



Medical Center
Specialty Clinic
Behavioral Health
Primary Care - Summit Clinic
Primary Care - Winfield
Primary Care - Ark City
Urgent Care
Midwives

Medical Scribe

Employer

South Central Kansas Health
6401 Patterson Pkwy,
Arkansas City, KS 67005
620-442-2500

Job Description

Responsibilities and Duties:

1. Accurately and thoroughly document medical visits and procedures as they are being performed by the physician
2. Dictation/faxing/phone calls and clerical tasks. Medical Scribes are asked to prepare referral letters as directed by the physician, via dictation or summary of the medical record.
3. Spot mistakes or inconsistencies in medical documentation and check to correct the information in order to reduce errors (All addenda must be signed off by a physician.)

Qualifications:

- High-school graduate or equivalent.
- Previous work experience as a scribe preferred
- Understanding of medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments to the extent required to understand and accurately transcribe dictated reports.
- Excellent computer skills and communication skills required.
- Must be able to type words and numbers quickly and accurately;
- Must comply with HIPAA confidentiality standards when accessing or communicating patient information.

Working Conditions:

Job responsibilities require work constant exposure to noise, lighting, and/or temperature levels. Exposure to irritating, unpleasant, or hazardous elements or conditions (i.e. blood, chemicals, and infectious diseases) is constant.



Apply

Apply [Here](#)

The SCK application process consists of three forms:

1. General Application 2. Release Authorization 3. Confidentiality Agreement

Please complete ALL THREE forms.

