TO ACCESS THE SYSTEM:
DIAL: Inside the Hospital ext. 3-4000
      Outside the Hospital  843-4000
      Back up Number    781-453-2120

AT THE VOICE PROMPT:
1. Enter your 5 DIGIT PROVIDER number without the check digit, followed by the # sign.
2. Enter the DOCUMENT TYPE number, followed by the # sign.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Document Type Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending New Patient Visit</td>
<td>314201</td>
</tr>
<tr>
<td>Attending Established Patient Visit</td>
<td>314202</td>
</tr>
<tr>
<td>Resident New Patient Visit</td>
<td>314901</td>
</tr>
<tr>
<td>Resident Established Patient Visit</td>
<td>314902</td>
</tr>
<tr>
<td>Teaching Physician Summary</td>
<td>314203</td>
</tr>
<tr>
<td>PA New Visit</td>
<td>314801</td>
</tr>
<tr>
<td>PA Established Visit</td>
<td>314802</td>
</tr>
</tbody>
</table>

3. Enter the 7 digit patient MEDICAL RECORD number without the check digit, followed by the # sign.
4. A tone will indicate beginning of dictation. You do not have to press a key to begin dictation.
5. To dictate multiple reports press 8 after each report then enter new work type, Medical Record Number and begin dictating.

IF THE FOLLOWING INFORMATION IS NOT STATED, YOUR DICTATION WILL NOT BE PROPERLY PROCESSED.
- YOUR NAME
- SPELLING OF PATIENT NAME (Last and First)
- PATIENT’S MEDICAL RECORD NUMBER
- DATE OF SERVICE - VERY IMPORTANT
- ATTENDING PHYSICIAN NAME (IF NOT THE DICTATOR)

KEYPAD INSTRUCTIONS

1  2  3
Pause Record 5 Sec Rewind

4  5  6
15 Sec Forward Disconnect Go To End

7  8  9
15 Sec Rewind Next Report Go To Start

* 0  #
No Function No Function No Function