UNIVERSITY OF KENTUCKY HOSPITALS
DICTATION INSTRUCTIONS

1. Dial 9-1-877-455-0075 to access the dictation system.
2. Enter your 5 digit Identification Number.
3. Enter the 2 digit Work Type. (List Below)
4. Enter the patient’s Medical Record # followed by the # key.
5. Begin dictating after the beep. Please identify yourself, the patient’s name, Medical Record #, and the date of admission and/or procedure date.
6. If dictating only one report, press 8 to end and hang up. OR if dictating multiple reports, press 8 at the completion of each report and return to step 3.

WORK TYPES

11 Operative Report
22 Discharge Summary
33 Pre-Admission H&P
44 Stat Dictation of Any Type
77 Addendum

TELEPHONE CONTROLS

Disconnect from System ......................... 5
End Report & Begin Another .................. 8
Fast Forward, to End ......................... 44
Fast Forward, Continuous .................. 4
Pause ............................................. 1
Record ............................................. 2
Rewind, to Beginning ......................... 77 (then 3 for playback)
Rewind, Continuous ......................... 7 (then 3 for playback)
Play ............................................. 3

For Dictation Assistance Call:
MedQuist, Louisville
1-888-606-9660

Operative Report Format

1. Patient ID
   a. Spell patient’s full name
   b. Medical record number
2. Date of operative procedure
3. Attending physician
4. Pre-operative diagnosis
5. Post-operative diagnosis
6. Procedures performed
7. Surgeon and assistants
8. Anesthesia used
9. Specimens sent
10. Operative description, include
    a. Indications
    b. Findings – brief
11. Names and addresses of physicians who need copies of the report

Discharge Summary Format

1. Patient ID
   a. Spell patient’s full name
   b. Medical record number
2. Attending physician
3. Date of admission & discharge date
4. Service
5. Complete name & address of referring physician
6. Final Diagnosis-Principal Diagnosis first (no abbreviations)
7. Final Op & non-Op procedures and dates (no abbreviations)
8. Brief history - reason for hospitalization
9. Medical history - family & social
10. Significant findings – pertinent physical exam/test results
11. Hospital course including procedures & treatments
12. Condition at discharge - in quantifiable terms
13. Discharge medications – include dosage & frequency of use
14. Discharge instructions to patient and/or family-include diet, activities, Follow-up & discharge dispositions

Correction Assist & Content and Quality Issues – Call UK 323-6624