



ORTHOPAEDIC ASSOCIATES

of Wisconsin

There is a Difference.

Medical Scribe

Position Description

Full-time, Nonexempt

Reports to Supervising Physician

No direct reports

About Orthopaedic Associates of Wisconsin

Orthopaedic Associates of Wisconsin has a history of excellence. Founded more than 40 years ago, OAW has grown to become Wisconsin's premier, multi-physician orthopaedic practice. OAW physicians also share their knowledge, skills, and experience with the broader medical community through teaching and publishing at the local, regional, and national levels. OAW's medical and surgical services are complemented by PA's, nurses, and other health professionals.

Summary of Role

The Scribe assists providers by documenting patient encounters in an accurately and timely manner, and assists with related clerical duties.

Key Responsibilities

- Record provider interactions with patients; complete paperwork, summaries, and referrals after a visit.
- Accompanies physician into patient exam room to record medical histories, physical exams, impressions, care plans, test results, and vital signs of patients.
- Contact physicians and patients as necessary.
- Ensure accurate, organized, and timely documentation of data, charges, imaging, therapy, and referrals into EPIC (EMR), based on provider orders.
- Creates individual and shared templates in EMR (EPIC).
- Learn medical processes and use a team approach to patient care and documentation.
- May assist with electronic prescription of medications or resolving related issues.
- May prepare voice recordings for transcription and review medical documents for errors, typos, or inconsistencies.
- Other duties as assigned; position subject to change without notices

Qualifications:

Education:

- High school diploma or equivalent; related degree is helpful
- Certification would be helpful--Medical Assistant, Athletic Trainer, Ortho Technician, Medical Scribe Associate, or Medical Scribe Professional

Experience:

- 1 year directly related experience including working in an EMR (EPIC preferred)
- Medical scribing and medical terminology experience/familiarity necessary

Knowledge/Skills/Abilities:

- Ability to expertly document patient care and transcribe patient appointments
- Able to make decisions and solve problems quickly
- Able to take initiative, work under pressure, multitask, and maintain an efficient workflow
- Advanced computer skills including EMR / EPIC
- Able to strictly maintain confidentiality and privacy of the patients
- Cooperative and professional toward patients, peers, providers, management, and visitors



ORTHOPAEDIC ASSOCIATES

of Wisconsin

There is a Difference.

- Detailed orientated with excellent organizational skills
- Exceptional written communication skills, with solid spelling and grammar ability
- Flexible, reliable, and able to demonstrate sound judgment
- Go-getter with good bedside manner
- Proficient knowledge of medical anatomy and terminology
- Strong analytical skills
- Strong communication skills including verbal and listening, able to understand accents and dialects
- Strong interpersonal skills with all stakeholders
- Able to work with team members in an autonomous, responsible, and ethical manner
- Team player with excellent customer service skills

Physical Demands—

- Ability to work in a fast paced, changing environment
- Will need to stoop, bend, and at times lift up to 25 lbs., etc.
- Willing to travel between locations, work flexible days and hours as needed, including evenings and weekends
- Will work in a clinic environment with low noise
- Use of standard office equipment at times, while standing or sitting sometimes for extended periods

Equal Employment Opportunity

OAW provides equal employment opportunity to all applicants and employees. OAW disapproves of, and will not tolerate, unlawful discrimination against any applicant or employee because of race, color, national origin or ancestry, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, religion, disability, family care status, veteran status, marital status, sexual orientation, or any other basis protected by local, state, or federal laws.

Acknowledgement

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their leader or the Board. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability. All employees are expected to be friendly, supportive, courteous, respectful, cooperative, and professional. Such behavior promotes teamwork and positive relations for all stakeholders. Employees must also adhere to OAW's conduct standards. By signing below, the employee agrees to the items listed above.

Employee's Signature:

Manager's Signature:

Human Resources Signature: