

## Overview

### Overview

<b>Inactive</b>	No
<b>View As Of</b>	09/29/2025
<b>Date of Last Change</b>	09/13/2025 03:11:51.504 PM
<b>Job Profile Name</b>	Medical Scribe
<b>Job Code</b>	JBPF_5049
<b>Include Job Code in Name</b>	No
<b>Job Profile Summary</b>	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

<b>Job Family</b>	Clerical / Secretarial / Business Office Support
<b>Job Category</b>	
<b>Job Classifications</b>	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)
<b>Work Shift Required</b>	No
<b>Public Job</b>	Yes
<b>Referral Payment Plan</b>	

## Characteristics

<b>Difficulty to Fill</b>	
<b>Critical Job</b>	No

## Compensation

<b>Compensation Grade</b>	0.9
<b>Compensation Grade Profile</b>	
<b>Impacted Eligibility Rules</b>	

## Unions

<b>Union - CBA Covered Employee Membership</b>	
<b>Allowed Unions</b>	

## 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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