

# Medical Scribe

## INDUSTRY FACTS



### What do medical scribes do?

Medical scribes aren't on the frontlines of healthcare, which is good for those who prefer a little more predictability in their daily routines. They generally work behind the scenes—sometimes from the comfort of their own home—listening to dictations and converting them into written documents.

Here's a breakdown of their responsibilities:

- Listening to the recorded dictation of a doctor or other healthcare worker.
- Interpreting and transcribing dictation into patient history, exam notes, and other documents.
- Reviewing and editing drafts prepared by speech recognition software.
- Translating medical abbreviations and jargon into the appropriate long form.
- Following up with the healthcare provider to ensure that reports are accurate.

### Where do they work?

Medical scribes work fast. They receive dictations and transform those into clear, accurate, written documentation



in record time. They often work in physicians' offices, hospitals, or even from home—generally 40 hours a week.

### How much do they earn?

According to the U.S. Department of Labor Statistics, the middle 50% of working medical scribes earn about \$33,000 a year. Generally, the more documentation they turn around, the more they make!

### How's the job outlook?

The healthcare industry is growing—fast—and is predicted to add 1.9 million new jobs over the next several years. That's why employers are looking for well-trained, motivated medical scribes with enough knowledge and confidence to jump in with both feet.



# Medical Scribe by AHDPG

## PROGRAM DETAILS



**NORMANDALE**  
COMMUNITY COLLEGE

### Improve Your Life

When it comes to career training, you'll find a lot of posers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push. A nudge in the right direction—and your whole life could change. New doors opened. New worlds discovered. New opportunities explored. With CareerStep, it all could happen in as little as 2 months..

### Prepare For A Better Job

Medical scribes have become more and more common in medical offices. But they do a lot more than check off boxes on EHRs—they record critical information and allow physicians more time to focus on their patients. It's an understated role that has a tremendous impact on the patient experience.

### Learn Your Way (From Home)

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day
- Assess your current level of knowledge and tailor the program to fit your needs

### Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from enrollment through course completion.

- Learner support
- Technical support
- Career support

### Get Certified

Once you complete your program, you'll be set to take the **Medical Scribe Certification** exam through the **American Healthcare Documentation Professionals Group**.

### Program Modules and Approximate Completion Hours

#### Medical Scribe Foundations

Becoming a Medical Scribe (Foundations)

HIPAA for Medical Scribes

Medical Language and the Patient

Review of Systems (ROS)

Fundamentals of Patient visit

Medical Decision Making

Scribe Documentation

Chart Guidelines for Reimbursement (ICD-10)

Basic Medication Review

Common Lab & Diagnostic Studies

Electronic Health Record (EHR)

Charting - Case Studies (Hands-on activities)

Final Exam

#### Medical Terminology and Anatomy for Scribes

Introduction to Medical Terminology

Body Systems

Prefixes

Suffixes

Diagnostics & Abbreviations

Introduction to Anatomy & Physiology

Cells, Tissues, and Systems

Skeletal & Muscle Systems

Integumentary Systems

Nervous Systems

Special Senses & Endocrine Systems

Cardiovascular & Respiratory Systems

Lymphatic & Immune Systems

Gastrointestinal System

Urinary System

Reproductive System

Pharmacology

Diagnostic Studies

Final Exam

**TOTAL HOURS: 80**



**NORMANDALE**  
COMMUNITY COLLEGE

in partnership with  
 **CareerStep**

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