

*To make a report a STAT
dictation before disconnecting
hit #9

DICTATE

1. Use a touch tone telephone.
From inside the hospital
Dial Ext 1234 OR
1-866-311-5761 from an
outside telephone to access the
dictation system
2. Enter 3-digit User ID number
3. Enter 2-digit work type
number
4. Enter 6-digit Medical Record
number
5. Begin dictation after the tone.
(System is voice activated)
6. Press 9 to disconnect and hear
Job confirmation #

WORK TYPES

- | | |
|----|--------------------|
| 01 | History & Physical |
| 02 | Consult Note |
| 03 | Discharge Summary |

**Please do not use a cell phone and/or
speakerphone while dictating as this
results in poor quality dictation.
Thank you.**