

# **Rotations, Dictations, and Facility Information**

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## Residency Website

<http://imcpodiatryresidency.wordpress.com>

If you're ever prompted for a password to access stuff, it's: !3feet11toes

## Important People to Know

- **Cami Bills** (801-507-3750, [cami.bills@imail.org](mailto:cami.bills@imail.org)) Handles IHC/resident issues. Contact for Grand Rounds food/equipment arrangements, state license/controlled substance reimbursements, online access to hospital schedules (she makes the requests), passwords, name tags, everything related to IMC/IHC call or email her first. Office on 3<sup>rd</sup> floor of building 2.
- **Dawn Bernard** ([dbarnard@utahhealthcare.org](mailto:dbarnard@utahhealthcare.org)), 801-265-2000 ext. 127): she is the St. Mark's Family Medicine Residency Coordinator. She determines your St Marks schedules, arranges for name badges, passwords etc. Her office is in the Family Medicine clinic.

## Surgery Etiquette

- Some doctors like you to call them the night before to discuss cases.
- Be on time: 15 minutes early, showing up after a case has started is bad form unless the Dr. expects you to be late for some reason. 30 minutes early if it is your first time to that hospital or surgery center. Some make you take a quick tour. It also takes a little time to find the right location and where to change.
- Pull gloves, gown, get local, position lights etc., place tourniquet (check w/ Dr. how they like it), write name/glove size on board etc.
- Always ask permission to scrub unless you're assigned to their rotation. Take no one for granted even if you've scrubbed before.
- Help transfer patient, hold leg to place splint/dressings/boot.
- Ask if you can help with post op notes/orders.
- Thank them for letting you participate **every time**.
- Always offer to dictate, if they say yes, always ask what they want the diagnoses and procedures to be, don't assume anything. Write down local type and amount used, estimated blood loss, products/hardware used, sutures used, and tourniquet time. Also find out the history of present illness to include in the dictation. Grab a sticker with the patient information and go dictate. Keeping the stickers in a little notebook or paper is a great way to keep track of patients for logging cases. The stickers have all the information you need for logging except for the procedure, so write that down and which side the surgery was performed.

## 2<sup>nd</sup> Year Rotations/Attendings

Rotation	Attending(s) / Address	Phone Number(s)	Schedule	Notes
<u>IMC/IHC Podiatry</u>	Annemarie Edwards Holladay IHC Clinic 6272 S Highland Dr. Murray, UT 84121	C: 801-550-8336 <b>Pager:</b> 801-202-1316	<b>M:</b> Clinic <b>T:</b> Clinic <b>W:</b> <b>FREE DAY</b> <b>Th:</b> <b>McKenzie Surgeries in AF or FREE DAY</b> <b>F:</b> Surg/Clinic (Riverton) <b>Weekends:</b> off	- On Fridays, you alternate clinic in Riverton with Edwards and Surgery with her
<u>IMC Pod/Ortho/Plastic</u>	Jason Dickerson Heiden Davidson Ortho 6360 S 3000 E Suite 210 Salt Lake City, UT 84121	C: 801-891-6592 O: 855-806-7846	<b>M:</b> Clinic PM, Surg qowk <b>T:</b> <b>FREE DAY</b> <b>W:</b> <b>FREE DAY</b> <b>Th:</b> <b>FREE DAY</b> <b>F:</b> Surg at IMC or Cottonwood <b>Weekends:</b> off	- Supposedly he also goes to Lone Peak, so heads-up for that
<u>St. Marks Pod</u>	Greg Rowan SLC IHC Clinic 389 S 900 E Salt Lake City, UT 84102	C: 801-244-1054 O: 385-282-2450	<b>M:</b> Clinic Rowan 7:45 <b>T:</b> Moritz/Anderson Block time at St. Mark's <b>W:</b> Surgery Rowan at IMC-SC <b>Th:</b> <b>FREE DAY</b> <b>F:</b> Rowan at St. Mark's Outpatient or <b>FREE DAY</b> <b>Weekends:</b> on-call with Rowan  <b>***Nail consults for Moritz</b>	- <b>Moritz Nail Consults:</b> office will call you and you have 24 hours to get it done. They have a bag in their office you get full of supplies, a note template to fill out, and a paper with the patients name and room number on it. put a copy of your note in the chart and get a copy of the face sheet (ask a nurse to print it) for their office. Check their office hours because they might be closed when you want to do the consult.
	Mark Moritz Mikol Anderson SLC Podiatry 1250 E 3900 S East Bldg, Ste #420 Millcreek, UT 84124	O: 801-269-9939  Mikol Cell: 801-860-1749		
<u>VA Podiatry</u>	Dr. Winkerton (you cover his TKAs on Mondays if he has them)  Otherwise, it's just VA clinic	<b>Winkerton's Office:</b> 801-561-3101	<b>M:</b> <b>FREE DAY</b> or Winkerton's TKA cases if he has them <b>T:</b> VA Clinic all day <b>W:</b> VA Clinic all day <b>Th:</b> <b>FREE DAY</b> <b>F:</b> <b>FREE DAY</b> <b>Weekends:</b> off	- Keep clinic moving - Winkerton's TKAs on Mondays – His office will call you a few days before to make sure you will be there
<u>St. Mark's Medicine</u>	You work with family medicine residents –	Dawn Bernard is the contact: <a href="mailto:dbarnard@utahhealthcare.org">dbarnard@utahhealthcare.org</a>	<b>M:</b> Start admit shift at noon	- You basically get there

