

**OLIVE VIEW-UCLA MEDICAL CENTER  
HEALTH INFORMATION MANAGEMENT SERVICES  
POLICY & PROCEDURE**

**NUMBER: 1231  
VERSION: 3**

**SUBJECT/TITLE:** HIMS - TRANSCRIPTION

**POLICY:** To ensure that qualified personnel in the time frame mandated by JCHAO Regulations transcribe all Physician dictation, utilizing the approved contracted transcribing services.

**PURPOSE:** To support the completion of dictation in a timely, accurate manner.

**DEPARTMENTS:** Health Information Management Services/Medical Transcription

**DEFINITIONS:** All dictated reports meet the required time frame for Transfer Summaries, Reports of Operations, Discharge Summaries, and various other reports dictated.

**PROCEDURE:** Process all transcribed reports by:

- Transcribing Clerk**
- Review all transmittal messages in DocQroute for editing of patient demographics and correcting errors when interface message fails.
  - Utilize DocQView and DocQManage systems to verify if a report has been dictated and/or transcribed, and for reviewing and correcting ADT information when needed.
  - Review transcribed documents for typographical and line count errors and turnaround time for 100% of daily reports received for Contract Monitoring.

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| References: Title 22, 70749, 70751, 71459, 71551, JCAHO I.M. 3, I.M.3.1, I.M.3.2, I.M.5, I.M.5.1, I.M.7.3.2, I.M.7.3.2.1, I.M.7.6, I.M. 7.7. |                  |
| Approved by: Tillie Acosta (Medical Records Director I)  | Date: 07/07/2017 |
| Review Date: 07/07/2017  | Revision Date:   |
| Next Review Date: 07/07/2020   |                  |
| Distribution: Health Information Management  |                  |
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