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 patient number and disconnect
7 = Long review rewind
8 = Next report
## = Play patient ID/confirmation number

COMMUNITY MEDICAL CENTERS

DICTATION INSTRUCTIONS

CMHC CORPORATE DICTATION INSTRUCTIONS

To Access the Dictation System: Dial (559) 489-3935
Enter your User ID # followed by the pound (#) key
Enter Hospital ID number followed by the (0) key
1 = CMHC Fresno
2 = CMHC Clovis
3 = CMHC Cedars Campus
4 = CMHC Community Behavioral Health Center

Enter (2) digit work type number followed by the pound (#) key
Enter (6) digit patient medical record number followed by the (0) key

Work Types
01 = Pre-Operative H&P
02 = Non-Surgical H&P
03 = Consultation
04 = Operative Report
05 = Summarize Summary
07 = Discharge Summary
08 = Misc. Confidential Memo
09 = Pulmonary Function Test
13 = Team Conference
14 = Emegency 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 = Echocardio gram
58 = Cardiology Electrophysiological Study
59 = Cardiology Transophageal Echocardio gram
60 = Holter Monitor Report
61 = Electromyography Report
64 = Cardiac Stress Test

For additional assistance, please dial extension 5-6477 or 429-6477

Dictation Tips
1. Eliminate background noise by dictating in a quiet area.
2. Speak clearly and be prepared before beginning your dictation.
3. Say your full name at the beginning of each dictation. Say一句话 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.