<u>Rotation</u>	<u>Attending(s) / Address</u>	<u>Phone Number(s)</u>	<u>Schedule</u>	<u>Notes</u>
	one senior resident and one 1 <sup>st</sup> year resident  1250 E 3900 S East Blvd, Suite 260 Salt Lake City, UT 84107	(801) 265-2000  See Below for Contact Stuff for This Rotation	<u>T</u> : End admit shift at 1:30 <u>W</u> : Rounds at 10:00 am <u>Th</u> : Rounds at 10:00 am <u>F</u> : <b>FREE DAY</b> <b>Weekends</b> : off	Mondays as noon and leave Tuesdays at 1:30
<b>St. Mark's Medicine Contact Stuff:</b>				
<b>Nursing Station Extensions:</b> 3Sf-7340    3Wf-7350 3Sb-7345    3Wb-7355 4Sf-7440    4Wf-7450 4Sb-7445    4Wb-7455 5Wf-7550    5Wb -7555		Sleep Rm Code (4th fl) – 32451  Nurs 6680    ICU 7762 Lab 7083    In Pt Pharm 7019 ER 7129		
<b>Attendings:</b> Pat Green: 801-828-5857 John Berneike: 801-870-0465 Rich Allen: 801-870-0464 Karl Kirby: 801-349-9960 Devan Millard: 801-688-0409 Camille Collett: 801-245-9759		Dict# 801-262-4507 ID #, Admit H&P-1, Consult-2, OpReport-3, D/C-4  Devan Millard: 801-688-0409 Camille Collett: 801-245-9759		
<b><u>VA Psych / Pathology</u></b>	<b><u>Pathology:</u></b> - 2 weeks @ the VA hospital. It is located on the 1 <sup>st</sup> floor near Holistic medicine. - They give you a room to sit in. They have some slides you can go through if you want. They say they are going to grab you if they have anything they are doing so you can watch. - Bring study material to read			
	<b><u>Psych/Behavioral Science:</u></b> - 2 weeks at the VA. Meet in their offices around 9:00 am - Their offices are on the ground floor. Coming from the large parking lot, go in the entrance on the right (The ER is the entrance on the left). Enter the building and take the first hallway on the right. It is on the right hand side at the end of that short hallway. - You will usually round as a team after 9:00 am. They don't give us take any patients. Just follow them around and listen. Travis is the psychiatrist in charge and is laid back and young.			
<b><u>Wound Care / ID</u></b>	<b><u>Wound Care:</u></b> Dr. Tettelbach (also with Seegmiller or Preece and Groberg) - IMC wound care center (Bld 2, 3 <sup>rd</sup> floor) and LDS wound care center (6 <sup>th</sup> floor) - It's pretty much an 8-5 gig			
	<b><u>ID:</u></b> Various attendings - Office is on LL2 under Women's Center (next to HR office) - Just show up at 9 am on the first day and pray for the best, rounds are usually in early afternoon, but depends on attending			

