We are a busy Naturopathic doctors office located in North Scottsdale in need of a medical scribe.

**Job Description:**
-Complete patient's medical history (chief complaint, HPI, ROS, exam assessment and plan) as physician dictates during exam
-Complete all charting for physician review and sign off by end of the day
-Complete meaningful use measures in EHR system to ensure quality measures are met to CMS guidelines
-Enter billing charges for encounters
-Inform medical assisting staff of testing, procedures, immunizations which are being requested by the physician during the exam
-Complete lab requisitions for patient's to have labs drawn as requested by physicians
-Inform front office staff of physicians requests for referrals and follow up appointments
-Develops an understanding of physician practice patterns and key terms used by the physician to ensure efficient and accurate real time documentation of patient visit
-Willingness to ask provider questions and get clarification when needed and communicate concerns appropriately and timely
 **Requirements:**
-Must possess a strong work ethic
-Must be eager and willing to learn
-Must be able to work along side physician in a high paced environment
-Please submit your cover letter, resume and a short description of why you think you would be a good fit for this position

**Scribe Tasks:**

Scribing with doctor

Entering lab orders

Entering medications and supplements- ERX prescription if the prescription is not a controlled substance

Cleaning up medication/Supplement list

Helping medical assistant with messages at the end of the day

Reviews documents and labs in the EMR system