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Standard Guide for Data Capture through the Dictation Process[1]

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1. Scope

1.1 This guide identifies ways to improve the quality of healthcare documentation through the dictation process. This guide will assist dictating authors (physicians, physician assistants, nurses, therapists, and other healthcare professionals) in facilitating their use of dictation in the healthcare environment, that is, hospital, clinic, physician practice, or multi-campus healthcare system.

1.2 This guide will aid in the continuity of patient care, privacy and confidentiality issues, risk management issues, optimal coding for reimbursement, compliance with legislative and regulatory requirements, and turnaround time.

1.3 The complexity of the language of medicine, the dynamics of the healthcare environment, and the sophistication of the dictation systems present a formidable challenge for dictating authors. This guide will facilitate a quality dictation message.

1.4 This guide does not address the medical transcription process.

1.5 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory requirements prior to use.*

2. Referenced Documents

2.1 *ASTM Standards:* [2]

E 1902 Specification for Management of the Confidentiality and Security of Dictation, Transcription, and Transcribed Health Records

E 2117 Guide for Identification and Establishment of Quality Assurance for Medical Transcription

E 2184 Specification for Healthcare Document Formats

3. Terminology

3.1 *Definitions:*

3.1.1 *analog*, *n*—of, relating to, or being a mechanism in which data is represented by continuously variable physical quantities, that is, recording tape.

3.1.2 *blanks*, *n*—missing text that must be filled in as directed by the dictating author.

3.1.3 *confidential*, *adj*—status accorded to data or information indicating that it is sensitive, and therefore, it must be protected against theft, disclosure, or improper use.

3.1.4 *dictate workstation (or dictate station)*, *n*—location with a device for input of voice dictation.

3.1.5 *dictating author*, *n*—one who dictates information to be transcribed, that is, healthcare students and healthcare professionals.

3.1.6 *dictation message (or digital voice file)*, *n*—unit of information that consists of both audio (voice) and its data elements.

3.1.7 *document*, *n*—report in any form (print, electronic, or voice file).

3.1.8 *healthcare environment*, *n*—any facility whose primary purpose is delivery of healthcare, that is, hospital, clinic, physician practice, or multi-campus healthcare system.

3.1.9 *medical transcription*, *n*—process of interpreting and transcribing dictation by physicians and other healthcare professionals regarding patient assessment, workup, therapeutic procedures, clinical course, diagnosis, prognosis, and so forth into readable text to document patient care and facilitate delivery of healthcare services.

3.1.10 *microphone*, *n*—instrument whereby sound waves are caused to generate or modulate an electric current usually for the purpose of transmitting or recording sound (as speech or music).

3.1.11 *microphone element*, *n*—diaphragm of the sound-collecting source of a microphone.

3.1.12 *quality assurance*, *n*—process of review of a healthcare document that will provide adequate confidence that dictated patient care documentation is transcribed in a clear, consistent, accurate, and complete manner.

3.1.13 *quality editor*, *n*—person who performs quality assurance reviews and/or corrections.

[1] This guide is under the jurisdiction of ASTM Committee E31 on Healthcare Informatics and is the direct responsibility of Subcommittee E31.22 on Health Information Transcription and Documentation.

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[2] For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

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