

FOLD

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Hackensack  
Meridian *Health*

## Dictation Instructions

10969 (2-10-22)



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### To Dictate Dial: 1-833-670-2283

- Enter Provider ID
- Press 1 to dictate
- Enter Work Type followed by the # key
- Enter appropriate patient identifier followed by the # key:

#### 10 Digit CSN

##### 8 Digit Accession Number (WT 7)

##### 9 Digit Order Number (WT 9, 55)

- Begin dictating after the tone.

### To listen to a previous dictation

- Dial 1-833-670-2283
- Enter Provider ID
- Press 3 to listen
- Enter PIN number (*Same as Provider ID without any leading zeros*)
- Follow system prompts

## WORK TYPES (WT)

## Enter

1	History and Physical	(CSN)
4	Operative Record	(CSN)
5	Consultation	(CSN)
6	Discharge Summary	(CSN)
7	Cardiology Procedures	(Accession #)
9	PFT/Exercise Lung Center	(Order #)
10	Operative Record -Text Insert	(CSN)
13	Radiation Therapy	(CSN)
21	Initial Psych Eval	(CSN)
23	Progress Note	(CSN)
24	Discharge Note < 48 hours	(CSN)
25	Psychiatric Evaluation	(CSN)
55	Neurodiagnostic	(Order #)

## Keypad Functions

### Press:

- 1 Playback
  - 2 Record
  - 3 Rewind
  - 4 Stop/Pause
  - 5 Finish Recording/Listening
  - 6 Go to end of dictation
  - 7 Fast forward
  - 8 Go to beginning of dictation
- \* Listen to dictation (Listen Mode)

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