

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