



## **DUKE CITY URGENT CARE DOCUMENTATION SPECIALIST**

### **Job Description**

Duke City Urgent Care Documentation Specialists are individuals trained in medical documentation and various other aspects of the clinic. Their goal is to assist medical providers to help ensure productivity and efficiency along with improved patient flow and satisfaction. Their main task is to perform real time, accurate, and efficient documentation of a patient encounter by maintaining the patient's medical record which requires compliance with HIPAA other clinic policies. This includes, but is not limited to, placing orders, updating patient history, documenting physical examinations, procedures, laboratory tests, radiology tests and medications, listing discharge diagnoses, and entering discharge care instructions. The Documentation Specialist must carefully and rapidly navigate through the Electronic Medical Record in accordance with proper medical terminology and billing and coding. In addition, they assist the provider in other tasks including retrieving old medical records, lab results, radiology results, making phone calls, relaying messages, documenting and filing forms, interacting with clinical staff, and any other operations that would assist the provider. The Documentation Specialist will be able to multi-task efficiently, work under pressure within time constraints, manage busy or stressful situations calmly, exhibit excellent listening skills, participate in multiple aspects of the clinic, and fulfill all other duties as assigned by supervisor and under the supervision of the medical provider.



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### Job Qualifications

#### General

- Minimum age of 18 years old
- Proficient in English, both verbal and writing

#### Education and Experience

- A minimum of six months of medical scribe or medical assistant experience
- High school diploma or equivalent
- High level of computer literacy with the ability to type at least 60 words per minute
- Aspirations to advance in the medical field (become a MD, DO, PA, NP, RN, etc.)
- Ability to demonstrate knowledge of clinical procedures, medical billing and coding
- Knowledge of medical terminology which can include prior medical experience and/or courses in anatomy, physiology, and/or medical terminology

#### Personal

- Have a clear interest in pursuing a career in the medical field
- Work well in a team setting
- Work well in stressful and fast-paced situations

#### Preferred

- Have a degree or working towards a degree in the Pre-health sciences
- Are a college sophomore status or higher
- Provide one letter of recommendation (No family members) with 2 references
- Speak basic Spanish



## **DUKE CITY URGENT CARE DOCUMENTATION SPECIALIST**

### **Additional Responsibilities**

Stand for long periods of time

Lift approximately 10 pounds

Handle a stressful and fast-paced environment

Read, write and comprehend through listening and observing

Operate an Electronic Medical Record and related software through constant data entry

Ensure medical record compliance

Spell, proofread, and edit medical text

Exhibit strong written and verbal communication skills

Maintain professional appearance and conduct

Professionally communicate and interact with others

Establish and maintain effective working relationships with the clinic staff

Understand and commit to appropriate protection of confidential information

Commit to high professional ethical standards

Coordinate multiple projects and patients

Problem solve under pressure

### **Desired Qualities**

Dedicated

Positive

Professional

Responsible

Confident

Mature

Punctual

Detailed

Highly motivated