

Indiana University Health Central Dictation Instructions

IU Health Ball & Blackford Hospitals

Effective 9-12-2017

WORK TYPES

ADMISSION

- 01 – History and Physical
- 12 – Preadmission H&P
- 02 – Consultation
- 80 – Emergency Medicine Note

PROCEDURE

- 05 – Operative Note
- 29 – Cardiac Procedure Note
- 76 – Colonoscopy Note
- 11 – Delivery Note

DISCHARGE

- 03 – Discharge Summary
- 63 – Death Summary

DIAGNOSTIC

- 83 – Electroencephalogram (EEG)
- 84 – Electromyogram (EMG)
- 55 – Event Monitor
- 60 – Holter Monitor
- 75 – Neurology Note
- 28 – Polysomnography/Sleep Study
- 82 – Pulmonary Function Note
- 49 – Tilt Table
- 25 – Transcutaneous O2 Pressure

OTHER

- 52 – New Patient Clinic
- 53 – Return Clinic
- 56 – Clinic Procedure Note
- 50 – Regular Letter (uploads to chart)
- 51 – Special Letter (does not upload)

1. Dial **1-855-347-7995**.
 - You may also dial locally 765-747-3153.
2. **Enter your 5-digit physician number**. If physician number is less than 5 digits, enter leading zeros (000123). *Note: At any time during the greeting, you may enter your **5-digit** dictation number.*
3. **Enter your 2-digit facility code:**
 - 92 = IU Health Ball Hospital
 - 93 = IU Health Blackford Hospital
 - 94 = IU Health Ball Outpatient Surgery Center
 - 25 = Meridian Gero-Psych
4. **Enter the 2-digit work type.**
5. **Enter the patient 9-digit encounter number** (aka billing number or FIN)
 - If encounter number is unknown, enter all 9s. Clearly state/spell the patient name, DOB, and dates of visit.
6. Please state the full names of primary care and referring providers you want to receive a copy of this dictation. **Press 2 to begin your dictation.**

Please include the dictator's name, report type, patient name and patient date of birth. Also include dates of admission, discharge and/or procedure, complete names of **courtesy copies** and **dictated for/staff** physician names as applicable.

ADDITIONAL DICTATION FEATURES

- Press *** (asterisk) to CLEAR incorrect numbers or data
- Press 1** to LISTEN after pause
- Press 2** to START or resume dictating
- Press 3** to REWIND (incremental)
- Press 4** to PAUSE (intermittent beep audible; disconnects after 15 minutes)
Note – If disconnected, the dictation will still be saved
- Press 5** to SEPARATE multiple dictations
- Press 6** to GO to end
- Press 7** to FAST FORWARD
- Press 8** to GO to beginning
- Press 9** to END current job/get a job number
- Press *7** to STAT a report (utilized for patient transfers)

IU Health Help Desk
888-760-0035

Deficiency Management
765-747-3448

Transcription Support
317-962-8501