

## Dictation Instructions

Inside Hospital dial x 8000

Outside Hospital dial 858-874-7154

Enter Facility Code 88 then #

Enter dictation Id xxxxxx

Enter 2-digit report type 95

Enter Patient's 6 digit Medical Record #

After tone, start talking:

- 1 to pause
- 2 to resume
- 3 short rewind and play
- 4 end of file
- 7 beginning of file
- 5 disconnect
- 8 multiple reports

Spell names

This is ALS RN dictating for attending Dr. xxxxxx

Patient name

MR#

DOB

Date of service

Primary care Dr. xxxxxx

Referral source (Hosp, ED, Office)

Time initially seen

Chief complaint

History of present illness

TX's in referring facility

Allergies

Meds

Immunizations

PMH (past medical history)

Surgical History

Previous hospitalizations

Physical exam

Vital signs

General appearance

Heent (Head, ears, eyes, nose and throat)

Neck

Lungs

Cardiovascular

Abdomen

GU (genitourinary)

Ext/musc skel

Neuro

Skin

Labs/radiology

Medical course/decision making/Treatment by ALS

Impression

Plan

Condition on transport and on arrival to accepting facility

cc: CHET Office

Press 8 to dictate more or 5 to finish

Write down event or job number on CHET record.