



La Maestra Community Health Centers

Job Announcement



Medical Scribe

Starting Pay: DOE

Hours of Work: T.B.D. (Mon-Fri)

Location: City Heights, Mobile Unit & El Cajon

Status/ Hours: Full Time/ Non-Exempt

Summary:

Performs all clerical and information technology functions for a physician in a specialty clinic setting, including primary responsibility for the operation of electronic health records. Primary goal is to increase the efficiency and productivity of the physician. This position will have no direct involvement in patient care.

Must be able to anticipate physician needs to facilitate the flow of clinic. Must be discreet and tactful in performance of duties so as not to distract medical staff from patient care. Good judgment, organizational ability, initiative, attention to detail, and the ability to be self-motivated are especially important. Must be adaptable and versatile. Good attendance is an important element of this job.

Responsibilities:

Accurately and thoroughly document medical visits and procedures as they are being performed by the physician, including but not limited to:

- Scribes are assigned to work with one provider.
- Scribes accompany the physician upon patient interview and examination.
- Scribes document the physician dictated patient history, including history of present illness, review of systems, past medical and surgical history, family and social histories, medications and allergies.
- Scribes document physical examination findings and procedures as performed by the physician.
- Scribes document the results of laboratory and radiographic studies as dictated by the physician.
- Scribes document the correct time of patient care related activities, including physician to physician communication, family communication and re-examination of the patient.
- When the physician concludes the patient's encounter, the physician will review all documentation completed by the Scribe, make any necessary amendments, and sign off the chart. The physician is ultimately responsible for documentation of the patient's encounter.
- All orders for patient care must be communicated by the physician and not the Scribe.

Job Requirements:

Education: High School Diploma or GED

Certification: Medical Assistant Certificate preferred.

Experience: 1-2 years' experience in a clinical office or hospital setting as an M.A. preferred.

Interested Applicants please submit Cover Letter and resume to: employment@lamaestra.org

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