Healthcare Documentation Creation Best Practices
Dictation Card Sample

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Organization Name
MTSO Partner
Dictation Instructions
Affiliate or Clinic Location if applicable

At beginning of dictation, please identify yourself, dictate patient name, medical record number and CSN or visit number, date of visit/ procedure, and attending patient seen with. This assures quick turnaround and accurate upload of information electronically.

Call extension xxx-xxx-xxxx
Emergency Backup Number: x-xxx-xxx-xxxx

Enter your **facility code** followed by the # sign:
- X – Hospital/Clinic Name

Enter your **Provider ID** _____, followed by the # sign.

Enter your **Worktype** followed by the # sign
- X – Progress Note
- X – Patient Letter
- X – Referral Letter
- X – Discharge Summary (Final Note)
- X – Outpatient Consultation
- X – History and Physical
- X – Operative Report
- X – Cardiac Catheterization
- X -- EEG
- X – Inpatient Consultation
- X – Emergency Department Progress Note
- X – Echocardiogram
- X – Letter to Next of Kin
- X – Phone Note
- X – Sleep Clinic Note
- X – Angiography
- X – Stress Test
- X – Inpatient Progress Note

Back

Enter the **CSN/visit#** followed by the # sign.

To **Dictate – Press X** to begin. (Dictate date of service and co-signer if needed).
To **Pause – Press X**
To make **STAT – Press X**
At **end of dictation**, **Press X** to go to next report, a **confirmation #** will play, enter a new work type if continuing to dictate or hang up to disconnect.

Telephone Function Keys

1	2	3
Confirmation#	Record/Pause	Short Rewind
4	5	6
Fast Forward	Disconnect	Priority
7	8	9
Go to Start	Next Report	
*	0	#

LISTEN ACCESS FOR DICATATORS:
- ☏ Call extension xxx-xxx-xxxx
- ☏ Enter Facility Code followed by # sign
- ☏ Enter Provider ID followed by the # sign
- ☏ Press x for listen mode
- ☏ Press x to listen by confirmation number
- ☏ Press x to listen by account number
- ☏ Press x to listen by work type—state # jobs found and will play newest to oldest
- ☏ Press # to exit listen mode – you will be prompted to press x for dictation mode
- ☏ Press x or x to Disconnect

Please call HIM at xxx-xxx-xxxx or Text Processing at xxx-xxx-xxxx or Help Desk at xxx-xxx-xxxx with any problems.