

# DICTATION INSTRUCTIONS



For assistance call **Ext. 6-2525 or 6-5508**

## 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**.

Document Type	Document Type Number
Attending New Patient Visit	305201
Attending Established Patient Visit	305202
Resident New Patient Visit	305901
Resident Established Patient Visit	305902
Teaching Physician Summary	305203
Nurse Practitioner New Patient Visit	305801
Nurse Practitioner Established Patient Visit	305802

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 Pause	2 Record	3 5 Sec Rewind
4 15 Sec Forward	5 Disconnect	6 Go To End
7 15 Sec Rewind	8 Next Report	9 Go To Start
* No Function	0 No Function	# No Function