



Intern Job Description

Intern Position Title: Clinic Scribe Intern

Purpose/objective: The Clinic Scribe Intern serves a vital role for our providers, ensuring accurate and complete documentation of patient encounters. As a Clinic Scribe Intern, you will actively support our medical providers in the use of Electronic Medical Records (EMR) program. This is a non-paid internship.

Location: Open Door Clinic within UMWC 1390 Capital Blvd. Raleigh NC, 27603

Key responsibilities: (Include, but are not limited to)

1. Interns will assist providers in recording patient encounters in the Athena EMR system, including clinical notes, orders, and follow-up instructions
2. Assist with pre-visit encounter note preparation.
3. Assist with lab data entry so that results can be tracked over time.
4. Access electronic documents, orders, and lab results within the EMR.
5. Interns may be working with different staff and volunteer providers during scribe shift.
6. May also assist with additional record-keeping or population study projects.
7. Shifts may be constructed to serve part-time with another clinic department – such “joint” interns will serve at least one shift in the clinic scribe program.

Qualifications:

1. Familiarity with medical terminology and anatomy preferable.
2. Some Spanish comprehension is helpful but not critical to the role.
3. Interns or volunteers with prior experience with other departments in Open Door Clinic and/or experience with the Athena EMR will have an elevated priority for selection to the Clinic Scribe Program.

Skills & Interests: Health Care Management, Pre-Health

Time commitment: 8 hours per week

Schedule: Clinic Scribe Intern shift availability will be contingent upon the number of providers that attend each shift. Please include any shifts for which you are available in your cover letter and you will be assigned at least one primary scribing shift per week in your offer email.

All scribe interns will work a second on-site shift which will include pre-visit chart preparation, lab data entry, review of incomplete lab forms or assistance with quality assurance metrics. (2 x 4hour shifts per week, 8 hours total). Limited options for remote second shifts may be available but not guaranteed.

Available shifts are:

Monday	9 -1	1-5	No evening
Tuesday	9-1	1-5	4:30-8
Wednesday	9-1	1-5	4:30-8
Thursday	9-1	1-5	No evening

Caveats:

If you find you have a change in your shift preference, please notify Volunteer Services as soon as you are aware. There will be a limited capacity to change schedules after the scribes have been selected. If you find that you cannot commit to the program, please withdraw your application from Volunteer Services so that others may benefit, as we may not have sufficient spaces to accommodate all interested candidates for the program.

Training/support provided:

1. Scribe Interns must be available for additional training after the Internship Orientation. This may be conducted as a ZOOM meeting. Also expect some on-site training as the internship begins. This is a mandatory requirement for the Scribe Internship.
2. Scribes should review the Clinic Scribe Manual and Athena Guide for Volunteers which will be sent to them after selection for the position.

Benefits: The Scribe intern position provides students with direct clinical experience within a free and charitable clinic. You will support the UMWC provider during telehealth and on-site patient visits to our neighbors without health insurance with chronic and preventive health care needs.

Intern Supervisor: UMWC Medical Director