Transcription Authentication Job Aid

Transcription authentication must be done within 72 hours of arrival in your Epic Inbasket Transcriptions folder.

Select one of the messages and review the transcribed text for content accuracy and completeness.

If no changes are needed Click Sign, (message changes to Done).

If edits changes are needed:
- Click Edit to make any necessary changes
- Click Accept once to accept the edits.
- Click Sign (message changes to Done).

If the transcription is inaccurate, misdirected to you, or on the incorrect patient:
- **DO NOT** Sign/Authenticate the transcription.
  - Send a staff message to the transcription pool (P TRANSCRIPTION POOL). Provide the patient name and medical record number in the Patient field, and a description of required changes. Transcription Services will make revisions and resend the message. If you aren’t the dictating physician, the message will disappear from your Inbasket once revisions are made. This may take a day or two.
  - If a transcription has been authenticated by mistake, dictate an addendum or send a staff message to the transcription pool. Transcription Services will send an updated transcription.

For questions regarding the authentication process, contact Transcription Services Customer Service at (206) 988-2582.

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Kaiser Permanente* Health Plan Administration
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