

**Providence St. Peter Hospital**

Dr. \_\_\_\_\_

1. To access the dictation system: Dial (360) 493-7195 or ext. 37195  
Note: Backup # of 888-744-4541(only when other # not functioning)
2. Enter your 6 digit ID Code \_\_\_\_\_
3. Enter facility code: **01) St Peter Hospital; 02) Lacey CDC**
4. Enter the 2 digit Work Type \_\_\_\_\_

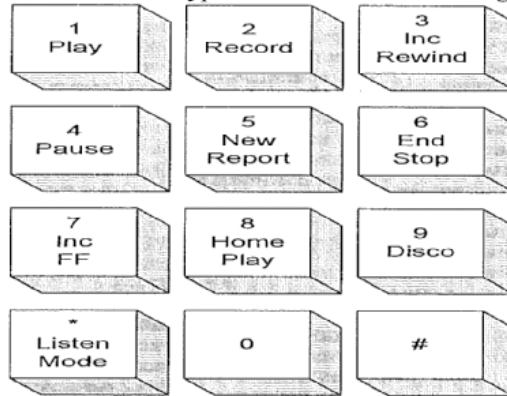
10	Pre-Op H&P	45	Progress Note
11	H&P	46	Family Practice Note
12	Consultation	47	Family Practice Letter
14	Transfer Summary	51	Myocardial Perfusion
15	STAT (1 hour)	52	Echocardiogram
21	Cardiac Cath	53	Endoscopy
22	MDA Clinic	54	Angiography
25	Exercise Stress Test	70	Neurosurgery Office Con
26	EEG	71	Neurosurgery Office P/N
27	Pulmonary Function	72	Neurosurgery Office Ltr
30	Sleep Study	73	Neurosurgery Proc Note
35	ER Admit	81	Rehab Procedure Note
36	ER Report	82	Newell-Eggert - Letter
37	CDU Discharge Summary	83	Newell-Eggert F/U Note
38	OB ED Report	84	Hecht - Letter
40	OP Report	85	Hecht - F/U Note
41	Procedure Note	86	Carter - Letter
42	Delivery Note	800	Clinic Note
43	Discharge Summary	801	Clinic Letter
44	Death Summary		

5. Enter Account Number - 10 digits (AKA Encounter Number)
6. Begin dictation at the "ready tone".
  - Please state your name clearly
  - Please state and spell patient's name and state account number
7. To dictate another report press "5". Your ID Code and Facility Code will be re-entered automatically. Continue from Step 4 above.
8. When you are done, touch "9" before hanging up.

**\*NOTE BE SURE TO PRESS "5" BETWEEN EACH REPORT YOU DICTATE AND "9" BEFORE HANGING UP!**

Dictation Questions? Call Medical Records at (360) 493-7161 or Transcend Support Center at 800-205-7047

Below are the keypad functions while dictating and listening.



**TO DICTATE**

2. Record
3. Incremental Rewind
4. Pause
5. New Report
6. End Stop
7. Incremental Fast Forward
8. Home Play
9. Disconnect
- \* Change to Listen Mode

**TO LISTEN**

Follow Dial instructions to sign onto system  
Entering your physician ID # and press \* to change mode.  
Press 2 to listen

To search by:

Dictating MD Enter 2  
Encounter # Enter 3  
Work Type Enter 4

To hear the next report press 5  
Press 0 to enter a new Encounter #  
When done, hang up.

(Rev 11/1/11)