



DICTATION TIP SHEET

1. Dictate in appropriate areas away from distractions and noise; avoid speakerphones and cell phones.
2. Enter appropriate identification codes
 - ✓ Physician ID
 - ✓ Patient ID
 - ✓ Work Type
3. Dictate appropriate identification information
 - a. Physician Name
 - b. Patient Name (spelling) and another identifier (i.e., Financial #, DOB)
 - c. Type of Report
 - d. Important dates (admission, date of procedure, discharge)
4. Speak in a normal conversational voice, spelling new or unfamiliar terms.
5. Avoid over-use of abbreviations.
6. Dictate following established guidelines for headings/subheadings appropriate for the type of dictation.

HISTORY & PHYSICAL	DISCHARGE SUMMARY	PROCEDURE/OPERATIVE NOTE
<ul style="list-style-type: none"> • Chief Complaint • Present History • Past History <ul style="list-style-type: none"> • Family History • Social History • Surgical History • Medications • Review of Systems • Physical Exam • Impression/Admitting Diagnosis 	<ul style="list-style-type: none"> • Admit/Discharge Dates • Pertinent History • Diagnostic Results/Procedures • Hospital Course • Condition on Discharge • Disposition • Discharge Instructions • Final Diagnosis 	<ul style="list-style-type: none"> • Date of Procedure/Surgery • Pre and Post Procedure Diagnoses • Procedure/Operation Performed • Operative Findings • Description of Procedure

For question, please call
HIM Transcription
(478)633-2745

Dictation Telephone Operations

To Dictate

1. Dial 31203 or press MCGG Dictation (on phones designated for dictating)
OR
Outside the hospital, dial 633-1203
2. Enter your User ID followed by the # key
3. Enter your password followed by the # key
4. To dictate press 1: To Review press 3 (see prompts below)
5. Enter the work type followed by the # key
6. Enter the 13 digit financial number followed by # key
7. Press 2 to dictate.

Keypad Options While in Dictation Mode

- 2 - Toggles between dictate and pause
- 3 - Rewind and play
- 5 - Disconnect
- 8 - Disconnects current report and starts back at step 5
- ##- Replays the report confirmation number

To Review

- Report steps, 1, 2, & 3 above
- To review, press 3
- Enter the confirmation number followed by the # key

Work Types

- (1) History & Physical
- (2) Pre – Admit H&P
- (3) Operative Report
- (4) Consult
- (5) Discharge Summary
- (6) Ambulatory CC
- (13) Breast Center H&P
- (23) Respiratory
- (27) Crescent House Consults
- (43) Breast Center Consults
- (44) GI Consult
- (45) Breast Conference Note
- (80) GHC – Juvenile Echo
- (81) GHC – Adult Echo
- (82) GHC – EP
- (83) GHC – Cath
- (84) GHC – Vascular
- (85) GHC – non Invasive Op Prc
- (86) GHC – Consult
- (87) GHC – Cardio Version
- (88) GHC – TEE
- (89) Coronary CTA
- (90) Emergency Center Note
- (91) Emergency Center STAT Note

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