

DAVIS REGIONAL MEDICAL CENTER

DICTATION INSTRUCTIONS

**HOURS: 6:00AM – 12:00 AM MONDAY – FRIDAY
6:00 AM – 10:00 PM SATURDAY & SUNDAY**

STEP 1: From any telephone, dial the primary dictation number of **1-888-236-1203**. You will hear, “Welcome to Transcend Services Digital Dictation System”

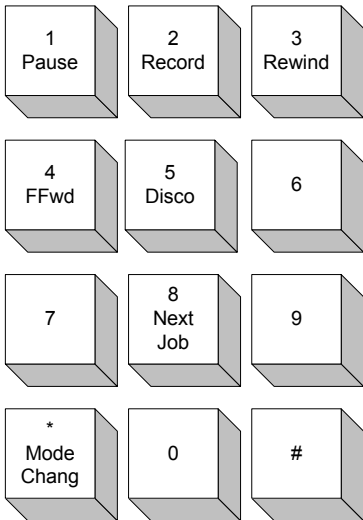
STEP 2: Enter your dictation ID number followed by the # sign

STEP 3:	Enter the work type that you desire to dictate followed by the # sign.	<u>REPORT TURN-AROUND TIME</u>
1	H&P (preop)	4 to 6 hours
1	H&Ps (routine)	6 to 8 hours
2	Consultation	8 hours
3	OP Report	6 to 8 hours
4	Miscellaneous Procedure	8 to 12 hours
5	Discharge Summary	24 to 48 hours
6	STAT	Immediately, minimum 2 hours
7	ER Report	6 to 8 hours
8	Letters	24 to 48 hours
9	Progress Note	6 to 8 hours
0	Radiology	0 to 6 hours
11	Wound Healing Center Report	6 to 8 hours

STEP 4: Enter the Patient’s Medical Record Number followed by the # sign.

STEP 5: Begin dictating after the tone:
• Please state your name clearly at beginning of each report.
• Please state and spell patient's name: Last, first, and any middle initial. Refer to “dictation hints” for additional information.

Below are the keypad functions while dictating



TO DICTATE

- 1 Pause
- 2 Record
- 3 Rewind
- 4 Fast Forward
- 5 Disconnect
- 8 Next Job
- * Change Modes

Debbie Marlowe 352-544-5561
Cell #: 352-398-5863
Tech Support 800-205-7047 (James)
800-555-8727 (Andy) #245
Terri Cohill (Radiology) 352-596-4406
Liz McGrogan 352-686-9159

TO DICTATE SEVERAL REPORTS (dialing into the system only once):

To separate patient reports, press 8. The system will give you a report **job number**, and then follow steps 3 & 4 above.

NOTE: Should you be unable to dictate, please call your Medical Records Department or the Transcend/MDI Support Center at **800-555-8727, Ext 337 (and page for assistance if needed).**

CUSTOMER SERVICE MANAGER: Cathy Beaver 352-596-4406 (cathy.beaver@medicaldictation.com)

GENERAL MANAGER: Jason Greening 352-596-4406 (jason.greening@medicaldictation.com)

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