



Medical Scribe Opportunity in Pediatrics

UCSF Benioff Children's Physicians (UBCP) is a multispecialty physician foundation, and an associated clinically integrated network. Our primary goal is to foster physician collaboration to deliver the most advanced maternal and pediatric care throughout Northern California and beyond. We have Pediatric and Adolescent Care, Maternal Fetal Medicine and After Hours Care clinics located throughout the San Francisco Bay Area.

MAJOR JOB DUTIES AND RESPONSIBILITIES:

The Medical Scribe is to assist our healthcare team with documenting patient medical records. Responsible for documenting accurate and detailed information of patient visits. Provide the highest quality customer service to patients, adhere to practice protocols and processes, and effectively manage the volume of work without allowing quality to be compromised.

Service Standards: Demonstrated ability to remain professional, even when working through difficult situations, support the vision of the Care Center and the core values of UCSF Benioff Children's Physicians.

Responsibilities

- Transcribe patient appointments
- Manage an average of at least two patients per hour, and a minimum of four patients per hour during peak times
- Facilitate diagnostic tests and referrals to medical specialists
- Assist the Physician with fundamental patient care
- Maintain a clean and professional working environment

Independent Judgment

Universal Criteria – Policies and Procedures

- Demonstrates a clear understanding of, and consistently adheres to UBCP policies and procedures.
- Attends and actively participates in department and facility meetings and classes.
- Adheres to UCSF Benioff Children's Physicians's behavior and service standards.

Universal Criteria –Safety

- Follows safety procedures, operates equipment and performs job related duties in a safe manner which prevents accidents from occurring.
- Maintains a clean, neat and safe working environment sufficient to prevent injury.



Universal criteria – Compliance

- Complies with all laws and regulations that govern the healthcare industry.
- Complies with all state laws and regulations as well as UBCP policies and procedures with respect to the Medical Assistant's role.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to perform the functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions of the job.

Essential Skills and Bodies of Knowledge

- Experience in healthcare field
- Experience with medical terminology
- Excellent computer skills
- Impeccable verbal, written, and interpersonal skills
- Strong attention to detail
- Excellent bedside manner
- EHR experience, preferably Epic

Technical Skills

- Effectively utilizes Electronic Health Record (E.H.R.), Microsoft Outlook and MS Office Suite.

Communication

Provides friendly, knowledgeable and responsive internal and external customer service. Sets appropriate expectations for patient and staff like.

Quality

1. Maintains current knowledge of all physicians and services of the practice.
2. Maintains charting compliance with current standards.
3. Consistently extends a professional, warm environment by using a pleasant tone of voice and maintaining composure at all times.



4. Attends staff meetings and other gatherings, as required.
5. Holds self and peers accountable to uphold the Standards of Behavior regardless of race, ethnicity, culture, religious, affiliation, disability, socioeconomic background, education, sexual orientation, marital status, gender, age or position.

Other Job Functions

1. Complies with all HIPAA regulation and UBCP standards of patient confidentiality.
2. Accepts and performs other job related duties, projects and responsibilities, as required.

The essential functions listed are typical examples of work performed in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. This position may also perform other duties as assigned.

Education/Training

- High School diploma or equivalent
- Certified Medical Assistant
- Graduate of an approved MA program, which includes injectable training
- Current certification in CPR/BLS from approved agency
- Evidence of completion of infection control training per 1983 CDC guidelines

UBCP Citizenship

Adheres to all UBCP policies and procedures (i.e. Clinical, Administrative and Human Resources), practices safe work habits, and engages in good business standards and practices.

Equal Employment Opportunity and Affirmative Action

UCSF Benioff Children's Physicians (UBCP) is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, age (40 and over), pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.



UBCP will only employ those who are legally authorized to work in the United States. Any offer of employment is conditional upon the successful completion of a background investigation and pre-employment health screen.

This is intended to be consistent with the provisions of applicable state and federal laws and UBCP policies.