DICTATE STATION INSTRUCTIONS

1) Lift Handset
2) Wait for greeting prompt
3) Enter your four digit user ID
4) Enter your two digit report type – see below
5) Scan top bar code on face sheet, or enter patient number, then pound. If patient number is not known, hit pound to skip.
6) Press D button on handset to begin dictation.

OUTSIDE LINE DICTATION

**Outside line call (812) 485-4301 or Toll Free at (877)538-6405 (downtime use only)**
1) Enter your 4-digit user ID#
2) Enter patient number from face sheet or # to skip
3) Begin dictation (At minimum, state patient name if numbers not entered.)

TELEPHONE FUNCTIONS

1 = Listen                             5 = Next Report             9 = Disconnect
2 = Resume Dictation          6 = Go to End                # = Skip Patient
3 = Short Reverse/Listen     7 = Fast Forward                         Number
4 = Pause Mode                  8 = Go to Beginning           ## = Hear Job #

END OF REPORT: Press 5 to end each report
NEXT REPORT: After pressing 5, enter new work type digits and scan barcode/enter patient number. (# to skip patient number)

REPORT TYPES

***To prioritize a report - you may call Medical Records at any time at 485-4211, or the Transcription department during daytime hours at 485-4051.***

01 = H&P                          16 = EEG Reports
02 = Consultation                 17 = OB PreOp H&P
03 = Delivery Note                19 = JVC-FS Cath Reports
04 = Operative Note               20 = Pulmonary Function Tests
05 = Discharge Summary            21 = Rehab H&P
06 = ER Note                      25 = Rehab D/C Summary
46 = ER Note -Admit (Stat)        45 = Transfer Summary
07 = Senior Health Note           54 = Sleep Lab
09 = Cath Lab (Cardiology Reports) 30 = Cardiology (OV)
45 = Transfer Summary            50 = Nuclear Medicine(OV)