

# VA PALO ALTO HEALTH CARE SYSTEM

## Dictation Instructions

1. From within the hospital, dial 650-509-3715 (local number). From outside the hospital dial 866-983-2018 (Toll-Free).  
When the call is answered, you will be greeted with a voice prompt which gives you instructions.
2. Enter your USER ID, followed by the # key.
3. When prompted, key in the patient's full 9-digit SS number, followed by the # key.
3. When prompted, key in Work Type, followed by # key.

### WORK TYPES

WORK TYPE	REPORT	WORK TYPE	REPORT
30	ADMISSION H&P	40	EEG/EMG
31	DISCHARGE SUMMARY	41	NUCLEAR MED
32	OPERATIVE REPORT	42	PULM SLEEP STUDY
33	COMPENSATION & PENSION	44	LETTER
34	PROGRESS NOTE	45	RADIOLOGY
35	VASCULAR LAB	50	CONSULT
36	EMERGENCY ROOM NOTE	62	STAT PROGRESS NOTE
37	STAT DISCHARGE/TRANSFER	75	PATHOLOGY
38	CARDIAC CATH		
39	GI PROCEDURE		

4. At the sound of the tone, please begin your dictation.

### **\*\*\* 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.

5. If you wish to dictate multiple reports, press '8' to end one and begin another.
6. To obtain a job number for the report you just dictated, press ## before hanging up. KEEP THIS NUMBER UNTIL THE DICTATION IS AVAILABLE FOR ELECTRONIC SIGNATURE.
7. To disconnect, simply hang up.

### DICTATION KEYPAD FUNCTIONS

#### PRESS

- 1 To pause dictation.
  - 2 To resume dictating after pausing.
  - 3 Rewind – rewinds approximately 3 seconds. Press '2' to resume dictating.
  - 8 To end current report & begin another
- ## To get job number of report just dictated before hanging up  
To disconnect, simply hang up.