REVIEW INSTRUCTIONS

1. Enter User ID followed by the # key.
2. Enter Location Code followed by the # key.
3. Press * 1.
4. Enter Password followed by the # key. (same as the User ID Number)
5. Review Menu, select option and follow the prompts:
   • Press 1 to review by Confirmation Number followed by # key.
   • Press 2 to review by Account Number followed by the # key.
   • Press 3 to review by Medical Record Number followed by the # key.

REVIEW KEYPAD FUNCTIONS

1 – Pause
3 – 5 second Rewind
4 – 15 second Forward
5 – Disconnect/Confirmation #
6 – Fast Fwd to End of Report
7 – 15-second Rewind
8 – Next Report
9 – Rew. To Beginning of Report
0 – Play

Wait for the system to find the report
Once finished listening to the report, press 9 for the next report of the same Patient info, or press 5 to disconnect.
M*Modal Telephone Dictation Instructions
Sentare Healthcare - Southside
Southside Hospitals: Dial ext. 81444
Outside Hospital: Dial 388-1444
Backup Number: Dial 877-258-6719
> Enter Physician ID number followed by the # sign
> Enter Location Code followed by the # sign
1 Norfolk General 9 Princess Anne
2 Leigh 88 VBASC
6 Virginia Beach 99 Hospital for Extended Recovery

> To dictate, please enter the work type followed by the pound sign,
> To Review Reports, press *1

WORK TYPE LIST
1 History and Physical 13 VBASC Op Report
2 Discharge Summary 14 VB Peripheral Vascular
3 Consultation Procedure
4 Outpatient Procedure Note 44 CP Neurology EEG
5 Transfer Summary 45 CP Neurology EMG
6 Pre-Op H&P 46 CP Neurology Audiology
7 Inpatient Op Report 47 CP Neurology Blink Reflex
8 Administrative Letter 48 CP Neurology Transcranial
12 VBASC Freeop H&P Doppler

> Enter 12 digit Patient Account Number followed by the # sign.
> Hospital for Extended Recovery enter 9 digit medical record number followed by the # sign
> If account number is not known, enter patient’s social security number followed by the # sign or all 9’s followed by the # sign.
> To dictate multiple reports press 8, enter new report type, Patient Number and begin dictating. After you press 8 you will be given a confirmation number.
**Please document the confirmation number**
> Begin dictation after the tone

DICTATION KEYPAD FUNCTIONS
1 - Pause 5 - Disconnect/Confirmation # 9 - Rwd. To
2 - Record 6 - Fast Fwd to End of Report Beginning of Report
3 - 5-second 7 - 15-second Rewind 0 - Play
4 - 15-second Forward

PLEASE DICTATE THE FOLLOWING INFORMATION
* YOUR NAME
* STATE PATIENT ACCOUNT NUMBER / HER UNIT STATE
* MEDICAL RECORD NUMBER
* DATE OF SERVICE (VERY IMPORTANT)
* ATTENDING PHYSICIAN NAME (if not the dictating physician)
* STATE PHYSICIANS WHO ARE TO RECEIVE COPIES
   (including first and last name)