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<p style="text-align: center;"><b>Organization Name</b> MTSO Partner</p> <p style="text-align: center;"><b>Dictation Instructions</b> <b>Affiliate or Clinic Location if applicable</b></p> <p><b>At beginning of dictation, please identify yourself, dictate patient name, medical record number and CSN or visit number, date of visit/ procedure, and attending patient seen with. This assures quick turnaround and accurate upload of information electronically.</b></p> <p>Call extension xxx-xxx-xxxx Emergency Backup Number: x-xxx-xxx-xxxx</p> <p>Enter your <b>facility code</b> followed by the # sign:</p> <ul style="list-style-type: none"> <li>• X – Hospital/Clinic Name</li> </ul> <p>Enter your <b>Provider ID</b> _____, followed by the # sign.</p> <p>Enter your <b>Worktype</b> followed by the # sign</p> <ul style="list-style-type: none"> <li>• X – Progress Note</li> <li>• X – Patient Letter</li> <li>• X – Referral Letter</li> <li>• X – Discharge Summary (Final Note)</li> <li>• X – Outpatient Consultation</li> <li>• X – History and Physical</li> <li>• X – Operative Report</li> <li>• X – Cardiac Catheterization</li> <li>• X -- EEG</li> <li>• X – Inpatient Consultation</li> <li>• X – Emergency Department Progress Note</li> <li>• X – Echocardiogram</li> <li>• X – Letter to Next of Kin</li> <li>• X – Phone Note</li> <li>• X – Sleep Clinic Note</li> <li>• X – Angiography</li> <li>• X – Stress Test</li> <li>• X – Inpatient Progress Note</li> </ul>	<p>Enter the <b>CSN/visit#</b> followed by the # sign.</p> <p>To <b>Dictate</b> – Press <b>X</b> to begin. (Dictate date of service and co-signer if needed).</p> <p>To <b>Pause</b> – Press <b>X</b></p> <p>To make <b>STAT</b> – Press <b>X</b></p> <p>At <b>end of dictation</b>, Press <b>X</b> to go to next report, a <b>confirmation #</b> will play, enter a new work type if continuing to dictate or hang up to disconnect.</p> <p style="text-align: center;"><b>Telephone Function Keys</b></p> <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 33%; padding: 10px;"><b>1</b></td> <td style="border: 1px solid black; width: 33%; padding: 10px;"><b>2</b></td> <td style="border: 1px solid black; width: 33%; padding: 10px;"><b>3</b></td> </tr> <tr> <td>Confirmation#</td> <td>Record/Pause</td> <td>Short Rewind</td> </tr> <tr> <td style="border: 1px solid black; padding: 10px;"><b>4</b></td> <td style="border: 1px solid black; padding: 10px;"><b>5</b></td> <td style="border: 1px solid black; padding: 10px;"><b>6</b></td> </tr> <tr> <td>Fast Forward</td> <td>Disconnect</td> <td>Priority</td> </tr> <tr> <td style="border: 1px solid black; padding: 10px;"><b>7</b></td> <td style="border: 1px solid black; padding: 10px;"><b>8</b></td> <td style="border: 1px solid black; padding: 10px;"><b>9</b></td> </tr> <tr> <td>Go to Start</td> <td>Next Report</td> <td></td> </tr> <tr> <td style="border: 1px solid black; padding: 10px;"><b>*</b></td> <td style="border: 1px solid black; padding: 10px;"><b>0</b></td> <td style="border: 1px solid black; padding: 10px;"><b>#</b></td> </tr> </table> <p><b>LISTEN ACCESS FOR DICATATORS:</b></p> <ul style="list-style-type: none"> <li> Call extension xxx-xxx-xxxx</li> <li> Enter Facility Code followed by # sign</li> <li> Enter Provider ID followed by the # sign</li> <li> Press x for listen mode</li> <li> Press x to listen by confirmation number</li> <li> Press x to listen by account number</li> <li> Press x to listen by work type—state # jobs found and will play newest to oldest</li> <li> Press # to exit listen mode – you will be prompted to press x for dictation mode</li> <li> Press x or x to Disconnect</li> </ul> <p><b>Please call HIM at xxx-xxx-xxxx or Text Processing at xxx-xxx-xxxx or Help Desk at xxx-xxx-xxxx with any problems.</b></p>	<b>1</b>	<b>2</b>	<b>3</b>	Confirmation#	Record/Pause	Short Rewind	<b>4</b>	<b>5</b>	<b>6</b>	Fast Forward	Disconnect	Priority	<b>7</b>	<b>8</b>	<b>9</b>	Go to Start	Next Report		<b>*</b>	<b>0</b>	<b>#</b>
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