



**Policy:**  
**Unlicensed Clinical  
Assistant/Scribe**

**Policy Number:**   **Applicable To:**  
RCMC – CSS 0005 OPS, HR

**Purpose:** To provide guidance in the scope of practice and hiring practices of Unlicensed Clinical Assistant/Scribes within clinical areas of the Rapid City Medical Center, LLP.

**Policy:**

Medical Scribes are required to sign into all computer software, including eClinicalWorks (eCW) under their own username and password. They should not be accessing any computer or software under any other staff or providers credentials.

Licensed personnel are to include Registered Nurses (RN's), Licensed Practical Nurses (LPN's), Certified Medical Assistants (CMA's), and Certified Ophthalmic Technicians (COT's), Certified Ophthalmic Assistants (COA's), Certified Ophthalmic Medical Technologists (COMT's) *in ophthalmology specific locations.*

Within the Rapid City Medical Center, Unlicensed Clinical Assistant/Scribes **MAY NOT** perform any of the following duties:

- Ask screening questions for social history such as tobacco and alcohol use.
- Complete PQH2 and PQH9 questionnaires.
- Electronically send prescriptions to the pharmacy.
- Perform medication reconciliation.
- Take and enter patient allergies and intolerances.
- Enter medication orders into the progress note and/or patient chart.
- Enter medication refill orders into the progress note and/or patient chart.
- Assist with procedures.
- Administer medications and/or injections.
- Prepare medications and/or injections.
- Patient calls or in person conversations to discuss medical questions.
- Triage of patient calls, questions, and/or concerns.
- Call patients with lab and/or imaging results.
- Patient education.
- Obtain and/or handling lab specimens.

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The following **WILL** be permitted:

- Enter reason for visit (provider will verbally confirm with patient).
- Take and enter history of present illness (HPI)
- Escorting patient to the exam room.
- Prepping or preloading patient charts.
- Scheduling appointments.
- Scribe lab, procedure, and diagnostic imaging orders as dictated by provider while in the room.
- Print lab requisitions and labels as necessary.
- Scribe exam and review of systems (ROS) and treatment sections of the progress note as dictated by provider while in the room.
- Scribe the history of present illness (HPI) as dictated by provider while in the room.
- Send faxes (may not send prescription faxes, all prescriptions must be sent by licensed personnel).
- Send referrals as dictated by provider while in the room.
- Physically transporting lab specimens to final destination.
- Gathering old or other records.
- Set-up, stocking, and cleaning of exam rooms.
- Set-up instrument trays and equipment
- Cleaning and sterilization of instruments and equipment
- Ordering and maintenance of supplies
- Answering telephone calls and initiating telephone encounters to be sent to licensed personnel for continuation of care.
- Obtaining patient vital signs, height and weight (*after adequate training and competency completion*)

Approved:

Date:

Effective: