

DICTATION INSTRUCTIONS FOR HEALTH CENTRAL
From inside or outside the hospital

1. Dial **(407) 253-8000** and wait for the system to answer.
2. Key in your ID number followed by the pound (#) key
3. Key in the appropriate work type followed by the pound (#) key (work type list attached)
4. Key in the 10-digit account number followed by the pound (#) key
5. You will hear the "Ready to Dictate" prompt. Press 2 to begin recording (2 is a toggle between record and pause mode. In pause mode you will hear "beep beep".)
6. Press 5 to end your dictation and disconnect from the system.
7. Press 8 to end your dictation and begin a new dictation. Start with step 3 above if beginning a new dictation.

KEYPAD FUNCTIONS

1 = stop	5 = disconnect
2 = record/pause toggle	6 = high priority
3 = rewind and play	7 = rewind
4 = fast forward	8 = end dictation/begin new dictation
44 = fast forward to end of job	77 = rewind to beginning of job

TO REVIEW DICTATION

When in house - Dial 8003 enter user ID as ***9000#** and follow the prompts.

If outside the hospital dial (407) 253-8003, enter user ID as ***9000#** and follow the prompts.



**Health Central
Hospital**

DICTIONATION WORK TYPES

WORK TYPE / DESCRIPTION

- 1 - HISTORY AND PHYSICAL
- 2 - PROCEDURE NOTE
- 3 - CONSULTATION
- 4 - OPERATIVE REPORT
- 5 - DISCHARGE SUMMARY
- 6 - OP REPORT FOR OUTPATIENT SURGERY
- 7 - HEALTH CENTRAL PARK PN
- 8 - PROGRESS NOTE HEALTH CENTRAL
- 9 - EMERGENCY ROOM NOTE
- 10 - PRESURGICAL HISTORY AND PHYSICAL
- 11 - ECHOCARDIOGRAM
- 12 - STRESS TEST
- 13 - 24-HOUR HOLTER MONITOR REPORT
- 14 - PULMONARY FUNCTION TEST
- 15 - ELECTROMYOGRAPHY (EMG)
- 16 - ELECTROENCEPHALOGRAM (EEG)
- 17 - REHAB SWALLOW STUDY
- 18 - POLYSOMNOGRAPHY
- 19 - SIGNAL AVERAGE EKG
- 20 - SWAN-GANZ INSERTION
- 21 - CARDIOVERSION
- 22 - CAROTID DOPPLER/EXTREMTY DOPPLER
- 23 - NUCLEAR MEDICINE STRESS TEST
- 24 - CARDIAC CT ANGIOGRAPHY
- 28 - CARDIAC CATHETERIZATION
- 30 - PHYSICAL THERAPY EVAL/PLAN
- 31 - HYPERBARIC OXYGEN EVALUATION
- 32 - TCOM STUDY
- 33 - HBO PLAN OF CARE/WEEKLY UPDATE
- 34 - FOLLOW UP VISIT WOUND CARE
- 35 - WOUND CARE SHORT H&P
- 36 - OCCUPATIONAL THERAPY EVAL/PLAN
- 37 - WOUND CARE PROCEDURE NOTE
- 38 - HP FOR OUTPATIENT SURGERY
- 39 - SLP EVAL/PLAN OF CARE
- 40 - To be used for letters and non-chart dictation
- 41 - TELEMED CONSULT
- 71 - HEALTH CENTRAL PART HP
- 73 - HEALTH CENTRAL PARK CONSULT