

# ST JOSEPH HOSPITAL EPIC DICTATION INSTRUCTIONS

**You will need to locate your Provider ID Number in Epic prior to your first dictation. Instructions are at the end of this document. If you need assistance to locate this, please contact transcription.**

## DICTATION INSTRUCTIONS

**Dictation Phone Number: 877-202-9878**

- Enter your **Provider ID Number** and press #
- Enter the **Facility/Location Code 309** and press #
- Enter the **Work Type**
- **Enter the Epic CSN** (Contact Serial Number)/Account Number as the patient identifier.
- **Press [2] to Record**
- **Press [4] to Pause/Stop**
- **Press [5] to finish the report, obtain confirmation number**

### **PROCEDURE FOR CORRECTIONS:**

- ✓ PLEASE READ YOUR DOCUMENTS CAREFULLY PRIOR TO E-SIGNATURE. MAKE ANY NECESSARY CORRECTIONS. ONCE DOCUMENTS ARE E-SIGNED, THEY CANNOT BE UNSIGNED TO BE CORRECTED AND WILL NEED A DICTATED ADDENDUM TO THE ORIGINAL DOCUMENT.
- ✓ To complete an addendum, use the work type of the original document. (e.g. To "correct" an Operative Report that has been e-signed, choose the work type OPERATIVE REPORT for the change).

### **WORK TYPES**

<b>0 Sleep Study</b>	<b>8 Cardiovascular Report</b>
<b>2 Consultation</b>	<b>10 Special Studies</b>
<b>3 Discharge Summary</b>	<b>13 Occupational Health</b>
<b>4 History and Physical</b>	<b>17 Oximetry</b>
<b>5 Inpatient Discharge Instruction</b>	<b>18 Pulmonary Function</b>
<b>6 Operative Report / Proc</b>	<b>28 First Report of Injury</b>
<b>7 ER Report</b>	<b>29 Psychiatric Eval</b>

### **Keypad Functions**

- 2 - Record/Pause Toggle** Record new dictation at current position, overwriting dictation from this position.
- 3 - Rewind** While in Playback mode, will rewind the dictation 4 second, each time pressed.
- 4 - Stop** Stops recording or playback.
- 5 - Done** Will complete the existing dictation, play receipt/confirmation number, and start a new dictation.
- 6 - Continuous Fast Forward** Will start fast forwarding and continue fast forward4ding until another key is pressed.
- 7 - Forward** While in playback mode, will fast forward the dictation 4 seconds each time pressed.
- 8 - To Start** While in playback mode, will rewind the dictation to the beginning of the dictation.
- \* If pressed after 5, will replay receipt/confirmation.**
- # Command** Will switch to functions that are based on pressed two keys.
- STAT: Contact Transcription and they will mark the report STAT.**

**For Dictation/Transcription Assistance Call 503-215-6826 or email REGMedTrans@providence.org**

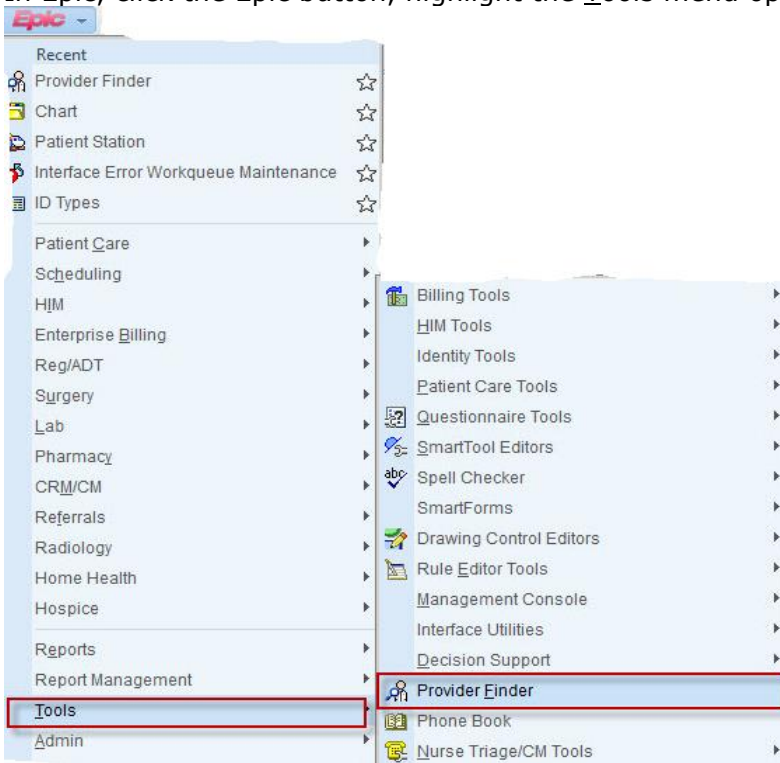
### **Regional Transcription Support Team Hours**

