OHSU Medical Scribe Job Description

Functions/Duties of Position
This is a part-time or full-time position with the OHSU Health Information Services (HIS) department intended for students interested in becoming a medical scribe. Students for this purpose are defined as individuals in the process of pursuing a degree in a graduate healthcare program that would like to become a medical scribe as a way to gain valuable healthcare insight, knowledge, and experience. Medical scribes are unlicensed individuals who provide in-person, real-time documentation assistance for clinicians. The purpose of the medical scribe role is to free the clinician from enough data entry so that he/she can focus on other aspects of quality patient care. Exact functions will vary on a day-to-day and individual basis, however, scribes are not allowed to participate in the care of the patient and all documentation is dependent on the direct supervision of each clinician. Competency assessments and performance evaluations will be held regularly. Medical scribes must meet all OHSU standards regarding information management, HIPAA, HITECH, Confidentiality, and Patient’s Rights.

REQUIRED QUALIFICATIONS:
- Three months of general office experience or equivalent combination of experience and knowledge of medical scribing in a healthcare environment
- Knowledge of medical scribing and scribe workflow
- Typing speed of >60 WPM
- Medical scribes can have a variable schedule depending on their assignments
- Scribes must be able to travel to necessary OHSU campuses (Marquam Hill, South Waterfront, etc.) 1-3 days a week
- Scribes will not provide any medical care but must be comfortable being in the same room while medical care and medical procedures are provided
- Business casual dress per OHSU policy is expected
- The position requires the ability to stand, ambulate, and use a computer for 8 hours a day in 4-hour continuous increments
- Must also be able to carry a laptop and/or push a Workstation-On-Wheels (WOW) during that time
- Must be able to perform the essential functions of the position with or without accommodation

PREFERRED QUALIFICATIONS:
- College degree with exposure to higher level science courses including anatomy and physiology
- Focus on pursuing a career in healthcare at a graduate/doctorate level
- Prior experience in healthcare settings, particularly in the role of medical scribe
- Knowledge of medical terminology
- Strong writing skills
- Strong customer service skills
- Understanding of medical note content, and medical billing and coding