**Title**
Medical Scribe and Interpreter

**Department**
Medical Clinic

**Reports To**
RN

**FLSA status**
N/A

**Primary Responsibilities**
Under the general supervision of the RN, responsible for interpreting and medical documentation.

**Specific Duties**
- Log providers into EMR at beginning of shift
- Staff providers if needed from huddle sheet
- Document each encounter using the template with appropriate information from the huddle sheet and providers input.
- Document physical exams under the direction of providers following template
- Order necessary labs, imaging and others as ordered by provider under appropriate diagnosis
- Upload pictures as necessary to encounters
- Access historical records, labs, imaging and others as necessary per provider’s request
- Interpret (Spanish)
- Other duties as assigned.

**Education Requirements**
Junior or senior in college

**Experience Requirements**
- Proficiency working with a variety of computer programs and applications.
- Must be up to date on vaccines and PPD
Phoenix Diocesan Council
Society of St. Vincent de Paul

JOB DESCRIPTION

Special Requirements

- Bilingual in Spanish and English.
- Able to work an assigned half-day per week
- 8-12pm or 1:00-5PM Required to finish full shift (4hrs)
  (if done earlier with provider ask staff if there is other work that needs to be done)

Other Expectations

- Maintain professional appearance and conduct at all times.
- Adhere to St. Vincent de Paul Medical Clinic & Society practices.
- Establish and maintain effective working relationships with physicians, staff and managements.
- Be Punctual
- Notify SVDP staff at least 24hr in advance if you cannot attend your shift, after 3 absences you will not be able to continue to volunteer with the clinic. We have the discretion to terminate the relationship at any time.
- Dress business casual or in scrubs
- Volunteers are expected to be able to commit for 1 year

ADA Requirements

Must be able to speak, hear, see, and use a computer for extended periods of time. Must be able to lift up to 5 lbs.

__________________________________________

Signature        Date