



Regulatory Compliance Bodies:

	Innovative Outpatient Certified Scribes		Emergency Department Certified Scribes		Hospital Certified Scribes	
	Centers for Medicare & Medicaid Services (CMS)		Centers for Medicare & Medicaid Services (CMS) & The Joint Commission (TJC)		Centers for Medicare & Medicaid Services (CMS) & The Joint Commission (TJC)	
Clinical Duties	CMSS	CMSA	CMSS	CMSA	CMSS	CMSA
Entering Electronic Medical Record Information	X	X	X	X	X	X
Edit Medical History	X	X	X	X	X	X
Explain Treatment Procedures to patients and review instructions as given by the Physician	X					
Prepare Patients for Examination	X					
Obtain vital signs, as directed by Physician	X					
Assist Physician during exam and procedures, as directed by Physician	X					
Setup Procedure Trays, as directed by Physician	X					
Collect and Prepare Laboratory Specimens, as directed by Physician	X					
Perform basic diagnostic tests, as directed by Physician	X					
Authorize prescription changes, as directed by Physician	X					
Enter pending Computerized Provider Order Entry (CPOE). Includes medication, diagnostic, & laboratory orders for clinicians, as directed by Physician.	X					
Draw Blood	Unless certified		N/A		N/A	
Non-Clinical Duties	CMSS	CMSA	CMSS	CMSA	CMSS	CMSA
Scheduling and receiving patients	X	X	X	X	X	X
Greeting and escorting patients to exam room	X	X	X	X	X	X
Preparing and maintaining medical records and assembling patient chart materials and paperwork	X	X	X	X	X	X
Using computer applications and assisting physician in using the EMR and researching information in the EMR	X	X	X	X	X	X
Performing secretarial and clerical tasks	X	X	X	X	X	X
Filling out insurance related forms	X	X	X	X	X	X
Serving as a liaison between the patient and physician	X	X	X	X	X	X