It is recommended to provide and post quick reference quality cards (Q cards) with facility information, such as that listed below, at each dictation system station.

	Call In Dictation Instructions (555) 555-5556	Radiology Report Review Instructions (555) 555-5557	Helpful Phone Numbers	Electronic Signature Instructions
ABC General Hospital 123 Main Street Hometown, USA 555-555-5555	1. Enter physician ID # 2. Enter MR # 3. Enter 2-digit work type 4. Begin speaking at the ready tone; system is voice activated 5. If dictating multiple reports, touch "X" between reports 6. To make a report stat, press "#X" at the end of the report 7. Press "X" to disconnect phone line at end of dictation	1. Enter physician ID # 2. At announcement requesting subject code, press #*. 3. Enter X for listen 4. Enter "X" to listen by medical record # or "X" to listen by date of birth 5. To scroll to next dictation, press "X"	3-West A (Peds) 555-5555 3-West B (Surg) 555-5555 4-West (Tele) 555-5555 4-East 555-5555 Administration 555-5555 Admitting 555-5555 Emergency Dept 555-5555 Transcription 555-5555 Family Birthplace 555-5555 Health Info Mgmt 555-5555 HIM Director 555-5555 ICU 555-5555 Laboratory 555-5555 Nursery 555-5555 Operating Room 555-5555 Physical Therapy 555-5555 Radiology 555-5555 Surgery Center 555-5555	From inside the hospital system: From outside the hospital system: Contact HIM director for login, password, and instructions or assistance

HISTORY & PHYSICAL	DISCHARGE SUMMARY	PROCEDURE/ OPERATIVE NOTE		

• Chief Complaint
• History of Present Illness
• Past History
  ○ Medical History
  ○ Surgical History
• Family History
• Social History
• Allergies
• Medications
• Review of Systems
• Physical Examination
• Diagnostic Studies
• Diagnosisssessment
• Plan
	• Admit/Discharge Dates
	• Admission Diagnosis
	• Pertinent History
	• Diagnostic Studies
	• Hospital Course
	• Discharge Condition
	• Discharge Disposition
	• Discharge Medications
	• Discharge Instructions
	• Discharge Diagnosis
	• Final Diagnosis
		• Date of Procedure/Surgery
		• Preoperative Diagnosis
		• Postoperative Diagnosis
		• Operation Performed
		• Surgeon
		• Assistant
		• Anesthesia
		• Estimated Blood Loss
		• Operative Findings
		• Pathology
		• Description of Procedure
		• Complications
		• Disposition
			✓ Dictate appropriate identification information
			• Physician Name
			• Patient Name
			• Second identifier
			• Type of Report
			• Important dates (admission, date of procedure, discharge)
			✓ Dictate using established guidelines for headings/ subheadings appropriate for the type of dictation
				✓ Dictate in appropriate areas away from distractions and noise; avoid speakerphones and cell phones
				✓ Enter appropriate identification codes
				Physician ID
				Patient ID
				Work Type
				✓ Speak in a normal conversational voice, spelling new or unfamiliar terms
				✓ Avoid overuse of abbreviations.