RHODE ISLAND HOSPITAL DICTATION SYSTEM INSTRUCTIONS
Revised 4/2012

DO NOT USE ANOTHER PROVIDER'S ID#
DO NOT DICTATE IN-PATIENT PROGRESS NOTES IN THIS SYSTEM

Log On: Dial (44)4-7799

Enter Your 6-digit Provider ID, then 
Press 2 to dictate
Enter 3-digit Work Type (See Below), then 
Enter Medical Record Number, then 
Begin dictating after the beep

***WORKTYPES***

<table>
<thead>
<tr>
<th>Work Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Inpatient Operative Report</td>
</tr>
<tr>
<td>102</td>
<td>Discharge Summary</td>
</tr>
<tr>
<td>103</td>
<td>Ambulatory Clinic Note</td>
</tr>
<tr>
<td>104</td>
<td>Outpatient Operative Report</td>
</tr>
<tr>
<td>105</td>
<td>H&amp;P</td>
</tr>
<tr>
<td>106</td>
<td>Consultation (Inpatient only)</td>
</tr>
<tr>
<td>107</td>
<td>Letter</td>
</tr>
<tr>
<td>109</td>
<td>Memory Clinic Letter</td>
</tr>
<tr>
<td>112</td>
<td>Pre-Op H&amp;P</td>
</tr>
<tr>
<td>113</td>
<td>Procedure/Endo Report</td>
</tr>
<tr>
<td>119</td>
<td>Transfer Summary</td>
</tr>
<tr>
<td>120</td>
<td>Hem/Onc Clinic Note</td>
</tr>
<tr>
<td>125</td>
<td>Child Safe Consult</td>
</tr>
<tr>
<td>135</td>
<td>Treatment Plan</td>
</tr>
</tbody>
</table>

TO DICTATE:

Please include the following (**indicates required information):

Discharge Summary

State Name of Attending Physician
Account Number
SPELL Patient’s Name
**Admit & D/C Dates
**Discharge Diagnosis
**Condition on Discharge

Transfer Summary: (for pts being transferred to a Nursing Home or Inpatient Rehab Facility)

State Name of Attending Physician
Account Number
SPELL Patient’s Name
**Admit & D/C Dates
**Discharge Diagnosis
**Condition on Discharge

Operative Report

State Name of Attending Physician
Account Number
SPELL Patient’s Name
**Date of Operation/Procedure
**Pre-and Post-Op Diagnoses
**Operation/Procedure performed
TO EDIT:
Press 2 to Pause
Press 2 to resume dictating
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 report confirmation number

STAT REPORT
PRESS 6 at any time during the dictation

COPIES
Dictate and spell names of copy recipients
Dictate address for out-of-state recipients

RE-DICTATING DOCUMENTS
If you think you have previously dictated a report, please contact the Transcription Office (4-5591)

FOR ASSISTANCE CALL
RIH Transcription Office
Mon-Fri 7a-5p
444-5591

Weekdays after 5 pm/weekends/holidays
Call 444-5553