



## **RADIOLOGY DICTATION INSTRUCTIONS**

### **OUTSIDE LINE DICTATION**

\*\*\* Outside line call (812) 485-4301 (485-7818) or Toll Free at (877) 538-6405

- 1) Enter your 4-digit user ID#
- 2) Enter two-digit work type
- 3) Enter patient number from face sheet or # to skip
- 4) Begin dictation (At minimum, state dictator name, patient name and accession # if Radiology patient.)

### **WORK TYPES**

10 = PACS Radiology

11 = Non-PACS Radiology (Speech MBS)

12 = Mammography

50 = Nuclear Medicine

### **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)