Monday – Friday: 6:00 am - 6:00 pm

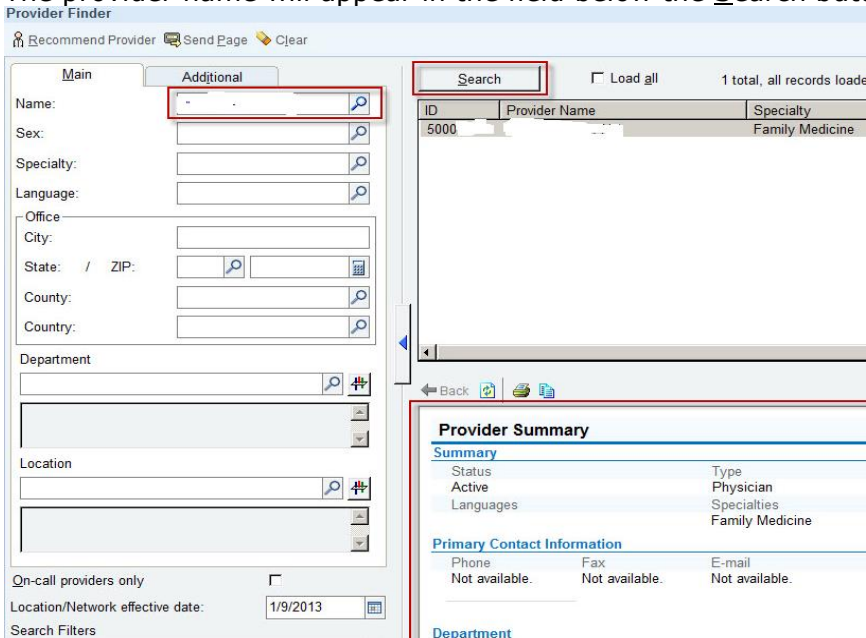
# Provider Finder Instructions

## How To Find Provider ID [Dictation] Number in Epic

In Epic, click the Epic button, highlight the Tools menu option, and click Provider Finder.



In the Provider Finder window, type provider name in the "Name:" field and click Search. The provider name will appear in the field below the Search button.



In the Provider Summary field (bottom right of Provider Finder window) scroll down to the bottom of the field. The dictation ID will be listed under Prov Provider ID. Numbers have been removed from screen shot for confidentiality.

Main  Additional

Name:

Sex:

Specialty:

Language:

Office:

City:

State: / ZIP:

County:

Country:

Department:

Location:

On-call providers only

Location/Network effective date:

Search Filters

Name:

Load all 1 total, all records loaded

ID	Provider Name	Specialty	ZIP	Last Reco...	On-Cal
5000		Family Medicine			

PMG Monroe Internal Medicine	Start	End
Office hours unavailable		

**Provider Identifier Table**

Identifier ID	Identifier
PROVIDER NPI [60]	
WAMT STAR EVERETT SER [140]	
CL CENTRICITY SER [132]	
OR STAR SER [139]	
WAMT STAR CENTRALIA SER [245]	
WAMT STAR ST PETER SER [246]	
WA EV CEMR TX SER [349]	
WAMT VALLEY GENERAL HOSPITAL SER [355]	
COMMUNITY ID [452]	
PROV PROVIDER ID [475]	3