



## **Who We Are**

With a mission to provide world-class healthcare to the underserved Asian community, Rendr is the leading primary care focused, multi-specialty physician group dedicated to serving the Asian population in New York City. Our over 200 providers take care of the health of approximately 200,000 patients at more than 100 clinical offices throughout Brooklyn, Manhattan, Queens, Staten Island and Nassau County.

**Department:** Clinical

**Reports to:** Site Manager

**Location:** New York, NY (Various locations available across Staten Island, Manhattan, Brooklyn, and Queens)

## **Job position: Medical Scribe (Bilingual English & Chinese)**

A Medical Scribe is responsible for relieving a physician of their clerical duties, thereby allowing a physician to focus their attention on providing the best care to the patient. They are responsible for locating and obtaining a patient's medical history, documenting dictated notes during a patient visit on the Electronic Medical Record (EMR), and facilitating diagnostic test, all while providing unparalleled customer service to our patients.

**Salary Range: \$18-23/hour**

## **Essential Functions**

- Being able to manage multiple patients per hour
- Ability to maintain quick pace in fast paced medical office facility for duration of scheduled shift
- Providing compassionate care to our patients
- Assisting the physician with basic patient care and clerical duties (includes: locate and obtaining patient's medical history, documenting notes during a patient visit on the EMR system, and facilitating diagnostic test
- Communicating with patients, pharmacies, and physicians over the phone under physician guidance
- Helping maintain a clean, courteous, and professional working environment
- Assist with training and acclimation of new hire scribes

## **Qualifications**

- **Bilingual in English and Chinese (Cantonese or Mandarin) required.**
- A High School Degree or GED



- Computer and typing skills are required - minimum of 45 wpm
- Flexible with full-time work schedule including weekends
- Passion for helping others
- Excellent verbal, written, and interpersonal skills
- High attention to detail and being able to work in a team environment