








## LISTENING TO DICTATIONS ON REGULAR PHONES

1. Dial 2350 (330.297.2350 when calling from the outside)
2. Enter your USER ID followed by the pound key (#) \*1
3. Enter the number 3 to listen
4. Enter the work type (see below) you want to hear followed by the pound key (#)
5. Enter the Patient's 6 digit medical record number followed by the pound key (#)
6. When you are finished: enter the number 5 to listen to another report or enter the number 9 to disconnect

	1- Play		3- Reverse/Play	
				5- Search for additional report on same patient
4- Pause (1 to resume)				6- Go to end of dictation
				8- Reverse to beginning (1 to play)
				9- Disconnect

### Report Types:

1 – H & P  
2 – OP  
3 – DS  
4 – ER  
5 – Consult

6 – Admit Note  
7 – Vascular  
8 – Cardiology  
9 – Neurology  
10 – Cardiac Cath

12 – Sleep Studies  
15 – Continence Clinic  
16 – Inpt. EEG