



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

Position: Medical Scribe

Open Date: October 2020

Closing Date: Until filled

Job Summary:

Medical Scribes are individuals trained in medical documentation who assist a provider throughout their shift. The primary goal is to increase the efficiency and productivity of the physician. It will be the responsibility of the Medical Scribe to annotate any dictated or written information for the treatment of patients following all local, state and federal guidelines for documentation in the electronic medical record system. The Medical Scribe will be responsible for clearly recording each patient's symptoms, history, physical exam and documenting the diagnosis. This position will have no direct involvement in patient care but has an interdepartmental role in assisting nursing and front office staff.

Job Duties:

- The primary role of the Medical Scribe is to assist the clinician with documentation of each patient's medical chart during his or her visit.
- Accompanies the clinician into the patient examination area in order to transcribe a history and physical examination as given by the patient and physician.
- Documents any procedures performed by the clinician or nurses, on the electronic medical chart.
- Is an expert in the use of various templates and documentation techniques available in the EHR system, and use these tools efficiently so individual encounters can be well documented, as well as accurately congregate data collected for statistical reports.
- Transcribes any consultations or discussions with family members and/or the clinician.
- Completes the patient's chart by transcribing results of any labs, x-rays, or other evaluations. In doing so, the scribe continuously checks on the progress of this data in order to get the patient's workup complete so that the clinician is able to make his or her decisions regarding that patient.
- Lists all proper diagnosis as well as any follow-up instructions and prescriptions, as dictated by the clinician.
- Other duties as assigned.

Optional Trainable Skills

- The Medical Scribe can be trained to perform vitals, room patients, handle Patient Portal tasks for your assigned provider, chart abstraction, and assisting in other departments.



Job Qualifications:

- High School Diploma or GED.
- One year experience in healthcare field or minimum 2 year of college education
- Current Medical Scribe Certification and Aptitude Test (MSCAT) upon hire or within 120 days of hire date and maintain current.
- Ability to travel to different sites to support clinical provider sessions
- Good written and verbal communication skills.
- Current CPR card.
- Ability to work and communicate effectively with people from different cultures, social and economic backgrounds, education.
- Computer literacy in any health information systems.
- Ability to work in a fast-paced environment and be part of a team, as well as to work independently.

Preferred Qualifications

- College sophomore status or higher with knowledge of Medical Terminology, Anatomy, and Physiology coursework/degree.
- Experience working in an outpatient clinic or doctor's office.
- Medical Transcriptionist experience.
- Typing 60 WPM or greater.

Please send your resume to:

cschr@cscla.org

Subject: Medical Scribe

**Chinatown Service Center is a nondiscrimination equal opportunity employer.
Reasonable Accommodations are available upon request to individuals with disabilities.**