Dictation Instructions
1. To dictate dial 1-866-954-7151.
2. Enter your Dictator ID followed by the pound (#) key.
3. Enter Department Code followed by the # key.
   50 = Shands HIM
   60 = Shands Rehab
   70 = Shands Vista
   80 = Radiation Oncology
4. Please enter the Work Type followed by the # key.
5. Enter the Patient's CSN followed by the # key. The CSN is an 11-digit number, do not enter the leading 1 or 0's.
6. Press 2 to begin dictation.
State and spell the patient's full name, date of service and CSN as well as the Attending Physician's name. If there are Referring Physicians, the full names and addresses should be dictated.
Note: To mark the dictation STAT, press 6 any time during dictation.

Shands HIM Work Types (Dept. 50)
Discharge Summary 1
Operative Report 2
Outpatient ER Consultation 4
History & Physical 6
Consultation 7
Orthopedic ER Consultation 20
Psych H&P 46
Psych Consultation 47
Psych Discharge Summary 52
Cardiac Catheterization 62
Bedside Procedure Note 115
Chemotherapy Inpatient Note 116

Shands Rehab Work Types (Dept. 60)
History & Physical 48
Consultation 49
Discharge Summary 58
Spine & Sports Procedure Note 131
Post Admission Physician Assessment 133

Shands Vista Work Types (Dept. 70)
Vista History & Physical 46
Vista Consultation 47
Vista Discharge Summary 52
Vista Clinic Note 119

Radiation Oncology (Dept. 80)
Clinic Note 30
Outpatient Consultation 134

Key Pad Functions
Pause 1
Record 2
Short Rewind 3
Engage listen mode after User ID is entered *13
Move to end 44
Disconnect 5
STAT 6
Total Review 77
New Report 8

QUESTIONS? CALL 594-0906

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