HIM PHYSICIAN DICTATION INSTRUCTIONS

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

**DICTATING FROM A PHONE AT ANY LOCATION:**

On answer you will hear voice prompts

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

1 History and Physical

2 Operative/Procedure Report

3 Discharge Summary

4 Consultation Note

5 Otoneurology Report

7 Cardiac Procedure Report

8 Echocardiogram

9 Stress test

* **Enter 9-digit medical record number** (if unknown enter 666666666)
* **Begin dictation**
* **When dictation is complete press 9 or hang up** to disconnect (pressing 9 provides dictation job #)

 Additional Key Functions:

* 1 Listen
* 2 Dictate/record
* 3 Rewind
* 4 Pause
* 5 End dictation
* 7 Fast Forward
* 8 Rewind to beginning of report
* 9 Disconnect

**DICTATING FROM A PROGRAMMED PHONE WITHIN THE HOSPITAL:**

* **Press Dictation Dial Up** button**. Follow voice prompts** as above.

 Programmed Buttons**:**  Listen, Record, Rewind and Pause.

**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).