Dictation Instructions:
Dial (855) 228-9151
DO NOT USE CELL PHONE

Enter your Provider ID Number (Same as Dictaphone) followed by the # key.

Enter Work Type code followed by the # key.

Enter the Account Number for inpatients, Medical Record Number for outpatient, or the Accession Number for Radiology followed by the # key.

*This prompt will vary by Work Type

<table>
<thead>
<tr>
<th>Keypad Functions</th>
<th>Dictation Reminders:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Hold (5 minutes maximum)</td>
<td>Inpatient Work Types Require:</td>
</tr>
<tr>
<td>2 Record/Pause toggle</td>
<td>Patient Account Number</td>
</tr>
<tr>
<td>3 Short Rewind by 5 sec</td>
<td>HL00XXXXXXXXX</td>
</tr>
<tr>
<td>4 Fast Forward by 5 sec</td>
<td>Enter the 8 Digits following HL00</td>
</tr>
<tr>
<td>5 End Dictation and Disconnect</td>
<td>Radiology Work Types Require:</td>
</tr>
<tr>
<td>7 Play From Beginning</td>
<td>Exam Accession Number</td>
</tr>
<tr>
<td>8 End Dictation and Begin New Dictation</td>
<td>AXXXXXXXXXXXX</td>
</tr>
<tr>
<td></td>
<td>Enter an 8 (for A) followed by the 10 digit accession number</td>
</tr>
<tr>
<td><strong>Keypad Instructions</strong></td>
<td>Outpatient Work Types Require:</td>
</tr>
<tr>
<td>Press 2 to record. Press 2 again to pause (beeping tone). Press 2 to resume recording.</td>
<td>Medical Record Number</td>
</tr>
<tr>
<td>Press 5 to end dictation and disconnect or</td>
<td>HMXXXXXXXX</td>
</tr>
<tr>
<td>Press 8 to end dictation and begin another dictation</td>
<td>Enter the 8 Digits following HM</td>
</tr>
</tbody>
</table>

STAT Reports Guidelines
Please call (808) 933-0440
7:30 AM—4:00 PM
Sunday thru Saturday, excluding Holidays.
Please state "STAT" at beginning of dictation.

Conditions:
*H&P dictated past noon the day prior to scheduled surgery.
*H&P for imminent surgery on the day of dictation.
*H&P for admission to HMC and transfer to another acute care facility.
*Consult prior to surgery or patient transferring to another acute care facility.
*Operative report for patient transferring to another acute care facility.
*Discharge Summary for patient transferring to another acute care facility.

List of Common Work Types:
1. History and Physical
2. Consultation
3. Operative Report
4. Discharge/Downgrade/Transfer of Care Summary
5. Discharge/Downgrade/Transfer of Care Summary
6. STAT Report (include transfers to VA)
7. TST
8. Echo
9. Inpatient Progress Note
22. EEG
30. CMA
33. Bedside Procedure Note
44. Death Summary

List of Work Types (Continued):
45. Interim Summary
54. Downgrade Summary
55. Discharge Summary for patients with PCP except Bay Clinic Patients (THW Hospitalist Use Only)
67. TEE
77. Stress
78. Cardiac Cath
88. Echo
96. Speech Pathology

Contact Numbers:
**04/18/11– 05/09/11**
eScription Go-Live Support Pager
326-0045
Medical Staff Office
933-0713
HMC Help Desk
933-3890
Medical Transcription
933-0444

Resources:
For additional information and physician resources access the Physician Portal at www.hmc.hhsc.org