## On-Call Rules

- Generally, you'll take call for the attending of whichever rotation you're on (e.g. if you're on St. Mark's Podiatry, you take call for Rowan)
- There's a "general call" resident who is technically on-call for all attendings in the area (for late-night surgeries, etc.). We all rotate who is the on-call person, typically taking a week at a time, but we really can make the schedule however we want it to be

## Daily Surgery Schedule

- There is a spreadsheet on google docs that contains all the surgeries happening for a given day. Those cases don't get added by a miracle, we add them ourselves.
- Call/check online for all surgery centers and hospitals each day (call before 4pm, some places close up early). After getting the cases, put them into the google doc spreadsheet.
  - IHC facilities can be checked at [intermountain.net](http://intermountain.net) and [intermountainphysician.com](http://intermountainphysician.com)
  - Non-IHC facilities need to be called, with exception of the places listed below that email their schedules to our group gmail account
- Email next day schedule to Dr. Hodge the night before (Seth will email the spreadsheet to Dr. Hodge every night at 9:30 pm). Email Moritz as well when on the St Marks Pod rotation – whoever is on his rotation, email the spreadsheet to him as well.
  - [Hodge: Nan.Hodge@va.gov](mailto:Nan.Hodge@va.gov)
  - [Moritz: pkcitypod@aol.com](mailto:pkcitypod@aol.com)
- Some places (Cottonwood and St. Marks Facilities – the places in the charts below that say "on email list" in red lettering) email their schedules to the below email address:
  - The email is [IMCPodiatryResidency@gmail.com](mailto:IMCPodiatryResidency@gmail.com)
  - Password is doctorteri
  - Add this email to your phone so you can receive the surgery schedules daily on your phone
- **For 2014-2015, our assignments will be as follows:**
  - **Seth:** Lakeview and the following IHC facilities: Altaview, IMC Main, IMC SC
  - **Kyle:** SLCS and the following IHC facilities: LDS main, LDS avenues, Orem Community
  - **Ben:** Mountain West and the following IHC facilities: Utah Valley Hospital and Utah Valley SC
  - **Tyson:** SL Regional and the following IHC facilities: McKay Dee Main and McKay Dee SC
  - **Cornelius:** Ogden Regional and the following IHC facilities: Riverton and American Fork
  - **Anna:** The 4 locations from the [imcpodiatryresidency@gmail.com](mailto:imcpodiatryresidency@gmail.com) account (St. Marks x 3 and Cottonwood) - this way she is the only one who has to worry about monitoring the email account
  - **If you go on vacation, ask a fellow resident who's not on vacation to cover your load for you**

## Picking Order

Here's the picking order for "free day" cases.... In other words, if you're on a rotation that has a "free surgery" day, you will get to pick surgeries for that day at your assigned time below (e.g. if you're on St. Mark's medicine rotation, then you'll get onto the spreadsheet at 8:40 on Thursday night to sign up for your Friday cases).

1. 3rd Year Cherry Picker – Before 7:20
2. VA Podiatry/Winterton rotation (M, Th, F) – 7:20
3. St. Mark's Podiatry/Rowan rotation (W, Th, F) – 7:40
4. IMC Podiatry/ Annemarie Edwards rotation (W, Th, F) – 8:00
5. IMC/Ortho/Plastics/Dickerson rotation (Everyday) – 8:20
6. St. Mark's Medicine rotation (F only) – 8:40

\*\* At 9:00 pm, all cases become fair game

The rule will be that you cannot start picking until your assigned time, but as of 9 pm, all cases become fair game for anyone to pick.

