

## **The Scribe Volunteer**

The scribe's role is to support providers in the EMR process. The scribe enters information dictated by a provider into the eNote. The scribe is responsible for effective and efficient input of medical information about the patient visit and so needs to be expert in using the EMR and also needs a good grasp of medical terminology. The provider reviews the eNote before signing it to ensure accuracy.

Patient confidentiality is imperative.

The scribe may use a medical provider's information only when that provider is present.

### **Scribe duties**

1. After signing in at the volunteer desk, the scribe checks with the clinic administrator for his/her assignment.
2. When the provider arrives, the scribe logs into HealtheState with the provider's user name and ID. (If an Administrative Alert comes up indicating an unsigned eNote, the provider needs to read, complete and sign the "unsigned" eNote from a previous clinical session.)
3. The scribe then discusses with the provider when the information is to be entered. Some providers want the scribe to enter information throughout the appointment, while others provide the information for the note after the patient visit is over. The scribe must accurately document information relayed by the physician. The scribe does NOT add his/her interpretation.
4. The scribe appropriately introduces himself to the patient but remains apart from the interaction between patient and provider.
5. The scribe completes each patient eNote before beginning the next eNote.
6. After the scribe has completed the eNote, the provider reads the note and then electronically signs and prints it.
7. The scribe then will close the EMR of that patient and enter the next patient's information when the provider is ready to see the patient.
8. At the end of the clinic, the scribe logs the provider off the system.
9. The scribe reports any problems with the EMR to the clinic administrator or coordinator as soon as they occur.