



Hospital Dictation Instructions

I. DICTATION INSTRUCTIONS

1. From any touch tone phone in the hospital, dial extension 1310 or call (210) 226-1310 from an outside line.
2. When the system answers, enter User ID and press the # button.
3. To dictate, press 1
4. Key in Work Type and PRESS #.

1	History and Physical Exam
2	Operative Report
3	Consultation
4	Discharge Summary
5	Diagnostic Testing (Cardiology)
9	Pre-Admit H&P

5. Enter Facility Code and PRESS # (if prompted).

414	Nix Downtown
433	Nix Specialty – Rehab
435	Nix Specialty - Psych
530	Nix Alamo Heights

6. Enter 6-digit Medical Record number and PRESS #.
7. New dictation begun, system automatically gives job number (document your job number).
8. To begin recording, PRESS 9, to pause while dictating, PRESS 8, to resume dictation, PRESS 9.
9. To indicate end of dictation, PRESS 0.
10. To save dictation, PRESS # , 1
11. When you have completed and saved report, you may:
 - a. PRESS 1 to dictate another report for the **SAME** patient, OR
 - b. PRESS 2 to dictate another report for a **DIFFERENT** patient.
12. To return to the main menu, PRESS 0.

II. SPECIAL FEATURES

Press the following number(s) to access the Special Features:

5	Listen	0	System Disconnect
8	Pause/Stop	0, #1	Complete/Begin new report
9	Resume Dictation	1	Go to Beginning
6	Fast Forward	3	Skip to end
4	Rewind (Last Phrase)		

III. REVIEW MODE

1. From any touch-tone phone, dial Ext. 1310 or call (210)-226-1310 from an outside line
2. When the system answers, enter your User ID and PRESS #
3. PRESS 0 to access the Main Menu
4. PRESS 2 to access the review feature
5. To search for dictation by job number, PRESS 2
6. Enter Job Number and PRESS #
7. Listen to dictation – PRESS 8 to pause, PRESS 5 to resume listening, PRESS 0 to exit
8. At the end of job, PRESS 0 to exit review mode or *0 for help.

CONTACTS:

If you have problems contact Transcription at 579-3122.

If no response, call Liz Bernasconi at 210-834-3227.