## Hospitals/Facilities

### Non-IHC Hospitals

Hospital	Address	Phone Number	Tips
Lakeview Hospital	650 S Medical Dr. Bountiful, UT 84010	801-299-2160	raid cabinets/fridge in physician lounge
SLSC (Salt Lake Surgical Center)	617 E 3900 S Salt Lake City, UT 84107	801-261-2141	food in lounge upstairs
Mountain West Surgery Center	1551 S Renaissance Towne Dr. Bountiful, UT 84010	801-383-1111	Food provided at lunch
Cottonwood Surgery Center	6053 Fashion Square Dr. Salt Lake City, UT 84107	<b>ON EMAIL LIST</b> 801-262-0098	
Salt Lake Regional	1050 E South Temple Ave Salt Lake City, UT 84102	801-350-4700	4700 men's locker room door Code. 04111 Physician's Lounge –Snacks. 14111 Surgery Access, 2468 door code from clinic to hospital. Lunch in basement-just say you're a Dr., no sign out. Clark SLR office 801-505-5277 M-W SH 801-466-8206. Cell #: Clark 801-450-4287, Smith 801-363-2543. Office building glass door after hours: 2188*
Ogden Regional	5475 Adams Ave Pkwy Ogden, UT 84405	801-479-2111	Get badge and dictation number from staff services. Dr Lounge: Badge works, food provided
St. Marks 45th Street	348 E 4500 S Salt Lake City, UT 84107	<b>ON EMAIL LIST</b> 801-685-6400	food in lounge at lunch
St. Mark's	3900 S 1300 E	<b>ON EMAIL LIST</b>	Food: cafeteria, tell them

<b>Main</b>	Salt Lake City, UT 84107	OR scheduling: 801-268-7275 OR front desk: 801-268-7270	you are a resident. Doctors lounge by the men's dressing room serves breakfast and lunch. Main OR locker for men #162, code is 4,43,20
 <p><b>Cafeteria Hours</b></p> <hr/> <p><b>Monday - Friday</b></p> <p><b>Breakfast</b> 6:30am - 9:00am <b>Lunch</b> 11:00am - 2:00pm <b>Dinner</b> 4:30pm - 6:30pm</p> <p>* Limited Service between 9:00am - 11:00am and from 2:00pm - 4:30pm</p> <p><b>Weekends &amp; Holidays</b></p> <p><b>Breakfast</b> 6:30am - 9:00am <b>Lunch</b> 11:00am - 2:00pm</p> <p>* Limited Service between 9:00am - 11:00am</p>			
<b>St Marks Surgery Center</b>	3900 S 1300 E Salt Lake City, UT 84107	<b>ON EMAIL LIST</b> Scheduling: 801-290-5273 Front Desk 801-262-0358	

**IHC Hospitals**

<u>Hospital</u>	<u>Address</u>	<u>Phone Number</u>	<u>Tips</u>
<b>AltaView Hospital</b>	9400 S 1300 E Sandy, UT 84094	801-501-2208	food at lunch in physician lounge
<b>IMC Main</b>	5121 S Cottonwood St. Murray, UT 84107	<b>Cami Bills:</b> 801-507-3750 • <a href="mailto:cami.bills@imail.org">cami.bills@imail.org</a> Main: 801-507-6262	dressing room on ground floor, OR on 2 <sup>nd</sup> floor, lunch in Dr.'s lounge. Physician lounge by cafeteria.
<b>IMC Surgery Center</b>	5121 S Cottonwood St. Murray, UT 84107	801-507-3100	locker room and staff lounge door code: 3131*, lunch provided in staff lounge.
<b>LDS Main OR</b>	8 <sup>th</sup> Ave & C Street Salt Lake City, UT 84143	801-403-3340	food in lounge on 2 <sup>nd</sup> floor near cafeteria. Dressing rooms are on 2 <sup>nd</sup> floor, staircase leads from dressing room up to the OR. OR is on 3 <sup>rd</sup> floor. Badge works here.
<b>LDS Avenues SC</b>	359 8 <sup>th</sup> Ave Salt Lake City, UT 84143	801-408-3200	

