



## Dictation Instructions

**Dial: 1-866-296-4600**

1. Enter your user ID then press # (see back of document)
2. Enter your PIN then press # (The user will be prompted to enter a PIN code the first time they connect)
  - You will hear two beeps. (PAUSE MODE)
3. Enter 3 for a receipt number for your dictation (optional)
4. Enter 1 to begin dictating.
5. Enter 0 at anytime to mark as 12-Hour STAT.
6. For next dictation, press 5.

**PLEASE DICTATE THE BELOW INFORMATION CLEARLY:**

- Patient's Name
- Date of Birth
- MRN
- Date of Service

**PLEASE SPELL PATIENT DEMOGRAPHICS**

**Keypad Commands:**

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| <b>1. Record/Unpause</b>        | <b>2. Play (current location)</b> |
| <b>3. Receipt Number</b>        | <b>4. Decrease Volume</b>         |
| <b>5. New Patient/Dictation</b> | <b>6. Increase Volume</b>         |
| <b>7. Rewind</b>                | <b>8. Pause</b>                   |
| <b>9. Fast Forward</b>          | <b>#4. Decrease Speed</b>         |
| <b>#6. Increase Speed</b>       | <b>#7. Play (beginning)</b>       |
| <b>*. Disconnect</b>            | <b>0. Priority (12-Hour STAT)</b> |

**For technical assistance please call 1-866-295-4600 x3319.**

## Telephone IDs for each of the Dictating users

User Name	Telephone ID
David W. Aiken, Jr, M.D	114022
Eileen Black, M.D	114023
Elliott Black, M.D	114024
Warren R. Bourgeois, M.D	114025
Emily Burke M.D.	114377
John G. Burvant, M.D	114026
Louis Cucinotta M.D	114374
Fred Defrancesch, M.D.	114983
Juan R. Escobar, M.D	114028
Marc S. Glovinsky, D.P.M.	114029
Charles Haddad, M.D	114030
Michael Hickham, M. D.	114717
David Jansen, M.D	114031
R. William Junius, III, M.D	114032
Kamran Khoobehi, M.D	114033
Bernard A. Landry, M.D.	114034
Keith Larkin, M.D.	114035
Michael Lifsey M.D.	114376
Stephen E. Metzinger, M.D.	114037
Cynthia Mizgala, M.D	114038
Dennis Occhipinti M.D.	114375
Ruth Owens, M.D	114039
Melvin L. Parnell, M.D	114040
Brian E. Schmidt, DPM	114041
Jefferey J. Sketchler, M.D	114042
Paul Spring, M. D.	114716
Robert A. Steiner, M.D	114044
Donald A. Woolridge, M.D	114045
Michael Zeringue, M.D.	114982

**Please Note:** The user will be prompted to enter a PIN code the first time they connect to the dictation system.

### C) Can you request the dictators to dictate the following at the beginning of each file:

1. Date of Visit.
2. Patient First Name and Last Name.
3. Type of Report.