(A) Policy Statement

When necessary, the Data Integrity will edit and/or correct transcribed documents upon request or discovery of dictation/transcription discrepancy.

(B) Purpose of policy

To assist in providing accurate documentation to ensure quality patient care and patient safety.

(C) Procedure

1. The Data Integrity will review transcribed documents; if errors or discrepancies are discovered, the appropriate changes will be made.
2. The Data Integrity will also make appropriate changes, to accurately reflect the patient’s care, upon request.

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.