**Children's Healthcare of Atlanta**

**Dictation Instructions**

Dial 404-785-3770 for SR, HSOC, CPG dictations

Dial 404-785-6271 for ECH dictations

Enter Dictator ID \_\_\_\_, then press # key

Enter facility code followed by the # key

 1. Scottish Rite

 2. Egleston

 3. Hughes-Spalding

 4. Children's Pediatric Group

 5. CCDHC

 6. Meridian Mark

Enter Work Type, then press #key

Enter medical record number, then press # key

**TO RECORD**:

Press 2 to record, press 2 to pause during recording, press 2 to resume recording

**TO REWIND**:

Press 3 for short review or press 7 for full review.

**FAST FORWARD BY 5 SECONDS**:

Press 4

**EDIT DICTATION**

Rewind to locate dictation (by hitting 3 until you get to your spot to be deleted), press 2 and record over unwanted dictation.

**DICTATE ANOTHER REPORT WITHOUT HANGING UP**

Press 8 and respond to voice prompts as above.

**TO END DICTATION:**

Press 5 – you will

be given a JOB ID# for your records.

**TO GET CONFIRMATION # ON DEMAND:**

Press \* – you will

be given a JOB ID# for your records.

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| **Scottish Rite** |  | **Egleston** |
| **WT** | **Description** |  | **WT** | **Description** |
| 1 | Pre-admit History and Physical |   | 1 | History and Physical |
| 2 | History and Physical |   | 2 | Pre-admit History and Physical  |
| 3 | Consult |   | 10 | Operative Note |
| 4 | Operative Note |   | 20 | Discharge Summary |
| 5 | Neurophysiology |   | 26 | Pain Management |
| 6 | Discharge Summary |   | 30 | Consult |
| 10 | Craniofacial Clinic |   | 32 | Liver Clinic |
| 11 | Genetics Clinic |   | 35 | Child Advocacy |
| 20 | Clinic Note |   | 40 | Gi Procedure |
| 23 | Brain Tumor |   | 99 | Cardiac Discharge Summary |
| 24 | Satellite Boulevard HP |   |   |   |
| 25 | Child Advocacy |   |   |   |
| 26 | Pain Management |   |   |   |
| 50 | Muscular Dystrophy |   |   |   |
|   |   |   |   |   |
| **Hughes Spalding**  |   | **CPG** |
| **WT** | **Description** |   | **WT** | **Description** |
| 55 | Child Advocacy |   | 10 | Infectious Disease - EP |
| 56 | Neuropsych Evaluation - Pre-School |   | 11 | Infectious Disesae - NP  |
| 57 | Neuropsych Evaluation - School Age |   | 12 | Rheumatology EP |
| 58 | Sickle Cell Clinic |   | 13 | Rheumatology NP |
|   |   |   | 14 | Pulmonary EP and NP  |
|   |   |   | 16 | Endocrinology EP and NP  |
|   |   |   | 22 | Allergy NP and EP |
|   |   |   | 24 | Neprhology EP Letter |
|   |   |   | 25 | Nephrology etterNP  |
|   |   |   | 28 | Gastroenterology Letter |
|   |   |   | 30 | Cystic Fibrosis Letter |
|   |   |   | 35 | Apnea Clinic Note |
|   |   |   | 44 | Neurology EEG  |
|   |   |   | 45 | Neurology Clinic |
| **CCDHC** |   | **Meridian Mark** |
| 18 | CHR Initial Visit |   | 22 | Meridian Mark History and Physical |
| 19 | CHR Follow-up Visit |   | 4 | Operative Note |
|   |   |   | 6 | Discharge Summary |
|   |   |   |   |   |

**Phone Keypad Mapping**

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| --- | --- | --- |
| **Key** | **Phone Keypad Mapping** | **Key Functionality** |
| **1** | Invalid | That feature is not implemented, please try again." Followed by 2 beeps to signify the dictator is now in pause mode. |
| **2** | Record/Pause Toggle | Press 2: RecordingPress 2 again toggles to pause mode: "Beep-beep."  Repeated every 15 seconds while the dictator is pausing |
| **3** | Rewind by 5 seconds | Rewinds by 5 seconds & playbacks dictation. Pressing the 3 key multiple times will rewind in additional 5 second increments (if you hit the 3 key twice it will rewind by 10 seconds).  When play back ends:  "You've reached the end of this report."  Followed by 2 beeps to signify the dictator is now in pause mode. |
| **4** | Fast Forward by 5 seconds | 4 pressed once: FF by 5 seconds4 pressed again: FF to the end of the dictation. "You've reached the end of this report."  Followed by 2 beeps to signify the dictator is now in pause mode.       |
| **5** | New Dictation | "Completed.  Job Id xxxxx.  Thank you for your dictation, good bye." |
| **6** | Stat Toggle | Press 6: "Marked Stat"Press 6 again: "Stat Cleared" |
| **7** | Play From Beginning | Play back from the beginning of the dictation.  When the end of the dictation is reached: "You've reached the end of this report." Followed by 2 beeps to signify the dictator is now in pause mode.  |
| **8** | End current, begin new | Completed.  Job Id xxxxx.  Begin new dictation - start at facility prompt |
| **9** | Invalid | "That feature is not implemented, please try again.  To continue recording press 2.  If you're done with this report press 5. "      |
| **0** | Invalid | "That feature is not implemented, please try again." Followed by 2 beeps to signify the dictator is now in pause mode. |
| **\*** | Play Job ID | "Job ID xxxxx."   Followed by 2 beeps to signify the dictator is now in pause mode.       |
| **#** | Invalid | "That feature is not implemented, please try again." Followed by 2 beeps to signify the dictator is now in pause mode. |