

## Who Are We?

We are an upbeat, passionate and hardworking team of physicians, business leaders, and healthcare-focused students dedicated to improving the quality of healthcare.

## What Is Our Mission?

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

## What Does A Medical Scribe Do?

You are the physician's right hand woman or man. In short, you are responsible for recording and translating the interaction between your physicians 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.

## What Does It Take To Be A Medical Scribe?

We seek and value candidates with a passion for health care, a collaborative mindset, and a commitment to excellence and professionalism.

We require:

- High school diploma
- College sophomore status or higher

We strongly prefer:

- Pre-health career track
- Familiarity with clinical procedures
- Ability to demonstrate knowledge of medical terminology
- Keyboard proficiency

Ideally, our scribes 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 actively foster a positive, uplifting culture that invests in you. We are committed to ensuring your success as a scribe, cultivating a sense of community, and facilitating your future career aspirations.

### What Does ProScribe Offer?

- Hands-on experience and clinical exposure
- Letter of recommendation (\*based on performance and completion of hours)
- Flexible scheduling
- Part-time and full-time openings
- Paid training with hourly wage increase upon completion
- Fun (stress-free!) events to meet and network with other scribes in your area
- Upward mobility and the opportunity to rise within our organization
- Personalized attention and support from ProScribe staff

\*\*Pay rate varies by shift and location.

Please submit an application online at [www.proscribemd.com/apply](http://www.proscribemd.com/apply)

or contact:

Tays Heyer

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We look forward to speaking with you!