



SCRIBE POSITION

Scribe Core

The Scribe is tasked with assisting Emergency Department (ED) physicians and 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 physician and patient. Scribes accompany a physician (or 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 sophomore, junior or senior student enrolled or interested in pursuing a healthcare professional career, or individual who has recently obtained a college degree in a health or science related field. Exceptions will be made for individuals with compelling backgrounds
- GPA of 2.5 or higher preferred
- Copy of unofficial college transcript
- Type approximately 60-65 WPM
- The position will **require an average of** two (2) shifts per week scribing in the ED ranging from six to nine hours each
- A minimum commitment to the job of 18 months
- Must be able to lift and carry up to 15 lbs., and work in a fast paced, stressful environment
- A working knowledge of basic medical terminology preferred
- Reliable form of transportation

Job Tasks

- Documenting the patient's history and chief complaint(s)
- Documenting the physical exam findings and procedures
- Recording of diagnostic studies, results, course of care, physician communication and treatment
- Working 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 and other mandatory training events if needed
- Possible travel between local assigned locations, dependent on your home base.

Compensation

This part-time position offers an hourly rate of \$ 9.25 . This position does not offer any health benefits.

Should you have interest in this position, please contact Jeff Trytko (Trytkoj@gvsu.edu)

For more information, visit us online: www.helixscribes.com

Apply online at www.gvsu.edu/scribe.