

From: Brittney Petrovics-Adams <bpetrovics@proscribemd.com>
Sent: Monday, August 8, 2022 1:51 PM
Subject: Paid & Remote Clinical Opportunities for University of Pittsburgh Students

Good Afternoon, Professor

I hope this email finds you all safe and well during your summer break! My name is Brittney, Sourcing and Outreach Manager with [ProScribe](#). With the fall semester approaching, I wanted to reach out to inform you and your healthcare-focused students and/or recent grads about our **virtual entry-level and leadership roles, including**

- **Virtual Implementation Trainers**
- **Entry-Level Virtual Medical Scribes**

At notable healthcare institutions across the country!

This is an excellent opportunity for healthcare-focused May and summer graduates looking for leadership and/or clinical experience during their gap year or current students looking for a flexible option to gain clinical experience while attending school.

A job description is attached for each role.

Compensation, Benefits, and Potential Career Progression

- \$9/hr - \$11/hr for Entry-Level Virtual Scribes with paid training
- Eligible for \$15/hr Virtual Implementation Trainer role with six months of scribe experience
- Eligible for \$17/hr In-Person Implementation Trainer role with six months of scribe experience
 - Paid travel expenses plus \$30 day per diem
 - Overtime opportunities
- Paid time off (FT only)
- Health benefits (FT only)
- Clinical exposure to multiple specialties
- Network with physicians across the country
- Flexible scheduling
- Hands-on experience
- Advancement opportunities - *we promote an average of 87 scribes per year into leadership roles!*
- Discounts on Kaplan test prep courses
- Discounts on admissions counseling from MedSchoolCoach
- Letter of recommendation endorsed by our Chief Medical Officer and Founder*
- Wellness discount on Active & Fit memberships

*Eligibility rules apply.

How To Apply

- For the **Virtual Medical Scribe role, please apply [here](#)** or send resumes directly to [Megan Parappuram](#).
- For the **Virtual Implementation Trainer role, please apply [here](#)** or send resumes directly to [Jennifer Atwood](#).

We greatly appreciate any support in making your healthcare-focused members and recent grads aware of our opportunities for the fall 2022 semester.

I hope you have a great rest of your summer! Please do not hesitate to contact me if you have more questions.

Respectfully,



Brittney Petrovics Adams, MBA
Sourcing and Outreach Manager
Direct: (361) 236-7816 | bpetrovics@proscribemd.com

ProScribeMD.com |

"Innovatively supporting healthcare providers of today while investing in those of tomorrow."



ProScribe

Virtual Medical Scribe

PLEASE NOTE: To be considered our medical scribe position you, must apply online at [proscribemd.com/become-a-scribe!](https://proscribemd.com/become-a-scribe)

Who Are We?

ProScribe is a full-service nationwide medical scribe company based in San Antonio, TX and we are a passionate and hardworking team of physicians, business leaders, and healthcare-focused students dedicated to improving the quality of healthcare.

What Is Our Mission?

Our mission is to innovatively support healthcare providers of today while investing in those of tomorrow.

Whom Are We Looking For?

We seek and value healthcare-focused candidates with a passion for healthcare, a collaborative mindset, and a commitment to excellence and professionalism. In addition, our virtual scribe program, SoGo (Scribe on the Go), is **ideal for candidates looking for clinical experience and the ability to work remotely.**

What Does A Virtual Medical Scribe Do?

Reporting to Client Service Management, the Virtual Medical Scribe ensures accurate and timely documentation of the medical chart under the supervision of the medical provider. The Scribe assists the provider by accompanying them during the patient exam recording detailed information into the electronic medical record (EMR). The Scribe performs other related medical record or clerical duties to increase provider effectiveness, efficiency, and productivity for improved patient flow and satisfaction.

We strongly prefer:

- Healthcare-focused and/or post-baccalaureate candidate on a pre-health career track
- Familiarity with clinical procedures
- Ability to demonstrate knowledge of medical terminology and human anatomy
- Keyboard proficiency of at least 60 wpm
- Skilled in operating various medical record software and hardware, word-processing, and database software programs
- Open availability**



ProScribe

Virtual Medical Scribe

PLEASE NOTE: To be considered our medical scribe position you, must apply online at [proscribemd.com/become-a-scribe!](https://proscribemd.com/become-a-scribe)

What are the qualifications?

- Ability to learn and appropriately apply basic medical terminologies and techniques taught and used on the job.
- Strong written and verbal communication skills.
- Ability to observe and to draft a narrative account of events accurately and cogently, in grammatically-correct English.
- Ability to spell proofread and edit written text.
- Keyboard proficiency (approximately 60 words/minute).
- Ability to operate a personal computer and related software applications.
- Strong attention to detail.
- Ability to work in a dynamic, highly-stressful environment that routinely involves exposure to highly-sensitive personal medical issues.
- Ability to multitask, coordinate multiple projects and patients.
- Ability to problem-solve under pressure.
- Ability to communicate and interact professionally with others.
- Understanding of and commitment to the appropriate protection of confidential patient information.

What are the physical demands?

- Ability to stand with mobility for extended periods of time
- Ability to sit for extended periods of time
- Ability to lift, hold, push, and pull 20 pounds
- Ability to view computer monitors with close vision, color vision, depth perception and ability to adjust your focus with good hand-eye coordination.
- Ability to work in a stressful and fast-paced environment
- Ability to operate a computer and/or laptop through proficient typing, clicking, and viewing a monitor for extended periods
- Position may require work at more than one location during a scheduled workweek.



