

Appendix B – Quality Assurance Scoring Worksheet

QUALITY ASSURANCE SCORING WORKSHEET								
TRANSCRIPTIONIST: SCORE, APPENDIX B			QUARTER: 1st QUARTER 2017					
JOB NUMBERS	WT	DATE TRANSCRIBED	DATE REVIEWED	TOTAL LINES	3-Point Errors	1-Point Errors	0.5-Point Errors	0.25-Point Errors
1459801, 1460168 and 1460549	6, 24 2	12/18, 12/19 12/20/16		198	0	0	1	1
1466708, 1466843 and 160607	21, 2 30	1/1, 1/2 1/3/16	1/11/16	211	0	0	0	1
1474534, 1474609 and 1475646	4, 2 24	1/15, 1/16 1/17/17	1/24/17	216	0	0	0	1
1481712, 1482295 and 1483455	6, 4 24	1/29, 1/30 2/1/17	2/7/17	231	0	0	0	0
1497143, 1497477 and 1498439, 1498927	2,6 44, 24	2/26, 2/27 2/28, 3/1	3/7/17	206	0	0	1	2
1506576, 1507959	6, 2	3/16, 3/19	3/21/17	247	0	0	0	0
TOTALS:				1309	0.00	0.00	1.00	1.25
Total lines counted, all reports =		1309						
Total Errors =		2.25						
Errors divided by lines =		0.00172						
Error percentage rate =		0.17 %						
ACCURACY % RATE =		99.8						
Total lines transcribed this quarter:		105,531						
Actual Percentage of Lines Reviewed:		1.24%						
Accuracy rate must be 98.5% or higher								
Critical Errors		-3		Noncritical Errors		-1		
1. Patient demographics				1. Misspelled medication, terminology, names				
2. Wrong work type, template, provider information				2. Transposition of proper names				
3. Terminology misuse; wrong lab value				3. Incorrect word form				
4. Wrong medication, wrong dose/dosage				4. Incorrect, inserted or omitted text				
5. Unapproved abbreviations				5. Nonsense text; punctuation; failure to flag				
6. Incomplete or missing text, inserted/omitted text				6. Sound alikes; protocol failure				
7. Incorrect side/site; unauthorized substitution								
8. Failure to edit; failure to flag				Minor Errors		-0.5		-0.25
9. Failure to follow author instructions								
10. Inconsistency/discrepancy				Educational Feedback		-0		