



HackensackUMC Mountainside Dictation Instructions

Off site: 877-531-2905

From in-house, dial: 403-99

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: 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