**INSTRUCTIONS FOR DICTATIONS**

* Dial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Enter your Provider ID number:
  + If your ID is less than five digits, enter ID followed by the # sign.
* Enter PIN followed by the # sign.
  + Enter the 3-digit work type.
  + If the work type is less than three digits, enter the work type followed by the # sign.
* Enter the Patient Identifier followed by the # sign (MRN).
  + Dictate the Financial Identification Number (FIN).
  + Begin your dictation.

COMMON COMMANDS

* Press 3 to reverse and listen (5-second increments).
* Press 4 to pause (enter 2 to resume dictation).
* Press 5 to separate multiple reports.
* Press 6 to go to the end of the dictation.
* Press 7 to fast forward.
* Press \*7 to specify a PRIORITY dictation.
* May be entered any time after the dictation has begun.
* Press 8 to reverse to the beginning.
* Press 9 to disconnect.

DICTATION REVIEW INSTRUCTIONS

* Dial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Enter your Provider ID number:
  + If your ID is less than five digits, enter # sign.
  + Enter PIN followed by the # sign.
  + Press star key (\*) to change modes.
  + Press 2 to select listen mode.
  + Enter 3-digit work type.
  + If the work type is less than three digits, enter the work type followed by the # sign.
  + Enter Patient Identifier followed by the # sign (MRN).

RESET PROCESS FOR EXPIRED PIN

* Dial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Enter your Provider ID number:
  + If your ID is less than five digits, enter ID followed by the # sign.
* Enter expired PIN followed by the # sign.
  + PINs expire every 180 days.
* Create new PIN for the system followed by the # sign.
  + Minimum 6 digits.
  + Not allowed to reuse PINs.
* Re-enter new PIN followed by the # sign to confirm. The PIN will either be accepted, or the system will prompt the user to begin again.
  + After changing or setting a PIN, the user is prompted to select an operation.
  + Select 1 to dictate.

THE SETTING

* A quiet spot is preferred.
* Minimize background noise.
* Do not use a cell phone.

DURING THE DICTATION

* State the FIN number.
* Use proper English – no slang or abbreviations.
* Speak loudly, clearly, and slowly.
* Use the Pause Button (4) often – even if you are only going to check something for a moment.
* Press 2 to resume dictation.

FINISHING THE DICTATION

* Instruct the transcriptionist where copies should be distributed.
* Must specify a provider rather than a location.
* Dictator and co-signer automatically receive copies.
* Press 9 if finished or 5 to begin dictating a new report.
* Problems? Contact the Help Desk at 973-7728 (3-7728 in-house) or toll-free at 1-888-827-7728.