

East Jefferson General Hospital
Procedure
Metairie, LA 70006

Medical Staff Policy and

Policy No.: MSO – 9
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Effective Date:
Approved by: June 14, 2016

Title: Medical Scribe

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Chief of Staff

I. POLICY

The Medical Staff Office (MSO) will maintain a procedure for granting approval to a current member of the Medical Staff to allow medical Scribes to enter documentation on behalf of the Physician in the electronic health record.

II. PURPOSE

The purpose of this policy is to guide proper documentation of clinical services when the Physician has elected to utilize the services of a medical Scribe. For the purpose of this policy, a Scribe is defined as an individual who is present during the Physician's performance of a clinical service and documents accurately what the Physician directs the Scribe to enter into the medical record about the patient encounter, on the Physician's behalf. A Scribe must not attend to the patient in any clinical capacity and must not interject their own observations or impressions.

III. DEPARTMENTS AFFECTED: Medical Staff, Clinical Departments

IV. GUIDELINES

1. The Sponsoring Physician must be a member of the Active or Courtesy Staff of East Jefferson General Hospital (EJGH).
2. Each Physician that elects to use a Scribe must be a Sponsoring Physician of that Scribe and must, along with each such Scribe, complete a Scribe Acknowledgement Statement. Individuals serving as Scribes must sign a Scribe Acknowledgement Statement and obtain MSO approval prior to scribing.
3. The following items must be submitted to the MSO for approval:
 - Scribe Acknowledgement Statement
 - EJGH Experience test
 - Scribe's criminal background check (To be obtained and fee paid by Sponsoring Physician.)
 - Copy of the Scribe's government issued photo ID (i.e. Driver's license or Passport)

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4. Once the required documents are received in the MSO, the MSO representative will request computer access for the Scribe.
5. The MSO representative will contact the Scribe to advise him/her to schedule computer training via Healthfinders.
6. Once computer training is complete, the Scribe must present to the MSO to receive an EJGH ID tag. The Scribe is then authorized to begin Scribing for the Sponsoring Physician(s).
7. Scribed documentation in the medical record must be in accordance with Attachment A and clearly display the name of the Scribe, the role of the individual documenting the service (i.e., scribe), and that the documentation is created on behalf of the Sponsoring Physician. The Physician is ultimately responsible for all documentation and must verify that the scribed note accurately reflects the service provided.
8. It is the Sponsoring Physician and/or Scribe's responsibility to provide the MSO with the Scribe's annual Flu vaccination and TB testing results.

V. RESPONSIBILITY:

Questions concerning this policy and recommended revisions shall be directed to the Medical Staff Credentialing Supervisor, Hospital Medical Director, or designee.

VI. ATTACHMENT:

Attachment A: Scribe Acknowledgement Statement

V. APPROVAL:

Reviewed and approved by the Medical Executive Committee on
06/14/16.