



Specialty Scribes

Helix is looking for interested individuals to work as medical scribes at Specialty locations (outpatient clinics). This position is targeted for individuals who have leadership ability and are capable of working in a fast paced environment. This position is an excellent opportunity for gap-year individuals or ones with a lighter class load to further your scribe experience and set yourself apart from your peers when applying for medical, PA, nursing school, etc.

Job Requirements

- Must be able to commit to this position for a minimum of 12 months and 900+ hours.
- The position will require an average of 2 shifts per week, ranging from 5 to 9.5 hours each
- Must have the availability to work during business hours (Monday through Friday, 8a-5p)
- Must successfully complete the specialty-scribe learning module
- Must have reliable transportation

Job Tasks

- Learn EMR system and undergo training for site-specific duties
- Provide scribe service to assigned department providers
- The scribe may, at the physician's request, draft orders and assist with other duties approved by the senior scribe and clinical administration team
- Work directly with clinical staff to ensure effective and efficient scribe service is being given
- Train new providers on how to properly, and most efficiently, utilize scribe services
- Maintain a positive relationship with the site's providers and administrative team

Schedule

The work week is considered Monday – Friday, 8am-5pm. Shift days, times and length vary by provider.

Compensation

This position pays an hourly rate of \$12 per hour.

Interested in working at a Specialty location? More information is at www.gvsu.edu/scribe
Apply at link below!

<https://airtable.com/embed/shrBaGbpviYsinZCU>