

STEP 1 - Dial **866-438-6413**

STEP 2 - At voice prompt enter your **DICTATION ID** and the # key

STEP 3 - Enter **1** to dictate or **2** to review

STEP 4 - At voice prompt, enter the **Work Type** and the # key (*see below*)

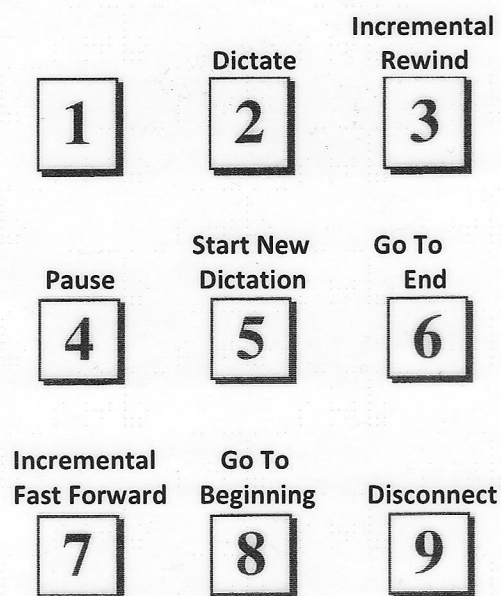
STEP 5 - At voice prompt, enter **Patient Medical Record Number** and the # key

STEP 6 - Press the **2** key to begin dictating

IMPORTANT To begin your dictation please state:

Your name, the patient medical record number/subject number, the patient name (please spell), the type of report you are dictating, admission and discharge date if applicable, and the names of any physicians that should receive carbon copies (Referring physician/Family Physician (please spell names)).

TELEPHONE KEYPAD COMMANDS



Press **#4** to prioritize dictation.

WORK TYPES

- 9 – Radiology / Mammography
- 10 – History and Physical (Pre-Op H&P)
- 12 – Consultation
- 13 – Progress Note
- 14 – Operative Report
- 15 – Discharge Summary
- 16 – Short Stay Summary
- 17 – ER Note
- 30 – Professional Clinic – Office Visit
- 31 – Professional Clinic - Letter
- 32 – Professional Clinic – History and Physical
- 40 – Memorial Clinic – History and Physical
- 41 – Memorial Clinic - Letter
- 42 – Memorial Clinic – Office Visit
- 51 – History and Physical (Senior Care Unit)
- 52 – Consultation Note (Senior Care Unit)
- 54 – Progress Note (Senior Care Unit)
- 55 – Discharge Summary (Senior Care Unit)
- 56 – Psychiatric Evaluation (Senior Care Unit)

REVIEW DICTATED REPORTS

STEP 1 – Dial **866-438-6413**

STEP 2 – Enter your **DICTATION ID** and the # key

STEP 3 – Press **2** to listen

STEP 4 – Enter the **Work Type** and the # key

STEP 5 – Enter the **Patient Medical Record Number** and the # key

The system will begin to play the most recent dictation for the work type and medical record number you have entered.

REVIEW KEYPAD COMMANDS

- | | |
|-------------------------|------------------------------|
| 1 – RETURN TO MAIN MENU | 5 – LISTEN TO NEXT DICTATION |
| 2 – PLAY | 6 – GO TO END |
| 3 – SHORT REWIND & PLAY | 7 – INCREMENTAL FAST FORWARD |
| 4 – PAUSE | 8 – GO TO BEGINNING |