



Sutter Medical Center of Santa Rosa

A Sutter Health Affiliate

With You. For Life.

DICTATION INSTRUCTIONS

- To access the dictation system from a touch tone phone: **855-255-5800** or dial **x4322** from inside the hospital
- When you hear prompt "Welcome to the Sutter Health Dictation System", please enter your Facility ID followed by the # key.

Press 46 for Sutter Medical Center of Santa Rosa.

Enter your speaker code (physician ID) follow by the # sign (prompts may be interrupted by entering ID numbers).

For assistance call 707-576-4215; press 0. After hours call the Help Desk 707-576-4695

(5/11)

- Enter the Work Type number followed by the # key.

Turn Around

Time Work Types

Sutter Medical Center of Santa Rosa

4 hrs	2	History and Physical
4 hrs	3	Consultation
12 hrs	4	Operative Report
12 hrs	5	Procedure Report
4 hrs	6	Progress Note
3 hrs	7	Transfer Summary
12 hrs	8	Discharge Summary
12 hrs	9	ED Report
24 hrs	10	Letter
24 hrs	11	Delivery Summary
12 hrs	40	Electrophysiology Report
24 hrs	41	Pulmonary Function Test - PFT
24 hrs	47	Occ Health Note
24 hrs	50	Infant Follow Up
3 hrs	52	Pre Op H&P
24 hrs	65	Minutes
3 hrs	66	Code Blue Report
12 hrs	73	ED Notes

- Enter the patient's Medical Record Number followed by the # sign. If unknown, enter six 9's (999999) followed by the # key.

PHONE CONTROL INSTRUCTIONS

To DICTATE

PRESS 2 to dictate . Dictate patient name and date of service, and then proceed with the rest of dictation.

To REVIEW DICTATION

PRESS 3 to incrementally rewind with auto playback.

At the end of playback,

PRESS 2 to resume dictation.

PRESS 7 Goes to BEGINNING OF REPORT

To EDIT DICTATION

PRESS 3 for short rewind of dictation

PRESS 2 for pause at editing point

PRESS 2 to dictate over unwanted dictation

To DICTATE A NEW REPORT

PRESS 2 Stop dictation or pause

PRESS 8 Job # for 1st report will be given followed by the # key, enter the patient's Medical Record Number followed by the # key

PRESS 2 To begin dictation of next report If you pause for more than 5 minutes, system will hang up and give confirmation number.

To DISCONNECT

PRESS 5 To end dictation and receive confirmation number.

LISTEN LINE INSTRUCTIONS

If a listening line is requested, the default instructions are below.

- Call 855-255-5800. Follow Dictation Instructions on page 1; enter your facility code and your speaker code (Physician ID) & password.
- Press # sign and then 3 to go into listen mode. Enter any of the options listed below followed by the # sign.
 - Most recent plays first.
 - 1= Medical Record Number or
 - 2= Work Type or
 - 3= Dictation Confirmation Number or
 - 4= Account Number or
- Hang-up when you are done listening.

ONE-DIGIT PHONE CONTROLS

1	2	3
	DICTATE/ PAUSE	SHORT REWIND
4	5	6
FAST FORWARD	END REPORT	GO TO END
7	8	9
GO TO BEGIN	NEXT REPORT	
*	0	#
TOGGLE STAT		Confirmation Number

**You must dictate from
a touch-tone phone.**

**TO HELP US GIVE YOU AN ACCURATE
AND TIMELY TRANSCRIPT**

–PLEASE–

1. Give and spell your name clearly at the beginning.
2. Give and spell patient's name.
3. Give dates of procedure, admission, dates of service and discharge.
4. Give patients medical record number.

HISTORY AND PHYSICAL

Patient's name (spell last name)
Date admitted or to be admitted
Chief complaint and present illness
Past history
Family history
Psych/social history
Review of systems
Physical examination to include vital signs
Impressions
Plan

CONSULTATION

Patient's name (spell last name)
Date of consultation and requesting physician
Statement regarding review of chart
Physical examination
Conclusions
Recommendations

OPERATIVE REPORT

Patient name(spell Last name).
Medical Record Number
Date Of Surgery
Inpatient or Outpatient
Surgeon Name
Assistant Name
Pre operative Diagnosis/indications
Post Operative Diagnosis
Anesthesia
Procedure and Description of findings
Technical Procedure used.
Specimens Removed
Estimated Blood Loss.

DISCHARGE SUMMARY


Patient's name (spell last name)
Admission and discharge dates
Reason for hospitalization
Hospital course
Significant findings including lab and x-ray
Treatment/procedures
Any drug reactions/complications
Discharge final diagnosis/operations
Condition on discharge
Discharge instructions including medications, activity, diet, follow-up

DISCHARGE PROGRESS NOTE

If any of these conditions were present include these in your dictation.

- Septicemia/Sepsis/SIRS
- Septic Shock
- Acute Renal Failure
- Acute Diastolic Congestive Heart Failure
- Acute Systolic Congestive Heart Failure
- Acute Myocardial Infarction
- Cardiogenic Shock
- Pneumonia – Specify Type, if known or suspected
- Acute Respiratory Failure
- Chronic Renal Failure – Stage I to ESRD
- Hepatic Failure/Shock
- Anemia – Specify Type
- DIC
- Encephalopathy – Specify Type
- Coma
- Acute Delirium
- Acute Psychosis
- Critical Illness Polyneuropathy or Critical Illness Myopathy
- DM, Uncontrolled, Type I or Type II and any DKA, Diabetic Coma or Diabetic Hyperosmolar State
- GI Bleeding – state etiology, if known
- AIDS (the statement “HIV+” is not reported as AIDS)

ELECTRONIC SIGNATURE

- 1) Access electronic signature from any of the following:
 - Go to the www.suttersantarosa.org, click on the “For Physicians” tab, and then click on the “Electronic Signature Login for E-scription.”
 - Go to www.escription.com and use “sutterhealth” as the customer login.
 - Click on the ESA icon  on your desktop (if available).
- 2) When prompted for your User name and password: Type in your speaker code (physician ID) plus “SR” and your password. NOTE: both user names and passwords are case sensitive.
- 3) Click Clinicians.
- 4) Click eSignature.
- 5) Click on View button to view all unsigned reports.
- 6) Click on Save and Sign button to electronically sign each report.