

<p>ABC General Hospital 123 Main Street Hometown, USA</p> <p>555-555-5555</p>	<p>Call In Dictation Instructions (555) 555-5556</p> <ol style="list-style-type: none"> 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 	<p>Radiology Report Review Instructions (555) 555-5557</p> <ol style="list-style-type: none"> 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" 	<p>Helpful Phone Numbers</p> <p>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</p>	<p>Electronic Signature Instructions</p> <p>From inside the hospital system:</p> <p>From outside the hospital system:</p> <p>Contact HIM director for login, password, and instructions or assistance</p>
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<p>HISTORY & PHYSICAL</p> <ul style="list-style-type: none"> • Chief Complaint • History of Present Illness • Past History <ul style="list-style-type: none"> ○ Medical History ○ Surgical History • Family History • Social History • Allergies • Medications • Review of Systems • Physical Examination • Impression/Plan 	<p>DISCHARGE SUMMARY</p> <ul style="list-style-type: none"> • Admit/Discharge Dates • History • Diagnostic Results/Procedures • Hospital Course • Discharge Condition • Disposition • Discharge Instructions • Discharge Diagnosis 	<p>PROCEDURE/ OPERATIVE NOTE</p> <ul style="list-style-type: none"> • Date of Procedure/Surgery • Preoperative Diagnosis • Postoperative Diagnosis • Operation Performed • Surgeon • Assistant • Anesthesia • Estimated Blood Loss • Operative Findings • Description of Procedure 	<p>✓ Dictate appropriate identification information</p> <ul style="list-style-type: none"> • Physician Name • Patient Name • Second identifier • Type of Report • Important dates (admission, date of procedure, discharge) <p>✓ Dictate following established guidelines/ headings/ subheadings appropriate for the type of dictation</p>	<p>✓ Dictate in appropriate areas away from distractions and noise; avoid speakerphones and cell phones.</p> <p>✓ Enter appropriate identification codes Physician ID Patient ID Work Type</p> <p>✓ Speak in a normal conversational voice, spelling new or unfamiliar terms. Avoid over-use of abbreviations.</p>
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