	Policy No.: 313	
	Created: 1/2000	Reviewed: 8/2020

**USE OF SCRIBES**  
ETHICS & COMPLIANCE DEPARTMENT

**SCOPE:**

Applies to all Envision Physician Services and its subsidiaries and affiliates (the “Company”) colleagues providing medical services. For purposes of this policy, all references to “colleague” or “colleagues” include temporary, part-time and full-time employees, independent contractors, clinicians, officers and directors.

**PURPOSE:**

The purpose of this policy is to set forth documentation guidelines for scribe documentation.

**POLICY:**


This policy outlines the use of scribes who, in their assigned roles, may be responsible for recording information in the patient record.

A scribe is also known as a Provider Record Assistant (PRA). Their line of responsibility is limited to being a documentation technician. Their duties are limited to accompanying a provider during patient care services in order to transcribe a history during the provider’s interview with the patient. The PRA records the physical examination or procedures as they are rendered by the provider and orders any diagnostic tests as the provider explains them to the patient. The PRA may also record test results, diagnostic impression, prescriptions and family discussions or follow-up instructions in accordance with recommendations and practice design of the provider to whom he/she serves. The PRA is not licensed to perform patient care activities and does not act independently.

When a PRA is used by a provider in documenting medical record entries (e.g. progress notes), the PRA is not required to sign/date the documentation. The treating provider’s signature on a note affirms the note adequately documents the care provided.

Documentation of scribed services must clearly indicate:

- Who performed the service;
- Signature/authentication and dated by the performing provider.

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All departments and individuals shall comply with the Company's billing and coding policies, and interpretations different from or actions inconsistent with this policy are prohibited.

**POLICY REVIEW**

The Ethics & Compliance Department will review and update this policy when necessary in the normal course of its review of the Company's Ethics & Compliance Program.