

PMT Scribe Academy Curriculum

Our Three-week course will give you the following competencies

SECTION 1: Roles and Responsibilities

Primary Responsibilities

Documentation

Enhancing Patient Flow

Obtaining Information for the Physician

Research

Producing Forms and Letters

Scope, Integrity, and Privacy: What Every Scribe Should Know

Scope

Privacy

Integrity

SECTION 2: The Clinical Environment

Emergency Medical Services

Emergency Department Staff and Procedures

SECTION 3: Medical Terminology

Part One: Location and Motion

Medical Terminology: Part One Quiz

Medical Terminology: Part One Quiz Answers

Part Two: Common Prefixes AND Suffixes

SECTION 4: Medical Documentation

Part One: Introduction

Part Two: Subjective in Detail

Review of Systems (ROS)

Medications

Allergies

Past medical history (PMHx) and problem list

Past surgical history (PSHx)

Social history (SHx)

Family history (FHx)

Part Three: Objective

Physical examination (PE)

Vital Signs (VS)

Examples of EKG Charting:

Part Four: Emergency Department Course

Part Five: Procedure Documentation

Part Six: Medical Decision Making (MDM), AKA Clinical Decision Making (CDM)

Part Seven: Final Diagnosis, Discharge, and Billing

Disposition and Plan

Patient Discharge Instructions

Part Eight: Review of the Note

SECTION 5: Billing

Billing For Procedures

Works Cited

APPENDIX A

Basic Anatomy

Skeletal System

Head

Gastro Intestinal System

Cardiac System

Respiratory System

APPENDIX B

Sample History and Physicals

Number One: Patient with Swollen Tongue

Number Two: Chest Pain

Resources