Phone Dictation Instructions for Medical Records Reports

Audience: Physicians and other providers using the phone dictation system.

1. Dial **713.441.4211** or **1.833.569.2243.** This is a new number, effective Sunday, March 6.

2. Enter your **Dictation ID** and press **#**. **Note:** Do not enter the leading 0's.

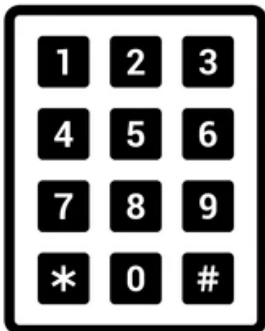3. If prompted, enter the **Location Code** and press **#**.

1 – Medical Center	**4** – West Hospital	**7** – Continuing Care Hospital
2 – Sugar Land Hospital	**5** – Baytown Hospital	**8** – Clear Lake Hospital
3 – Willowbrook Hospital	**6** – Physician Organization	**9** – The Woodlands

4. Enter the **Document Type** (aka **Report** or **Work Type**) and press **#**.

1 – History & Physical	**6** – Death Summary	**21** – Progress Note
2 – Consultation	**7** – Code Blue	**31** – Pre-Op H&P
3 – Operative Report	**8** – Procedure Note	**32** – Pulmonary Function Test
4 – Discharge Summary	**14** – H&P/Disch. Summary	**36** – EEG
5 – Labor & Delivery Note	**15** – Clinic Consult	**421** – Cupid Order Note

5. Enter the patient's **13-digit CSN number** and press **#**.
   a. **Note:** If dictating a Cupid order, enter the **Accession Number** minus the alpha characters and press **#**.

6. To begin dictating, enter **#2**.
   a. Remember to state the following**:**
      - Name of physician who is to sign/co-sign the report.
      - Report type
      - Patients' name (include spelling)
      - Patients' complete 13-digit CSN Number
      - Date of Admission, Discharge, Operative and/or Consult
        (*If no date is given for a Consult or Progress Note, the date will default to Date of Dictation*)
      - Name and credentials of person dictating, if other than staff physician.

Keypad References:
(Used to listen before ending dictation)
3. Rewind 4 secs
4. To the end
7. To the beginning
9. Forward 4 secs
0. Hear info entered at prompts
* Repeat

To mark a dictation STAT
Press **#9** while dictating, then press **#2** to resume dictation.

To pause while dictating
Press **6**, then press **#2** to resume dictation.

To end the dictation *NEW*
Press **8** without the **#** key (no longer **5**).

Confirmation Number
Will be provided after pressing **8** to end the dictation. Press ***** to repeat.

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