



**Medical Scribe**  
**Full Time**  
**Snohomish Family Medicine**

We have an opening for a full-time Medical Scribe in our busy Family Medicine Clinic. The scribe is responsible for indirect patient care in a clinical environment, observing the physician during patient encounters and in a timely manner capturing accurate and detailed documentation on the physician's behalf. The scribe is exclusively non-clinical. A scribe's role is limited to documentation and efficiency management for the physician, adhering to established protocols and work processes and successfully managing volume without ever compromising quality.

Scribes function as the physician's personal secretary and requires access to electronic records. Within the framework of the Electronic Medical Record (EMR) system the scribe needs the functionality to find old records and results. At the physician's request, the scribe must be able to locate past medical records, prior lab/radiology results, or past visit histories for the physician to review. Additionally, within the EMR itself the scribe needs the ability to enter data into the chart on the physician's behalf. All scribe-entered data is reviewed and authenticated by the physician.

Tasks include scribing for MD to relieve the physician of clerical duties, assisting with patient follow up care (medications, DME, referrals to medical specialists, facilitating any necessary diagnostic tests (e.g., CT, MRI, Ultrasounds, etc.)

**QUALIFICATIONS:**

- Bachelor's Degree a plus
- Also not required but preferred if candidate is a pre-professional health student in gap year
- Pre-employment drug (including marijuana) and background screening required prior to employment
- Must have excellent interpersonal skills, both verbal and written, and be a team player
- Advanced computer skills and a high attention to details mandatory
- Must be friendly, professional, and willing to learn

**E-mail: [pallen@wwmedgroup.com](mailto:pallen@wwmedgroup.com), fax resume to 360-799-7037, or mail to SFM, Attn: Pam Allen, 629 Ave D, Ste 1; Snohomish, WA 98290**

