

Dictation Instructions for Physicians  
Mountainside Hospital  
Montclair, NJ

ACCESS NUMBERS  
Off Premises 877-531-2905  
On Premises 403-99

### **Dictation Instructions**

The digital dictating recording system will give you verbal prompts to:

1. Enter your 5-digit Physician ID number
2. Enter the 2-digit Report Code
3. Enter the patient's 8-digit Medical Record Number

**\*NOTE If Medical Record Number is unassigned or unknown, enter 7 eight times (77777777)**

TO BEGIN DICTATION YOU MUST PRESS 4 when you hear the dictation tone.  
The system will not record if you do not press 4

1. State type of report you are dictating
2. Dictate your name and Patient's name (Please Spell)
3. Dictate Patient's Medical Record Number
4. Dictate Admission, Discharge and Procedure Dates when applicable

### **Operating Instructions** **TOUCHTONE TELEPHONE COMMANDS**

- TO REWIND  
Press 2 then Press 1 to LISTEN  
THEN Press 4 to resume dictating
- TO PAUSE WHILE DICTATING A REPORT  
Press 5 then Press 4 to resume dictation
- TO CONTINUE DICTATING FOR A DIFFERENT PATIENT WITHOUT HANGING UP  
Press Star 5 (\*5)  
Listen for prompts and enter the New Report Code and Medical Record Number  
Then Press 4 to begin dictation
- WHEN FINISHED WITH YOUR DICTATION  
Either Press Star 9 (\*9) or Press # # to hear job number then hang up

## **Report Codes**

| Digital Work Type ID # | Description of Work Type         |
|------------------------|----------------------------------|
| 19                     | Wound Care                       |
| 21                     | Routine H&P                      |
| 22                     | Consultation                     |
| 23                     | Operative Report                 |
| 24                     | Discharge Summary                |
| 27                     | Outpatient Clinic                |
| 29                     | Pre-Op H&P                       |
| 41                     | Pulmonary Function Test          |
| 25                     | Psychiatric Services             |
| 31                     | Pain Management Consultation     |
| 32                     | Pain Management Operative Report |