



SPECIALTY 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 will go through the GVSU Scribe Academy, which includes clinical training. After successful completion of clinical training they will provide scribe services to providers within the selected specialty site(s).

Job Requirements

- College student in at least their second semester of freshman year or higher, 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.
- Ability to work two (2) shifts per week, averaging 8 hours/shift, during normal business hours. This includes Monday-Friday from 0800-1700. Actual hours may vary by site.
- 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

- 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 part-time position offers an hourly rate of \$14/hr. This position does not offer any health benefits.

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