



Experts in Orthopedic Care

CLINICAL SUPPORT- SCRIBE

POSITION SUMMARY
Under the guidance of the physician, documents provider and patient interactions including orders.
ESSENTIAL FUNCTIONS
<ul style="list-style-type: none">• Under direction of the supervising physician order diagnostic procedures, and studies including x-ray examinations, MRI, bone scans, etc.• Document patient and provider interactions, consistent with actions of a scribe• Manage discharge of patients with appropriate disposition, follow-up planning, adjunctive therapy management, and educational handouts as described by the physician or provider.• Respond to telephone inquiries of patients• Perform other responsibilities associated with this position as deemed appropriate.
GENERAL COMPETENCIES DESIRED
<ul style="list-style-type: none">• Advanced knowledge of medical terminology and the medical environment, especially within orthopedics for the ability to document a detailed medical history and follow verbal orders.• Ability to effectively communicate and work with physicians, patients, families, staff, other health care professionals, and management.• Ability to work with and maintain confidentiality of patient, patient account, and personnel data.• Ability to work as a true team player seeking continuously to improve the quality of care.
PHYSICAL DEMANDS
Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lift and carries items weighing up to 30 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular hours. Requires exposure to communicable diseases or bodily fluids.
CREDENTIALS DESIRED
Must have a High School Diploma or equivalent education. Background in medical terminology and preferably orthopedic.