



**LENOX HILL HOSPITAL & MEETH
DICTATION INSTRUCTIONS**

Telephone # Inside Hospital: **2447**
Outside Hospital: (Toll-Free) **1-855-682-9015**

Voice Message Welcome to the North Shore-LIJ Health System, Dictation System

Voice Prompt Enter your 5-digit ID, followed by the # key

Voice Prompt Enter the location where the patient was treated, followed by the # key
1 – 77th Street
2 – 64th Street
3 – ENT Group

Voice Prompt Enter the work type, followed by the # key

1 – Operative Report	2 – Discharge Summary
3 – History & Physical	4 – Consultation Report
5 – Preoperative H&P	6 – Transfer Summary
7 - Letter	8 – Healthplex Op Report

Voice Prompt Enter the 9-digit Patient Account Number, followed by the # key

Begin dictation **Each dictation should begin by clearly stating:**

- Your Name (Residents please spell your Attending’s name)
- Patient name (Please spell)
- Service Dates
- CC Copies if applicable (spell first and last name)

When finished: Press 7 to save the job and hang-up
Press 6 to save the job and dictate another job

DICTATION CONTROLS

1 Pause	2 Record	3 Short Review
4	5 Fast Forward	6 Save and Dictate New
7 Save and End	8 Go to End	9 Go to Beginning
* STAT	0	# Save as Incomplete

NOTE: As you become more familiar with the dictation system, you can bypass the voice prompts by entering the appropriate numbers. i.e. ID #, patient medical record #, etc.