

PHYSICIAN DICTATING INSTRUCTIONS – HOSPITAL DICTATION

- STEP 1:** Access the system
1-866-924-9551
In-House Dial 7111
- STEP 2:** Enter 2-digit facility code 95 + #
- STEP 3:** Enter your 5-digit Provider ID (MedSeries #) + #
- STEP 4:** Enter the work type + #
- STEP 5:** Enter the patient account number + #
If account number not known, **DO NOT USE ZERO'S**
Enter three 9's + # (999#)
- STEP 6:** You will be prompted to begin dictating
- STEP 7:** Press 5 to end dictation and begin another dictation;
Press 9 or hang up to disconnect from system
- STEP 8:** When using 5 or 9 to end dictation, system will provide job ID#

KEYPAD FUNCTIONS:

- 1 Resume dictation (after pausing)
- 2 Listen (after pausing)
- 3 Incremental rewind and play
- 4 Pause (press 1 to resume dictation)
- 5 End dictation and begin another dictation at step 4
- 6 Forward to end of dictation
- 7 Incremental fast forward
- 8 Rewind to start and begin playing
- 9 End dictation and disconnect from system
- #6 Stat dictation
- #4 Cancel dictation

Banner Lassen – Work Type List

WORK TYPE NUMBER	WORK TYPE NAME
5	Physician Progress Note
8	Emergency Room Report
10	History and Physical
20	Consultation
30	Operative Report
35	Endoscopy Report
40	Discharge Summary
41	Transfer Summary
50	PFT Report
59	Cardiology Procedure