

Dictation Instructions

Children's Hospitals and Clinics of Minnesota

If any questions or you need a dictation/provider ID, please contact:

Jennifer O'Connell, Transcription Manager, at 612.813.5892 or Joyce Price, Transcription Coordinator, at 612.813.6898

1. Dial 612-813-6211 (5-6211 internally)
2. Enter your provider ID followed by the # sign.
3. Enter numerical report type (see list below) followed by the # sign.

1 – Stat Report	4- Operative/Procedure Report
2- Inpatient History and Physical	5- Narrative/Discharge Summary
3- Inpatient Consultation	
4. Enter medical record number followed by the # sign, if unknown, enter 222222
5. Begin dictation. –
 - State **your name**
 - State **Campus/worktype** (e.g. **Mpls History and Physical**)
 - State **patient's name** clearly, spell if it has an unfamiliar name/spelling.
 - State **Date** that patient was seen.

EXAMPLE: This is Dr. Jane Doe dictating a Minneapolis Consult on [patient name] who was seen on [xx/xx/xxxx].

6. When finished press 5, record confirmation number. (recommend on visit sheet)
If you provide us with the confirmation number, we can find the report.

** press 07 anytime in your dictation to interrupt the report if you cannot finish it.

NOTE: When dictating more than one report at a time, touch 5 at the end of each report. You will be prompted for the next report type and medical record number for your next dictation. This electronically separates reports & helps us find dictations later.

DICTATION CONTROLS

- | | |
|-----------------------|--------------------------------------------------------------------------|
| 2 – Resume Dictating | 8 – Move to Beginning of Dictation |
| 3 – Rewind | 02 – Continuous Forward |
| 4 – Pause | 04 – Move to End of Dictation |
| 6 – Continuous Rewind | 07 – Interrupts Report, allows user to add on to report at a later time. |
| 7 – Play | 5 - End Report |

TO ADD TO AN INTERRUPTED REPORT

1. Dial 612-813-6211
2. Enter your provider ID followed by the # sign.
3. You will hear a prompt indicating that you have interrupted jobs.
 - Press 1 to retrieve
 - Press 2 to ignore
4. If you retrieve, the dictation will start playing back to you
 - Press 04 to move to the end of the job.
 - Press 3 to rewind and play back the last couple of sentences
 - Press 2 to record.



Delivering Next Generation Care

Basic Elements of Good Dictation

- Organize your data before dictating.
- Dictate in appropriate areas away from distractions and noise. Ensure location is secure and quiet.
- Do not use speakerphones or cell phones.
- Speak clearly and loudly, in a normal conversational voice.
- Do not rush. Dictate at an even pace throughout the report so the transcriptionists can hear every nuance of a vowel or consonant in a word.
- Dictate appropriate identification information:
 - State **your name**
 - State **Campus/worktype** (e.g. **Mpls History and Physical**)
 - State **patient's name** clearly, spell if it has an unfamiliar name/spelling.
 - State **Date** that patient was seen.

EXAMPLE: This is Dr. Jane Doe dictating a Minneapolis Consult on [patient name] who was seen on [xx/xx/xxxx].

- Give hints in areas that could be misunderstood, such as ABduction or ADduction, hyPER and hyPO tension, one-five for 15, five-O for 50.
- Avoid using abbreviations unless stating what it stands for at least once in the report.
- When listing medications, never abbreviate. Spell any uncommon drugs. Many drugs sound alike, so be very clear (i.e., Endal, Inderal, MiraSept, Mircette). Try to dictate dosage instructions consistently (in the same sequence) throughout.
- Delineate lab values. While you are reading them and they make perfect sense to you, but it can be very confusing to sort out what part of a number goes with what when you are listening to a bunch of numbers. The transcriptionist cannot always tell where one value stops and the other begins. For example, the value “133.6” could be a single value, but it could also represent two separate values where a dictator fails to indicate a new lab test. Thus, a sodium of 130 and a potassium of 3.6 can sound like “133.6” if the dictator merely provides back-to-back values without a test indicator by dictating “130, 3.6. .” and so on.