

InTouch Telephone Dictation Instructions

Providence Petaluma

Gregory Sacher

ID: 2726

Dial In Instructions

1. Dial 844-878-5630
2. When prompted, enter your user ID (2726) and press #.
3. Enter a Location (below) and press #.
4. Enter a Document Type (below) and press #.
5. Enter a Account Number and press #.
6. Press 2 to Record, 0 to Pause/Stop, and 5 to finish the report and start another.
7. Press * to replay receipt, while at first prompt, after completing a dictation.

Notes

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

Username: 2726

Client: PROVPETA



Quick Reference (The options below can be used at any time while in DICTATE mode.)

- 1.
2. **Record** *Enables user to begin recording when pressed.*
3. **Rewind** *While in Playback mode, will rewind the dictation 4 seconds each time pressed.*
4. **Forward** *While in Playback mode, will fast forward the dictation 4 seconds each time pressed.*
5. **Done** *Will complete the existing dictation and start a new dictation.*
6. **Stat** *Will prioritize a dictation above the normal priority.*
7. **To Start** *While in Playback mode, will rewind the dictation to the beginning of the dictation.*
8. **Play/Pause** *While in Playback mode, will play the dictation from the beginning or from where paused.*
- 9.
- *. **Help** *Will playback all options listed here while in record or playback mode.*
0. **Stop** *Stops recording or playback.*
- #.

Document Types

- | | | |
|--------------------------------|-------------------------------|---|
| 1. History and Physical | 9. Psych Evaluation | 54. Placeholder |
| 2. Consultation | 10. Transfer Summary | 55. Case Mgmt Ltr /Justification of Admn |
| 3. Operative Report | 12. Sleep Center | 56. Critical Care Report |
| 4. Discharge Summary | 13. EEG | 90. Echo TEE Stress Echo Docutamine Stres |
| 5. Emergency Department Report | 17. Cardiology Procedure Note | 112. Transfer of Care |
| 6. Progress Note | 52. Pulmonary Function | 602. Stress Test Nuc Scan EKG |
| 7. Pre-OP H&P | 53. Holter Monitor | |

Locations

20. Petaluma

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.