UNIVERSITY OF CINCINNATI
MEDICAL CENTER
EMERGENCY DEPARTMENT
EPIC DICTATION INSTRUCTIONS

❑ PLEASE DIAL 513-584-7721.

❑ PLEASE ENTER THE HOSPITAL CODE: 01

❑ PLEASE ENTER THE LAST 5 DIGITS OF YOUR MEDICAL LICENSE NUMBER OR ASSIGNED DICTATION ID.

❑ PLEASE ENTER A 2 DIGIT WORK TYPE WHEN PROMPTED:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>16</td>
<td>ED Admission for admitted patients</td>
</tr>
<tr>
<td>17</td>
<td>ED Discharge for discharged patients</td>
</tr>
</tbody>
</table>

❑ PLEASE ENTER THE PATIENTS 10-DIGIT EPIC CSN NUMBER.

❑ YOU WILL RECEIVE THE TONE TO DICTATE.

❑ PLEASE STATE THE FOLLOWING AT THE BEGINNING OF YOUR DICTATION:

  o DICTATE YOUR NAME.
  o DICTATE THE PATIENT’S NAME.
  o DICTATE THE PATIENT’S CSN NUMBER.
  o DICTATE THE VISIT DATE.
  o RESIDENTS ONLY: DICTATE YOUR ATTENDING’S FULL NAME FOR SIGNATURE.

❑ PLEASE DO NOT BATCH DICTATE. SIMPLY PRESS 5 BETWEEN EACH PATIENT SO THAT MULTIPLE TRANSCRIPTIONISTS CAN TRANSCRIBE YOUR WORK.

KEYPAD FUNCTIONS:

1 – LISTEN
2 – DICTATE
3 – SHORT REWIND
4 – PAUSE
5 – END DOCUMENT (Job # playback)
6 – GO TO END OF DICTATION
7 – FAST FORWARD
8 – GO TO BEGINNING OF DICTATION
9 – JOB # PLAYBACK THEN SYSTEM DISCONNECT
## (pound key twice) - JOB # PLAYBACK THEN PAUSE MODE
Reviewed: 1/9/13