



# ST. MARY'S

## **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. \*\*\***

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

**To**