ST. ELIZABETH HEALTHCARE
HEALTH INFORMATION MANAGEMENT DICTATION GUIDELINES
2017

Please review the **NEW Dictation guidelines** noted below effective 2/28/17.
The number to dial into remains 301-2233. All work types are noted below
(DO NOT PUT A "0" (ZERO) BEFORE WORK TYPE 1-9)

WT#   Report type   =**Document Type**
1 – History & Physical reports
2 – Operative Reports /Procedural Notes
3 -- Discharge/Death Summary
4 – Consultations
6 – Stat Discharge Summary (Nsg Home)
7 – HP/DS
9 – Select Specialty Hospital -
10 – Cardiac Cath Report - Difficult cases only
12 – Radiology - Vascular
15 – Progress Note
16 – Emergency Room Dictations
30 – Cardiology - EEG/EKG/ECHO/Nuclear Stress
37 – Sports Med Eval
39 – Sports Med Follow up Visit
40 – Cancer Care Note
41 – Spine Center Note

*** Please remember that **H & P's** must be dictated **within 30 days** of the patient's admission in order for it to be used. Any H & P with a <u>dictation date</u> outside of the 30 days of the patient's admission will not be permitted to be used and a <u>new H & P</u> will have to be dictated.

TO DICTATE: For the Go live
1.   Dial **301-2233.**
2.   When prompted, enter your **USER ID** followed by the **#** key. ** you must record your name the first time dialing in**
3.   Enter the **Document Type** and press # to continue.
4.   Enter the **Patient ID** and press # to continue   (this is the CSN#)
  Be sure to dictate the CSN# (acct #) and the patients full name, spell the last name.
5.   A prompt will say, <u>press 2 to begin recording</u>, Begin dictation after hearing a beep.
6.   Press **1** to stop, and **2** to begin recording again.
7.   Press **3** to do a short rewind, **4** to fast forward to end, **6** to play / pause, **7** to do a short fast forward, **8** to rewind to beginning of dictation.
8.   Press **5** to complete the dictation and to hear the Job ID#. You will also be prompted to continue dictating on another patient – follow the prompts.
9.   To disconnect - Hang up.
10. ***ON patients "**To be Admitted**" with no Account #, Please use all 9's followed by the # key.
*************DICTATING MULTIPLE REPORTS***************
1.   Follow steps 1-7 from above.
2.   Press **5** to end the report and the **JOB ID** number will be given for your reference.
3.   After the **JOB ID #** is given, you will be prompted to dictate your next case by entering the **WORK TYPE** followed by the # key and the Patient ID# followed by the # key.
***If you have multiple reports, please follow the above guidelines. This way each of your reports will have a specific JOB ID assigned to it and will be easier to locate the report should a problem arise. Multiple reports under one JOB ID # is very difficult to find and increases your chance that the other reports may be lost or not typed. 2/17pb