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Medical Scribe – Mount Sinai Hospital

Description

We are seeking detail-oriented and highly motivated individuals to join our team as **Medical Scribes**. In this role, you will work alongside healthcare providers to accurately document patient encounters in real time. This is a critical support role that allows providers to focus more on patient care while you manage the clinical documentation process.

Responsibilities

Accurately and efficiently document patient medical histories, symptoms, physical exams, assessments, and treatment plans under the direction of the provider.

Navigate and input information into Electronic Health Records (EHR) systems during and after patient visits.

Assist with chart preparation and follow-up documentation.

Communicate professionally with healthcare staff to ensure accurate and timely completion of medical records.

Maintain confidentiality of all patient information in accordance with HIPAA regulations.

Qualifications

High school diploma or equivalent (required); college coursework in healthcare or life sciences preferred.

Excellent typing speed and accuracy (minimum 40 WPM recommended).

Strong written and verbal communication skills.

Basic knowledge of medical terminology and human anatomy is a plus.

Ability to multitask and work in a fast-paced environment.

Must be reliable, punctual, and attentive to detail.

Job Benefits

Gain valuable clinical experience and exposure to medical terminology.

Potential for career advancement in healthcare, including medical, nursing, or PA school.

Training provided; no medical certification required.

Contacts

• **Email:** careers@scribence.com

• **Website:** www.scribence.com

Hiring organization

Scribence

Employment Type

Full-time, Part-time

Industry

Health,

Job Location

1500 S Fairfield Ave, 60608,
Chicago, IL, United States

Working Hours

8

Base Salary

\$ 25 - \$ 35

Date posted

July 28, 2026

Valid through

29.08.2026

APPLY

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