

MEDICAL TRANSCRIPTION

Policy:

The department will provide clerical staff with guidelines regarding their typing of medical transcription responsibilities for daily operations within the department. All secretaries will perform all duties and work as team members in providing an orderly environment for all.

Procedures:

1. Consultation dictation on the Radiology Dictation system.
 - a. To get into the dictaphone system:
 1. Hit Speaker/Mute twice, then Sherry and 2 on the Dictaphone.
 - b. To get into the transcription application:
 1. Double click Novius Radiology and Login
 2. **(This instruction is for Dr. Ampil's consults only)**
Click once on the Tracking in the menu on the left side of your screen and key in the patient's Medical Record number or accession number to make sure consult was tracked to Films Read.
 3. Double click on the **ONC TRANSCRIPTION WORKLIST**.
 4. Double click on your patient's procedure.
 5. Type dictation.
 6. **NEVER DELETE THE FOLLOWING KEYWORDS OR THE COLONS AFTER THEM:
FINDINGS:
IMPRESSION:**
If you do there will be an error in the result shell and you will have to retype the whole dictation.

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2. Follow-up Examination and the End of Treatment on digital media.
 - a. Dr. Ampil has a digital recorder that shall be picked up by the secretary and taken to his/her computer where it is connected to the pc through a USB port and the dictations are uploaded. The recorder is then given back to the physician.

Dr. Baluna uses the dictaphone system. Follow the same directions to access dictaphone for consults.

- b. Open Multi-ACCESS and go to “eChart” and select “Documents”.
- c. Make sure you have “View” set to “By Transcriptionist”, “Status” set to “Pending” and “Transcriptionist” set to your name. Then click on “eSCRIBE”.
- d. Select the appropriate patient, document type (Completion or Follow-up), “Dictated By” to the correct physician, “Review Req By” set to the same physician, “Encounter Date” set to either the treatment completion date or the date of follow-up, and the “Transcribed Date” is equal to the date you are transcribing the report.
- e. Click on “Edit” on the right side of your screen. Choose 1 of the following document templates:
“follow-ups.dot” for Dr. Ampil
“Dr. Baluna follow-ups.dot” for Dr. Baluna
“summ of tx.dot” for Dr. Ampil
“Dr. Baluna summ of tx.dot” for Dr. Baluna

Select “ok”
- f. Type your report. Once you finish typing under “DISPOSITION”, type the referring physician’s name in the “CC” blank and the date of dictation in the “Dictated on” blank at the bottom of the document.
- g. Now click on “ok” at the left hand corner of your document to save your work.
- h. Dr. Ampil and Dr. Baluna will approve documents in Multi-ACCESS.

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- e. When printing Follow-up Reports, print 3 white copies and 1 green on each one
- f. When printing End of Treatment Reports, print 3 white copies and 1 yellow on each one
- g. The green and yellow copies go in our charts.
- h. A copy goes to each of the following:
Medical Records
Quality Management/Tumor Registry
Referring Physician.

Written: 1998

Reviewed: 00, 05

Revised: 03, March 20, 2007, November 12, 2008