

## FULL-TIME JOB OPPORTUNITY AT NORTH SUBURBAN HEALTHCARE LLC

### *Medical Scribe - Libertyville, IL*

#### Job and Work Environment Description:

- Our office is a private internal medicine practice in Libertyville, IL
- We are looking for a candidate able to work full-time on all weekdays. You will not be asked to work weekends and certain major holidays .
- Schedule is flexible for MCAT exams and/or medical school interviews
- As a medical scribe, your primary role is to assist Dr. Mohina Gupta with medical charting during patient encounters
- This position requires continuous and self-guided learning to thrive in a bustling environment
- The position also requires outstanding communication and interpersonal skills, as you cooperate with patients and our office staff
- Additionally, the job of recording medical documentation demands for sharp attention to detail and strong organization skills
- Favorable candidates will be curious about medical science, and are interested in pursuing a career as a physician
- Being tech savvy is a plus!
- Successful candidates will be able to multitask in a time-sensitive and fast paced environment with compassion and a positive attitude.

#### Prerequisites:

- Must be a 4-year college or university graduate at the time of beginning work. Must be able to work up to 40 hours per week (full time) with a commitment of at least 1 year. Strong preference towards candidates able to work 2+ years and/or with prior clinical or scribing experience

#### Responsibilities as a Medical Scribe:

- Charting clinical encounters accurately and efficiently
- Continuously striving for personal improvement as a medical scribe
- Communicating with Dr. Gupta and co-workers, and greeting patients
- Updating medication lists and processing prescriptions/refills
- Processing electronic referrals and lab orders
- Navigating EMRs, EHRs, and online resources
- Contacting/calling patients directly
- Charting notes for Dr. Gupta's nursing home patients (some of this work may be completed from home).

**To apply please email a one-page resume and/or CV, and any other inquiries, to [drguptasoffice@yahoo.com](mailto:drguptasoffice@yahoo.com). A minimum of 1-year commitment is required, with a strong preference towards candidates able to provide a 2-year commitment.**