

EVMS MEDICAL GROUP		
POLICY: Scribes	DATE: December 2004	
CATEGORY: COMPLIANCE	REVIEWED/ REVISED: April-13	Page 1 of 1

PURPOSE: To outline the specific requirements to be followed when using scribes to document a physician service.

POLICY: All documentation must clearly reflect the services rendered to the patient and the physician's involvement in those services as well as the medical necessity for rendering the service.

DEFINITION: A scribe is an individual who simultaneously transcribes information the physician dictates. A scribe may not have performed any of the services which he/she is transcribing.

PROCEDURE: Scribes must indicate by third person reference that they are actually scribing while the physician is performing the service. The sign-off on the entry should indicate "XXX, RN scribing for Dr. YYY". The physician must also sign the entry indicating that he/she was present, provided the documented service and approves the documentation.

EXAMPLE:

Patient name_____

Date of service_____

Chief complaint_____

Vitals_____ *Signature of nurse*

History_____

Exam_____

Assessment/plan_____

XXX, RN scribing for Dr. YYY

I was present, provided the service documented above and approve this documentation.

YYY, MD