



## SCRIBE POSITION

### Scribe Core

The 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 are exposed to all elements of the hospital Emergency Department. All Scribes will go through the GVSU Scribe Academy, which includes clinical training with an individual from the Senior Scribe Core. After successful completion of clinical training they will provide scribe services to Emergency Department physicians within the ED.

### Job Requirements

- Area college second-semester freshman, sophomore, junior or senior student enrolled or interested in pursuing a healthcare professional career. Or an individual who has recently 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.
- Copy of unofficial college transcript.
- Type approximately 60-65 WPM.
- The position will average two (2) shifts per week, averaging about 8 hours/shift.
- 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, stressful environment.

### Job Tasks

- Document the patient's history and chief complaint(s).
- Document the physical exam findings and procedures.
- Record 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.
- Ability to multi-task under pressure in a fast paced and stressful environment.
- Participate in All Scribe Meetings.
- Possible travel between all assigned locations.

### Compensation

This part-time position offers an hourly rate of the current state minimum wage. This position does not offer any health benefits.

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