship is for students taking a gap year before going to a health profession school (medical, public health, and physician assistant) and who have a vision for primary care among the underserved.

The intern reports to the Physician leading their care team and will assist with a variety of scribing, documentation, clinical and administrative tasks or projects. Job assignments will vary by the current needs of the clinic.

Major Areas of Responsibility:

1. Shadow and accurately and thoroughly document medical visits and procedures as they are performed by the physician:
 - a. Patient medical history and physical exams
 - b. Procedures, lab results, and treatments performed in the visit
 - c. Patient education
 - d. Physician diagnoses, prescriptions, and follow-up directions
2. Assist with managing practice's EHR and providing support
3. Collect and organize data for quality improvement efforts
4. Assist with various tasks as requested by supervising physician

Required Knowledge, Skills, Abilities:

1. Ability to work with Microsoft Windows, Access, Excel.
2. Ability to work in multi-cultural setting.
3. Ability to strongly embrace and personify the mission of the Christ Community Health Services Augusta.
4. Ability to collaborate and interact with a diverse group of health care professionals.
5. Ability to organize, problem solve, and handle multiple tasks.
6. Ability to work under stress in high-pressure atmosphere.
7. Ability to initiate and complete involved projects – especially as it concerns implementation of ideas.
8. Ability to encourage and support clinical staff with the demands and newness of operational and quality improvement change.
9. Requires one year commitment as paid internship.

Education and Experience: Bachelor's Degree or equivalent preferred.

Physical Requirements	Rarely (0-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with coworkers				X
Standing/Walking		X		
Climbing/Stooping/Kneeling	X			
Lifting/Pushing/Pulling	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system				X

Working Conditions: The position has normal office working conditions with the absence of disagreeable elements.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

By signing below, I acknowledge that I have read and understand this job description and I am ready to perform the duties listed above.

Employee Signature

Date