



Part-Time Scribe – St. Luke’s 0005

Busy ENT office is seeking a Part-Time Medical Scribe on Mondays, Tuesdays, and Fridays. We are looking for someone that has a calm, positive attitude and enjoys interacting with people of all ages.

Duties include, but are not limited, to the following:

- Working side by side with the physician, recording details of the medical visit while it is being performed by the physician and doing so accurately and thoroughly
- Ensuring all clinical data, lab/test results, and interpretations of results by the physician are recorded accurately in the medical record
- Faxing/phone calls/clerical tasks as indicated by the physician or practice manager
- Working at the front desk when not scribing for the physician
- Other duties as assigned by the physician and/or practice manager

Qualified candidates will have at least one (1) year of medical scribe or medical assistant experience or (2) years or more of experience working in a medical office. A minimum of one (1) year of higher education with an emphasis in the medical field is preferred.

If this is you, please reply with a cover letter and your resume.

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

*ENT Associates | ENT NOW | ENT & Allergy of Southeast Missouri | Metro Ear, Nose & Throat Group
Pediatric Otolaryngology | St. Louis ENT Health | Town & Country ENT | The Voice & Swallowing Center*