



Medical Scribe

A Medical Scribe works one-on-one with a physician (MD/DO), physician assistant (PA), or nurse practitioner (NP), accompanying them into each patient encounter. Scribes complete the Electronic Health Record (EHR) enabling providers to spend more time with patients and increase the overall workflow of the department. An EPPA Scribe documents everything that occurs during the visit from start to finish; including the patient's history, physical exam, patient outcomes, plan, labs, imaging, and more. In return, Scribes become familiar with the workflow of medicine, medical decision process, medical terminology, and different provider styles to patient care. Medical scribing with EPPA is paid healthcare work experience in the clinical setting.

Position Responsibilities

- Accurate, timely charting of patient encounters, including but not limited to: patient history, physical exams, diagnostic findings, lab and test results, consultations with other providers, treatment course, diagnoses, discharge instructions, and prescriptions.
- Professional, non-intrusive interaction with patients (the scribe does not directly assist with patient care), providers, hospital staff, and other co-workers.
- Compliance with hospital, HIPAA, and EPPA policies, including those relating to confidentiality of patient information.
- Excellent job attendance. Scribes are held to the same attendance standards as medical providers.

Requirements

- Must be currently enrolled in an undergraduate program (or graduated) with an emphasis in pre-medical/science coursework
- Completed core science coursework and labs
- Minimum GPA 3.0 or higher
- Must be computer competent with the ability to proficiently type at 60 wpm or higher
- Excellent communication skills in grammatically-correct written and verbal English language
- Ability to problem solve in a dynamic and fast-paced environment
- Healthcare related work, volunteer, research, or other experience is strongly preferred
- Minimum one year of full-time (non-PSEO) undergraduate studies completed is required

Hours and Commitment

Scribing is a healthcare position that does come with a time commitment which is why we recommend students wait until their Junior, Senior, or Gap year to pursue. The length of our employment shows professional schools your commitment to medicine. Most Scribes remain employed with EPPA for 12-24 months, short term or summer employment is not available.

- Two-year commitment for Part-time Scribes (working 2-3 shifts per week).
- One-year commitment for Full-time Scribes (working 4-5 shifts per week).
- All Scribes, including students, are required to work a minimum of 2 shifts per week. Shifts are typically 7-10 hours in length with start times varying throughout the day.
- All emergency department and some clinic schedules are flexible with student availability, students do not work overnight shifts during the academic semester.

EPPA Scribe Benefits

Our program is designed as a stepping stone work experience to support your professional development.

Professional Development Lectures & Workshops

- Personal Statement Writing Workshop
- Interview Workshop
- MMI Workshop
- Professional Mentoring
- Mock-Interview Practice
- Monthly Paid Clinical Education Lecture

Additional Benefits

- Paid, In-Person 1:1 Training
- Collaborative Community of 350+ Scribes
- Flexible Shift Scheduling
- Group Volunteering
- Health Benefits & PTO for Full-time Scribes

Apply Online: www.eppahealth.com/scribes

Email: scribeapplicant@eppahealth.com

Like us on Facebook! @EPPAScribeProgram

Current Locations

The EPPA Scribe Program currently staffs 8 hospital sites, 3 Urgency Room locations, and multiple outpatient clinics throughout Minneapolis-St. Paul and St. Cloud, MN. Scribes are hired to work in a hospital (2 sites) or clinic program, ensuring that you become familiar with the health system and your coworkers while still exposing you to a variety of settings and patient populations.

EMERGENCY DEPARTMENT PROGRAMS

- **Allina Health:** Mercy Hospital (Coon Rapids) and Unity Hospital (Fridley)
- **Fairview:** Southdale Hospital (Edina) and Ridges Hospital (Burnsville)
- **Park Nicollet:** Methodist Hospital (St. Louis Park) and EPPA Corporate (Bloomington – Star on Map)
- **North Memorial:** North Memorial Medical Center (Robbinsdale) and Maple Grove Hospital (Maple Grove)
- **Urgency Rooms:** Eagan, Woodbury, and Vadnais Heights
- **CentraCare:** St Cloud, MN (Not Pictured)

CLINIC PROGRAMS

- **Park Nicollet Dermatology** (various locations)
- **M Health – UMN Clinics and Surgery Center – Primary Care, Rheumatology, Orthopedics, Nephrology, Endocrinology, and Urology** (U of M Campus - Minneapolis)
- **Park Nicollet Oncology** Methodist Hospital (St. Louis Park)
- **NorthPoint Health and Wellness Center – Primary Care** (Minneapolis)

