



LCMC DICTATION CARD

Directions

STEP 1 - Call number below to dictate for facility

	In-house Extension	In-house Number
Children's	4786	896-9786
Touro	8460	897-8460
UMC	6666	
West Jefferson	1767	349-1767
Outside Dictation Number	1 – 855 – 848 – 1446	

STEP 2 -Enter Site ID Number;
followed by the # sign

Site ID 1 - Childrens
Site ID 2 -Touro
Site ID 3 -UMC
Site ID 5 - West Jefferson

STEP 3 -Enter EPIC Physician ID Number,
followed by the # sign

STEP 4 - Enter Work Type Number,
followed by the # sign

See otherside for list of Work Type Numbers

STEP 5 - Enter the Patient's EPIC CSN number

STEP 6 - Press 2 to start dictating

Dictation Instructions Details

KEY	FUNCTION	
1	Pause	Pause places the system on hold for up to 15 minutes. Press 2 to continue dictation.
2	Stop / Dictate	In the voice-operated dictate mode, press 2 to stop recording. In the stop mode you will hear an intermittent beep to confirm that you are in the stop mode and are not being recorded, to resume press 2 again.
3	Short Rewind	Rewinds a few words and begins playback. When you hear the intermittent beep, press 2 to continue dictation.
4	Fast Forward	Incremental fast forward.
44	Fast Forward to end of report	Fast forwards to the end of the report.
5	Manual Disconnect from system	Ensures proper disconnect from the system. Be sure to press 5 before hanging up.
6	Priority	stat request

Dictation Instructions Details

KEY	FUNCTION	
7	Rewind to Beginning	Rewinds to the beginning of the report and begins playback. When you hear the intermittent beep, press 2 to continue dictation.
8	Save Job / New Job	Will end current report and prompt for information for next report.
*	Play Job ID	Plays job number at any time during dictation.

- Record **JOB ID** in Epic by marking reason: dictated and in the comments section enter **JOB ID**
- Spell hard to pronounce names or local names
- Residents, NP's, PA's must state their sponsoring physician's name

ATTENTION RESIDENTS:

When dictating a report you must always dictate the name of the attending for each report.

Example: "This is resident Dr. John Smith dictating for Attending Dr. Steve John"

To access Epic from a personal device visit
<https://citrix.lcmhealth.org>

and logon using your LCMC User ID (FirstName.LastName) and password.

There will be three options for providers regarding dictation:

1. Traditional Dictation

2. Voice Recognition

- Providers will have the opportunity to learn how to use the Voice Recognition Software by M*Modal Fluency Direct.
- Microphones will be available for providers to dictate straight into Epic.

3. Mobile Dictation

- Providers will have the option of utilizing the M*Modal Fluency Mobile app. The mobile app can be downloaded from the Apple and Google App Stores. Search for **M*Modal Fluency Mobile**.

CHNOLA Site ID 1

WORK TYPES	NAME
10	History and Physical
11	Operative Report
12	Procedure Note
13	Progress Note
14	Consultation
15	Discharge Summary
16	Transfer Summary
17	Death Summary
18	Psych Evaluation
19	Cardiac Cath Report
20	Clinic Notes
21	Letter
22	EEG
23	EMG
26	Polysomnography
27	Pulmonary Function Test

TOURO Site ID 2

WORK TYPES	NAME
10	History and Physical
11	Operative Report
12	Procedure Note
13	Progress Note
14	Consultation
15	Discharge Summary
16	Transfer Summary
17	Death Summary
18	Psych Evaluation
19	Cardiac Cath Report
20	Clinic Notes
21	Letter
22	EEG
23	EMG
24	Hyperbaric Oxygen Therapy
26	Polysomnography
27	Pulmonary Function Test
28	Rehab History and Physical
29	Rehab Discharge Summary
30	Radiation Therapy Follow-up Note
31	Radiation Therapy Completion

UMC Site ID 3

WORK TYPES	NAME
10	History and Physical
11	Operative Report
12	Procedure Note
13	Progress Note
14	Consultation
15	Discharge Summary
16	Transfer Summary
17	Death Summary
18	Psych Evaluation
19	Cardiac Cath Report
20	Clinic Notes
21	Letter
22	EEG
23	EMG
24	Hyperbaric Oxygen Therapy
27	Pulmonary Function Test

West Jeff Site ID 5

WORK TYPES	NAME
10	History and Physical
11	Operative Report
12	Procedure Note
13	Progress Note
14	Consultation
15	Discharge Summary
16	Transfer Summary
17	Death Summary
18	Psych Evaluation
19	Cardiac Cath Report
22	EEG
26	Polysomnography
27	Pulmonary Function Test
28	Rehab History and Physical
29	Rehab Discharge Summary