

## Dictation Key Pad Commands



**\*Record Job ID Number on patient record for future reference.**

## Dictation Instructions



**M\*Modal Customer  
Support  
1.888.DICTATE(342.8283)**

**SMMC HIM Dept  
415.750.5767 (Main)  
415.750.5765 (Transcription)**

If outside the hospital  
dial **415.750.5590**

Or if within the hospital  
dial ext. **5590**

1. At voice prompt enter your 5-digit User ID and the # key (please use user id#40100 if you do not have a number)
2. At voice prompt, enter Work Type followed by #
3. At voice prompt, enter 8-digit Account Number followed by # (please enter Medical Record # if Account # is unknown)
4. After the Tone, Press 2 to begin recording.

**(IMPORTANT – PLEASE WAIT FOR THE VOICE PROMPT TO COMPLETELY PLAY BEFORE PRESSING THE 2 KEY)**

*State your name clearly. Spell patient name, dictate account number (if not available, then medical record number), relevant dates, attending physician, and all providers to be cod'd on report*

## WORK TYPES

- 1 – Pre-Op H&P
- 2 – H&P
- 3 – Transfer Summary
- 4 – Consultation
- 5 – Operative Report
- 6 – Discharge Summary
- 7 – Electrodiagnostic Study
- 8 – Team Conf Notes
- 9 – ED Report
- 15 – Spine Center Op Note
- 16 – Psych Discharge Sum
- 17 – Letter
- 19 – ED Admission Report
- 21 – Internal Medicine Consult
- 22 – Rehab H&P
- 24 – Rehab Consultation
- 25 – Procedure Report
- 30 – EEG
- 50 – Colonoscopy
- 60 – Hospitalist Disch Sum