

Transcription Authentication Job Aid

Transcription authentication must be done within five calendar days post transcription (Medical Record Content and Requirements-Policy Number: F-06-102).

The transcribed documents will display in providers Inbasket Transcription folder in KP HealthConnect.

To authenticate, select one of the messages and review the transcribed documentation for content, accuracy, and completeness.

If no changes are needed, Click Sign.

If edits are needed:

- Click Edit to make any necessary changes
- Click save and close once to accept the edits.
- Click Sign.

Corrections:

If the transcription is inaccurate (i.e., dictation on the incorrect patient):

- **DO NOT** authenticate the transcribed document.
- Send a staff message to the transcription pool (P TRANSCRIPTION POOL #1990002000). Provide the patient's name and medical record number in the Patient field, and a description of required changes. Transcription Services will make revisions and resend the updated transcribed document.
- If a transcribed document has been authenticated by mistake, dictate an addendum. Transcription Services will send an updated transcribed note to that encounter.

For questions regarding the authentication process, contact Transcription Services Customer Service at 206-630-2582.

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