



Clackamas Volunteers in Medicine is a non-profit organization dedicated to providing quality healthcare

to low-income, uninsured residents of Clackamas County. Located in Oregon City, the Clinic is the only clinic in Clackamas County which offers medical services at no cost to patients. We provide:

**Appointment Based Primary Care:**


Volunteer primary care physicians and nurse practitioners provide comprehensive services to clinic patients, including disease prevention and health maintenance.


Services include physical exams, care for patients with chronic disease such as diabetes, asthma, hypertension, and heart disease, and education for self-care.

**Referrals:** Specialized services that cannot be provided onsite are referred to our network of specialty physicians within the region,


**Wellness Education:** The clinic serves as a health education resource and provides self-care coaching and educational materials for patients.

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 503-722-4400

 cvimvolunteercoordinator@gmail.com

 www.clackamasvim.org

 1001 Mollala Ave. Suite 202  
Oregon City, OR 97045  
or  
PO Box 2592  
Oregon City, OR 97045

## VOLUNTEER MEDICAL SCRIBE

### CVIM JOB DESCRIPTION

**Position:** Volunteer Medical Scribe

**Reports to:** Volunteer Coordinator, Clinic Manager and Medical Director

**Supervises:** Does not supervise other staff

**Position Description:** A medical scribe is responsible for capturing, in real-time, accurate and detailed documentation of patient encounters on the EHR system (Amazing Charts) for healthcare providers during clinic hours. A scribe allows the provider to give high quality care and attention to the patient diagnosis and treatment plan as well as optimize the provider's efficiency and productivity. The scribe position offers a pre-health student the opportunity to receive mentorship from experienced providers.

**Core Responsibilities:**

1. Accompany the physician during the office visit with the patient. You will be present for the duration of the visit with the exception of parts of the physical examination.
2. Record the History of Present Illness (HPI), Review of Systems (ROS), Physical Exam, and Assessment and Plan.
3. Enter/maintain the patient's Past Medical History, Social History, Family History, Current Medications, and Problem List.
4. Enter the visit diagnoses, lab orders, and prescriptions.
5. Locate patient information such as lab tests, prior medical records, demographic information, etc. all via the EHR system.
6. Ensure proper communication between nurses and providers regarding patients.
7. Assist the provider in navigating the EHR.

**Requirements:**

- Be at least 18 or older
- Exceptional computer skills and ability to learn quickly how to operate the EHR
- Organized, thorough, accurate and conscientious
- Be able to be compassionate and welcoming towards undeserved community members

**Clinic Shifts:**

Tuesdays, 12:30-5pm

Wednesdays, 12:30-5pm

Thursdays, 12:30-5pm or 4:30 pm-8 pm