# Indiana University Health Dictation Instructions
## Effective 11/6/2018

## WORK TYPES

**INPATIENT ONLY**
**01 – History and Physical**
**12 – Preadmission H&P**
**02 – Consultation**
**80 – Emergency Medicine Note**

**05 – Operative Note**
**29 – Cardiac Procedure Note**
**76 – Colonoscopy Note**
**11 – Delivery Note**

**03 – Discharge Summary**
**63 – Death Summary**

**INPATIENT & OUTPATIENT**
**83 – Electroencephalogram (EEG)**
**84 – Electromyogram (EMG)**
**55 – Event Monitor**
**60 – Holter Monitor**
**75 – Neurology Note**
**28 – Polysomnography/Sleep Study**
**82 – Pulmonary Function Note**
**31 – Stress Test**
**49 – Tilt Table**
**25 – Transcutaneous O2 Pressure**

**50 – Regular Letter (uploads to chart)**
**51 – Special Letter (does not upload)**

**OUTPATIENT ONLY**
**52 – New Patient Clinic**
**53 – Return Clinic**
**56 – Procedure Note Clinic**

## CONTACTS

**Transcription Support:**
317.962.8501
IUHealthCentralDictation@iuhealth.org

**Central Region Deficiency Management:**
317.944.3112
HIMCR@iuhealth.org

**Help Desk:**
888.760.0035

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1. **Dial** 1-855-347-7995 **and follow the prompts.**
2. Listen for the greeting, "Welcome to the Indiana University Dictation System".
3. **Enter your 5-digit Cerner Dictation Number (CDN).** If your CDN is less than 5 digits, please enter leading zeros.
4. **Enter your 2-digit facility code.** All are listed in the voice prompt.
5. **Enter the 2-digit work type** (displayed to the left).
6. **Enter the 9-digit FIN** (Acct. # / Encounter #) without leading zeros.
7. Please state the full names of the primary care and referring providers you want to receive a copy of this dictation. **Press 2 to begin your dictation**.

**Please dictate the following information at the beginning of each dictation:**
- **Dictator's first and last name**
- **Staff physician name** (unless dictator is staff)
- **Report type**
- **FIN / Acct. # / Encounter #**
- **Dates of admission/discharge/procedure** as applicable
- **Courtesy Copies** (complete name)

## Specific Touch-Tone Telephone Instructions to Aid with Dictation

**\*** – (asterisk) to **CLEAR** incorrect numbers

**1** – **LISTEN** after pause

**2** – **RESUME** recording after pause

**3** – **REWIND** (incremental)

**4** – **PAUSE** (intermittent beeps audible; can pause 15 minutes before disconnection)
   *Note: If disconnected, the dictation, up to that point, will still be saved.

**5** – **SEPARATE** multiple dictations and retrieve job number

**6** – **GO to end**

**7** – **FAST FORWARD** (incremental)

**8** – **GO** to beginning (use this number to review the entire report OR when you have started a report but wish to cancel it and state you do not want the following report to be transcribed.
   *Note: After touching 8, it is necessary to press 1 to listen or 2 to record.

**9** – **DISCONNECT** and retrieve job number.

**\*7** – **STAT** dictation toggle on/off. STAT should only be utilized for patients being transferred.

## REVIEW A PREVIOUS DICTATION
*Note: Reports are only available for review for 72 hours after dictation.*
1. Dial **1-855-347-7995** to access system
2. **Enter your 5-digit physician number**.
3. **Enter the 2-digit facility code.**
3. At work type prompt, **press the # key,** then the **1 key**.
4. **Re-enter your 5-digit physician number.**
5. Enter the **9-digit FIN.**
6. The system will play back the dictated report (The same function keys above will apply in the review mode.)
   *Note: In review mode, to get a job number, press the # key.
7. If there are multiple reports with the same search criteria, press 5 to review additional reports.