

POLICY MANUAL

Subject: Dictation/Transcription Services **Effective Date:** 10/99

Initiated By: Genie Laurent
Adult Therapy Supervisor

Approved By: Billie Alexander Avery
Chief Operating Officer

Review Dates: 1/15/03 RML, 02/09 BLA
03/10 RJ, 11/13 SGDF, 11/14 SG

Revision Dates: 12/08 RJ/DNF, 01/12 DNF

POLICY:

In order to provide appropriate documentation and reporting in an accurate and timely fashion, the Cumberland Heights multi-disciplinary staff will utilize and adhere to the following procedures.

PROCEDURE:

1. Lanier VoiceWriting equipment is provided for and may be utilized by staff for dictation of History and Physicals, Psychological and Psychiatric Assessments, Biopsychosocial Assessments, General Notes and Discharge Summaries.
2. The dictation is transcribed off-site and the documents are entered into the Electronic Medical Record (EMR).
3. The History and Physicals and General Notes are transcribed within 24 hours.
4. The Psychological Assessment, Biopsychosocial Assessment and Discharge Summary are completed within 48 hours.