SUBJECT: Dictation Interface

SEE ALSO:

INFORMATION

A clerk from the Information and Files Section will take the dictation interface down every day at 00245. The SoftMed system will be brought back up at 0500. The clerk from the information and Files Section will restart the dictation interface.

PROCEDURE:

1. Backing out the dictation interface
   a. Go to the computer room located in Record Assembly Analysis (c603) at 0245
   b. From the main Keyboard on each of the two Dictaphone systems press <ENTER> once to bring up the screen if not visible. If the screen does not come up make sure the monitor is turned on and you have a green power light. If the light is yellow-orange then repeat step (B).
   c. From the main Keyboard on each of the two Dictaphone systems press ,Ctrl> & <X> simultaneously to back out of the “Run Interface” option. This step should bring you back to the Digital Dictation Interface screen. If not repeat procedure till you have returned to the Digital Dictation Interface.
   d. Choose <Q> to quit the Digital Dictation Interface and <Y> to confirm that you want to back out to the SoftMed main screen.
   e. Choose <Q> to quit SoftMed and <Y> to confirm that you want to exit SoftMed
   f. Once at the >C:\< prompt “Turn Off” the PC.
2. Bring up the Dictation Interface.
   a. Go to the computer room located in Record Assembly Analysis (C603) at 0245
   b. Turn ON the PC
   c. When prompted to “press any key to continue” press the any key.
   d. When SoftMed’s main screen comes up select #3 to enter Dictation Interface
   e. Enter your ID #
   f. Sign onto the Dictation Interface with your SoftMed password
   g. Select #1 to “Run Chart Interface”. Once you have done this you should see the system display a status check.
3. Check to ensure that everything is working properly.

Approved: _______________________________ Authorized: _________________________________

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