

## DICTATE REPORT

STEP 1 - Dial 866-438-6413

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

STEP 3 - Enter 1 to dictate or 2 to review

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

STEP 5 - At prompt, enter **Patient Medical Record Number** and # 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)).

## WORK TYPES

~~9 - Radiology / Mammography~~

12 - Consultation

13 - Progress Note

14 - Operative Report

15 - Discharge Summary

16 - Short Stay Summary

17 - ER Note

30 - Professional Clinic - Office

31 - Professional Clinic - Letter

32 - Professional Clinic - H&P

~~40 - Memorial Clinic - H&P~~

~~41 - Memorial Clinic - Letter~~

~~42 - Memorial Clinic - Office Visit~~

~~51 - H&P (Senior Care)~~

52 - Consultation (Senior Care)

54 - Progress Note (Senior Care)

55 - Discharge Summary (Senior

~~56 - Psychiatric Evaluation (Senior~~

## DICTATION KEYPAD COMMANDS

2- DICTATE

3 - SHORT REWIND & PLAY

4 - PAUSE

5 - START NEW DICTATION

6 - GO TO END

7 - FAST FORWARD

8 - GO TO BEGINNING

9 - DISCONNECT

# 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

2 – PLAY

3 – SHORT REWIND & PLAY

4 – PAUSE

5 – LISTEN TO NEXT DICTATION

6 – GO TO END

7 – FAST FORWARD

8 – GO TO BEGINNING

### TELEPHONE KEYPAD COMMANDS

Incremental  
Rewind **3**

Dictate **2**

**1**

Go To  
End **6**

Start New  
Dictation **5**

Pause **4**

Disconnect **9**

Go To  
Beginning **8**

Incremental  
Fast Forward **7**

Press #4 to prioritize dictation.



Artesia General Hospital

## Dictation Instructions

For Assistance: Please contact Nuance at 877-932-6339