

Medical Scribe Certification Exam Blueprint

The Medical Scribe Certification Exam (MSCE) exam is based on the AHDPG Medical Scribe Job Description and the core competencies outlined below. It is a voluntary credentialing exam for individuals who wish to become Certified Medical Scribe Professionals (CMSP). The MSCE exam is designed to assess competency in medical scribing by determining if a candidate has the core knowledge and skills needed to practice medical scribing effectively in today's healthcare environment.

Who Should Earn the Medical Scribe Certification Exam (MSCE)?

- Recent graduates of medical scribing education programs.
- Anyone currently practicing Medical Scribe, irrespective of job title.

Recommendations for Earning Your Credential

- Possess the knowledge and skills identified in the following Medical Scribe Job Description.
- Know and understand the following list of core competencies of a Medical Scribe.
- Assess your knowledge and skills to determine your readiness to sit for the exam.
- Take the MSCE Pre-test to become familiar with the online exam and the types of questions you will be presented with.

About the MSCE Exam

The 100-question MSCE exam consists of multiple-choice questions. The questions are designed to test each candidate's knowledge and applied interpretive judgment in all knowledge domains outlined in the Medical Scribe Job Description and the Core Competencies listed below.

A candidate for the Certified Medical Scribe Professional (CMSP) credential will be assessed in the following areas as part of the Medical Scribe Certification Exam (MSCE).

- Anatomy & Physiology
- CMS Meaningful Use
- Disease Processes
- Effectively Scribing in a Variety of Settings of Care
- Electronic Health Records
- Internet Security Risks
- LABs
- Medical Coding
- Med Terminology
- Medico-Legal
- Outcomes Reporting

- Pharmacology
- Primary Care Workflow
- Scribe Role

After Earning Your Credential

Upon successfully passing your credentialing exam, you will be recognized as an Apprentice Medical Scribe Professional (AMSP) if you have less than 200 actual hours working as a Medical Scribe or a Certified Medical Scribe Professionals (CMSP) if you meet or exceed the 200 hours of actual medical scribe experience. Upon successfully completing the exam, you will receive a certificate that shows the date through which the credential is valid (renewal date).

Your MSCE credential is valid for 2 years. Before your certification expires, you will need to recertify. Recertification requires you to successfully complete the MSCE exam.

Medical Scribe Job Description:

Purpose:

The duties of a Scribe are to perform any and all clerical and information technology functions for a provider including documenting the details of the patient/provider encounter in any clinical medical setting. Primary goal is to increase the efficiency and productivity of the provider while enhancing the patient experience.

Essential Job Duties and Responsibilities:

The primary responsibilities for this position include but are not limited to:

1. Accurately and thoroughly document medical visits and procedures as they are being performed by the provider in real time, including but not limited to:
 - Patient medical history and physical exam,
 - Procedures and treatments performed by the healthcare professionals, including NPs and physician assistants.
 - Patient education and explanations of risks and benefits,
 - Physician dictated diagnoses, prescriptions and instructions for patient or family members for self-care and follow up.
 - Diagnostic findings, lab and test results, consultations with other providers, treatment course, discharge instructions and prescriptions.
2. Prepare referral letters as directed by the physician, via dictation or summary of the medical record. Ensure that letters are mailed or faxed on a daily basis to all physicians involved in a patient's care, and with all copies of pertinent reports or tests attached. Research contact information for referring physicians, coordinate referrals, prepare operative reports, make phone calls, and other clerical tasks as assigned.
3. Spot inconsistencies or mistakes in medical documentation and check to correct the information in order to reduce errors. All addenda must be signed off by a physician. Ensure that all clinical data, lab or other test results, the interpretation of the results by the physician are recorded accurately in the medical record. Alert physician when chart is incomplete.
4. Comply with specific standards that apply to the style of medical records and to the legal and ethical requirements for preparing medical documents and for keeping patient information confidential.
5. Collect, organize and catalog data for Physician Quality Reporting System and other quality improvement efforts and format for submission. Assist in developing and maintaining systems to track patient follow-up and compliance.
6. When the physician concludes the patient's encounter, the provider will review all documentation completed by the Scribe, make any necessary amendments, and sign the

chart. The provider is ultimately responsible for accuracy and completion of the encounter documentation.

7. The provider and the scribe will make “chart rounds” to review patient status, delays, and any other care related issues.
8. All orders for patient care must be communicated by the physician and not the scribe. In a Joint Commission facility, scribes are not authorized to enter or pend any orders.
9. Professional, non-intrusive interaction with patients (the scribe does not directly assist with patient care), physicians, hospital staff and other co-workers.
10. Compliance with hospital or facility policies, including those relating to confidentiality of patient information.
11. Excellent job attendance.
12. Other duties as assigned, including but not limited to training other Scribes and staff.

Core Competencies

- Ability to learn and appropriately apply basic medical terminologies and techniques taught and used on the job.
- Strong written and verbal communication skills.
- Ability to actively listen.
- Demonstrates the knowledge and skills necessary to document patient care as dictated by a provider in a legible and clear manner, following all local, state and federal guidelines for documentation.
- Ability to maintain confidentiality and privacy in accordance with governing HIPAA regulations.
- Ability to observe and to draft a narrative account of events accurately and cogently, in grammatically-correct English.
- Ability to spell, proofread and edit written text.
- Keyboard proficiency and accuracy (60 WPM)
- Ability to operate a personal computer and related software applications.
- Strong attention to detail.
- Ability to focus in a dynamic, fast-paced environment.
- Ability to coordinate workflows
- Ability to problem solve under pressure.
- Ability to communicate and interact professionally with others.
- Commitment to high professional ethical standards.

Education and Experience:

High school graduate. Previous healthcare experience helpful (medical transcriptionist, medical assistant, etc.), and strong medical terminology skills are also preferred.

Equipment/Software/Systems Used

- Hospital-specific dictation and charting software
- Copiers, fax machines, computers (including portable computer on wheels).

Required Certificates, Licenses and Registrations

None. A scribe may obtain voluntary certification through the American Healthcare Documentation Professionals Group, Inc.

Working Conditions

Scribes work in a fast-paced environment. Physical requirements include but are not limited to continuous standing during shift, repeated sitting, listening, fluorescent lighting, repetitive typing and key entry work, computer work, and other normal hospital conditions. Ability to push and maneuver a portable computer on wheels. The position may require some lifting up to 20 pounds. Scribes will interact with patients, families, ancillary staff, nurses, physician assistants, physicians, and others. As scribing is performed in real time, a scribe must work scheduled hours that match the providers' schedules. This may include evenings, nights, weekends and holidays specific to the facility.