

# Detailed Dictation Instructions

1. Dial **712.755.4337** or in-house **enter 4337**
2. Enter **User ID** (3-digit number) followed by the # key
3. Press **1** (NOTE: Dictation does not begin here)
4. Enter **Work Type** followed by the # key
5. Enter **Subject Code** (MR number) followed by the # key. (The MR number is required)
6. Press **2** to begin dictation
7. Press **5** when finished and disconnect or; to end report and continue to the next dictation:
  - a. Press **8** followed by the # key
  - b. Enter **Work Type** followed by the # key
  - c. Press **2** to begin dictation

## Telephone keypad controls:

- 2** Pause/Continue to Record
- 3** Rewind (to stop rewind press **2**; to record over previous dictation press **2** again)
- 44** Fast forward to end of report (press **2** to continue with dictation)
- 77** Rewind to beginning of report

## Work Types

- 1** Hospital History & Physical
- 2** Hospital Progress Note
- 3** Hospital Discharge Summary
- 4** Hospital Operative Report
- 5** Emergency Room
- 6** Outpatient Consultation
- 9** Radiology
- 13** Outpatient Physical/Occupational Therapy Progress Note
- 15** Inpatient Physical/Occupational Therapy Progress Note
- 16** Inpatient Consultation
- 17** Outpatient Physical/Occupational Initial Therapy Evaluation
- 18** Inpatient Physical/Occupational Initial Therapy Evaluation
- 19** Speech Evaluation & Progress Note
- 20** Clinic History & Physical
- 21** Clinic Progress Note
- 22** Clinic Letter
- 31** Behavioral Health Letter
- 32** Behavioral Health Progress Note
- 33** Behavioral Health Evaluation
- 34** Behavioral Health Discharge Summary
- 35** Behavioral Health Treatment Plan