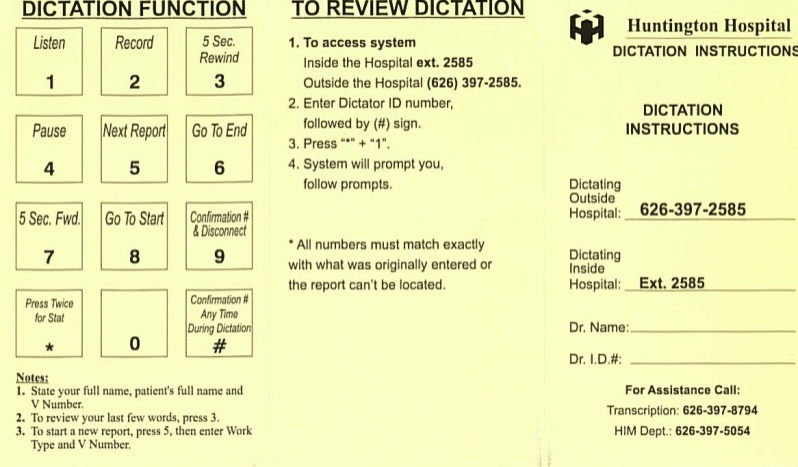
**Turn Around Time Dictation System**

For questions contact Medical Records at 626-397-5054 or Transcription Assistance at 626-397-8794.

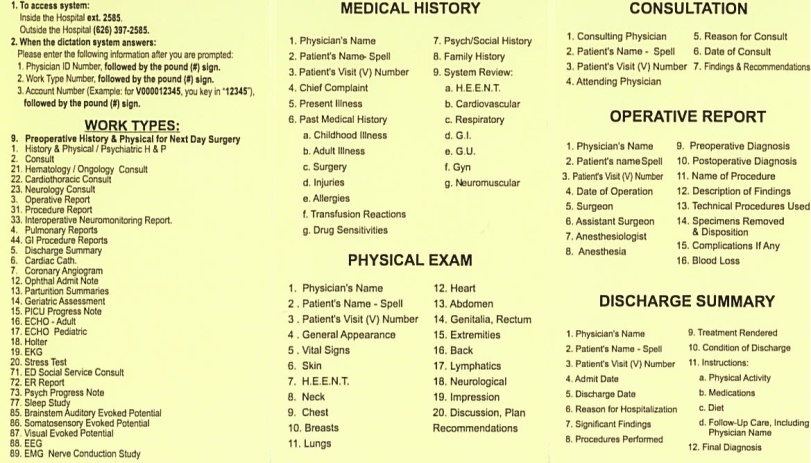
**To Dictate a Report**

1. Dial 2585 from inside the hospital or

626-397-2585 from outside the hospital

1. Enter 5 digit employee ID/dictation number then press # key
2. Enter work type number, then press # key
3. Enter patient visit number, then press # key

Notes:

1. State your full name, patient’s full name and visit number.
2. State what the date of service is/was.
3. To review your last few words, press “3”.
4. To start a new report, press “5”, then enter Work Type and visit number.

**To Review Dictation**

1. Dial 2585 from inside the hospital or

626-397-2585 from outside the hospital

1. Enter 5 digit employee ID/dictation number, then press # key.
2. Press “\*” + “1”
3. System will prompt you, follow prompts.

**Turn Around Time Dictation System**

**Dictation Functions**

|  |  |
| --- | --- |
| 1. Listen | 7. 5 Sec Rewind |
| 2. Record | 8. Go To Start |
| 3. 5 Sec rewind | 9. Confirmation # & Disconnect |
| 4. Pause | \* Press Twice for Stat |
| 5. Next Report | # Confirmation # Any Time During Dictation |
| 6. Go To End |  |

**Work Types**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **9** | Preop H&P For Next Day Surgery | **17** | ECHO - Pediatric | **77** | Sleep Study |
| **1** | History & Physical; Psychiatric H&P | **18** | Holter | **85** | Brainstem Auditory Evoked Potential |
| **2** | Consult | **19** | EKG | **59** | Palliative Care Progress Note |
| **21** | Hematology/ Oncology Consult | **20** | Stress Test | **60** | Pediatric Prgress Note |
| **22** | Cardiothoracic Consult | **34** | ECT Procedure Note | **61** | Thoracic Surgery Progress Note |
| **23** | Neurology Consult | **86** | Somatosensory Evoked Potential | **62** | Trauma Progress Note |
| **3** | Operative Report | **87** | Visual Evoked Potential | **63** | Urology Progress Note |
| **31** | Procedure Report | **88** | EEG | **64** | Vascular Surgery Progress Note |
| **33** | Interoperative Neuromonitoring Report | **89** | EMG Nerve Conduction Study | **65** | Pulmonary Progress Note |
| **4** | Pulmonary Reports | **50** | Critical Care Progress Note | **66** | Internal Medicine Progress Note |
| **44** | GI Procedure Reports | **51** | ENT Progress Note | **67** | Nephrology Progress Note |
| **5** | Discharge Summary | **52** | General Surgery Progress Note | **68** | Family Practice Progress Note |
| **6** | Cardiac Cath | **53** | Hem/Oncology Progress Note | **69** | Cardiology Progress Note |
| **7** | Coronary Angiogram | **54** | Hospitalists Progress Note | **70** | Ophthalmology Progress Note |
| **12** | Ophthalmology History & Physical | **55** | Neurology Progress Note | **73** | PPR-HMH Psychiatric Progress Note |
| **13** | Parturitiion Summaries | **56** | Neurosurgical Progress Note | **73** | PPR-HMH Psychiatric Progress Note |
| **14** | Geriatric Assessment | **57** | OB/GYN Progress Note | **74** | Infectious Disease Progress Note |
| **15** | PICU Progress Note | **58** | Orthopedic Progress Note | **75** | GI Progress Note |
| **16** | ECHO - Adult | **72** | ED Report (STAT < 2 Hours) |  |  |