

## TO DICTATE

Provider ID #

1024250

1. Dial ext. 34441, 333-4441 or 1-833-556-3588
2. Enter your ID number, then the # key.
3. Enter document type number, then # key.
4. Enter CSN, then # key.

## SANFORD DOCUMENT TYPES

## HOSPITAL DOCUMENT TYPES

|                             |   |
|-----------------------------|---|
| Hospital Partial Dictation  | 1 |
| Emergency Department Note   | 3 |
| Hospital History & Physical | 4 |
| Hospital Progress Note      | 5 |
| Hospital Consultation       | 6 |
| Hospital Operative Report   | 7 |
| Hospital Discharge Summary  | 8 |

## CLINIC DOCUMENT TYPES

|                             |    |
|-----------------------------|----|
| Clinic Partial Dictation    | 2  |
| Clinic Procedure            | 21 |
| Clinic Progress Note        | 21 |
| Outreach                    | 24 |
| Letter                      | 22 |
| Nursing Home Note           | 23 |
| Chart Update/Telephone Note | 24 |
| Sports Event Note           | 26 |

## ORDER-BASED DOCUMENT TYPES

|                        |    |
|------------------------|----|
| Cardiovascular Result  | 40 |
| Neurodiagnostic Result | 41 |
| Pulmonary Result       | 42 |
| Radiology Result       | 43 |

## KEYPAD

|               |   |
|---------------|---|
| Dictate       | 2 |
| Rewind        | 3 |
| Pause         | 4 |
| End Dictation | 5 |
| Prioritize    | 6 |
| Fast Forward  | 7 |

## When Dictating:

- Dictate your name
- Dictate Patient Name
- Dictate CSN
- Dictate Date of Service
- If dictating a partial, dictate the dictation marker#
- Dictate in a quiet area
- Enunciate at a clear, steady pace
- Speak into the mouthpiece
- To dictate a report after another, press 5 at the end of the first report; follow prompts.

For **stat** dictation or other questions  
contact: Transcription Department

**Ext. 25803** (605-312-5803)