

eScription RH Telephone Dictation Instructions

Overlake Hospital Medical Center

Dial In Instructions

1. Dial 844-239-9488
2. When prompted, enter your user ID and press #.
3. Press 1 to dictate or 3 to listen to a prior dictation.
4. Enter the document type (below) and press #.
5. Enter the CSN for all document types except for Cardiology (68) which will require an order number. Press #.
6. Press 2 to Record, 1 to Stop, 3 to Playback, and 8 to finish the report.
7. Press * to hear more options.

Note: Your PIN # is identical to your user ID. The Patient ID is the patient's MRN not including letters or leading zeroes.



Quick Reference (The options below can be used at any time while in DICTATE mode.)

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| 1. Stop | <i>Stops recording or playback.</i> |
| 2. Record | <i>Enables user to begin recording when pressed.</i> |
| 3. Play/Pause | <i>While in Playback mode, will play the dictation from the beginning or from where paused.</i> |
| 4. Forward | <i>While in Playback mode, will fast forward the dictation 4 seconds each time pressed.</i> |
| 5. Stat | <i>Will prioritize a dictation above the normal priority.</i> |
| 6. Rewind | <i>While in Playback mode, will rewind the dictation 4 seconds each time pressed.</i> |
| 7. To Start | <i>While in Playback mode, will rewind the dictation to the beginning of the dictation.</i> |
| 8. Done | <i>Will complete the existing dictation and start a new dictation.</i> |
| 9. To End | <i>While in Playback mode, will fast forward the dictation to the end of the dictation.</i> |
| *. Help | <i>Will playback all options listed here while in record or playback mode.</i> |
| 0. Hear Info | <i>Enables user to play back the values entered at the prompts.</i> |

Document Types

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|-------------------------|------------------------------|--------------------------------|
| 1. History and Physical | 40. Procedure Report | 68. Cardiology |
| 2. Consultation | 44. Transfer Summary | 81. Psychiatric Evaluation |
| 3. Operative Report | 51. EEG | 83. Psychiatric Progress Notes |
| 4. Discharge Summary | 56. Progress Notes | |
| 32. KPHP (KP H&P) | 62. Hospitalist HP | |
| 33. KPCS (KP Consult) | 63. Hospitalist Consultation | |