# Appendix B – Quality Assurance Scoring Worksheet

## QUALITY ASSURANCE SCORING WORKSHEET

<table>
<thead>
<tr>
<th>TRANSCRIPTIONIST: Score, Appendix B</th>
<th>QUARTER: 1st Quarter 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JOB NUMBERS</strong></td>
<td><strong>DATE TRANSCRIBED</strong></td>
</tr>
<tr>
<td>1459801, 1460168 and 1460549</td>
<td>6, 24</td>
</tr>
<tr>
<td>1466708, 1464843 and 160607</td>
<td>21, 2</td>
</tr>
<tr>
<td>1474534, 1474609 and 1475646</td>
<td>4, 2</td>
</tr>
<tr>
<td>1481712, 1482295 and 1483455</td>
<td>6, 4</td>
</tr>
<tr>
<td>1497143, 1497477 and 1498439, 1498927</td>
<td>2, 6</td>
</tr>
<tr>
<td>1506576, 1507959</td>
<td>6, 2</td>
</tr>
</tbody>
</table>

**TOTALS:**

- 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**
1. Patient demographics
2. Wrong work type, template, provider information
3. Terminology misuse; wrong lab value
4. Wrong medication, wrong dose/dosage
5. Unapproved abbreviations
6. Incomplete or missing text, inserted/omitted text
7. Incorrect side/site; unauthorized substitution
8. Failure to edit; failure to flag
9. Failure to follow author instructions
10. Inconsistency/discrepancy

**Noncritical Errors**
1. Misspelled medication, terminology, names
2. Transposition of proper names
3. Incorrect word form
4. Incorrect, inserted or omitted text
5. Nonsense text; punctuation; failure to flag
6. Sound alikes; protocol failure

**Minor Errors**
-0.5

**Educational Feedback**
-0