

## **Physical Therapy Aid/Scribe and PAID INTERN position:**

### **FUTURE PHYSICAL THERAPIST/PHYSICAL THERAPIST ASSISTANT START HERE**

- Develop professional mentorships as you work one-on-one with providers.
- Gain patient contact hours and letters of recommendation that will make your applications stand out.
- Work for a company that understands the med school application process and supports your healthcare goals.
- Receive extensive paid training that will help you master EMR systems and patient documentation procedures.



### **Summary of Position Description**

The scribe/aid is a critical member of the patient care team. Medical scribes will work side-by-side with the physical therapist to document patient encounters in real-time. Medical scribe training is provided to all scribes to assure they are prepared to support their provider.

### **Duties of a Medical Scribe**

- Perform chart preparation per clinic protocol
- Accompany the provider in all scheduled patient visits
- Document the patient history, physical exam, procedures, and patient plan, as performed by the provider
- Remind provider of relevant quality metrics when appropriate, documenting to support quality metrics
- Document and print instructions for the patient
- Review completed charts with the provider between patients or at the completion of shift
- Update provider preference and clinic preference documents as necessary

## **Education and Skills**

- Excellent verbal and written English skills
- Bachelor's degree or degree in progress.
- High School diploma or equivalent required.
- **Healthcare track (e.g. pre-PT or PTA, pre-med, pre-PA, pre-nursing), is preferred**
- Strong computer skills with the ability to learn and navigate new software quickly
- Most assignments require a typing speed of at least 60 WPM

## **Availability**

- 1+ days/week
- Fall 2023: Tuesday and/or Thursday from 8:45am-1:00pm
- Winter 2024: Monday, Tuesday, and/or Thursday from 8:45am-1:00pm

**Interested? Contact Leslie Wallace, MS MPT at [leslie@activelife-health.com](mailto:leslie@activelife-health.com) or 541-912-8028 with resume and availability.**

Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or other protected status. We also support a safe and drug-free work environment. Discrimination in all forms is unacceptable at Active Life PT, and Active Life PT is committed to a workplace free from discrimination and retaliation. Applicants for employment are also entitled to selection and hiring processes free from discrimination and retaliation.