

UTMB COMPLIANCE STANDARD

UTMB OFFICE OF INSTITUTIONAL COMPLIANCE	1/1/2008	-Effective
Documentation, Billing, and Coding Policy	mm/dd/yy	-Revised

Use of “Scribes”

Purpose	To define the UTMB policy for the use of “scribes” documenting in the medical record on behalf of the faculty physician.
Audience	Physicians, Non-Physician Providers, Department Administrators, Billing Managers, Billing and Coding Staff
Policy	Every entry in the medical record that is made on behalf of a faculty physician (“scribed”) must be authenticated by an attestation from the faculty physician that the note documents the faculty’s personal performance of the service.
Procedure	<p>When the faculty physician utilizes someone else to document the medical record entry on his/her behalf, the faculty physician must state that the note was scribed verbatim as they dictated it and that it is their documentation. The faculty physician must then sign the attestation to authenticate the entry.</p> <ul style="list-style-type: none"> • Example- “Dr. Resident scribed this note during my exam of the patient. (Signed) <i>Dr. Faculty Date, Time</i> • Example- “John Jones, medical student, wrote this note verbatim as I dictated it. (Signed) <i>Dr. Faculty Date, Time</i> <p>The scribe must also document in their note that they scribed for the faculty. The faculty attestation then authenticates the scribe’s entry.</p> <ul style="list-style-type: none"> • Example- I scribed this note at the request of Dr. Faculty who performed the entire service. (Signed) <i>John Jones, MSIV Date, Time</i>
References	JCAHO Standard 7.8