

Health Information Management DICTATION INSTRUCTIONS

QUICK REFERENCE

DIAL: 1-855-648-3117

- 1 – Enter your Speaker Code followed by #
- 2 – Enter the Facility Code followed by #
- 3 – Enter the Work Type followed by #
- 4 – Enter the Patient Medical Record Number followed by #
- 5 – Press 2 to begin Dictation of Report
- 6 – Press 0 for your Confirmation Number
- 7 – Dictate
 - Clearly state the following. Spell all names.
 - Your Full Name
 - Facility
 - Report Type being dictated
 - Patient Name, Date of Birth, MRN
 - Applicable Service Dates
 - **Copy Distribution** (Please state full name and location of those you wish to send copies to)
- 8 – Press 9 to end dictation and receive confirmation number **or** refer to Keypad Prompts for options to continue with additional dictations.

CONFIRMATION NUMBER

The confirmation # is your receipt of dictation.
Please record this number for future reference.

Keypad Prompts

1 Priority	2 Dictate / Pause	3 Short Rewind
4 Rewind to Beginning	5 See Below	6 New Dictation Same Facility
7 See Below	8 New Dictation Same Patient	9 End Report
* Clear a Field of Contents	0 Play Conf Number	#

Additional Keypad Prompts

- 54 – Incremental Fast Forward
- 55 – Fast Forward to End of Report
- 71 – New Dictation Different Facility
- 78 – New Dictation Same Work Type
- *7 – Abandon Dictation