<b>Orem Community Hospital</b>	331 N 400 W Orem, UT 84057	801-224-4080	just go to their lunch room and tell the lady at the cash register your a resident working with Dr. X and they'll give you free lunch. Snacks in lounge. Enter in the ER entrance and the front office is immediately on the Left. You leave your keys in exchange for the temporary badge
<b>Utah Valley Hospital and SC</b>	1034 N 500 W Provo, UT 84604	801-357-7850	locker room and lounge is 48126#
<b>American Fork Hospital</b>	170 N 1100 E American Fork, UT 84003	801-855-3300	men's locker room is 521*, food in Dr's lounge code 801*
<b>McKay Dee Main</b>	4401 Harrison Blvd Ogden, UT 84403	801-387-2800	Scrubs: machine code is 914 e then 3842 e. men's locker-room combo – 9876. Free food at lunch in the OR lounge, also food found in the 3 <sup>rd</sup> floor Dr.'s lounge at breakfast and odd hours.
<b>McKay Dee Surgery Center</b>	3903 Harrison Blvd Ogden, UT 84403 **4401 Harrison Blvd Ogden, UT???	801-387-3600	
<b>Riverton Hospital</b>	3741 W 12600 S Riverton, UT 84065	801-285-4000	

## Dictation

### General Instructions and Template

- For all IHC facilities, you will be given your own code
- IHC SLC: 801-442-4000, use your IHC code. Facility Code (IMC 154, LDS 128, AVH 116, Op Report #82)
- IHC South: 801-357-2040 (AF 118, Orem 134, UV 144. Op report #3)
- McKay-Dee/SC: use your IHC code.
- Mtn West SC: 732-1512, phys ID (1298 Anderson, 52111 Seagle), 0, acct#, 0 for job ID.
- SLSC: tape recorder in recovery
- SLR: 801-350-4300, Site ID (SLR: 2043), Physician ID#, 1, 3# op report, Pt acct #, 2, 5 to get job number. Clark 72034, Smith 71630, Royall 71983, D. Seegmiller 35782



- Lakeview - residents don't dictate
- Davis SC - dictation in post-op, instruction on wall with physician codes, op note code is 3. (Potter #472, see cupboard door for all codes).
- St Marks Surgery Center: Mortiz code 42, D Seegmiller 39. 801-268-7630. Op report #73.

### Template for Dictation

**Date of Operation:** \*\*\*\*\*

**Patient Name:** \*\*\*\*\*

**MRN or SS #:** \*\*\*\*\*

**Surgeon Name (spell):** Dr. \*\*\*\*\* , DPM

**Assistant (spell):** Dr. \*\*\*\*\* , DPM

**Preoperative Diagnosis:** \*\*\*\*\*

**Postoperative Diagnosis:** Same

**Procedure:** \*\*\*\*\*

**Anesthesia:** \*\*\*\*\* sedation with local anesthesia

**Hemostasis:** \*\*\* tourniquet at \*\*\*\* mmHg for \*\*\* minutes

**Estimated Blood Loss:** Minimal (<5 cc)

**Materials:** (screws, grafts, suture, pins, etc – foreign objects)

**Injectables:** \*\*\*\*cc of 0.5% Marcaine plain and \*\*\*\*cc of 1% lidocaine plain.

**Condition:** VSS/VSI

**Complications:** None

**Indications for Procedure:** Patient with diagnosis of \*\*\*\*\*. Patient attempted and failed conservative treatment. Patient gave informed consent after lengthy discussion of risks, benefits, indications, and alternatives to surgery. No guarantees were given or implied. Patient understands and desires surgery. It is with this understanding that we proceed.

**Pre-Procedure Info:** Patient was placed in a supine position with a tourniquet placed on the left/right ankle/thigh but was not inflated yet. A timeout was performed in which identification of the correct patient, procedure, location, and materials was done. MAC sedation was performed and a local block was placed at the \*\*\*\*\*. The foot was then prepped and draped in the normal sterile fashion. The foot was exsanguinated and the tourniquet was inflated to \*\*\*\*\* mmHg.

