

RHODE ISLAND HOSPITAL DICTATION SYSTEM INSTRUCTIONS
Revised 4/2008

DO NOT USE ANOTHER PROVIDER'S ID#

Log On: Dial 444-7799

Listen for System to Answer

Enter Your 6-digit Provider ID, then #

 Press 3 to dictate

 Press 1 to listen to a previous report

 Press 3 to listen to a suspended report

Enter 3-digit Work Type (See Below), then #

Enter Medical Record Number, then #

Begin dictating after the beep

WORKTYPES

101	Inpatient Operative Report	120	Hem/Onc Clinic Note
102	Discharge Summary	121	Pediatric GI Letter
103	Ambulatory Clinic Note	122	Hallett Center Letter
104	Outpatient Operative Report	123	CNDC Letter
105	H&P	124	Child Safe Clinic Note
106	Consultation (Inpatient only)	125	Child Safe Consult
107	Letter	126	Pedi Endocrine Letter
108	Pediatric. Cardiology	130	Anticoagulation Note
109	Memory Clinic Letter	135	Treatment Plan
112	Pre-Op H&P		

TO DICTATE:

Please include the following:

Discharge Summary (work type #102)

 State Name of Attending Physician

 Account Number

 SPELL Patient's Name

 Admit & D/C Date

 **discharge Diagnosis

 **Condition on Discharge

Operative Report (work types 101/104)

 State Name of Attending Physician

 Account Number

 SPELL Patient's Name

 Date of Operation/Procedure

 **Pre-and Post-Op Diagnoses

 **Operation/Procedure performed

Clinic Notes (work type 103)
State Name of the Clinic
SPELL Patient's Name

TO EDIT:

Press 2 to Pause or resume dication
Press 3 for short rewind
Press 3 repeatedly for longer rewind
Press 4 to go to end of report
Press 5 to disconnect
Press 6 to mark report as a STAT
Press 7 to rewind to beginning of report
Press 8 for report confirmation number and *to dictate another report*
Press ## for confirmation number

SPECIAL INSTRUCTIONS

PRESS 6 anytime during the dictation to mark report a STAT

****REDICTATING DOCUMENTS****

If you think you have previously dictated a report, please contact the Transcription Office (4-5522)

OR

Dial into the system (4-7799) and press 1 to listen to a previous dictation. While listening to reports, press 8 for next report.

**FOR ASSISTANCE CALL
RIH Transcription Office
444-5522 OR 444-5524**

**After 6 pm/weekends/holidays
Call 444-5553**

MIRIAM HOSPITAL DICTATION INSTRUCTIONS

To access System:

Enter (79)3-5020

Enter your 6-digit Physician ID #

Enter your 3 digit work type:

- 101-Operative Report
- 102-Discharge Summary
- 103 Clinic Note
- 105-Medical H&P
- 106-Consult
- 109-Procedure Report
- 110 Sleep Study
- 111 EEG
- 112-Surgical H&P
- 114-Medical Clinic Note
- 119-STAT Discharge Summary
- 135 Treatment Plan

Enter Medical Record Number

To Dictate:

Please including the following in your dictation:

Account Number

Date of Consult, Procedure, Admit & D/C Dates

Press 2 to bypass opening statement

Begin dictation

Press 3 to Pause

Press 5 to resume dictation

To Edit:

Press 1 to Listen/Play

Press 2 to Rewind

Press 4 to Suspend

Press 6 to End: 1) Confirm # will be given; 2) Follow prompts for more dictations

Press 7 to Rewind to beginning

Press 8 to Fast Forward