

New Dictation System Go-Live August 1, 2017 for IU Health White and Tipton

CALL-IN CHANGES:

- 1) The NEW toll-free dictation line changes to **1-855-347-7995**.
 - The local lines will be redirected to the new dictation system on August 1, 2017 and will be valid call-in numbers.
 - Tipton 675-8360
 - White 058 or 059
- 2) The new dictation system requires **valid entries** of the CDN (Cerner Dictation Number), facility code and work type.
- 3) **Work types are further defined***. For example, death summary defined as work type 63; discharge summary remains 03.
- 4) **Entry of the FIN/Encounter Number** instead of the MRN. *If you do not know the FIN, please enter all 9's and clearly state/spell the patient's name, DOB and pertinent date such as admission, discharge or surgical date.*
- 5) **No** longer prompted to enter **specialty or status code**. These are built in the provider's profile within the dictation system to automatically route reports appropriately within Cerner.
- 6) **Turnaround** time for **operative reports** changes from 24 hours to **8 hours**.

Please Note: Dictating into the new dictation system allows you to sign your reports within the Cerner Message Center Inbox.

IU HEALTH CENTRAL DICTATION

DICTATING INSTRUCTIONS

- STEP 1:** Dial 1-855-347-7995
- STEP 2:** Listen for the greeting, "Welcome to the Indiana University Health Dictation System."
Note: At any time during the greeting, you may enter your 5-digit dictation number.
- STEP 3:** Enter your 5-digit physician (provider) number. If your ID is less than 5 digits, please enter leading zeros
- STEP 4:** Enter your 2-digit facility code,
- STEP 5:** Enter the 2-digit work type
- STEP 6:** Enter the 9-digit encounter number (Acct. # in Cerner)
- STEP 7:** 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 DICTATE THE FOLLOWING INFORMATION AT THE BEGINNING OF EACH DICTATION

- Dictator's first and last name
- Staff physician name (unless dictator is staff)
- Report type
- Encounter number/Acct. #
- Dates of admission/discharge/procedure as applicable
- Courtesy copies (complete name)

STAT DICTATIONS

*** 7 STAT requests should only be utilized for patients being transferred.**

Any questions or concerns, please contact the Transcription Support Team at 317-962-8501 or email iuhealthcentraldictation@iuhealth.org

STANDARDIZED WORK TYPES

History & Physical	01
Pre-Admission H&P*	12
Consultation	02
Emergency Medicine Note	80
Operative Note	05
Cardiac Procedure Note*	29
Colonoscopy Note	76
Delivery Note*	11
Discharge Summary	03
Death Summary*	63
Electroencephalogram (EEG)	83
Electromyogram (EMG)	84
Event Monitor*	55
Holter Monitor*	60
Neurology Note*	75
Polysomnography/Sleep Study	28
Pulmonary Function Note*	82
Stress Test	31
Tilt Table*	49
Transcutaneous O2 Note*	25
New Patient Clinic	52
Return Clinic	53
Regular Letter (uploads to chart)	50
Special Letter (doesn't upload)	51

*** Further defined work types**