

**RUSH-COPLEY MEDICAL CENTER**

**DICTATION SYSTEM INSTRUCTIONS**

(To Dictate a Report)

1. Dial: 72                    ON PREMISES  
          978-6772            OFF PREMISES

2. Enter your ID #

3. Enter **CORRECT WORK TYPE**

(To ensure that dictated reports can be tracked and given proper priority)

01	H&P/CONSULTS	11	PHYSICAL THERAPY
02	OPERATIVE REPORTS	15	CARDIAC CATH & ANGIOGRAM
03	DISCHARGE SUMMARIES		
04	STATS & PRE-OP H&P/CONSULTS	20	ECHOES
05	PAIN CLINIC	25	CARDIAC MISC.*
		30	NEURODIAGNOSTICS

**\*EXERCISE STRESS, EVENT RECORDER, HOLTER MONITOR,  
STRESS ECHO, & PULMONARY FUNCTION TESTS**

4. Enter patient's **six-digit birthdate (MMDDYY)**  
(To ensure correct patient id)
5. Begin to dictate. **ALWAYS** start with **SPELLED OUT PATIENT NAME, MEDICAL RECORD NO., & DATE OF SERVICE.**
6. For each new report, press **5**, then enter a **new work type & new patient's birthdate**  
(To ensure proper tracking and priority)
7. Press # at the end of dictation.

**REPORT REVIEW INSTRUCTIONS**

(To listen to a report that has already been dictated)

1. Dial: 72                    ON PREMISES  
          978-6772            OFF PREMISES
2. **Press #1**
3. Enter your ID#
4. Enter work type (see above)
5. Enter patient's six-digit birthdate (MMDDYY)
6. All accessible reports for this patient will come up. Press 5 until desired report is reached.
7. To exit review mode, press #.