



**Position Title:**

**Virtual Medical Scribe**

**Location:**

Remote (Part-Time and Full-Time)

**Position Description:**

A Virtual Medical Scribe works from home, partnering with a medical provider to document patient visits in real-time.

Requirements include:

- Knowledge of medical terminology
- Fast typing speed and accuracy; computer skills
- Flexibility to work 8-to-10 hour shifts between 7am and 7pm, Monday through Friday. (Part-time requires 3 days per week). (No evening/weekend hours available.)
- Access to secure internet and private workspace
- Professionalism; communication skills

**Position Responsibilities:**

Virtual Medical Scribes document physician-patient encounters by:

- Actively listening to live conversations between physicians and patients.
- Communicating and verifying patient information with physicians.
- Utilizing EHR/EMR programs like Epic, Athena, Cerner, etc
- Working knowledge of medical terms through recent clinical experience as a medical assistant, medical transcriptionist, etc. or college-level courses in medical terminology, anatomy, and physiology.

**Position Requirements:**

- Successful completion of AQuity's scribe training program.
- Strong computer and typing skills. (Typing test required.)
- Strong communication skills including:
  - Ability to hear and understand all information provided by patient or healthcare provider in a remote environment and transcribe into clear written records.
  - Excellent listening skills and ability to understand diverse accents and dialects of physicians, their staff, and patients.
- Bilingual scribes needed (Spanish). (Not required.)
- Availability to work full, uninterrupted 8-to-10 hour shifts during normal business hours (at least 3 shifts per week, Monday through Friday, 7am to 7pm).
- 18 years of age or older.
- Currently live and authorized to work in the borders of the United States.
- HIPAA compliant and noise-free workspace.
- Secure, high-speed internet connection. (Satellite internet not acceptable.)
  
- Personal computer compatible with Microsoft programs used for training. (Company equipment is provided after training.)



**Application Mechanism:**

<https://recruiting.ultipro.com/SPH1000SPH/JobBoard/02436283-3813-424c-8564-250b38d25a1f/OpportunityDetail?opportunityId=e25e2300-6772-4bd8-ae0d-9e08923ec1af>