



Children's Hospital Los Angeles Medical Group *Compliance Policy Manual*

POLICY	Documentation and Charge Entry Guidelines for Scribes
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PURPOSE

The purpose of this policy is to define the use of scribes in clinical settings by attending physicians.

POLICY

Healthcare billing providers are responsible for documenting services they perform in a clear, legible, complete, and appropriate manner, as related to authorship and service provision. Documentation should clearly reflect their performance of the billed service and the medical necessity for rendering the service. The person (identify by name and discipline) responsible for ordering, providing, or evaluating the services a practitioner renders to a patient must authenticate and promptly date medical record entries.

CHLAMG also permits scribes to perform charge entry into the electronic charge capture systems, Cerner, ECC, Athena, for the attending physician. The attending physician must identify the correct ICD-10 and CPT codes for accurate and compliant billing. Scribes cannot independently select any code or charge for the physician.

The attending physician must review, authenticate, and finalize documentation that supports a charge **before** the physician or scribe enters the charge. They may not perform charge entry using preliminary reports. When performing the charge entry function, staff must remember to enter the correct date of service if the original entry is on a date other than the date of service.

PROCEDURE

Scribe employees must make a third-person reference in the documentation that indicates they are scribing while the billing provider is performing the service and authenticate the note with their name and discipline.

Scribe Documentation Requirements: Scribed notes must begin with the following:

"I (my name) am personally scribing this note in the presence of the attending physician, Dr. (physician's name)."

Attending Physician Documentation Requirements: The physician performing the service must append a note, which contains the following statement:

“I personally performed the above scribed service and the documentation accurately describes that service. Signed (physician’s name), MD”.

Eligible Scribes:

- An individual who holds the qualifications described in the medical scribe job description
- Non-physician practitioners who *do not* have billing privileges

Non-eligible Scribes:

- Medi-Cal prohibits the use of any medical student or resident documentation to support the billing of an attending physician. Medi-Cal does not allow this activity because it may be difficult for others to differentiate a scribe note, or note for billing purposes from a student note, demonstrating confusion with the medical student/resident’s ability to individually document information for teaching purposes.

Related Policies:

- CHLAMG 15-0027 Use of Scribes;
- CHLAMG 15-0027A Scribe Agreement