Nurse Practitioner and Physician Assistant

Medical Transcription Dictation Instructions

**DICTATION LINE: *819-6560***

On answer you will hear voice prompts

* **Enter *your* 4-digit number**
* **Choose campus for patient location**; 1 for St. Joseph’s; 2 for Candler
* **Enter report type by number**

1 History and Physical

3 Discharge Summary

4 Consultation Note

* **Enter 9-digit medical record number**
* **At “Begin Dictation” prompt please state:**
* *Your name*
* *PHYSICIAN’S name you are dictating for*
* *Patient‘s name*
* *Medical record or DOB*
* *Date of admission/service*
* *“Send a copy to Dr. \_\_\_\_\_”* (physician co-signer)
* **When dictation is complete press 9 or hang up**

 (press “9” and then “1” for the document number)

**IN MEDITECH:**

* Review and edit the report
* **Assign** to the physician for co-signature (Edit Other Signers)



* **Next Screen**



* Sign your report **after** you have assigned for co-signature

**For successful dictation in the Medical Transcription Dictation System:**

* Avoid cell phone usage (missed dictation if reception interference and dropped calls).
* Avoid extremely low voice volume (difficult capture by the dictation speech engine).

For dictation assistance call 819-6088

For assistance with your dictate number call 819-6091

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