

---

## Dictation FYI March 2024

---

### Access Numbers

- Within UVAHS – 7-4414
- Outside UVAHS – 1-855-260-8577

### Dictation Instructions

1. Enter the **Location Code** followed by the # key
2. Enter your **User ID** (SMS Number) followed by the #key
3. Enter your **Password** followed by the # key
4. Enter the **Work Type\*** followed by the #key
5. Enter the **Medical Record Number** (MRN) followed by the# key
6. Enter the **Date of Service** followed by The # key (e.g. MM/DD/YY)
7. Enter the **12 Digit CSN** followed by the # key
8. Select **2**, state the **Attending Physician Name** after the tone, and begin dictating
9. Select one of the following options once your dictation is complete:
  - Press **5** for a job confirmation number and hang up OR
  - Press **8** for a job confirmation number and to continue dictation for another patient or report

**Note:** For a “Stat” Report, select the \* key at any time during your dictation. Stat reports are limited to patients transferring to another treatment facility.

### Listen Instructions

1. Follow steps 1 through 3 in the Dictation Instruction section
2. Disregard the work type prompt and select the \* key
3. Select **2** to listen (Press 3 for the subject number???)
4. Enter the **MRN** followed by the # key
5. Select **8** to end listening to the current report
6. Select **5** to disconnect

### Required Dictation/Documentation Elements

- |                              |                                  |
|------------------------------|----------------------------------|
| • Dictating provider name    | • Discharge Date (if applicable) |
| • Patient name (spelled out) | • Procedure Date (if applicable) |
| • MRN                        | • Attending Physician Name       |
| • CSN                        | • “CC’s” (name and address)      |
| • Admit Date                 |                                  |

Please refer to Medical Center Policy 0094 for specific documentation required elements

### Keypad Shortcuts

Code	Description
1	Hold (Press 3 to Release)
2	Record/Stop
3	Rewind & Listen
4	Fast Forward to End

Code	Description
5	Disconnect
7	Rewind to Beginning & Play
8	Dictate Multiple Reports
*	STAT Report Designation

### \*UVAHS Work Types & Additional Information

Work Type Description	Work Type Code	Additional Information
3	Discharge Summary	Dictated within 24 hours post discharge
4	Emergency Department Record	Dictated on day of admission if admitted. If not admitted, dictated 3 days post discharge.
5	Letter to Referring Provider (Inpatient Only)	Must list the referring provider as a “cc” for distribution purposes
6	Operative Report	Dictated within 24 hours post procedure
7	Endoscopy Report	Dictated within 24 hours post procedure
8	Outpatient Surgery Center Operative Report	Dictated within 24 hours post procedure
12	Outpatient Surgery Center Endoscopy Report	Dictated within 24 hours post procedure
18	Consultation Report	Dictated within 2 hours post consultation for emergent cases. All others must be dictated within 24 hours of consultation.
22	Letter to Referring Provider (Ambulatory Only)	Must list the referring provider as a “cc” for distribution purposes
50	Progress/Clinic Note	Dictated within 10 days post visit
88	Letter to Patient (Inpatient Only)	Do not add the patient name to the “cc” list
---	Letter to Patient (Ambulatory Only)	Contact your Ambulatory Business Manager or visit the HIS intranet web site for the work type and location code

### Support Needs

(434)-924-5136

### Interested in Utilizing Voice Recognition Software?

Send an email request to: CL [HIMDATA@uvahealth.org](mailto:HIMDATA@uvahealth.org) or call (434) 924-2276