MEDICAL RECORDS PROCEDURE

SUBJECT: Editing Transcribed Documents

SEE ALSO: Hospital Policy 05-01, Organization of Medical Records; and the Kentucky Legal Reference for Health Information

INFORMATION

1. Signed Reports

When signed discharge summaries or operative reports are returned from the attending physician with signatures, the following minor edits/corrections will be made in SoftMed’s ChartScript Module by the transcriptionist responsible for importing documents:

- Incorrect Patient Name and/or Medical Record Number
- Admission Date
- Discharge Date
- Procedure Date
- Physician Service
- Discharge Diagnosis and/or Minor Edits which are clearly legible.

When the edit/correction is made in ChartScript, the editor will state that the document has been corrected, the date of the correction, and his or her initials. Example: Corrected 01/01/2001 mjm

This notation will be typed at the end of the document.

The original document with the attending signature will remain as the permanent record and will be filed in the medical record.

2. Unsigned Reports

If the discharge summary or operative report is returned unsigned with major edits or comes from the incomplete report box, the transcriptionist responsible for importing documents will make the edits/corrections in ChartScript.

When the edit/correction is made, the editor will state that the document has been corrected, the date of the correction, and his or her initials. Example: Corrected 01/01/2001 mjm

This notation will be typed at the end of the document.

The corrected document will be sent through the batch print process and returned to the attending physician to sign.

3. Addendums
If an addendum is added to a report, the transcriptionist responsible for importing reports will merge the original document and the addendum.

When the addendum is merged with the original report, the editor will state that the report has an addendum, the date of the addendum, and his or her initials. Example: Addendum Added 01/01/2001 mjm

This notation will be typed at the end of the report.

The merged report will be sent through the batch print process and returned to the attending physician to sign.

4. Incomplete Reports

Incomplete Reports will be returned to the transcriptionist responsible for importing reports to merge the continuation with the original report.

When the addendum is merged with the original report, the editor will state that the report has a continuation, the date of the continuation, and his or her initials. Example: Continuation Added 01/01/2001 mjm

This notation will be typed at the end of the report.

The merged report will be sent through the batch print process and returned to the attending physician to sign.

5. Correction/Amendment/Late Entry to a Signed Report

Correction/Amendment/Late Entry to a report signed by an attending physician must be brought to the attention of the Director of Medical Records.

The attending physician will be required to dictate an amendment to the original report.

Both reports will be filed in the medical record.

Approved: ___________________________  Authorized: ___________________________
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