DICTATION INSTRUCTIONS

1. Dial 5-0385 from inside the hospital, 55-0385 from the Health Science Center extensions, or 265-0385 from outside the hospital.
2. Enter your physician ID number followed by the pound (#) key.
3. If prompted for LCR code, enter the appropriate number for the LCR code followed by the pound (#) key.
4. When prompted for a work type, enter the appropriate number of the type of report you are dictating, followed by the pound (#) key. Note: The dictation system will give you a message if you enter an invalid work type.
5. When prompted for a subject number, enter the patient’s medical record number followed by the pound (#) key.
6. Press 2 to begin recording. State and spell the patient’s full name and medical record number as well as the attending physician’s name. If there are referring physicians, the full names and addresses should be dictated. Note: To mark the dictation as a STAT report, press 6 any time during your dictation, then call Transcription at 4-4816 to notify them of any STAT dictation.
7. When dictation is completed, press 8 to begin a new report or 5 to disconnect from the system.

Key Pad Functions

1 – Record/Pause  3 – Short Review  44 – Move to end  
5 – Disconnect  6 – STAT  77 – Total Review  8 – New Report

Listen Instructions

1. Dial 265-0385 outside of hospital or 5-0385 inhouse.
2. Enter your ID number, then press the pound (#) key.
4. Enter the Medical Record Number, then press the pound (#) key.
5. You will hear the most recent report dictated.

Keypad Controls Available During Listening

2 – Stop playback (Pause)  77 – Rewind to beginning and play
3 – Start playback  # - Speed up playback  44 – Move to end of report
   - Slow down playback  5 – Disconnect  8 – Skip to an earlier report

6. When finished listening, press 5 and hang up.

July 2009