**Procedure Dictation:** (INSERT DICTATION HERE)

**Postoperative Info:** Patient tolerated the above-noted anesthesia and procedure well and was transferred to the PACU with Vital Signs Stable and capillary refill time intact to all digits. Post-operative directions were discussed in detail with the patient. CAM boot was fitted and dispensed as well Rx for pain medication. Patient was given the number to the clinic and instructed to call if there is an abnormal amount of pain, swelling, bleeding through the dressings, drainage, or acute signs of infection.

**IMED/Intermountain Dictation System**

**IMED/INTERMOUNTAIN DICTATION SYSTEM**

DIAL \*0333 in-house, or 442-4000 (listen for prompts)

ENTER FACILITY CODE, followed by the # key.

154 – Intermountain Medical Center (YOU MUST ENTER THIS, OR YOU CANNOT PROCEED)

ENTER DICTATION NUMBER \_\_\_\_\_, followed by the # key.

ENTER WORK TYPE

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| 1 = History and Physical          | 33 = Social Work Report               |
| 2 = Consultation                  | 40 = EEG Report                       |
| 3 = Operative                     | 42 = Oncology Clinic                  |
| 4 = Discharge Summary             | 43 = Radiation Oncology Report        |
| 5 = Cardiac Procedure Report      | 45 = Transplant Report                |
| 13 = Endoscopy Report             | 51 = Interim Summary                  |
| 15 = Outpatient Clinic Note       | 55 = Cardiac Catheterization Report   |
| 18 = Vascular Study Report        | 56 = Life Flight Report               |
| 19 = Echocardiology Report        | 57 = Cardiology Clinic Report         |
| 21 = Cardiology Tilt Table Report | 71 = Heart/Lung Clinic Report         |
| 25 = Bone Marrow Report           | 72 = Pulmonary Report                 |
| 27 = Nerve Conduction Report      | 74 = Hyperbaric Report                |
| 31 = Pulmonary Function Study     | 81 = Surgical Center H&P              |
| 32 = Sleep Lab Report             | 82 = Surgical Center Operative Report |

ENTER PATIENT ACCOUNT NUMBER AS IT APPEARS IN THE CHART, followed by the # key.

PRESS 2 TO BEGIN DICTATION, and 8 when dictation is complete (Note confirmation number).

**KEYPAD FUNCTIONS**

- 2 = Dictate/Pause Toggle
- 3 = Proportional Rewind
- 4 = Proportional Fast Forward
- 5 = End Dictation + Disconnect (Note confirmation number)
- 6 = Mark Dictation as STAT
- 8 = End Dictation + New Dictation (Note confirmation number)
- 9 = Suspend Dictation

## DICTATION CONTENT GUIDELINES

When beginning dictation, be certain to clearly state the following for every report:

1. Your full name and report type (Residents include name of attending physician)
2. Attending Physician's name (if applicable).
3. Patient's name (spell out).
4. Patient's account number.
5. Date of service.
6. Full name and address of referring physicians (for copies).

### History & Physical

### Dictate at Admission

- |   |                                   |
|---|-----------------------------------|
| 1. Admission Date                           | 6. Relevant Body System Inventory |
| 2. Chief Complaint                          | 7. Relevant Physical Examination  |
| 3. Details of Present Illness               | 8. Diagnostic Impression          |
| 4. Past Medical History                     | 9. Plan                           |
| 5. Relevant Past, Social,<br>Family History |                                   |

### Operative Report Dictation

### Dictate Immediately After Surgery

1. Operative date
2. Name of surgeon and assistant
3. Pre and Postoperative diagnoses
4. Procedure performed
5. Description of the procedure, surgical technique and findings
6. Tissue or specimens removed
7. Estimated blood loss
8. Surgical complications

### Discharge Summary

### Dictate Within 24 Hours After Discharge

1. Admission and discharge dates
2. Concise reason for admission and summary of present illness
3. Significant findings. "Refer to history and physical" is acceptable PROVIDED the history and physical is complete AND was dictated.
4. **Discharge diagnoses**, including any complications, infections and/or co-morbidities (Do not use abbreviations)
5. Interventions, operations, procedures and diagnostic tests performed.
6. Patient condition on discharge in relation to the patient condition on admission.
7. Information to the patient and family, as appropriate.

