



Elite Medical Scribes, LLC
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Medical Scribe

Working as a medical scribe provides a firsthand opportunity to work with medical providers in the medical field. While employed as a medical scribe, you will be working with a team of medical providers to streamline and improve patient care. Scribes gain valuable experience working in a medical setting, which will benefit them in their future career as a health care provider.

We have positions (approximately 15-28 hours/week) available in an Emergency Department in Lawrence, Massachusetts. The starting wage is \$9.83/hour with a bonus opportunity. We also offer many opportunities for advancement and growth within the company!

Roles and responsibilities of a scribe include:

- Assist the medical provider to be more efficient and productive
- Accompanying the provider during the examination
- Transcribing the patient's history and physical exam
- Documenting consultations
- Maintenance of the patient's medical record under the supervision of the provider

Requirements:

- Must be detail-oriented and strive to constantly improve knowledge and skills
- Mastery of English language with excellent verbal/written communication
- Must be adaptive and flexible to a variety of situations with strong observation and listening skills
- Knowledge of medical terminology is a plus
- Preference is given to applicants with excellent typing skills
- Major's may be from a broad range including biology and chemistry
- Preference is given to applicants who have an interest in healthcare and are looking to stay in the industry, either as a scribe or other healthcare professional

Interested candidates are encouraged to visit our website (www.elitemedicalscribes.com under the "jobs" tab) and submit an application and resume. Please contact our Recruitment Coordinator, Steven Endsley at stevene@elitemedicalscribes.com with any questions!

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