



MEDICAL SCRIBE

Posting Length: 07/18/18 –
until filled

Part-time position for an individual to work as a Medical Scribe with our Psychiatrist. The ideal candidate will directly observe patient encounters and then document the events and decision-making in a manner that results in appropriate medical charting. This individual will also complete clerical activities necessary to complete physician orders for tests and medications.

A minimum of a High school diploma or GED and a six months office experience required. This individual must also possess the ability to proficiently type a narrative account of events accurately and cogently. Duties will be performed in offices within the catchment area.

Experience with electronic medical records preferred.

Send resume to:
Human Resources Department
Copper Country Mental Health
901 W. Memorial Drive
Houghton, MI 49931

EOE.