

SOUTH AUSTIN MEDICAL CENTER

Dictation Instructions

as of Feb. 16, 2010

The system will prompt you through the steps indicated below. *You do not have to listen to the entire prompt before pressing a key.*

1. **Inside Hospital dial 544-5454**
Outside Hospital dial 544-5454
2. **Enter your User ID and press #.**
3. **Choose from the following list of PROFILES:**
(followed by the # key)

1- Round Rock	4- Georgetown
2- North Austin	5- St. David's
3- South Austin	6- Rehab
4. **Enter the work type ID and press #.**

Dictation Controls	
2	Record / Pause (toggle)
3	Rewind
8	End Report / New Report
9	Disconnect

Work Type Code	Work Type Description	Work Type Code	Work Type Description
09	Obs Short Stay H&P	35	Electrocardiogram
10	Pre-admit H&P	36	Renal Return Visit
11	H&P	37	Renal New Pt Report
12	Consultation	39	Renal Consultation
13	Progress Note	40	Renal Transplant Annual Report
14	Operative Report	41	Bone Densitometry
15	Discharge Summary	42	CT Heart Score
16	Death Summary	43	Cystometrogram
20	Letters	44	Doppler
21	ER Report	45	Echocardiogram
22	Delivery Note	46	Electroencephalogram
23	Cardiac Catheterization	47	Electrophysiology
24	Procedure Note	48	Holter Monitor
25	Endoscopy Report	50	Myocardial Perfusion Scan
26	Sports Ortho (Hancock)	51	Peripheral Vascular Report
27	Lakeway Communication Note	52	Polysomnography
28	Sports Ortho (RR)	53	Pulmonary Function Test
29	Sun City Communication Note	54	Stress Test
30	Urgent Care Clinic Report	56	Vascular Access Report
31	Code Notes	57	Tilt Table Study
32	Post Admit Evaluation		

4. **Enter the Account Number (NOT Medical Record Number) and press #.**
Begin entry *after third zero* (note: it will be an eight digit entry)
(If unknown, just enter 9 followed by the # key).
5. **Press 2 to begin recording at the tone.**
Note: The "2" toggles between pause and dictate. The button on the handset of the Dictaphones performs the same function. *Please use this "pause" function when not dictating.*
6. **Press 9 to disconnect. As confirmation of dictation, you will hear a Job ID number. OR**
Press 8 to end and begin the next patient, then re-key work type and Patient Account Number.