

Synergy ENT Specialists is seeking an experienced **Scribe/Personal Physician Assistant** to join our team. This position is **Full Time** with **immediate placement**. This is an excellent opportunity for a Pre-Med, Pre-PA or Pre-NP student looking to gain experience in the medical field!

Job Summary:

The **Scribe/Personal Physician Assistant** works closely with our Physician and Physician Assistant, playing a critical role in supporting a world-class ENT practice at our **Ladue & Festus** offices. During patient exams the Scribe/Personal Physician Assistant will accurately and timely record detailed information into the electronic medical record (EHR).

Additionally, the Scribe/Personal Physician Assistant will coordinate with adjacent departments and team members, ensuring patient care is thoroughly and efficiently managed. The Scribe/Personal Physician Assistant will ensure high productivity, smooth patient flow and exceptional patient satisfaction.

Responsibilities:

- Join the Physician or Physician Assistant during all clinic exams to transcribe medical records utilizing electronic medical records (EHR)
- Record/chart medical records, consistently and accurately for the physician
- Update patient medical history, medications, physical exam and other essential health information in the patient record
- Coordinate with team members for continuum of care within adjacent departments per the instruction of the physician
- Prepare and send all documentation for the physician to review and approve in a timely and efficient manner
- Provide educational tools to the patient per the direction of the physician
- Facilitate other clerical responsibilities to improve productivity and smooth patient flow
- Assist with in-office procedures, to include: patient care, room turn-over, and/or first assist during the procedure itself.

Qualification:

Education/Experience:

- High school diploma required. College preferred.
- Scribe & medical office experience a must

Skills/Core Competencies:

- Strong written and verbal communication
- Ability to transcribe an account of events, efficiently, accurately and grammatically correct
- Proficient with computer operation and related software application
- High level of keyboard proficiency while maintaining accuracy
- A patient-focused work ethic
- Demonstrated, successful organizational skills with the ability to manage multiple priorities in a fast-paced, rapidly changing environment
- Strong interpersonal skills with demonstrated ability to develop and maintain effective and collaborative relationships with team members, external representatives, distributors, vendors, etc.
- The desire and ability to learn new technology
- Demonstrated leadership skills

For more information on our practice, visit www.synergyentspecialists.net or www.stlsinuscener.com

Submit your cover letter and resume for immediate consideration to kmeyer@synergyentspecialists.net

Job Type: Full-time