

Indiana University Health Central Dictation Instructions

Bloomington – Paoli – Bedford – Morgan

WORK TYPES

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

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

03 – Discharge Summary
63 – Death Summary

83 – Electroencephalogram (EEG)
84 – Electromyogram (EMG)
60 – Holter Monitor
75 – Neurology Note
82 – Pulmonary Function Note
49 – Tilt Table
25 – Transcutaneous O2 Pressure Note

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

Frequently Used Numbers:
Help Desk: 888-760-0035

Deficiency Management

- Bedford 812.275.1350
- Bloomington 812.353.9439
- Morgan 765.349.6500 ext. 1486
- Paoli 812.723.7442

IU Health Central Dictation

- 317.962.8501

Revised 12/2015

1. Dial **1-855-347-7995**
 - If you are in the hospital and at a preprogrammed telephone, you may press the **DICTATE** button to begin dictation.
 - You may also dial 353-9669.
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**, 20 = Morgan, 30 = Bedford, 40 = Bloomington or 50 = Paoli
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, use the MRN or patient DOB filled with a leading zero.
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 beeps audible; can pause 15 minutes before disconnection)

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)

REVIEW A PREVIOUS DICTATION

Note: Reports are only available for review for 72 hours after dictation.

1. Dial **1-855-347-7995** to access system (or dial 353-9669).

2. Enter your **5-digit physician number**.

3. Enter the **2-digit facility code**.

3. At work type prompt, **press the # key**, then the **1 key**.

4. **Re-enter your 5-digit physician number**.

5. Enter the **9-digit encounter**.

6. The system will play back the dictated report (The same function keys above will apply in the review mode.) *Note: In review mode, to get a job number, press the # key.

7. If there are multiple reports with the same search criteria, press 5 to review additional reports.