**Dictation Instruction**

(All dictation code/dictation/transcription questions should be directed to HIMS, of the Office of the Chief of Staff at ext. 65599/65690/64648.

1. From any phone, dial toll free #: 1-888-838-7222
2. After prompt: Enter 6 digit dictation ID number and # sign. If you enter an invalid ID number, you will be prompted to enter it again.
3. After Prompt: Enter 2-digit report type followed by #:
   - 30-ADMISSION H&P
   - 31-DISCHARGE SUMMARY
   - 37-STAT DISCHARGE/TRANSFER
   - 32-OPERATIVE REPORT
   - 33-COMPENSATION&PENSION
   - 34-PROGRESS NOTE
   - 35-VASCULAR LAB
   - 36-EMERGENCY ROOM NOTE
   - 62-STAT PROGRESS NOTE
4. After prompt: Input 9-digit patient social security number. (All 9 digits MUST be entered)
5. Press 2 to begin recording; press 8 after dictating.
6. Tone sounds: Begin speaking clearly into the telephone.

*** THE FOLLOWING MUST BE DICTATED DURING THE BEGINNING OF DICTATION***
- IDENTIFY PATIENT NAME (SPELL THE LAST NAME AND FIRST NAME).
- ENTER FULL SOCIAL SECURITY NUMBER
- CLINIC SPECIALTY TITLE (ORTHOPEDIC CONSULT, ORTHOPEDIC ATTENDING, ORTHOPEDIC PROGRESS NOTE)
- DATE/TIME OF SCHEDULED APPOINTMENT
- NAME OF CO-SIGNATURE (ATTENDING) IF APPROPRIATE.

7. Press 8 after recording. You will be given a confirmation number.
   **RECOMMENDATION: KEEP THIS NUMBER UNTIL THE DICTATION IS AVAILABLE FOR ELECTRONIC SIGNATURE.**
8. Follow step 3 to 7 if you are dictating multiple reports. Hang up when done.
TOUCHTONE DICTATION CONTROLS

Phone Keypad Commands:

1 Play
2 Record
3 Rewind three seconds and play
4 Stop
5 Next Job
6 Mark as Stat
7 Fast Forward to End
8 Rewind to Beginning
9 Disconnect