Indiana University Health Central Dictation Instructions
IU Health Arnett Hospital & Clinics
Effective 10-18-2017

WORK TYPES

ADMISSION
01 – History and Physical
12 – Preadmission H&P
02 – Consultation
80 – Emergency Medicine Note

PROCEDURE
05 – Operative Note
29 – Cardiac Procedure Note
76 – Colonoscopy Note
11 – Delivery Note

DISCHARGE
03 – Discharge Summary
63 – Death Summary

DIAGNOSTIC
83 – Electroencephalogram (EEG)
84 – Electromyogram (EMG)
55 – Event Monitor
60 – Holter Monitor
75 – Neurology Note
28 – Polysomnography/Sleep Study
82 – Pulmonary Function Note
49 – Tilt Table
25 – Transcutaneous O2 Pressure

OTHER
52 – New Patient Clinic
53 – Return Clinic
56 – Clinic Procedure Note
50 – Regular Letter (uploads to chart)
51 – Special Letter (does not upload)

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1. Dial **1-855-347-7995.**
   - You may also dial locally 765-838-6100.

2. **Enter your 5-digit physician number.** If physician number is less than 5 digits, enter leading zeros (000123). *Note: At any time during the greeting, you may enter your **5-digit** dictation number.*

3. **Enter your 2-digit facility code:** 99 = IU Health Arnett Hospital

4. **Enter the 2-digit work type.**

5. **Enter the patient 9-digit encounter number** (IU Health billing number or FIN)
   - If encounter number is unknown, enter all 9s. Clearly state/spell the patient name, DOB, and dates of visit.

6. Please state the full names of primary care and referring providers you want to receive a copy of this dictation. **Press 2 to begin your dictation**.

Please include the dictator's name, report type, patient name and patient date of birth. Also include dates of admission, discharge and/or procedure, complete names of **courtesy copies** and **dictated for/staff** physician names as applicable.

ADDITIONAL DICTATION FEATURES

Press * (asterisk) to CLEAR incorrect numbers or data

Press 1 to LISTEN after pause
Press 2 to START or resume dictating
Press 3 to REWIND (incremental)
Press 4 to PAUSE (intermittent beep audible; disconnects after 15 minutes)
   Note – If disconnected, the dictation will still be saved
Press 5 to SEPARATE multiple dictations
Press 6 to GO to end
Press 7 to FAST FORWARD
Press 8 to GO to beginning
Press 9 to END current job/get a job number

Press *7 to STAT a report (utilized for patient transfers)

IU Health Help Desk	Deficiency Management	Transcription Support
888-760-0035	317-944-3112	317-962-8501