

InTouch Telephone Dictation Instructions

Calvert Health Medical Center:
CalvertHealthMedical

Nuance Admin

ID: Not Assigned


- Dial In Instructions**
1. Dial 833-842-4522
 2. When prompted, enter your user ID (Not Assigned) and press #.
 3. Enter a Document Type (below) and press #.
 4. Enter a Account Number and press #.
 5. Press # to Record, 6 to Pause/Stop, and 8 to finish the report and start another.
 6. Press * to replay receipt, while at first prompt, after completing a dictation.

- Intouch Review Instructions**
1. Dial 833-842-4522
 2. When prompted, enter your user ID (Not Assigned) and press #.
 3. When prompted, select 3 for the dictation review feature.
 4. When prompted, enter your user PIN () and press #.
 5. Enter a MRN and press #.
 6. Press 6 to Pause/Stop, and 8 to finish.
 7. Press # to move to the Next Dictation for this Patient.

Notes

To review your transcriptions (InQuery application) logon to <https://www.escription-one.com/inquiry/> and press "Login"

Username: Admin
Client: CALVERTHEALTH

	<p>Quick Reference (The options below can be used at any time while in DICTATE mode.)</p> <ol style="list-style-type: none"> 1. Play/Pause While in Playback mode, will play the dictation from the beginning or from where paused. 2. Overwrite Record new dictation at current position, overwriting dictation from this position. 3. Rewind While in Playback mode, will rewind the dictation 4 seconds each time pressed. 4. To End While in Playback mode, will fast forward the dictation to the end of the dictation. 5. Stop Stops recording or playback. 6. To Start While in Playback mode, will rewind the dictation to the beginning of the dictation. 8. Done Will complete the existing dictation and start a new dictation. 9. Forward While in Playback mode, will fast forward the dictation 4 seconds each time pressed. *. Stat Will prioritize a dictation above the normal priority. 0. Help Will playback all options listed here while in record or playback mode. #. Record Enables user to begin recording when pressed.
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- Document Types**
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|--|--------------------------------------|---------------------------|
| 1. Discharge Summary | 35. ECHO | 99. Other |
| 2. History and Physical | 60. Psychiatric History and Physical | 141. EEG |
| 3. Consultation | 61. Psychiatric Progress Note | 143. Exercise Stress Test |
| 4. Operative Report | 62. Psychiatric Discharge Summary | 144. Nuclear Stress Test |
| 12. Hospitalist History and Physical | 70. PDT History and Physical | 145. PFT |
| 16. Pre-Operative History and Physical | 71. PDT Progress Note | |
| 25. Cardiac Catherization | 72. PDT Discharge Summary | |

Mobile Instructions

To dictate using an iPhone, go to this link to obtain our App <https://itunes.apple.com/us/app/escription-rh-transcription/id927493617?mt=8> or go to the App Store on your iPhone and search for eScription RH.