

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 14 - UNT Health</b>
<b>14.140 Guidelines for Utilization of Scribes</b>	

Policy Statement.

All providers shall follow consistent definitions and standards in the use of scribes. Scribes authorized by the provider of record may be utilized to document the practitioner’s services in the medical record.

Application of Policy.

All UNT Health faculty and staff.

Definitions.

Scribe – individual authorized by the licensed practitioner to transcribe his/her spoken word. Residents should not act as scribes because of the teaching relationship between the resident and the physician. Scribes cannot perform both the service and the documentation.

Procedures and Responsibilities.

Procedure / Duty

The scribe must document they are scribing for the practitioner by including an attestation statement. The attestation statement must include:

1. The practitioner’s name and credentials (i.e. NP, PA)
2. Language noting that they are acting as a scribe
3. The scribe’s name

An example is: ‘Jane Doe, NP, is acting as a scribe in the presence of Dr. Jones.’

The scribe shall provide legible writing or electronic entries according to the spoken word of the practitioner. The scribe shall only include those services performed by the provider. The scribe does not record his or her own observations.

The scribe shall date and sign his or her entry with name and title.

As the person ultimately responsible for the accuracy of the record, the practitioner shall review and sign or affix electronic signature to the dated entry to confirm the provision of the service.

If an NP or PA is providing their own observations/assessments, they are not acting as a scribe. Therefore the services should be billed as ‘incident-to’; provided the ‘incident-to’ requirements are met.

Responsible Party

Licensed  
Practitioner/Scribe

Licensed  
Practitioner/Scribe

Licensed  
Practitioner/Scribe

Licensed  
Practitioner/Scribe

References and Cross-references.

Clinical Documentation & Compliance Manual

Forms and Tools. (optional)

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