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What are the job duties and responsibilities?

- Preparing and assembling medical record documentation/charts for physician(s)
- Virtually entering the patient room with the physician during the patient visit to capture and transcribe medical record documentation utilizing electronic medical record applications
- Ensuring medical record compliance by self-documentation attestation to include: Scribe name, title, and doctor working for as well as specific date and time entry
- At the direction of the physician, updates all components of the patient's medical record including subjective and objective information, physical exam, and any other pertinent clinical information
- Preparing and sending all documentation to the physician for review and approval via authentication of detailed data entry and facility-specific procedures
- Monitoring the duration of basic lab results and screening procedures
- Compliance with hospital and ProScribe policies, including those relating to HIPAA and Joint Commission
- Regular and reliable attendance at assigned facility required
- Perform other clerical duties and tasks to improve provider productivity and clinic workflow as assigned

Why Choose ProScribe?

ProScribe is unique because we offer a positive, uplifting culture that invests in you. We are committed to ensuring your success as a scribe, cultivating a sense of community among our employees and interns, and facilitating your future career aspirations.

What Does ProScribe Offer?

- Work remotely
- Clinical exposure
- Hands-on experience
- Advancement opportunities
- Part-time and full-time openings
- Discounts on Kaplan test prep courses
- Competitive pay above the industry average
- Paid training with hourly wage increase upon completion
- Discounts on admissions counseling from Med School Coach
- Letter of recommendation personally endorsed by our Chief Medical Officer and Founder, Dr. Tim Taylor*
- \$150 bonus for any friends you refer*

*Limitations and eligibility requirements apply.

Pay rate varies by shift and location.

Questions?

Shannon Hudspeth

Sr. Talent Acquisition Specialist

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ProScribe

Virtual Implementation Trainer | Job Description

Who Are We?

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Our mission is to innovatively support healthcare providers of today while investing in those of tomorrow.

Whom Are We Looking For?

We seek and value healthcare-focused students and post-baccalaureate candidates with a passion for healthcare, a collaborative mindset, and a commitment to excellence and professionalism. Our positions are **ideal for gap year candidates looking for full-time or part-time hours.**

What Does A Virtual Implementation Trainer Do?

As a trainer, you play a vital part in implementing new virtual scribe programs in healthcare facilities. You will be working at and will work closely with physicians and hospital staff. Reporting to the Implementation Management, the Virtual Implementation Trainer is responsible for facilitating clinical training for new scribes at assigned facilities and/or implementations for new accounts. The Virtual Implementation Trainer will work shifts and train new scribes in accordance with ProScribe Clinical Training Guidelines (CTG).

Education/Experience

- **Minimum 6 months scribe experience required**
- High school diploma required
- College sophomore status preferred
- Pre-health career track preferred
- Knowledge of medical documentation, medical terminology is strongly preferred
- Ability to legibly and accurately transcribe dictation with excellent verbal and written communication skills. Strong customer service skills and reliability
- Skilled in operating various medical record software and hardware, word-processing, and database software programs
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Minimum of 60 WPM preferred



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Essential Duties and Responsibilities:

- Participate in classroom and clinical training for new employees as necessary for existing and/or new accounts; ensure new employees successfully complete and progress through clinical training in accordance to ProScribe's Clinical Training Guidelines (CTG) for each training day
- Compliance with CTG; follows evaluation process by providing documentation demonstrating competencies for each trainee
- Conducts Quality Assurance audits by observing scribe performance
- Provide coaching to providers to ensure appropriate utilization of scribes
- Facilitate provider and scribe workflow/rapport by providing guidance and recommendations during clinical training
- Collaborates with Client Service Management/Implementation Team/Site Supervisor to establish provider preferences
- Will travel to locations/assignments based on ProScribe's operational need
- When not assigned to implementation, may assist in covering shifts, perform quality assurance evaluations or other training needs as necessary within the scope of responsibilities

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to stand with mobility for extended periods of time
- Ability to sit for extended periods of time
- Ability to lift, hold, push, and pull 20 pounds
- Ability to view computer monitors with close vision, color vision, depth perception, and ability to adjust your focus with good hand-eye coordination.
- Ability to work in a stressful and fast-paced environment
- Ability to read, write, comprehend through listening, and speak fluent English
- Ability to operate a computer and/or laptop through proficient typing, clicking, and viewing a monitor for extended periods
- Position may require work at more than one location during a scheduled workweek.
- The job duties listed in this job description may not be inclusive of all requirements of this position. Other duties may be assigned based on management discretion.



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What Does ProScribe Offer?

- Pay rate of \$15 an hour
- Overtime opportunities
- Work from home
- Flexible scheduling
- PT & FT openings
- Clinical exposure and leadership experience
- Discounts on admissions counseling from Med School Coach
- Letter of recommendation personally endorsed by our Chief Medical Officer and Founder, Dr. Tim Taylor*
- Guaranteed interview with Ross University School of Medicine*
- \$150 bonus for any friends you refer*
- Fun and supportive culture
- *Limitations and eligibility requirements apply.

Questions?

Megan Parappuram
Talent Acquisition Specialist
mparappuram@proscribemd.com
(901) 209-9489

| PLEASE NOTE |

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- **Submit an application online at proscribemd.com/become-a-scribe or**
- **Send your resume directly to Megan Parappuram at mparappuram@proscribemd.com**



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