Physician Name: ______________________________________
Physician ID: ______________________________________

**Dictation Instructions**

1. To dictate dial 1-866-954-7151.
2. Enter your **Dictator ID followed by the** pound (#) key.
3. Enter **Department Code** followed by the # key.
   - 50 = Shands HIM
   - 60 = Shands Rehab
   - 70 = Shands Vista
4. Please enter the **Work Type** followed by the # key.
5. Enter the Patient’s CSN followed by the # key. The CSN is an 11-digit number, do not enter the leading 1 or 0’s.
6. Press 2 to begin dictation.

**State and spell the patient’s full name, date of service and CSN as well as the Attending Physician’s name.** If there are Referring Physicians, the full names and addresses should be dictated.

**Note:** To mark the dictation STAT, press 6 any time during dictation.

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QUESTIONS? CALL 44816