

GBMC
Dictation Instructions

Dr _____ ID _____

1. Call Ext. 2883 (outside hospital call 443-849-2883).
2. After the announcement, enter your ID no. + Work Type No. + Medical Record No.

Work Type Numbers

- | | |
|------------------------|---------------------------|
| 1 - Discharge Summary | 7 - Transfer Summary |
| 2 - Operative Report | 8 - Priority Consultation |
| 3 - Consultation | 10 - Interim Summary |
| 5 - History & Physical | |
| 6 - Admission Notes | |

3. For multiple dictations - depress "5" - then enter new Work Type No. and Medical Record No. Please dictate your name, patient's name and number.

1

LISTEN

2

DICTATE

3

REWIND

4

PAUSE

5

END
DOCUMENT

6

GO TO
END

7

FAST
FORWARD

8

GO TO
BEGINNING

9

DIS-
CONNECT

*

CLEAR ID#

0

#

INSERT
(# OR \$)