



ProScribe

Virtual Medical Scribe

PLEASE NOTE: To be considered our medical scribe position you, must apply online at [proscribemd.com/become-a-scribe!](https://proscribemd.com/become-a-scribe)

Who Are We?

ProScribe is a full-service nationwide medical scribe company based in San Antonio, TX and we are a passionate and hardworking team of physicians, business leaders, and healthcare-focused students dedicated to improving the quality of healthcare.

What Is Our Mission?

Our mission is to innovatively support healthcare providers of today while investing in those of tomorrow.

Whom Are We Looking For?

We seek and value healthcare-focused candidates with a passion for healthcare, a collaborative mindset, and a commitment to excellence and professionalism. In addition, our virtual scribe program, SoGo (Scribe on the Go), is **ideal for candidates looking for clinical experience and the ability to work remotely.**

What Does A Virtual Medical Scribe Do?

Reporting to Client Service Management, the Virtual Medical Scribe ensures accurate and timely documentation of the medical chart under the supervision of the medical provider. The Scribe assists the provider by accompanying them during the patient exam recording detailed information into the electronic medical record (EMR). The Scribe performs other related medical record or clerical duties to increase provider effectiveness, efficiency, and productivity for improved patient flow and satisfaction.

We strongly prefer:

- Healthcare-focused and/or post-baccalaureate candidate on a pre-health career track
- Familiarity with clinical procedures
- Ability to demonstrate knowledge of medical terminology and human anatomy
- Keyboard proficiency of at least 60 wpm
- Skilled in operating various medical record software and hardware, word-processing, and database software programs
- Open availability**



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What are the qualifications?

- Ability to learn and appropriately apply basic medical terminologies and techniques taught and used on the job.
- Strong written and verbal communication skills.
- Ability to observe and to draft a narrative account of events accurately and cogently, in grammatically-correct English.
- Ability to spell proofread and edit written text.
- Keyboard proficiency (approximately 60 words/minute).
- Ability to operate a personal computer and related software applications.
- Strong attention to detail.
- Ability to work in a dynamic, highly-stressful environment that routinely involves exposure to highly-sensitive personal medical issues.
- Ability to multitask, coordinate multiple projects and patients.
- Ability to problem-solve under pressure.
- Ability to communicate and interact professionally with others.
- Understanding of and commitment to the appropriate protection of confidential patient information.

What are the physical demands?

- Ability to stand with mobility for extended periods of time
- Ability to sit for extended periods of time
- Ability to lift, hold, push, and pull 20 pounds
- Ability to view computer monitors with close vision, color vision, depth perception and ability to adjust your focus with good hand-eye coordination.
- Ability to work in a stressful and fast-paced environment
- Ability to operate a computer and/or laptop through proficient typing, clicking, and viewing a monitor for extended periods
- Position may require work at more than one location during a scheduled workweek.



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What are the job duties and responsibilities?

- Preparing and assembling medical record documentation/charts for physician(s)
- Virtually entering the patient room with the physician during the patient visit to capture and transcribe medical record documentation utilizing electronic medical record applications
- Ensuring medical record compliance by self-documentation attestation to include: Scribe name, title, and doctor working for as well as specific date and time entry
- At the direction of the physician, updates all components of the patient's medical record including subjective and objective information, physical exam and any other pertinent clinical information
- Preparing and sending all documentation to the physician for review and approval via authentication of detailed data entry and facility-specific procedures
- Monitoring the duration of basic lab results and screening procedures
- Compliance with hospital and ProScribe policies, including those relating to HIPAA and Joint Commission
- Regular and reliable attendance at assigned facility required
- Perform other clerical duties and tasks to improve provider productivity and clinic workflow as assigned

Why Choose ProScribe?

ProScribe is unique because we offer a positive, uplifting culture that invests in you. We are committed to ensuring your success as a scribe, cultivating a sense of community among our employees and interns, and facilitating your future career aspirations.

What Does ProScribe Offer?

- Work remotely
- Clinical exposure
- Hands-on experience
- Advancement opportunities
- Part-time and full-time openings
- Discounts on Kaplan test prep courses
- Competitive pay above the industry average
- Paid training with hourly wage increase upon completion
- Discounts on admissions counseling from Med School Coach
- Letter of recommendation personally endorsed by our Chief Medical Officer and Founder, Dr. Tim Taylor*
- \$150 bonus for any friends you refer*

*Limitations and eligibility requirements apply.

Pay rate varies by shift and location.

Questions?

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