

UNC Health Care System

Gastroenterology — Dictation Instructions

Access: Within UNC Health Care System: 3-4000
Outside UNC Health Care System: 919-843-4000
Backup Number: 781-453-2120

1. Enter the first 5 DIGITS of your PROVIDER number (without the check digit) followed by # sign.
2. Enter the DOCUMENT TYPE (see below) followed by # sign.
3. Enter the patient MEDICAL RECORD NUMBER (without the check digit) followed by the # sign.
4. Begin dictating after the tone.

PLEASE DICTATE THE FOLLOWING INFORMATION:

- YOUR NAME
- SPELLING OF THE PATIENT NAME
- MEDICAL RECORD NUMBER (without the check digit)
- DATE OF SERVICE (VERY IMPORTANT)
- ATTENDING PHYSICIAN

Document Types:

- 307201 Attending New Patient Visit
- 307202 Attending Established Patient Visit
- 307901 Resident New Patient Visit
- 307902 Resident Established Patient Visit
- 307203 Teaching Physician Summary
- 307394 Interim Note
- 307380 Psychologist Established Patient Visit
- 307382 Psychologist New Patient Visit
- 307381 Psychotherapy Evaluation
- 307246 Attending Consult
- 307946 Resident Consult

Keypad Instructions:

1	2	3
Pause	Resume Dictation	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	#
Mark STAT	No Function	Clear STAT

Dictation Tips

To dictate multiple reports, press 8 after each report then enter new document type, MRN and begin dictating.

After you press 8 a confirmation number will play - if you do not wish to hear confirmation number press 8# then enter new document type and Medical Record Number.

To mark a report STAT press the * key after step 4.

UNC Health Care System

LIVER PROGRAM — Dictation Instructions

Access: Within UNC Health Care System: 3-4000
Outside UNC Health Care System: 919-843-4000
Backup Number: 781-453-2120

1. Enter the first 5 DIGITS of your PROVIDER number (without the check digit) followed by # sign.
2. Enter the DOCUMENT TYPE (see below) followed by # sign.
3. Enter the patient MEDICAL RECORD NUMBER (without the check digit) followed by the # sign.
4. Begin dictating after the tone.

PLEASE DICTATE THE FOLLOWING INFORMATION:

- YOUR NAME
- SPELLING OF THE PATIENT NAME
- MEDICAL RECORD NUMBER (without the check digit)
- DATE OF SERVICE (VERY IMPORTANT)
- ATTENDING PHYSICIAN

Document Types:

- 304201 Attending New Patient Visit
- 304202 Attending Established Patient Visit
- 304901 Resident New Patient Visit
- 304902 Resident Established Patient Visit
- 304203 Teaching Physician Summary

Keypad Instructions:

1	2	3
Pause	Resume Dictation	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	#
Mark STAT	No Function	Clear STAT

Dictation Tips

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After you press 8 a confirmation number will play - if you do not wish to hear confirmation number press 8# then enter new document type and Medical Record Number.

To mark a report STAT press the * key after step 4.