

**ADVENTIST HINSDALE
HOSPITAL**

**ADVENTIST LA GRANGE
MEMORIAL HOSPITAL AND**

**ADVENTIST BOLINGBROOK
HOSPITAL.**

**ACCESSING THE
DICTATION SYSTEM**

To Access Dictation System:

In Hospital x8585
Out of hospital 630-856-8585:
Hinsdale & Bolingbrook:
La Grange: 708-245-8585

For More Assistance-Dial
Transcription Department
630-856-8520, Option 3.

DICTATION ID # 116719

FACILITY ID NUMBERS:
HINSDALE-22
LA GRANGE-18
BOLINGBROOK-14

PLAY/RECORD CONTROLS:
2 = Record/Pause
3 = Short Rewind
4 = Fast Forward
5 = End Job and Disconnect
6 = Priority
7 = Rewind Beginning to Play
8 = End Job/New Report
19 = Repeat Confirmation ID #

When Paused, announce "Pausing" every 30 seconds.
Automatic disconnect after 15 minutes of pause.
Announce confirmation number after each accepted dictation.
When dictating multiple reports, press 8 between reports.

Telephone Dictating Instructions

Welcome to the Adventist Health System dictation system.

Step 1: Please enter your facility ID followed by the # key. Hinsdale-22, La Grange 18 & Bolingbrook 14.

Step 2: Please enter your Speaker Code (Physician ID) followed by the # key.

Step 3: Please enter work type followed by the # key. If an invalid work type is entered, the prompt "Invalid entry. Please enter work type followed by the # key" will be played.

Step 4: Enter FIN number (patient account number), followed by the # key. *If unavailable, please enter 1234567#.*
Radiology will be prompted to enter PACS ID number.

Step 5: Dictate Prompt will state, To Dictate press 2.
This will be repeated every 20 seconds.
Please state your Name, Patient's Name (Spell Out), Work type, and Date of Service. State Medical Record or Account Number (FIN), if available.

HELPFUL HINTS:

When Dictating CC Physicians please clearly state first and last name of physician.
Always state the work type and patient name when dictating.

Always provide dates, i.e. date of service.

WORK TYPE ID NUMBERS:

History & Physical	1
Consultation	2
Emergency Report	3
Rehab Admission	4
Operative	8
Delivery Summary	9
Discharge Summary	10
Pain Clinic	12
Fluorescein Angiography <i>only at La Grange</i>	13

**BEHAVIORAL HEALTH REPORTS
WT ID NUMBERS only at Hinsdale
and La Grange:**

BH History & Physical	14
BH Consultation	15
BH Discharge Summary	16
BH Operative Report	17

CARDIOLOGY REPORTS:

Pacemaker Insertion	18
Cardioversion	19
Cardiac Catherization	20
Echocardiogram	21
Electrophysiology	22
Event Record	23
Holter Monitor	24
Signal-Averaged EKG	25
Stress Echocardiogram	26
Stress Test	27
TEE	28
Tilt Table	29
PFT <i>only at Bolingbrook</i>	35

NEUROLOGY REPORTS:

BAER	30
EEG	31
EMG	32
Visual Evoked Response	33

**RADIOLOGY & RADIATION
ONCOLOGY REPORTS:**

RO Consultation	40
RO Discharge Summary	41
RO Procedure	42
RO Progress Note	43
RO Follow Up	44
RO On-Treatment Visit	45
RO ReConsultation	46
RO Completion Summary	47
RO Clinical Plan	48
RADIOLOGY REPORTS	50