**IASIS Dictation Instructions – Davis, Pioneer Valley, SL Regional, Jordan Valley**



**IASIS – UTAH**  
(Davis, Pioneer Valley, Salt Lake Regional, Jordan Valley)  
**Dictation Instructions**

1. Dial 801-807-7348 (for Davis) or 801-350-4300 (for all other sites).
2. Enter Site ID followed by the # key  
**Davis=2036 PVH=2042 SLR=2043 JVH=2044**
3. Enter User ID followed by the # key.
4. Press 1 to Dictate.
5. Enter Worktype followed by the # key.

1 = H & P  
2 = Consultation  
3 = Operative Note  
4 = Discharge Summary  
5 = Emergency Room  
7 = Cardiac Cath  
10 = Procedure Note  
11 = Pre-Op H&P

15 = Labor & Delivery  
60 = Transfer Summary  
70 = Cardiac Procedure  
72 = Event Monitor  
73 = Holter Monitor  
76 = Echocardiogram  
78 = Cardiac Stress Test  
81 = Psychiatric Assessment

84 = Progress Note  
85 = EEG/EMG  
88 = Death Summary  
90 = PT Discharge Summary  
94 = Pulmonary Function Test  
95 = PT Initial Evaluation  
96 = PT Progress Note  
100 = Generic Letters

**KEYPAD COMMANDS**

2 = Start/Stop Dictation (Pause)  
3 = Incremental Rewind/Play  
4 = Fast Forward  
44 = Fast Forward to End  
5 = Disconnect  
6 = STAT Dictation  
7 = Rewind  
77 = Rewind to Beginning/Play  
8 = Next Report/Multiple Dictations

**\*\*If your dictation is urgent, please press 6 at any point within your dictation to mark your job a priority.\*\***

6. Enter Patient Account Number followed by the # key.
7. Press 2 to begin dictation.

**For assistance, call OSi at 866-552-1515**



**Review Instructions**

1. Dial 801-807-7348 (for Davis) or 801-350-4300 (for all other sites)
2. Enter Site ID followed by the # key.  
**Davis=2036 PVH=2042 SLR=2043 JVH=2044**
3. Enter User ID followed by the # key.
4. Press 3 for Review Mode
5. Enter Patient Account Number followed by the # key  
(or press \*\* for all reports).
6. You will hear the most recent dictation for the patient.
7. Press 8 to listen to previous reports on the same patient.

**2 - Stop**  
**3 - Rewind/Play**  
**4 - Fast Forward**

**5 - Disconnect**  
**7 - Rewind**  
**8 - Next Job**

## Transcription Solutions Dictation



### TELEPHONE DICTATION INSTRUCTIONS

Site 0069

#### TO DICTATE:

1. Dial into the toll-free dictation system at **1-866-965-1850. (This is our new phone in #)**
2. At the prompt, enter your Dictator ID# followed by the # sign/**no password**.
3. Enter 1 digit work type followed by the # sign.  
History & Physical = 1  
Operative (Procedure) Report = 2  
Other = 3  
Stat = 4
4. To begin your dictation, press 2.
5. **Press 5 to End the current report's dictation and dictate another report, or simply hang up your phone.**

#### Dictation System Settings (*Applicable while Recording a Dictation*)

PHONE KEYPAD	FUNCTION	Description
1	Listen	Play Recording
2	Record/Dictate	Record Dictation
3	Reverse	Reverse a Few Words
4	Pause	Pause Mode
5	End Of Report	End Of Report, Start a New Report
6	Go to End of Dictation	Go to End of Dictation
7	Fast Forward	Fast Forward
8	Re-record	Discard current dictation and begin new dictation
0	Overwrite	Overwrite starts at point where 0 was pressed
9 or Hang-up	End Dictation	Finish the current dictation session
#	Help	Press # to listen to keypad commands

