

GW Dictation System Instructions

Speed Dial **2001** (from within hospital) or **877-516-0503** - Listen to voice prompts
Enter **Physician ID number** and press #
Enter **2-digit Work Type number** and press #
Wait for the tone and then begin dictating

For all reports, please provide the following at the beginning of the dictation:

Type of report
Patients name (spell names)
Medical Record Number
9-digit Account Number
Date of service or
Date of admission and date of discharge

Work type:

64 - Discharge Summary
75 - Neurology Note
86 - Digitrace
87 - EEG
88 - Electrocorography
89 - Multi-Modality Evoked Studies
90 - Polysomnogram

Keypad Functions

2 - Incremental Rewind & Autoplay
3 - Fast Forward to end
4 - Dictate & Resume dictation
5 - Pause
6 - Stat (Press while in dictation mode)
7 - Rewind to beginning and Autoplay
8 - New Report
9 - Disconnect and Job Number

Short double beep indicates you are at the end of the report, depress a keypad to continue. You must be a valid user to gain access to the system.

For assistance, contact Health Information Management at 202 715-5324,
or MedQuist, Inc. at 301 596-1240, ext. 600.

Discharge Summary Dictation Format

- | | |
|--|---|
| 1. Patient Name (spell) | 12. Medication on Admission |
| 2. Medical Record Number | 13. Allergies |
| 3. 9-digit Account Number | 14. Hospital Course (findings, complications, treatments) |
| 4. Attending Physician (spell) | 15. Pertinent lab, x-ray, path reports |
| 5. Dictating Physician (spell) | 16. Prognosis |
| 6. Referring/Follow-up Physician (spell) | 17. Instructions to patient/family (diet, discharge medication, level of activity, follow-up) |
| 7. Date of admission | 18. Condition at discharge |
| 8. Date of discharge | |
| 9. Discharge diagnosis | |
| 10. Procedure Performed | |
| 11. Brief History/Reason for Admission | |