

UNC - Department of GI MEDICINE

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 781-453-2131

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 GI MEDICINE ONLY |
|-------------------------------------|---|
| Attending New Patient Visit | 307201 |
| Attending Established Patient Visit | 307202 |
| Resident New Patient Visit | 307901 |
| Resident Established Patient Visit | 307902 |
| Teaching Physician Summary | 307203 |
| Interim note | 307394 |
| Psychologist Established | 307380 |
| Psychologist New | 307382 |
| Psychotherapy Evaluation | 307381 |

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 |
| * | 0 No Function | # |