



Dictation Instructions

**Off-site: 201-781-1114**

**On-site: 40399**

The digital dictating recording system will give you verbal prompts to:

1. Enter your Epic ID
2. Enter Facility ID: 62
3. Enter the 2-digit Work Type
4. Enter account number
5. Press 2 to begin dictating
6. To end the current dictation and begin a new dictation press 5
7. To play the confirmation number press \*
8. To end a dictation and disconnect from the system press 9 or hang up

**Report Codes**

Cardiology	55
Consultation	04
Discharge Summary	02
EEG	12
History & Physical	01
Operative Report	03
Preoperative H&P	10
Procedure Note	54
Progress Note	06
Psychiatric Evaluation	49
PT/OT/ST Initial Evaluation	28
Pulmonary Function Test	14
Sleep Study	46

**Function Keys**

1- Listen to Dictation
2- Dictate
3- Short Rewind
4- Pause
5- Next Report
6- End of Report
7- Short Fast Forward
8- Beginning of Report
9- Disconnect

Please dictate the patient's date of birth and spell the patient first and last name. If any digits are entered incorrectly, please state the correction in your dictation.

For assistance, please call Ardent Health Transcription (888) 427-9923 or Email them at: [TranscriptionTeam@ardenthealth.com](mailto:TranscriptionTeam@ardenthealth.com)

**OR**

To get set up with **Dragon**, our speech recognition software, please contact the Dragon Administrator at 973-429-6071 or Email: [HIMDragonAdministrators@ardenthealth.com](mailto:HIMDragonAdministrators@ardenthealth.com)