

JOB DESCRIPTION

Position: Clinic Scribe

POSITION TITLE: Clinic Scribe	DEPARTMENT: Physician Clinic
APPROVED BY: Clinic Director	IHA JOB CODE: Click here to enter text.
LATEST REVIEW OF JOB DESCRIPTION: March 2018	LATEST REVISION OF JOB DESCRIPTION: March 2018
FORMER REVISION: September 2016	EXEMPTION STATUS: Exempt Non-exempt X

Job Summary:
This position is responsible for scribing medical records into electronic health record for medical practitioner according to clinic guidelines

JOB QUALIFICATIONS:
Education and Training: Certified Medical Assistant or Licensed Practical Nurse with valid license in the state of Iowa preferred.
Licensures/ Certifications: Basic Life Support within one year of employment
Experience: Clinic experience preferred
Skills and Abilities: Ability to type into electronic media quickly and accurately.

REPORTING RELATIONSHIPS:
Reports to: Clinic Director Supervises: none

Essential Duties and Responsibilities
The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.
<ul style="list-style-type: none"> • Scribes provider dictation into electronic health record as directed by provider, assist provider with viewing and electronically signing documents, assists provider with answering and placing telephone calls, and gives general assistance as needed. • Learning and following established scribing procedures. • Maintains strict confidentiality of all protected health information encountered in the performance of duties. • Must be available to provider throughout a full schedule of seeing patients, which includes sitting for long periods of time; to be able to type into and view computer throughout the day; to be able to accurately scribe provider’s dictation and orders. • Required to complete all annual competency training. • Assists with phone calls, scan sorting, and other clerical work as needed. • Reviews Policy and Procedure manuals for the RHC annually, and assists with Policy revision as assigned by supervisor.

SCRIBE – Physical Demands

	Nvr 0 %	Rare 1-5	Seld 6-19	Occas 20-33	Freq 34- 66	Cont 67- 100		Nvr 0 %	Rare 1-5	Seld 6- 19	Occas 20-33	Freq 34- 66	Cont 67- 100
LIFT							PHYSICAL ACTIVITIES						
1 - 10 lbs.						X	Balancing	X					
11 - 20				X			Bend/Stoop					X	
21 - 35			X				Twisting				X		
36 - 50		X					Crouch/Squat					X	
51-65		X					Kneeling			X			
66-75		X					Crawling	X					
CARRY							SITTING						
1 - 10 lbs.						X	Sitting						X
11 - 20				X			Standing						X
21 - 35		X					Walk-Level						X
36 - 50		X					Walk-Uneven		X				
51-65		X					Climb Stairs			X			
66-75		X					Climb Ladder	X					
PUSH							REACH						
1 - 10 lbs.						X	Reach Over shlder						X
11 - 20		X					Reach-at or below shlder					X	
21 - 35						X	Pushing					X	
36 - 50		X					Pulling					X	
51-65		X					Lifting					X	
66-75		X					Use Arms					X	
PULL							USE						
1 - 10 lbs.						X	Use Wrists					X	
11 - 20						X	Use Hands					X	
21 - 35		X					Grasping					X	
36 - 50		X					Fingering	X					
51-65		X					Foot Control	X					
66-75		X					Repetitive Motion-			X			
OTHER							HEARING						
							Talking						X
							Hearing						X
							Vision						X
OTHER							VISION						
							Tasting/Smelling	X					
							Feeling	X					

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions.

Working Conditions:

The noise level in the work environment is usually minimal, typical of a clinical office environment, primarily office exam rooms. Potential exposure to infectious diseases, blood and bodily fluids.

Strength Level	Description
Sedentary	Exerting up to 10 lbs. of force occasionally. Sitting most of the time, walking or standing for brief periods of time.
Light	Exerting up to 20 lbs. of force occasionally, or up to 10 lbs. of force frequently. Physical demands are in excess of those for sedentary work. May involve (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; (3) working at a production rate pace while constantly pushing or pulling- weight of materials negligible.
Medium	Exerting 20 to 50 lbs. of force occasionally, 10-25 lbs. frequently, or an amount up to 10 lbs. constantly to move objects. Physical demand requirements in excess of light work.
Heavy	Exerting 50 to 100 lbs. of force occasionally or 25-50 lbs. frequently, or 10 to 20 pounds constantly to move objects. Physical demand requirements in excess of medium work.
Very Heavy	Exerting force in excess of 100 lbs. occasionally, or in excess of 50 lbs. frequently, or in excess of 20 lbs. constantly to move objects. Physical demand requirements in excess of heavy work.

Physical Tasks	Description
Standing	Remaining on one's feet in an upright position at a work station with-out moving about.
Walking	Moving about on foot.
Sitting	Remaining in a seated position
Lifting	Raising or lowering an object from one level to another (includes upward pulling).
Carrying	Transporting an object, usually holding it in the hands or arms, or on the shoulder.
Pushing	Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking, and treadle actions).
Pulling	Exerting force upon an object so that the object moves toward the force (includes jerking).
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using legs or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing, crouching or running on narrow, slippery, or erratically moving surfaces; or maintaining equilibrium when performing gymnastic feats.

Stooping	Bending the body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscles.
Kneeling	Bending legs at knees to come to rest on one or both knees.
Crouching	Bending body downward and forward by bending legs and spine.
Crawling	Moving about on hands and knees or hands and feet.
Reaching	Extending hand(s) and arm(s) in any direction
Handling	Seizing, holding, grasping, turning or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
Fingering	Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking	Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public, and to convey detailed instructions to other workers accurately, loudly, or quickly.
Hearing	Perceiving the nature of sounds by ear.
Tasting/Smelling	Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors or odors, or recognizing flavors or odors, using tongue or nose.
<u>Vision</u>	
Near Acuity	Clarity of vision at 20 inches or less.
Far Acuity	Clarity of vision at 20 feet or more.
Depth Perception	Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
Accommodation/Ability to Adjust Focus	Adjustment of the lens of the eye to bring an object into sharp focus. This is required when doing near point work at varying distances from the eye.
Color Vision	Ability to identify and distinguish colors.
Field of Vision/ Peripheral Vision	Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.