



MEMORANDUM

TO: Teaching Physicians and Coding Staff
DATE: July 18, 2002
SUBJECT: Required Elements for Dictation Reports
FROM: Lisa Donahue, Director of Fee Coordination/Member Education

Effective July 1, 2002 the UPI Board of Directors adopted the following for all centralized and non-centralized dictation services:

The following elements are required on a dictated report:

- Hospital Medical Record Number
- Patient Name
- Date of Service

At the end of the report the following lines should be included:

- Line for individual dictating the report if other than rendering physician/provider
- Signature line for rendering physician/provider
- Date of Signature line

At the bottom of each dictation the following should be included:

- Transcription Initials
- Transcription Date
- Dictated Date
- Revision Date (if revised)

If you have any questions please contact me at (303) 493- 7300.