

# Job description

**Growing and busy Sports Medicine and Family practice is seeking qualified medical professionals to join our patient centered team.**

**Job Title: Medical Scribe**

## **WHY PSFM?**

We strive to provide a concierge patient care experience, and we are fantastic at doing it!

We offer:

- Starting Hourly Rate \$15 per hour
- Health Benefits – Medical / Dental / Vision
- 401K with a generous 4% company match
- Paid Time Off (PTO) & Sick Time Bank
- Fantastic Growth potential
- Weekly Lunch & Learn sessions

## **Why Become a PSFM Scribe?**

- The opportunity to work daily one to one with either a Primary Care Provider or a Sports Medicine Doctor
- Each year PSFM has a cohort of between 6 and 8 scribes
- Over the last 7 years, over 45 of our scribes have successfully used their PSFM experience to further their medical careers in MD / DO / NP or PA programs

**REQUIRED: College Grad wishing to pursue a career in a medical related field as a - PA, NP, MD or DO. THIS IS A FULL TIME POSITION - you must have graduated or be graduating by May 2023. \*\*\* THIS IS Not a Summer or Part Time Position \*\*\***

**Please respond with Covering Letter, Resume and *provide an email address and/or phone number where you can be contacted. Please complete the skill assessment.***

**APPLICATIONS WITHOUT THE REQUESTED INFORMATION MAY NOT BE REVIEWED**

**Job Summary :**

- Completes patient medical chart in real time as the provider assesses and examines the patient by facilitating patient flow and ensuring an accurate and complete medical record for each patient using an Electronic Medical Records (EMR) system.

**CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES:**

- Accompany physician into the patient examination room in order to transcribe a history and physical exam, and document accurately the physician's encounter with the patient and others present.
- Review prior medical records to obtain past medical history information and prior labs, ECGs and radiographic studies for comparison.
- Transcribe patient orders and all ancillary test results and their interpretations, including any lab tests, imaging tests, ECGs, radiology tests, medications, etc.
- Document any procedures performed by the physician.
- Accurately record provider's consultations with other health care professionals, patients, and family members
- List all proper diagnoses and symptoms as well as follow up instructions and prescriptions as dictated by the physician
- Understanding billing codes to help increase a provider's charting efficiency
- Document procedures and treatments performed by providers
- Check on the progress of x-rays and other patient evaluation data
- Record provider-dictated diagnoses, prescriptions and instructions for patient discharge and/or follow-up.

**Skills:**

- Understands medical terminology.
- Recognition of physical exam process and ability to record exam details.
- Computer proficiency and ability to quickly learn new applications.
- Hands on knowledge and use of medical EMR systems, ability to use eClinicalWorks EMR would be a significant asset.
- Legible handwriting and ability to accurately record information.
- Organizational skills with focus on tracking patient care and improving patient flow.
- Professional demeanor and recognition of privacy considerations for patients and families.

## **QUALIFICATIONS:**

- **REQUIRED Education** : College Degree - Biology, Health Sciences, Sports Medicine or a related field.
- **REQUIRED** : Wishing to pursue a career in a medical related field as a PA, NP, MD or DO.
- Any experience as a Medical Scribe preferred, but not required.

## **Environmental/Working Conditions :**

- Normal office environment.
- Occasional overtime may be required and/or hours may be shortened as business needs dictate.

Job Type: Full-time

Salary: \$15.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- Weekend availability

Application Question(s):

- Are you fully vaccinated against Covid-19 or willing to be fully vaccinated prior to starting employment?
- Do you plan to further your medical career to become an MD, DO, NP or PA?

Work Location: In person