



**OREGON  
HEALTH & SCIENCE  
UNIVERSITY**

**DICTATION FORMATS  
AND INSTRUCTIONS**

Information also available on the  
OHSU/HIS Intranet website at  
[http://ozone.ohsu.edu/healthsystem/  
HIS/medrectx/medrectix.shtml](http://ozone.ohsu.edu/healthsystem/HIS/medrectx/medrectix.shtml)

**TELEPHONE KEYPAD COMMAND CODES**

- 1 - Hold (long term), Press 2 to resume recording
  - 2 - Pause (short term) / resume
  - 3 - Skip back and play
  - 4 - Short fast forward: each beep is five seconds of recording. Press 3 to resume play
  - 44 - Fast forward to end of document
  - 5 - Disconnect
  - 6 - Stat / Priority. Press anytime during recording to flag report as stat
  - 7 - Short rewind: each beep is five seconds of recording. Press 3 to resume play
  - 77 - Rewind to beginning of document
  - 8 - End report and start another
  - \*8 - Discard current report
  - 9 - Place job in "open" status to complete at a later time
- To back up and record over dictation, press 7 to rewind, 3 to resume playback, 2 to pause at the point you wish to begin dictating again, and 2 again to resume recording.
- To correct an incorrectly keyed field, press the \* key and follow the prompts.

**DICTATION INSTRUCTIONS**

1. Enter access number 4-1555 on any touch-tone phone. From phone outside OHSU, use 503-94-1555.
2. Enter your ID (pager) number followed by the # key.
3. Enter your work type, followed by the # key:
  - 1 - Infant Monitoring Report
  - 2 - ED Report
  - 3 - CDRC Report
  - 5 - Gabriel Park Clinic Note or Letter
  - 6 - Social Work Report
  - 7 - Letter
  - 8 - Clinic Note / Progress Record
  - 9 - Orthopedics Clinic Note or Letter
  - 10 - Operative Report
  - 11 - Discharge Summary
  - 12 - Operative Addendum (Medicare)
  - 13 - Pre-Admit History and Physical
  - 14 - Consultation (inpatient)
  - 15 - Consultation (outpatient)
  - 16 - Skull Base Operative Report
  - 22 - STAT ED Report
  - 23 - ED Observation Unit Discharge
  - 30 - Beaverton Clinic Note or Letter
  - 35 - Family Practice Clinic Note
  - 36 - Family Practice Letter

**DID YOU WRITE DOWN THE JOB NUMBER?**

- 60 - Internal Medicine Clinic Note
- 61 - Internal Medicine Letter
- 90 - Cardiology Clinic Note
- 91 - Cardiology Letter
4. Enter Medical Record Number (8 digits, exclude leading zeros) followed by the # key.
5. Enter discharge date, surgery date or other date of service (mm/ddyy).
6. Press 2 to begin dictation.
7. Press 5 to end dictation and disconnect or 8 to end dictation and begin a new report.

FOR FURTHER ASSISTANCE  
CALL 4-8634

Toll-free calls accepted from  
locations outside local area:  
1-877-877-4497

**INPATIENT HISTORY AND PHYSICAL FORMAT**

1. Dictator's name (specialty)
2. Patient's name (spell last name)
3. Patient's Medical Record Number
4. Date of H & P
5. Attending physician
6. Chief complaint
7. History of present illness
8. Review of systems
9. Family history
10. Personal / social history
11. Physical exam
12. Impression
13. Plan

**CONSULTATION REPORT FORMAT**

1. Dictator's name (Specialty)
2. Patient's name (spell last name)
3. Patient's Medical Record Number
4. Name and address of referring physician (spell entire name, include Zip Code)
5. Consultation date
7. Reason for requested consultation
8. Consultation finding and recommendations

**DISCHARGE SUMMARY FORMAT**

1. Dictator's name (specialty)
2. Patient's name (spell last name)
3. Patient's Medical Record Number
4. Admission and discharge dates
5. Staff (attending physician's name and specialty)
6. Principal final diagnosis
7. Additional diagnosis(es)
8. Principal procedure
9. Additional procedure(s)
10. Reason for admission
11. Hospital course
12. Discharge instructions
  - Medications
  - Diet
  - Activity
  - Follow-up

**OPERATIVE REPORT FORMAT**

1. Dictator's name (specialty)
2. Patient's name (spell last name)
3. Patient's Medical Record Number
4. Date of Operation
5. Attending surgeon's name (specialty)
6. Assistants (do not include medical students)
7. Preoperative diagnosis
8. Postoperative diagnosis
9. Operation(s) performed
10. Specimens removed
11. Procedure in detail

**EMERGENCY DEPARTMENT NOTE FORMAT**

1. Chief complaint
2. History
3. Past medical history
4. Medication(s)
5. Allergies
6. Social history
7. Review of systems
8. Physical exam
9. ED course
10. Clinical impression
11. Disposition plan

**CORRESPONDENCE FORMAT**

1. Dictator's name (specialty)
2. Patient's name (spell last name)
3. Patient's Medical Record Number
4. Date of letter
5. Name and address of addressee (spell entire name, include Zip Code)
6. Salutation
7. Body of letter
8. Complimentary closing
9. cc's (if any)

**CLINIC / PROGRESS NOTE FORMAT**

1. Dictator's name (specialty)
2. Patient's name (spell last name)
3. Patient's Medical Record Number
4. Date of clinic visit
5. Name of clinic
6. S.O.A.P. format (optional)
7. Staff physician (if counter signature desired)
8. cc's (if any)