

Overview

Overview

Inactive	No
View As Of	09/29/2025
Date of Last Change	09/13/2025 03:11:51.504 PM
Job Profile Name	Medical Scribe
Job Code	JBPF_5049
Include Job Code in Name	No
Job Profile Summary	A Medical Scribe works to facilitate patient flow and ensure an accurate and complete medical record for each patient efficiently and cost-effectively. The Medical Scribe functions under the clinic manager and providers within the clinical setting.
Job Description	Essential Functions

- Accurately and thoroughly document medical visits and procedures as they are being performed by the physician, including but not limited to:
 - Patient medical history and physical exam
 - Procedures and treatments performed by healthcare professionals, including nurses and physician assistants
 - Patient education and explanations of risks and benefits
 - Physician-dictated diagnoses, prescriptions, and instructions for patient or family members for self-care and follow-up
- Effectively use computer applications as needed in the office setting.
- Maintain medical records and other information.
- Facilitate timely billing by completing the necessary documentation.
- Actively participate in quality improvement initiatives (e.g., CQI, TQM, Lean, 100% participation).
- Comply with the specific standards that apply to the style of medical records and to the legal and ethical requirements for preparing medical documents and for keeping patient information confidential.

Skills

- Medical Scribe
- Patient Care
- Medical Billing and Coding
- Clinical Documentation
- Medical Termination

- Medical Knowledge
- Patient Evaluations
- Data Entry
- Medical Writing
- Medical Records Management

Minimum Qualifications

- Demonstrated experience in medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments to the extent required to understand and accurately transcribe dictated reports
- Experience using word processing, spreadsheet, database, internet, and e-mail
- Proficiency with computer applications
- Strong attention to detail
- Demonstrated ability to communicate effectively
- Understanding of medical terminology
- Ability to maintain confidentiality
- Ability to type/input information fast and accurately

Preferred Qualifications

- Certified Medical Assistant
- Six months of Medical Scribe experience or related clinical training
- Experience using Electronic Medical Records (i.e., iCentra, EPIC, and Help2)
- Previous experience as a medical scribe or in a healthcare setting
- Familiarity with quality improvement initiatives

Associate's degree or equivalent experience

Additional Job Description

Physical Requirements

- Ability to see and read information, labels, and assess patient needs
- Frequent verbal communication and hearing, especially during emergencies
- Manual dexterity for handling equipment and frequent computer use
- Ability to stand for extended periods

Job Title Default
Restrict to Country
Management Level

Individual Contributor

Job Family Clerical / Secretarial / Business Office Support
Job Category
Job Classifications 3655 - Healthcare support workers, all other, including medical equipment preparers (Census Code-United States of America)
 5 - Administrative Support Workers (EEO-1 Job Categories-United States of America)
 601800 - Office and Maint -Non-Clin-Fix (GL Mapping-United States of America)
 92 - Service Workers (Patient Care) (Affirmative Action-United States of America)
 Offc - Office, Clerical, Files (Compensation Family-United States of America)
Work Shift Required No
Public Job Yes
Referral Payment Plan

Characteristics

Difficulty to Fill
Critical Job No

Compensation

Compensation Grade O.9
Compensation Grade Profile
Impacted Eligibility Rules

Unions

Union - CBA Covered Employee Membership
Allowed Unions

Business Process History

Business Process History

Business Process	Effective Date	Initiated On	Completed On	Status
Edit Job Profile: Medical Scribe	07/06/2025	07/18/2025 02:37:10 PM	07/18/2025 02:37:10 PM	Successfully Completed
Edit Job Profile: Medical Scribe	04/23/2025	04/23/2025 04:26:53 PM	04/23/2025 04:26:53 PM	Successfully Completed

Qualifications

Certifications

Certification

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)	Specialty	Subspecialty
	United States of America	Certified Medical Assistant (CMA) - American Association of Medical Assistants (AAMA)				

Competencies

Competencies from Other Sources

Required	Competency	Target Rating	Source	Source Type
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Education

Education

Required	Degree	Field of Study
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Languages

Languages

Required	Language	Ability	Proficiency
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Responsibilities

Responsibilities

Required	Responsibility
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Training

Training

Required	Training	Training Type	Description
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Skills

Skill Attributes

Required	Skill	Skill Level
	Medical Scribe	
	Medical Writing	
	Medical Knowledge	
	Patient Evaluations	
	Medical Terminology	
	Medical Billing and Coding	
	Clinical Documentation	
	Data Entry	
	Medical Records Management	
	Patient Care	

Work Experience

Work Experience

Required	Work Experience	Experience Level
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Equivalence Rule

Equivalence Rule

Equivalence Rule	Derived Logic
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