



## FULL-TIME SCRIBE POSITION

### Full-Time Scribe Core

The FT Scribe is tasked with assisting providers with documentation of care and additional clerical tasks. Primarily the role of the scribe is to utilize the Electronic Medical Records to document the interaction between the provider and patient. Scribes accompany a designated provider throughout their shift, assisting in documentation and other clerical tasks that the provider may have. Scribes will go through the GVSU Scribe Academy, which includes clinical training. After successful completion of clinical training they will provide scribe services to the chosen location.

### Job Requirements

- Area college student enrolled or interested in pursuing a healthcare professional career. Or an individual who has obtained a college degree in a health or science related field. Exceptions may be made for individuals with compelling backgrounds.
- GPA of 3.0 or higher preferred shown on college transcript.
- Type approximately 60-65 WPM.
- Have a knowledge of medical terminology and willingness to continuously learn.
- Able to work 4-5 shifts per week, for a total of 36-40 hours/week.
- Commitment of at least 12 months from hire and 900+ hours after hire.
- Must have reliable transportation to all locations expected to work within region.
- Must be able to lift and carry up to 15 lbs., and work in a fast-paced environment.

### Job Tasks

- Utilize the EMR to accurately and efficiently document a patient encounter.
- Record the history of present illness, symptoms, physical examination, diagnostic studies, results, course of care, physician communication and treatment.
- Work closely and directly with appropriate administrative teams.
- Maintain, organize and continuously update multiple patient charts simultaneously.
- Ability to multi-task under pressure in a fast-paced environment.
- Participate in All Scribe Meetings or alternate administrative tasks deemed necessary.
- Possible travel between all assigned locations.

### Compensation

This position pays an hourly rate of \$14/hr. This position offers health benefits (including vision and dental). A 401(K) plan that includes a grant per pay period of 6.4%<sup>1</sup> of base compensation upon eligibility<sup>2</sup>.

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<sup>1</sup> The 6.4% grant varies slightly from year to year depending upon IRS guidelines.

<sup>2</sup> Eligibility is achieved after an employee has accumulated 1,000 or more hours worked in any role during their first year of employment. If this has not been met by their anniversary hire date, then qualification is considered at a calendar year basis moving forward.