



**Internal Job Posting**  
**Back Office Assistant - Scribe**

**Job ID:** Back Office Assistant – Scribe

**Contact Person:** Sundari Allen

**Location:** Henderson

**Position Type:** Full-Time

**Job Summary:**

Obtain Prior Authorizations for Procedures

Diagnostics - Schedule Procedures, Inform Patients of Test and Schedule follow ups  
PT Referrals

Review/Sign Off on Chart notes

Participate in Clinic – Scribe with the ability to type 70wpm

Respond to Patient Portal Requests

Mail and Faxing

**Work Experience Requirements:**

Medical Experience minimum of 2 years

Highly organized with ability to multi-task

Type 70wpm

**Education Requirements:**

High School Diploma or equivalent

Medical Assistant Certified preferred