

ABC General Hospital

Date

RE: Quality of Dictation

Dear Dr. _____:

In the interest of patient safety and continuity of care, we are opening the lines of communication with physicians to give them feedback on their dictation patterns which will enable the transcription department to do a better job for the physicians and patients we serve.

We are contacting you regarding specific areas of your dictation. It is our expectation that if we bring these items to your attention at this time, it will not be necessary in the future to file a formal report through the Healthcare Documentation Feedback System. We are aware that physicians are under a great deal of pressure to complete dictation in a timely manner. In an effort to have the transcribed document turned around in a timely manner and with the quality that we expect from our department, we are asking that you review and address the following specific areas of your dictation style:

- Enunciation. (Dictation sounds muffled and words are run together.)
- Rapid speech. (Dictation is very difficult to understand and some words are not heard.)
- Lab values not delineated. (Numbers run together and it is very difficult to differentiate each value.)

Thank you for your consideration and the opportunity to supply this feedback to improve your dictation style. If you have any questions or concerns about any of our transcription services, please feel free to contact us.

Sincerely,

Transcription Manager