JOB DESCRIPTION: MEDICAL TRANSCRIBER

SUMMARY: A Medical Scribe is essentially a personal assistant to the physician/provider. Capturing accurate and detailed documentation of the encounter into the EMR in a timely manner.
Providing unparalleled customer service to our patients, adhering to established protocols and work processes, and successfully managing volume without ever compromising quality.

DUTIES AND RESPONSIBILITIES:
- Being able to manage a minimum of two patients per hour on average and be able to manage a minimum of three to four patients per hour during surge periods.
- Assisting the physician with basic patient care and medical procedures set-ups.
- Communicating with patient, pharmacies, and physicians over the phone under physician guidance.
- Helping maintain a clean, courteous, and professional work environment.
- Providing compassionate care to our patients.

QUALIFICATIONS:
- Must have a minimum of a high school diploma. A college degree or current enrollment in a degree program is preferred.
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Commitment to excellence and high standards.
- Strong organizational skills; able to manage priorities and workflow.
- Type a minimum of 50 WPM.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to effectively communicate with people at all levels and from various backgrounds.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Knowledge of medical terminology.
- Professional appearance and demeanor.
- Bilingual skills a plus.

PHYSICAL/MENTAL REQUIREMENTS:
While performing the duties of this job, the employee is frequently required to do the following:
- Coordinate multiple tasks simultaneously.
- Understand and respond to a diverse population.

311 Green Street, Syracuse, NY 13203 | 315-425-1431 | fax: 315-425-1994
511 S. Main Street, N. Syracuse, NY 13212 | 315-452-9977 | fax: 315-452-9607
138 E. Genesee Street, Baldwinsville, NY 13027 | 35-638-1950 | fax: 315-638-1445
2700 Court Street, Ste. 4, Syracuse, NY 13208 | 315-760-6900

1

JOB DESCRIPTION: MEDICAL TRANSCRIBER

……………………………   ……...........…………………….
Supervisor   **Ted J. Triana, D.O.**

……………………………
Signature

……………………………   ………………………………..
Date   **Date**

311 Green Street, Syracuse, NY 13203 | 315-425-1431 | fax: 315-425-1994
511 S. Main Street, N. Syracuse, NY 13212 | 315-452-9977 | fax: 315-452-9607
138 E. Genesee Street, Baldwinsville, NY 13027 | 35-638-1950 | fax: 315-638-1445
2700 Court Street, Ste. 4, Syracuse, NY 13208 | 315-760-6900

2