



REVISED: 05/11/2022

VOLUNTEER DESCRIPTION

TITLE: VOLUNTEER CLINICAL SCRIBE
REPORTS TO: CLINIC PROGRAM ASSISTANT
STATUS: INTERN (UNPAID, SCHOOL CREDIT AVAILABLE)

The Brighter Beginnings Family Health Volunteer Clinical Scribe will be working under the supervision of Clinic Program Assistant and will assist with all provider needs such as documentation of communication across different mediums, ensuring client confidentiality, and supporting clerical needs of the clinic.

Specific duties may include:

1. Work alongside providers to help document patient visits in the electronic medical chart.
2. Record patient histories and physical examinations.
3. Transcribes any consultation or discussions with family and/or the clinician.
4. Under the direction of the providers, transcribes patient orders, including laboratory tests, radiology tests, referrals etc.
5. Assists the provider and support staff with paperwork, telephone calls, faxing, and chart abstraction.
6. Protect patient confidentiality.
7. Performs other related duties as necessary.

Qualifications:

1. Computer literate with Microsoft Office (Word, Excel) and able to learn new programs quickly.
2. Highly organized, with absolute attention to detail.
3. Excellent oral, written and interpersonal communication skills.
4. Ability to work independently and establish priorities, self-sufficient, and take initiative.
5. Ability to handle multiple requests simultaneously and respond quickly.
6. Flexible, adaptive to change.

Special ADA Requirements:

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

I have read and understand the duties and responsibilities of a Volunteer Clinical Scribe.

Signature: _____

Date: _____