**WASATCH HOMELESS HEALTH CARE, INC.**

**Position Title:** Scribe / Patient Navigator **Date:** October 2021

**Department:** Clinical **FSLA Status:** Nonexempt

**Supervisor**: Medical Director **Status:** Full-time

**Amount of Travel:** Limited **Range:** Competitive

**Overview:**

The following information is intended to be representative of the essential functions performed by incumbents in this position and is not all-inclusive. The omission of a specific task or function will not preclude it from the position if the work is similar, related or a logical extension of position responsibilities. The scribe position is a 40-hour, full-time position which may include some fluctuation in hours worked per day.

**Duties and Responsibilities:**

* Perform routine scribe duties.
* Chart review prior to visits, identifying preventative care interventions.
* Document history and physical exam findings communicated by patient and provider.
* Document procedures performed by provider or clinical staff.
* Document diagnoses, assessment, and treatment plan as dictated by medical provider.
* Ensure PHQ2, CAGE-aid, substance use screening tool, and other applicable questionnaires or data are accurately recorded in EHR.
* Facilitate medication reconciliation.
* Schedule follow up appointments.
* Refer patients to additional resources to support engagement in care (i.e. behavioral health, case management, referral coordinators)
* Drafts letters for patients on behalf of the provider (under direction of provider) for work/school excuse, surgery, and dental clearance, etc.
* Seeks clarification as needed when documenting. All charts to be reviewed by medical provider.
* Reporting all safety concerns with staff and patients to your supervisor immediately.
* Be an active participant in the clinical team including assisting staff when asked for assistance as well as knowing your scope of practice.

**Preferences**

* Capable of working quickly and efficiently under pressure. Work well with others to organize and run efficiently medical provider’s clinic schedule.
* Sensitive to the needs of homeless people, but capable of being innovative and assertive with a diverse population in a variety of situations.
* Good organizational skills with emphasis on accuracy, prioritization and reliability.
* General office skills: phone etiquette, computer/typing skills, and filing.
* Excellent communication skills with staff, volunteers, patients and all people and community organizations involving Fourth Street Clinic.
* Provides input in development of clinical procedures/setting clinic goals.
* Responsible for specific duties assigned to them by supervising personnel.
* Expected to be prepared to start shift at scheduled time.
* Keeps customer service and the mission of the organization in mind when interacting with all clients, co-workers, and others.

**Qualifications:**

* High school graduate or equivaled (GED) required
* Bilingual Spanish / English preferred
* Graduate of a scribe training program preferred
* Knowledge of medical terminology, anatomy / physiology
* Coursework in health sciences preferred
* Excellent oral and written communication skills (keyboard 55 WPM or greater)
* Experience with Epic EHR preferred but not required
* Strong organizational, problem solving, and flexibility skills
* Current BLS/CPR certification
* Essential physical requirements: Able to lift up to 50 lbs. Other physical movements include pushing, balancing, stooping, flexing/twisting, ability to spend majority of time on feet, et al.

**How to apply:**

* Send a cover letter and resume to jobs@fourthstreetclinic.org
* No phone calls, please.