



DICTATION INSTRUCTIONS effective 1/28/13

1. Dial **#611** (in house) or **1-866-883-6328**
2. When prompted, enter your **USER ID** and press **#**
3. Enter a document type code followed by the **#** key

Document Types	
1 History & Physical	7 Discharge Summary
2 Progress Notes	8 Electroencephalogram
3 Operative Report	9 Radiology Report
4 Consultation	10 Pain Management
5 Procedure	11 Death Summary
6 Echocardiogram	12 Miscellaneous

4. Enter Patient's **Medical Record Number** followed by **#**
5. Press **2** to begin dictating
6. Press **5** for the next report

Please record the job confirmation number in the patient's medical record. Example: "H&P conf. # 55555."

Telephone Keypad Dictation Quick Reference
1 Play/Pause (While in playback mode – will play the dictation from the beginning or from where pause)
2 Record (Enables user to begin recording when pressed)
3 Rewind (While in playback mode – will rewind the dictation 4 seconds each time pressed)
4 Stop (stops recording or stops playback)
5 Done (will complete the existing dictation and start a new dictation)
6 Stat (will prioritize a dictation above the normal priority)
7 Forward (while in playback mode – will fast forward the dictation 4 seconds each time pressed)
8 To Start (while in playback mode – will rewind the dictation to the beginning of The dictation)
* Help (will playback all options listed here while in record or playback mode)
0 Cancel (while in dictation mode – will cancel the current dictation)
Hear Info (enables user to play back the values entered for Patient MR# and document ID)

For Assistance Call: Health Information Management at 562-860-0401 ext. 3350 or 3355; or EMDAT Helpdesk at 1-630-743-0500 or helpdesk@emdat.com