

Rhode Eyeland is hiring!

We are looking for a Medical Scribe to join our team at Rhode Eyeland

We are seeking a detail-oriented and highly organized individual to join our team as a Medical Scribe. As a Medical Scribe, you will work closely with healthcare professionals to accurately transcribe medical documentation and assist in maintaining patient records. This is an excellent opportunity for individuals interested in the medical field to gain valuable experience and contribute to the delivery of quality patient care.

Please email your resume to alisa@rhodeeyeland.com

Responsibilities:

- Accurately document patient medical history, examination findings, and treatment plans in electronic medical records during office visits.
- Assist optometrists during patient exams by recording relevant information, including visual acuity, intraocular pressure, and other diagnostic tests.
- Adhere to HIPAA guidelines when handling patient information.
- Work to ensure accurate and complete documentation of patient encounters.
- Perform administrative tasks as needed, such as scheduling appointments, answering phones calls, and verifying insurance information.

Qualifications:

- Previous experience in a medical setting is an asset, but not required.
- Excellent typing skills with a high level of accuracy.
- Strong attention to detail and ability to multitask in a fast-paced environment.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively as part of a healthcare team.
- Proficiency in using electronic medical records (EMR) systems is desirable but not necessary (On site training will be required regardless)
- Commitment to upholding patient confidentiality and privacy.

Benefits:

- Competitive compensation package
- Comprehensive training and professional development opportunities
- Health & dental insurance benefits as well as 401K
- Paid time off and Holiday pay
- A supportive and collaborative work environment

If you are interested in this opportunity to gain valuable experience in the medical field, please submit your resume to alisa@rhodeeyeland.com

Job Type: Full-time

Salary: \$16.00 - \$25.00 per hour

Expected hours: No more than 40 per week

- 401(k)
- Dental insurance
- Health insurance