SCRxIBE|EMR
See More Patients, Do Less Typing

We are a Boston, Massachusetts, headquartered KPO group providing remote medical scribing and medical coding services to US-based hospitals and physician group practices. In India, we have branches in Bengaluru, Coimbatore, Chennai, and Mohali. Focus Edumatics is our sister concern with offices in Boston, Bengaluru, and Coimbatore who are providing online tutoring to US school children and online course curriculum development for US-based higher education institutes and corporates. Learn more about us at https://www.scribeemr.in/

Medical Scribing Training Program

1. Official name of the designation: Trainee Medical Scribe

2. Batch size: 15 to 25 (varies from batch to batch)

3. Location and start date: Please follow our company's page on Facebook (https://www.facebook.com/ScribeEMRIndia) or on Linkedin https://www.linkedin.com/company/scribeemrindia/ for updates about start date and venue of new training batch. If you see this vacancy on our training batch, then download that JD to know the start of that batch.

4. Eligibility criteria:

   a. BDS/BPharma/BAMS/BHMS/BSc. Nursing/BSc. Biotech with minimum 2-3 years of prior experience in healthcare documentation/EMRs/Medical underwriting/Medical Summarization and a mandatory typing speed of 50 words per minute OR Experienced medical transcriptionists (preferably medical background) with minimum 5 years of medical transcription experience and a mandatory typing speed of minimum 60 words per minute.
   b. Shall possess excellent spoken and written English communication skills.
   c. Shall have excellent medical terminology knowledge.
   d. Willing to work in permanent US day shift (Indian night shift).
   e. Willing to issue an undated security deposit cheque of Rs. 1 lakh towards training fee which shall be returned to the candidate upon successful completion of the training and 1 year of service with the company. This cheque shall be forfeited/encashed by the company if the trainee fails to attend the training program for whatsoever reason, absenteeism, or does not serve the company for 1 full year after being promoted to the designation of Clinical Documentation Specialist 1. The cheque shall be returned to the candidate should he/she fail the evaluation at the end of phase 1 or phase 2.

5. Hiring process:
   a. After reviewing the resume, shortlisted candidates are required to undergo a screening process including grammar check, medical terminology, aptitude questions, and scribing/summarization of 2 audio files.
   b. After clearing the screening process, candidates are required to undergo an interview.
   c. Upon clearing the interview process, candidates would be enrolled into the training batch.

6. <u>Duration of the training</u>: 2-3 months

7. <u>Training program outline</u>:
   a. 3 weeks of online baseline training.
   b. 5 weeks of online shadow shift training after clearing baseline training.
   c. Additionally, weekly training workshops during baseline training and regular feedback would be provided.
   d. The program will be extended by another 4 weeks for candidates needing more time.

8. <u>Highlights about the training program</u>:
   a. At the end of 3 weeks, baseline graduation test would be conducted, and successful candidates would be moved to the shadow shift training. If the candidate is unable to clear the baseline training, he/she would be given 1 week to re-attempt the test. If the candidate is not able to clear the baseline graduation test in the 2nd attempt, he/she will be immediately relieved from the training program.
   b. In the shadow shift phase, the candidate(s) shall be assigned to a Quality Coach/Medical Scribe trainer under whose supervision they will start shadowing provider(s) and creating charts. Candidates are expected to be eligible to get an assignment (provider) within 5-9 weeks of entering this phase by clearing the placement audit, which will be conducted a member of the Quality Department.
   c. In case the candidate fails to clear the placement audit in the first attempt, then he/she will be given 2 more chances within 8 weeks' duration. If the candidate's performance does not improve, he/she shall be relieved from the training program.
   d. Candidates with poor attendance will be relieved from training program.
   e. Once the candidate passes all the exams, he/she shall be promoted to Clinical Documentation Specialist 1 role and is expected to work out of our offices as an office-based employee.

9. <u>Notes</u>:
   a. Training would be conducted remotely for both the phases (baseline and shadow shift)
   b. Only candidates living in and around one of cities where our offices are located can apply as the candidate is expected to report to office as and when COVID-19 issues subside.
   c. Candidates should have their own personal computer (Laptop or Desktop)
   d. The connection of the internet to be dedicated to work purpose only and not to be connected via the shared connections (i.e. PG internet connection, shared between multiple users, etc.)
   e. Online UPS with at least 2 hours of power backup, powering the computer as well as the internet router ensuring there is no downtime during power failures.
   f. Windows 10 operating system (with patches updated)
   g. Minimum system hardware – i3 processor or equivalent with 8GB RAM and 250GB HDD
   h. Licensed Microsoft office
   i. Licensed Antivirus
   j. Good quality professional headset
   k. Candidate will be audited by the IT before the release of the offer letter.

l. IT team will install a software used by the candidate which will restrict the access to all installed applications/ devices connected to system as per organization policy. (Eg: access to USB drive, printer, etc., shall be blocked). All System/User activities will be monitored (including application and website Usage). Only production-related applications will be allowed to be used on the system e.g.: Zoom, Skype, Microsoft Teams, Browser, Word, Excel, etc.
m. Access to non-production applications and websites will be blocked as per company policy
n. Candidates should work from office once COVID-19 issues are reduced/gone.

10. Candidate shall reimburse all the money paid as stipend to him/her if he/she quits training program after getting promoted to Clinical Documentation Specialist 1 designation. This repayment is not prorated based on the # of months worked after getting promoted to Clinical Documentation Specialist 1 designation.

11. Candidates shall give a post-dated cheque of Rupees One Lakh to the company. This cheque shall be returned back to the trainee once he completes 12 months of service AFTER getting promoted to Clinical Documentation Specialist 1 designation. Anyone who quits within 1 year after promotion to Clinical Documentation Specialist 1 designation shall be liable to reimburse a training cost of Rs. 1 lakh (including stipend) to the company. Should the employee abscond, then the company will go ahead and encash the cheque and adjust it towards the training fee. If the candidate is terminated during employment as a medical scribe due to poor attendance, then the training fee of Rs. 1 lakh shall be forfeited.

12. Roles and responsibilities:

a. Upon successfully completing the training program, candidates are expected to work independently as a medical scribe for the assigned provider.
b. Shall be part of a team where candidate shall be responsible for providing back-ups and learning to serve other providers assigned to the team.

13. Compensation details: Cost to company of Rs. 23,000/- per month.

Per month	INR
Gross salary	21,130
PF employee share	1260
Professional tax	200
Total deductions	1460
Net take home	19,670
EPF employer share	1365
Gratuity	505
Total CTC	23,000

14. Career growth: Trainee Medical Scribe => Clinical Documentation Specialist 1 => Clinical Documentation Specialist 2 => Clinical Documentation Specialist 3 => Clinical

Documentation Specialist 4 => Quality Coach or Lead Scribe => Unit Heads as and when we open more branches or as and when other designations evolve.

14. How to apply: https://www.scribeemr.in/Careers.html

NOTES:

If you have any doubts, please refer to our website https://www.scribeemr.in/ If you still have any doubt, please write to careers@scribeemr.in

Frequently Asked Questions (FAQs):

1. Can I work from home after completing my online/remote scribe training?

A: No, you have to work at least 6-12 months before you can apply for home-based working, and we cannot guarantee that we can allow everyone to work from home.