



Job Description

Job Title:	Medical Scribe	Job Category:	Transcription Services
Department/Group:	Emergency Department & Clinic	Pay:	\$10.55/hour
Emergency Department Locations (all in Michigan):	St. Joseph Mercy Oakland- Pontiac Providence Hospital- Southfield Providence Hospital- Novi Henry Ford Allegiance Health - Jackson	Non-Emergency Department opportunities:	Heart Cardiology Consultants Associates in Neurology Michigan Institute of Urology
Will Train Applicant(s):	Yes – 1 month classroom, as well as 1 month clinical training	Position Type: (2 variations)	16-23 hours/week 24-30 hours/week

Applications Accepted By:

<p>COMPLETE DIGITAL APPLICATION:</p> <p>HTTPS://WWW.IEP-PC.COM/MEDICAL-SCRIBE-JOBS</p>	<p>Company contact:</p> <p>Director of Scribe Services</p> <p>David Zirnstein</p> <p>Email: DZirnstein@IEP-pc.com</p>
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ROLE AND RESPONSIBILITIES

To record and oversee the detailed documentation from a patient’s visit into the corresponding Electronic Medical Record (EMR) that is linked with the patient. Upon hire and successful completion of the rigorous training you will accompany an assigned clinician (this can range from MD, DO, NP or PA) into the exam room and document the pertinent factors of the interaction. Lab/Radiology result conveyance, medical record research as well as discharge plan documentation will also be some of the many roles you will take on.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Applicants with healthcare related college degrees or those who are currently working towards such a degree are preferred. Great fit for college students looking to further their medical knowledge especially in a clinical setting or post graduates who are taking time off before Medical, PA or NP school.

PREFERRED QUALITIES

Proficiency in Computer Skills such as fast typing and common key combinations are preferred. Multitasking, responsibility, punctuality, professionalism and eagerness to learn are qualities that are imperative to succeeding in this role.

ADDITIONAL NOTES

This is an unlicensed position, no pre-requisites required. Advancement opportunities available.