

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Proficiency working with a variety of computer programs and applications.• Must be up to date on vaccines and PPD

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