

COMMUNITY PHYSICIANS GROUP-TruHealth Family Care

Job Position for RMA/Scribe Fayetteville, AR

Looking for a hardworking, self motivated, caring nurse to build a quality care team. We want to go above and beyond to take the best personal care of our patients. Come join us!

TruHealth Family Care

Registered Medical Assistant/Scribe Educational Requirements:

- MA License in good standing
- Knowledge of Medical Terminology
- Proven previous job history
- Good Computer and typing skills

Registered Medical Assistant/Scribe Primary Responsibilities:

May include but not limited to the following:

- Work closely with other nurses
- Knowledge of ECW a plus.
- Check in patients in accordance with office procedures
- Track Disease Management/Health Maintenance per CPG policy
- Cleaning and sterilization of instruments
- Transcribing for Provider
- Stock, clean, & sterilize rooms
- Return patient phone calls in a timely manner
- Order patient prescriptions & assist with patient assistant programs
- Assist with inventory and ordering supplies
- Assist with answering phones and appointment scheduling
- Referrals and Pre Certifications
- At the direction of the physician:

Document the provider's dictated patient history, review of systems, medications and allergies, physical examination, family, social and past medical history as well as to document procedures, lab results, dictated radiographic impressions made by the supervising physician and other information pertaining to the patient's encounter in the outpatient clinic. The encounters are documented in real-time which allows the provider to spend more time with the patient while ensuring the documentation is accurate. Scribes are not patient care providers and thus provide assistance with all clerical activities related to the physician's practice. This assistance is under the direct oversight of the physician, where the physician will review and approve actions to be taken at key junctures during patient care. The final job description and roles to be assumed by the scribe will be tailored as needed. The intention is to minimize the physician's clerical functions while maximizing his/her clinical role, thus improving patient flow and satisfaction. Scribes can also assist the provider in navigating the EMR and locating information such as test and lab results. They can support workflow and documentation for medical record coding.

- Ability to stage 20+ patients per day
- Other job duties as instructed by the supervisor
- Ability to adapt to change
- Assigned to work with one physician at a time.
- Accompanies the physician in the exam room for the patient interview and examination
- Document the physician's dictated patient history, history of present illness, review of systems, past medical and surgical history, family and social history and allergies and medications.
- Documents the physical examination findings as dictated by the physician and any procedures performed.
- List diagnoses and symptoms as directed by the physician.
- Documents lab and radiology results as instructed by the physician.
- May document time spent on patient care related activities, MD to MD communication and patient re-examination, if applicable.
- May be present and record the physician's consultations with family members or other physicians about a specific patient's case.
- Documents any procedures performed by the provider including nurses.
- Gather data about the patient prior to and following the visit including medical records from referring MDs, lab, radiology results and other data for review. May check for results of labs and tests ordered during a previous visit to ensure workup is complete and thus facilitate the provider's treatment decisions.
- Familiar with medical terminology and technical spelling.
- Emphasis on biology or pre-medical studies preferred
- 1-2 years experience in a medical setting preferred
- An equivalent combination of education and experience, which provides proficiency in the areas of responsibility listed above, may be substituted for the above education and experience requirements.
- Maintains collaborative, team relationships with peers and colleagues in order to effectively contribute to the working groups achievement of goals, and to help foster a positive work environment

Interested applicants should contact Kathy Wilson @ (479) 527-9966. Filling out the online CPG Employee Application under CAREERS is required.