**Title:** Medical Scribe  
**Location:** Wayne, NJ  
**Job Type:** Part-Time  
**Compensation Type:** Hourly  
**Start Date:** ASAP

**Job Description:** We are looking for medical scribes to work at a local healthcare facility. Scribes act as personal assistants to the physician and perform all of their non-patient-care tasks. These include documentation, patient tracking, organization, and much more. We are looking for extremely motivated, sharp, and adaptable students who perform well in a fast-paced and high-energy environment. Because you will work one-on-one with a board certified physician for the entirety of their shift you become intimately familiar with medicine. It is extremely exciting work. Additionally you gain first-hand experience documenting exactly like a physician; a skill that is invaluable later for any career in health.

There is both theoretical classroom training and applied training in the clinical setting. Because of the rigors of training, all hours spent training are paid. After training, shifts last 8-12 hours each. We ask for a minimum of two shifts per week for at least two years.

There are few other opportunities that allow for such direct exposure to the medicine: and this opportunity is paid. This job is one of a kind; those who have excelled as scribes have consistently progressed to have successful careers in medicine. If you especially impress a physician they will be happy to provide a strong letter of recommendation for school. Additionally the medical terminology acquired during your time as a scribe will put you leagues above your other classmates later in school.

**Primary Responsibilities:**
- Accompany physician while seeing patients and assist in recording patient history and physical
- Organize all of patient's laboratory tests, medications, imaging studies, etc. and transcribe the results of the encounter into the patient's chart/electronic medical record
- Document all procedures completed and record all diagnostic test results
- Document any consultation made by physician to a patient's personal physician, on-call
- Responsible for documenting all diagnoses, treatment plans, prescriptions, and discharge
- Must demonstrate ability to clearly and concisely communicate, orally and in writing
- Demonstrate a high level of maturity and possess strong interpersonal & organizational skills

**Qualifications:**
- Must have a minimum of a high school diploma. A college degree, or current enrollment in a degree program is preferred
• Computer and typing skills are preferred
• Experience with medical terminology is preferred
• A constitution to work under the rigors of delivering medical care
• A responsible and mature individual with a passion for medicine

Application Instructions: Please apply directly online at ScribeAmerica.com/apply.