



# Retina Northwest

Retina and Vitreous Diseases

**JOB TITLE:** Ophthalmic Clinical Scribe  
**DEPARTMENT:** Medical  
**REPORTS TO:** Practice Manager  
**SUPERVISES:** N/A  
**FLSA STATUS:** Non-Exempt  
**WORK STATUS:** Full-Time

**JOB OVERVIEW:** As an Ophthalmic Scribe, you will work alongside a dedicated physician utilizing clinical knowledge to accurately enter patient information into the EHR system. You transcribe physician's medical decision-making summarization in real time, assist in the care, treatment and education of patients while actively participating in maintaining clinic flow.

Our Mission: To serve the community by providing the highest level of specialized retinal care in an efficient, compassionate and supportive environment.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

1. Utilizes NextGen to accurately and thoroughly document the pertinent elements of the patient encounter, including but not limited to: proper charting of the examination, documenting additions to the chief complaint, select diagnosis and thoroughly document the discussed assessment, plan and recommendations for treatment.
2. Become familiar with the patient's medical history prior to the encounter and help the physician prepare for the visit.
3. Review medical documentation for errors or inconsistencies; make appropriate changes with physician's approval.
4. Assists the physician during the exam or as needed for any procedures and tests.
5. Completes various documents and forms such as consent forms for treatment, medical history, waivers, patient instructions or surgery scheduling paper work as needed.
6. Manage physician's inbox and print time sensitive patient tasks and chart notes for physician review and approve/deny refill requests.
7. Communicates with clinic supervisors and staff on an ongoing and continuing basis to coordinate clinic flow and efficiencies. Addresses questions in order to allow the physician to continue seeing patients in an efficient and effective manner.
8. Submit office visit and procedure charges accordingly.

9. Assist in all areas of the practice as assigned, including clinical duties as an ophthalmic technician performing; OCTs, screening patients and assisting with injection treatments.
10. Liaison between EHR Operations and physicians regarding meaningful use and audit mandates.
11. Consultation and quality testing for any new EHR templates or updates.
12. Identifies problems and accepts responsibility for decision-making and problem solving.
13. Fosters adherence to all RNW scribe policies and procedures.
14. Ability to maintain the strictest confidentiality both of patient information and of RNW personnel, business and financial information.
15. Miscellaneous EHR projects.
16. Other duties as assigned/indicated.

**MINIMUM JOB REQUIREMENTS:**

Education: High school diploma or equivalent required.

Experience: 1 year experience in a fast paced medical environment w/scribing preferred, OSC Certification or the ability to gain certification.

**KNOWLEDGE, SKILLS, & ABILITIES:**

1. Knowledge of ophthalmic medical office procedures.
2. Knowledge and practices as a scribe.
2. Knowledge of medical record requirements (HIPAA).
3. Skill in identifying and resolving problematic situations.
4. Ability to react calmly and effectively in emergency situations.
5. Knowledge of educational techniques in instructing patients.
6. Ability to use communication, listening skills, e-mail, tasking, and telephone techniques effectively.
7. High knowledge and understanding of EHR.
8. Ability to maintain courteous and professional working relationship with physicians and staff.
9. Ability to manage multiple projects.

**OTHER ABILITIES:**

1. Ability to follow oral and written instructions.
2. Ability to work as a team member.
3. Skill in effective management and customer service.
4. Regular travel to and from all satellite locations.

**PHYSICAL/MENTAL DEMANDS:**

1. Prolonged standing, sitting, and infrequent bending, twisting, and stooping.
2. Occasional mental stress from the workload, or from dealing with upset patients or emergency situations.
3. May lift 05 – 10 pounds.

*\*hours will vary based on clinic flow and patient census*

*This description is intended to provide only the basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, ability and working conditions including physical requirements may change as needs evolve.*

**Retina Northwest is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.**