



# ProScribe

## Medical Scribe | Job Description

### Who Are We?

ProScribe is a full-service, nationwide medical scribe company that employs over 2,000 scribes across 30 states. We are a passionate and hardworking team of physicians, business leaders, and healthcare-focused students dedicated to improving the quality of healthcare based in San Antonio, TX.

### What Is Our Mission?

Our mission is to innovatively support healthcare providers of today while investing in those of tomorrow.

### Whom Are We Looking For?

We seek and value healthcare-focused students and post-baccalaureate candidates with a passion for healthcare, a collaborative mindset, and a commitment to excellence and professionalism. Our positions are **ideal for gap year candidates looking for full-time or part-time hours.**

### What Does A Medical Scribe Do?

As a medical scribe, you play a vital part in the day-to-day activities of the healthcare facility you will be working at and will work closely with physicians and hospital staff. In short, you will be responsible for recording and translating the interaction between your physician(s) and their patients into the electronic medical record (EMR) in an accurate and timely manner. You can also expect to perform other related duties as needed to improve provider efficiency and patient satisfaction.

### We require:

- High school diploma
- College sophomore status or higher
- Ability to work 2 shifts (or 16 hours) per week for a minimum of 6 months

### We strongly prefer:

- Open availability
- Keyboard proficiency (60 wpm)
- Familiarity with clinical procedures
- Ability to demonstrate knowledge of medical terminology
- A post-baccalaureate candidate or student on a pre-health career track



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## **Ideally, our employees possess:**

- High professional and ethical standards
- Cognizance of delicate and confidential patient information
- Strong written and verbal communication skills
- Strong attention to detail and project management skills

## **And the ability to:**

- Work in a dynamic, highly stressful environment
- Observe and draft an accurate and cogent account of events
- Learn and apply basic medical terminologies and techniques
- Communicate and interact professionally with others
- Operate a personal computer and related software applications

## **Why Choose ProScribe?**

Proscribe is unique because we offer a positive, uplifting culture that invests in you. We are committed to ensuring your success as a scribe, cultivating a sense of community among our employees, and facilitating your future career aspirations.

## **What Does ProScribe Offer?**

- Clinical exposure
- Hands-on experience
- Volunteer opportunities
- Advancement opportunities
- Part-time and full-time openings
- Discounts on Kaplan Test Prep courses
- Paid training with hourly wage increase upon completion
- Discounts on admissions counseling from Med School Coach
- Letter of recommendation personally endorsed by our Chief Medical Officer and Founder, Dr. Tim Taylor\*
- Guaranteed interview with Ross University School of Medicine\*
- Wellness discount on Gold's Gym memberships at corporate locations\*
- \$150 bonus for any friends you refer\*

\*Limitations and eligibility requirements apply.

Pay rate varies by shift and location.

**PLEASE NOTE: In order to be considered for the position, you must submit an application online at [proscribemd.com/become-a-scribe!](https://proscribemd.com/become-a-scribe)**