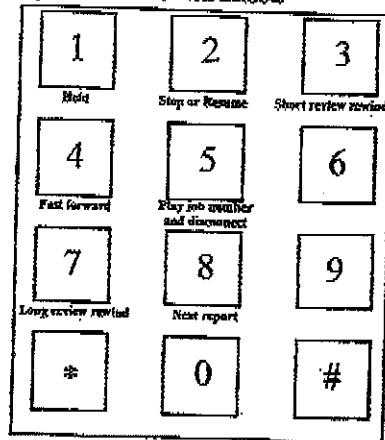


To RECORD Press Two (2) on the keypad

Keypad Command List

- 1 = Hold
- 2 = Stop or Resume
- 3 = Short review rewind
- 4 = Fast forward
- 5 = Play job number and disconnect
- 7 = Long review rewind
- 8 = Next report
- ## = Play job ID/confirmation number




COMMUNITY MEDICAL CENTERS

DICTATION INSTRUCTIONS

CRMC CORPORATE DICTATION INSTRUCTIONS

To Access the Dictation System: Dial (559) 459-3935

Enter your User ID # followed by the pound (#) key

Enter Hospital ID number followed by the (#) key

1 = CRMC Fresno

2 = CCMC Clovis

4 = CRMC Cedar Rapids

5 = CBHC Community Behavioral Health Center

Enter (2) digit work type number followed by the pound (#) key

Enter (8) digit patient medical record number followed by the (#) key

Work Types

- 01 = Pre-Operative H&P
- 02 = Non-Surgical H&P
- 03 = Consultation
- 04 = Operative Report
- 06 = Stat Transfer Summary
- 07 = Discharge Summary
- 08 = Misc. Confidential Memos
- 09 = Pulmonary Function Test
- 10 = Team Conference
- 11 = Emergency Room
- 12 = NICU Progress Note
- 13 = Progress Note
- 14 = Follow-Up Report
- 15 = EEG
- 16 = Auditory Evoked Response
- 17 = Visual Evoked Response
- 18 = Procedure Report
- 19 = Trauma Stabilization Report
- 20 = Psychiatric Evaluations
- 22 = Psychiatric History & Physical Exam
- 26 = Psychiatric Discharge Summary

Cardiology Work Types

- 50 = Catheterization Report
- 51 = Cardiology Operative Report
- 52 = Cardiology Cardioversion
- 53 = Carotid Ultrasound Report
- 54 = Cardiology Consultation Report
- 55 = Cardiology Angioplasty Report
- 56 = Cardiology Nuclear Stress Test
- 57 = Echocardiogram
- 58 = Cardiology Electrophysiological Study
- 59 = Cardiology Transesophageal Echocardiogram
- 60 = Holter Monitor Report
- 61 = Electromyography Report
- 64 = Cardiac Stress Test

For additional assistance, please dial extension 5-6477 or 459-6477

Dictation Tips

1. Eliminate background noise by dictating in a quiet area. Cell phones are discouraged.
2. Speak clearly and be prepared before beginning your dictation.
3. Say your full name at the beginning of each dictation. Say section headings. For example, "History and Physical" or "Medications"
4. Say "number" when enumerating lists. For example, "Number one, number two", do not say "Next number" or "Number next".
5. Do not spell words or medications unless it is extremely unusual.