

DICTIONARY INSTRUCTIONS

Inside LPCH Dial: 7-8278
Outside LPCH Dial: (877) 577-9980

The system will accept any entry of data prior to completion of verbal prompts for steps 1 – 5.

1. Enter your Physician ID Number, **without leading zeros**, followed by the # sign.
2. Enter Clinical Area Code followed by the # sign:
 - 1 – Inpatient Encounter
 - 3 – SDC Encounter
 - Table – Outpatient Encounter

Adolescent Medicine	200	Liver Transplant	88
Allergy/Immunology	202	Nephrology	96
Audiology	203	Neuro Oncology	269
BMT	40	Neurology	97
Cardiology	42	Neurosurgery	100
CV Transplant	211	OB	270
Child Psychiatry	126	OB Genetics	236
Craniofacial Anomalies	209	OB PDC	271
Craniosynostosis	210	Occupational Therapy	242
Dermatology	57	Oncology	103
Diabetes	213	Ophthalmology	65
Eating Disorders	215	Orthopedics	243
Endocrinology	61	Pain Management	111
ENT	62	Pedi Clinical Research	272
Gastroenterology	67	Physical Therapy	118
General Surgery	143	Peds Weight Clinic	288
Genetic Counseling	268	Plastic Surgery	119
Genetics	72	Primary Care	125
Genetic Metabolism	220	Pulmonary	127
Hand	77	Rheumatology	80
Hematology	78	Speech Therapy	261
Development & Behavior	223	Urology	148
Infectious Disease	81	Vascular Malformation	267
Kidney Transplant	86		

3. Enter Work Type followed by the # sign.

History & Physical	2	Interim Summary	8
Inpatient Consultation	4	Clinic Visit / Consult / Note	10
Operative Report	5		
Inpatient Letter	6	EEG	11
Discharge Summary	7	Outpatient Letter	13

DICTATION INSTRUCTIONS (continued)

4. Enter patient's 8-digit financial number (FIN Nbr) followed by the # sign. When the FIN Nbr is unavailable, enter the 8-digit medical record number (MRN) followed by the # sign.
5. Press **2** and listen for the "bong" tone to begin dictating. To pause, press **2** to prevent long blank spaces.

Begin by stating:

- Your first name, last name (please spell), and title
- Patient's first and last name (please spell)
- Patient's MRN
- Attending physician's name
- Name of clinic
- Type of report
- Date of service
- Additional copies (please spell out-of-area doctor & facility names)

Available dictate control functions:

2	Dictate / Pause	6	Mark as STAT
3	Short rewind & play	77	Rewind to beginning & play
44	Go to end	8	New report
5	Disconnect	#	Play Job ID Number

6. When dictation is complete, press # for a Job ID Number. *Note this number in the patient's record.*
7. To begin dictating a new report, press **8** and repeat steps 2 – 6.
8. Press **5** to disconnect, or simply hang up.