eScription RH Telephone Dictation Instructions

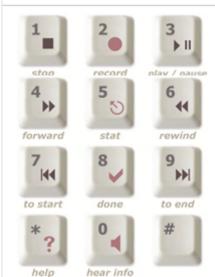
Overlake Hospital Medical Center



Dial In Instructions

- 1. Dial 844-239-9488
- 2. When prompted, enter your user ID and press #.
- 3. Press 1 to dictate or 3 to listen to a prior dictation.
- 4. Enter the document type (below) and press #.
- 5. Enter the CSN for all document types except for Cardiology (68) which will require an order number.
- 6. Press 2 to Record, 1 to Stop, 3 to Playback, and 8 to finish the report.
- 7. Press * to hear more options.

Note: Your PIN # is identical to your user ID. The Patient ID is the patient's MRN not including letters or leading zeroes.



Quick Reference (The options below can be used at any time while in DICTATE mode.) 1. Stop Stops recording or playback. 2. Record Enables user to begin recording when pressed. 3. Play/Pause While in Playback mode, will play the dictation from the beginning or from where **Forward** While in Playback mode, will fast forward the dictation 4 seconds each time pressed. 4. 5. Stat Will prioritize a dictation above the normal priority. 6. Rewind While in Playback mode, will rewind the dictation 4 seconds each time pressed. 7. To Start While in Playback mode, will rewind the dictation to the beginning of the dictation. 8. **Done** Will complete the existing dictation and start a new dictation. 9. To End While in Playback mode, will fast forward the dictation to the end of the dictation. *. Help Will playback all options listed here while in record or playback mode.

Enables user to play back the values entered at the prompts.

Document Types

- 1. History and Physical
- 2. Consultation 3. Operative Report
- 4. Discharge Summary
- 32. KPHP (KP H&P)
- 33. KPCS (KP Consult)

- 40. Procedure Report
- 44. Transfer Summary
- 51. FFG

Hear Info

0.

- 56. Progress Notes
- 62. Hospitalist HP
- 63. Hospitalist Consultation

- 68. Cardiology
- 81. Psychiatric Evaluation
- 83. Psychiatric Progress Notes