



orthopedic
ONE

Medical Scribe

Department:	Clinical Services	Location:	Gahanna / Reynoldsburg
Days:	Monday, Wednesday, Thursday	Hours:	24 hours per week

Orthopedic One is currently recruiting for a Medical Scribe at the Gahanna/Reynoldsburg location. Details about this position are as follows:

Position Summary: This position works to maintain patient flow as well as complete medical documentation for patients.

Responsibilities/Accountabilities:

- Creates and maintains patient consultation and exam documentation, including review of patient's medical history as well as current patient/physician interaction.
- Lists all diagnoses, symptoms, and prescriptions.
- Acts as an intermediary for the physicians and other staff members in regards to orders, follow-up, etc.
- Manages patient flow.
- Works within the EMR system to create office notes and enter physician orders (lab tests, radiology tests, prescriptions, etc.).
- Template creation.
- Other duties as assigned by the supervisor.

Education, Experience, and Certification/Licensure Required:

- Minimum of a high school diploma or equivalent required.
- Associates or Bachelor's Degree in Athletic Training, or equivalent training (MA, LPN, etc.) preferred.
- Previous experience scribing in a medical office setting desired. Orthopedic experience preferred.
- Must be able to type 55 words per minute.

To apply for this posting, please submit your resume and cover letter to humanresources@orthopedicONE.com or fax to Attn: Human Resources at (614) 386-2090. If offered a position, candidate must be able to pass a pre-employment background check.

Medical Scribe

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