

Medical Records – Dictation Instructions

TO DICTATE

SAN ANTONIO

Dial 210-704-2077

In-house x42077

NEW BRAUNFELS

Dial 830-643-5390

In-house x5390

WHEN PROMPTED, ENTER

1. **Physician dictation ID**, then the # key
2. **Facility number**, then the # key
3. **Work Type**, then the # key
4. **Patient Account Number**, then the # key

FACILITIES:

- 2 – City Centre
- 3 – Children's
- 4 – Medical Center
- 5 – Rehab
- 6 – New Braunfels
- 7 – Westover Hills



Medical Records – Dictation Instructions

Work Types:

- 1 – History & Physical
- 2 – Operative Report
- 3 – Consultation
- 4 – Discharge Summary
- 5 – Emergency Room Report
- 6 – Cardiac Catheterization
- 7 – Transplant
- 8 – Wound Care
- 18 – Clinic Note
- 19 – Referral/ Response Letter
- 20 – Clinic Discharge Note
- 21 – Procedure Note
- 66 – MASC History & Physical
- 67 – MASC Operative Report

(Contact Medical Records for a complete list of Work Types offered.)

Cardiopulmonary Work Types:

- 10 – Echo
- 11 – EMG
- 13 – EEG
- 14 – Stress Test
- 15 – Holter Monitor
- 16 – PFT

(Contact Cardiology for a complete list of Work Types offered.)



Medical Records – Dictation Instructions

Dictation Operation Controls:

During Dictation:

Touch 2 – Start Dictation/ Pause/
Resume
Touch 3 – Short Review
Touch 42 – Fast forward several
words
Touch 44 – Fast forward to end of
report
Touch 72 – Rewind several words
Touch 77 – Rewind to beginning of
report

To End Dictation:

Touch 5 – End Report, receive job number,
and disconnect

Touch 8 – End Report, receive job number,
and begin a new dictation

Remember to record the Job ID#



Dictation – Contact information

Transcription Coordinator
–Erica Dominguez
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