



FILUTOWSKI EYE INSTITUTE

Job Title: Scribe
Department: Clinic
Reports to: Clinic Manager / Technician Supervisor

Role Qualifications:

- Understanding of and commitment to practice values and philosophies
- High School diploma or equivalent
- Positive demeanor and helpful attitude with an emphasis on patient service
- Typing skills and extensive computer knowledge

Essential Skills:

- Understand appointment schedules, patient flow, and how to properly escort patients in/out of exam rooms
- Extensive chart review (Physician's orders completed)
- Prepare patient and room for physician exam
- Accurately document physician exams in EMR
- Perform basic manual and automated lensometry in order to record patient's glasses
- Copy refractions and/or meds onto prescriptions for the doctor's signature
- Answer questions regarding physician's exam when directed to do so by the physician
- Provide special referral/scheduling instructions to checkout when necessary (verbal orders given by physician)
- Direct patient to next process: check-out, counseling, further testing, etc.
- Write out lab orders, including appropriate diagnosis codes, on the prescription form and follow up on results
- Accurately complete diagnosis / procedural codes in EMR

Basic Skills Development:

- Measure and record visual acuity accurately
- Instill eye drops properly (with direction from Doctor or Sr. Tech) and understand the indication/contraindication of use in dilation, corneal anesthetic, and other tests which may be required by the physician
- Knowledge of medical terminology and commonly used abbreviations

Patient Services:

- Assists physically and visually impaired patients properly
- Escorts patients through the various stages of the examination process

Instrument / Exam Room Maintenance:

- Stock examination rooms in assigned area
 - Maintain a supply of paperwork
 - Stock medication and med samples
 - Stock supplies
 - Notify Clinic Manager / Technician Supervisor when supplies run low
 - Clean and disinfect exam rooms and equipment
 - Open and close exam rooms each day

EMR

- Able to navigate efficiently through the physician's exam portion of templates, including plans and orders, Clinical Alerts, and Impression/Summary entries

Additional Duties:

- Take phone messages from Tech Station voicemail
- Assist with assembling and completing paperwork as instructed by Clinic Manager or Tech Supervisor
- Other duties assigned by Clinic Manager or Tech Supervisor

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, use repetitive motion, type, and hear. The employee is frequently required to stand, walk, use hands and fingers to handle and feel, and reach with hands and arms. The employee is occasionally required to bend, kneel, crouch, climb stairs, and reach overhead. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The omission of specific statements or descriptions does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

Employee Signature

Date