

GLOBAL INFORMATION TECHNOLOGIES



Campus
Surgery Center

DICTATION INSTRUCTIONS
Campus Surgery Center

1. To access the Dictation system: use the facility "speed dial" or from any other phone dial (800) 436-2930.
2. You will be asked for the following:
 - a. Facility ID: Enter your facility ID "**82**" followed by #
 - b. Physician ID: Enter your physician ID followed by #
 - c. Work type ID: Enter work type followed by the # key.

1 – Preoperative Report
2 – History & Physical
3 – Pre-Anesthetic Consultation
4 – Pain Consultation
5 – Operative Report
6 – GI Procedure
Note: All H&P work types must be received no later than 11:00pm PST in order for it to be ready for transfer the following day.
 - d. Subject ID: Enter the Patient's seven-digit ID/Medical Record Number followed by # **(if unknown please enter #)**.
3. **After the prompt, begin dictating.** Below are the functions for the buttons on the standard telephone keypad:

1	2 Dictate/Pause	3 Rewind
4 Fast Forward	5 Give Job Number & End File	6
7	8 New Report	9
* Mark job as STAT	0	# Playback Job Number

4. When you have completed your dictation, press "5" to playback your job number and end your dictation session or press "8" to playback your job number and begin a new dictation without disconnecting