



# Sonoma County Indian Health Project, Inc.

144 Stony Point Road • Santa Rosa, CA 95401 • Telephone (707) 521-4545 • Fax (707) 526-1016

## Job Announcement

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<b>Position:</b>	<b>Medical Scribe</b>
	Full-Time with Benefits
Hours:	Monday – Friday, 8:00 AM to 5:00 PM
Worksite:	Santa Rosa
Department:	Medical
FLSA Status:	Non-Exempt
Reports to:	Medical Director
Salary Range:	\$17.74 to \$24.86 per hour
Application Closing Date:	<b>Monday, January 18<sup>th</sup> @ 5:00pm</b>

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**Job Purpose:** The Medical Scribe is an individual trained in medical documentation who will assist a provider throughout their shift. The primary goal is to increase the efficiency and productivity of the provider. It will be the responsibility of the Medical Scribe to annotate any dictated or written information for the treatment of patients. The Medical Scribe will follow all local, state and federal guidelines regarding documentation into the electronic health record. The Medical Scribe will be responsible for clearly recording each patient's symptoms, history, physical exam and documenting the diagnosis. This position will have no direct involvement in patient care but has an interdepartmental role in assisting nursing and front desk staff.

### **Qualifications:**

- **6 month to 1 year minimum time commitment**
- High School graduate or equivalent.
- Obtain Medical Scribe Certification and Aptitude test (MSCAT) certification after 200 hours on the clinic floor (desired)
- Previous experience working in an outpatient clinic or doctor's office.
- Medical Terminology, Anatomy and Physiology Coursework.
- Ability to type 45-60 WPM
- Must have excellent customer service skills, positive attitude, and be a team player.
- Maintain confidentiality of all patients, and employee information.
- Must pass a pre-employment drug screen, physical and background investigation.

**Special Qualifications:** Must be sensitive to the needs of the Native American Community, which includes their culture, traditions, and background.

**Why Work for Us?** SCIHP is a place where patients are treated with respect, dignity, compassion, and enables strong and trusting relationships with providers and staff. SCIHP offers a comprehensive and competitive benefits package that includes low deductible medical insurance, a medical *and* a dependent flexible spending account, along with employer-paid dental, vision, life insurance, employee assistance program (EAP), and a free gym membership. After 1 year of employment we offer a 401K Plan with an employer non-elective safe harbor contribution of 3% which is immediately 100% vested.

**Apply to: Sonoma County Indian Health Project, Inc.**

**Attn: Human Resources Manager**

**144 Stony Point Road, Room 2209, Santa Rosa, CA 95401**

**Fax (707) 526-1016 or Email Resume and SCIHP Application to: [employment@scihp.org](mailto:employment@scihp.org)**

**Employment Application available online at: [www.scihp.org/human-resources](http://www.scihp.org/human-resources)**

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Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 and 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage. Subject to the foregoing, Sonoma County Indian Health Project, Inc. is an equal opportunity employer. All application forms are subject to the provisions of the Privacy Act (Public Law 93-579, Section 78) and become the property of Sonoma County Indian Health Project, Inc.. **Reasonable Accommodation:** Sonoma County Indian Health Project, Inc. will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of selections procedures by calling (707) 521-4641.