ROBERT SMITH

Lead Scribe

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a position in which skills and training can be beneficial for the success of practice.

CORE COMPETENCIES

Customer Service, Excel, Filing, Word, Windows.

PROFESSIONAL EXPERIENCE

Lead Scribe

Blue Sky Pediatrics - September 2015 – 2020

Key Deliverables:

- Assess patients chart everything being said and done in the exam room during visits.
- Calculate dosages for medications and send them to the pharmacy electronically.
- Complete soap notes and diagnoses in charts.
- Enjoyed working as a scribe because knowledge has expanded in illnesses and diseases.
- Diagnose basic illnesses and know which medications to prescribe and Also how much needs to be administered.
- Record histories of patients for the ER doctors. Have one on one contact with the patients before they are seen by the doctor.
- Transcribing for the ER doctors on any given patients chart, assisting in any way possible, learning, and observing.

Scribe

PhysAssist Scribes, Inc. - 2011 – 2015

Key Deliverables:

- I complete all the charting for ER physicians in a timely manner.
- Also assist in their workflow by putting in any radiology readings and progress notes.
- This job also includes discharging and admitting patients.
- Worked for this company for 2 years with over 2000 hours of experience.
- Skills Used Time management skills are very important during this job because you have to do several things at once and always pay attention to what is going on around you.
- Organization is also a major key to success with this job because a lack of organization could lead to messing up someones official medical record.
- This is Dummy Description data, Replace with job description relevant to your current role.

2259 Oak Street, Old Forge, New York, 13420
© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

ROBERT SMITH

Lead Scribe

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

EDUCATION

Medical Assistant Program - August 2013(Southern Careers Institute - Corpus Christi, TX)

2259 Oak Street, Old Forge, New York, 13420
© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**