**Davis Surgical Center Dictation Instructions**

HUG-18-2000 WED 05:27 AM CLEARFIELD #1 DEPOT

FAX NO. 001 225 2887

.01



*T.M. Transcription*

*Your Personalized Medical Transcription Service*

4558 S. Midland Drive, Roy, Utah 84067; Phone: 731-5919 or 296-1331

**DAVIS SURGICAL CENTER**

TO DICTATE: Dial: 732-1512      TO FAX: Dial: 731-9189

Long-Distance 1-888-736-1512

**VOICE PROMPT**

**ACTION**

- |  |  |
|--|--|
| 1. You are greeted by "Welcome to TM Transcription's digital dictation system, please enter your ID number and press #." | Enter personal ID number and press #.  |
| 2. The computer voice then prompts "Enter Subject Code."   | Enter the patient's chart #.   |
| 3. The computer voice then prompts "Enter Work Type."  | Press 1-H&P, 2-Consult, 3-Op. Rpt. 4-Procedure   |
| 4. If dictation tone is on, you will hear a "beep, beep"<br>Begin dictating, or follow command set guide.                | Begin dictation following your normal pattern. The tone will stop when you talk, and will begin again if you stop for 2-3 seconds. |
| 5. To <b>END</b> dictation press #.  | Press # when dictation is completed.   |
| 6. The prompt will then start over from step number 2. If you are done dictating, just hang up.                          |  |

**Mountain West Surgical Center Dictation**

Anderson 1298  
Seagle 52111

**GLOBAL INFORMATION TECHNOLOGIES**

**DICTATION INSTRUCTIONS  
Mountain West Surgical Center**


1. To access the Dictation system: use the facility "speed dial" or from any other phone dial (800) 436-2930
2. Wait for a Prompt from Crescendo. You will be asked for the following:
  - a. Facility ID: Enter your facility ID "42" followed by #
  - b. Physician ID: Enter your physician ID followed by #
  - c. Work type ID: For Operative Reports, press "2" followed by the # key  
For H&Ps, press "1" followed by the # key  
**For H&P's dictated within 48hrs of the procedure, press "9" followed by the # key.**
  - d. Subject ID: Enter the Patient ID/Medical Record Number followed by #
3. Begin dictating at the prompt. Below are the functions for the buttons on the standard telephone keypad:

1 Record	2 Play	3 Insert
4 Rewind	5 Give Job Number	6 Fast Forward
7 End of File/ Pause	8 New Job	9 Delete
*	0 Terminate session	#

## SMOPS Dictations

**\*\*You don't use your St. Mark's dictation codes here. You use the code for whichever attending you are scrubbing with:**

- Greg Anderson: 0604
- Mikol Anderson: 7281
- Greg Rowan: 2014
- Moritz: 0042

  
Medical Transcription Specialists

### ST. MARK'S OUTPATIENT SURGERY CENTER DICTATION INSTRUCTIONS

Dial 1-877-340-3540 or 1-855-719-9759

- 1: Enter your **4 digit ID**
- 2: Enter the **1 digit Work Type**
- 3: Dictate after the tone.

Please include the following:

- a. Your Name
- b. Patient Name
- c. Medical Record Number

*PLEASE DICTATE CLEARLY*

WORK TYPES

1. HISTORY & PHYSICAL REPORT
2. PROCEDURE REPORT
3. OTHER

KEYPAD COMMANDS:

1	PLAYBACK
2	RECORD
3	REVIEW
4	PAUSE
5	START NEW
6	GO TO END
7	FAST FORWARD
8	RE-RECORD
9	DISCONNECT
0	OVERWRITE
*1	CONFIRMATION #
*2	PARK DICTATION
#	HELP

**K  
E  
Y  
P  
A  
D  
  
C  
O  
M  
M  
A  
N  
D  
S**

<b>1</b> PLAYBACK	<b>2</b> RECORD	<b>3</b> REVIEW
<b>4</b> PAUSE	<b>5</b> START NEW	<b>6</b> GO TO END
<b>7</b> FAST FORWARD	<b>8</b> RE-RECORD	<b>9</b> DISCONNECT
<b>*</b> OVERWRITE	<b>0</b> OVERWRITE	<b>#</b> HELP

IF YOU NEED ASSISTANCE, PLEASE CALL (818) 673-2900