

# Indiana University Health Central Dictation Instructions

## IU Health Frankfort Hospital

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)

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:** 15 = IU Health Frankfort Hospital
4. **Enter the 2-digit work type.**
5. **Enter the patient 9-digit encounter number** (aka 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  
888-760-0035

Deficiency Management  
765-656-3010

Transcription Support  
317-962-8501