


DICTATION INSTRUCTIONS:

- **Dial dictation line:** You can use any of these numbers to access the system.
 - **806-740-3343** (Grace)
 - **806-725-1200, 51200** or **88** if on campus (Covenant Texas)
 - **1-877-202-9878** (Providence)
- **Enter your Provider ID Number (XXXX) and press #**
- **Enter the proper Facility/Location Code and press #**
 - 314 Children's
 - 315 Levelland
 - 316 CMC
 - 319 Plainview
 - 320 Specialty Hospital
 - 322 Grace Surgical Hospital & Grace Surgical Center
 - 323 Covenant Health Hobbs Hospital
- **Enter the Work Type and press #**
 - 0 Sleep Study
 - 2 Consultation
 - 3 Discharge Summary
 - 4 History and Physical Examination
 - 6 Operative Report
 - 7 Emergency Department Report
 - 10 Special Studies: EEG, Holter Monitors, Electrophysiology Report
- **Enter the Epic CSN and press #** (Contact Serial Number)/Account Number of patient.
- **Press 2 to Record, 4 to Pause/Stop, 5 to finish the report, obtain confirmation number.**
- **Press * after pressing 5 to replay receipt/confirmation number if needed.**

Keypad Functions:

	<p>Quick Reference (The options below can be used at any time while in DICTATE mode.)</p> <p>2. Record/Pause Toggle Record new dictation at current position, overwriting dictation from this position.</p> <p>3. Rewind While in Playback mode, will rewind the dictation 4 seconds each time pressed.</p> <p>4. Stop Stops recording or playback.</p> <p>5. Done Will complete the existing dictation, play receipt/confirmation number, and start a new dictation.</p> <p>6. Continuous Fast Forward Will start fast forwarding and continue fast forwarding until another key is pressed.</p> <p>7. Forward While in Playback mode, will fast forward the dictation 4 seconds each time pressed.</p> <p>8. To Start While in Playback mode, will rewind the dictation to the beginning of the dictation.</p> <p>* If pressed after 5, will replay receipt/confirmation.</p> <p># Command Will switch to functions that are based on pressing two keys.</p>
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Additional Commands
#3 - Help

STAT: Contact Regional Transcription Support Team and they will mark the report STAT
Regional Transcription Support Team is available at 1-385-722-2309