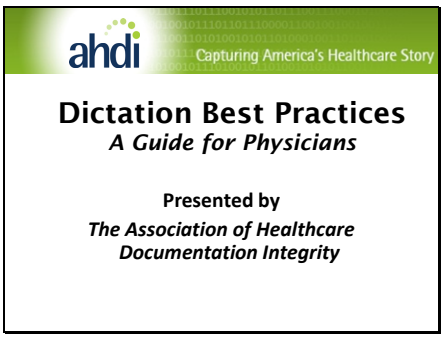
Slide 1



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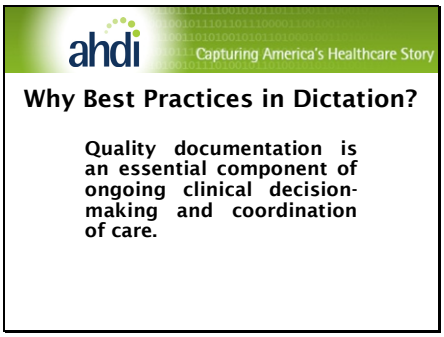
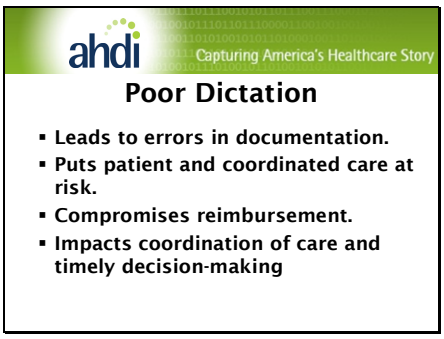


Slide 3

Slide 4



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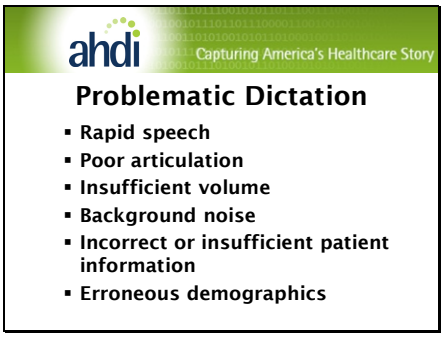

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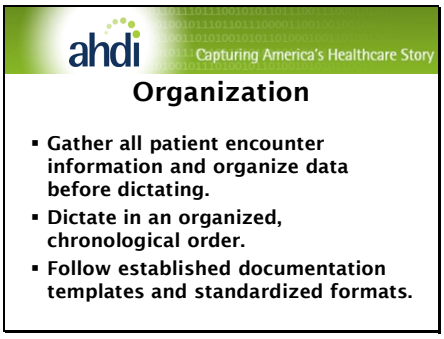

Slide 7

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Equipment

- Refer to tip sheets for proper use of dictation equipment.
- Follow facility guidelines for accessing and entering digital information.
- Use correct hand-held settings or telephone keypad functions to avoid clipped words.

Slide 8

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Demographics

- Key identifying information when prompted.
- State and spell the patient's name.
- Include at least one other patient identifier (i.e., birth date, MRN or account number).
- State the date of service.

Slide 9

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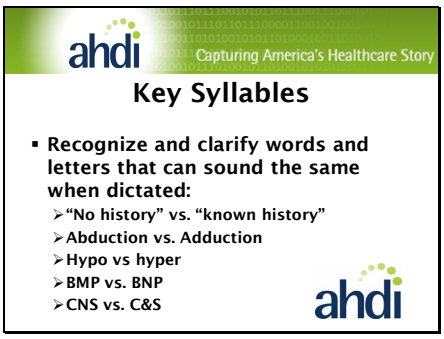
Helpful Hints

- Avoid eating, chewing gum, etc.
- Physically pause while yawning, coughing or sneezing.
- Pause recording to engage in other conversations.
- Avoid cell phones due to unreliable signal strength; also not HIPAA compliant.
- Avoid extraneous background noise – ie, busy nurse's stations, TVs, music, etc.

Slide 10



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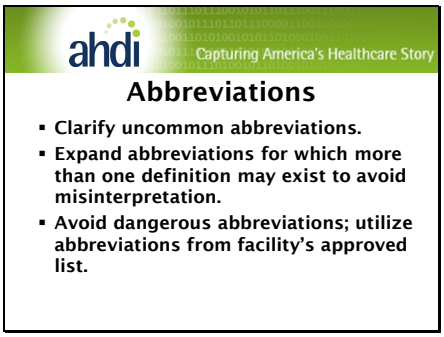

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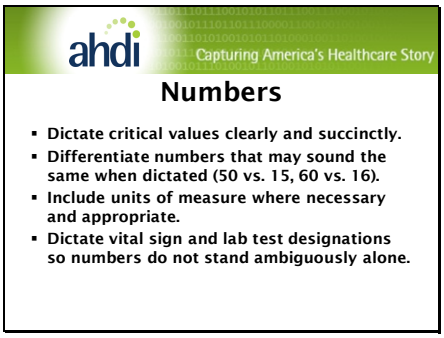

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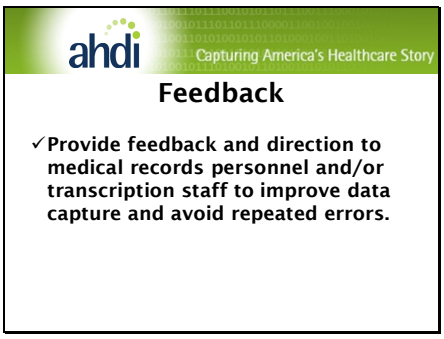

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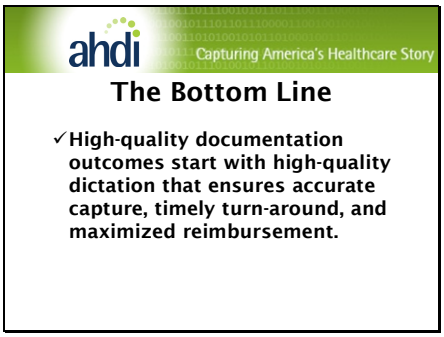

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