



Dictation Instructions For **FAIRWAY MEDICAL**

To access the voice recorder call **1-800-868-6224**.

- 1) Enter physician ID number (and press #)
- 2) Enter location ID **309** and press #
- 3) Enter in subject ID and press # (bypass press #)
- 4) Enter WORK TYPE and press #

0 - MISCELLANEOUS – WORK TYPE NOT SPECIFIED
1 – HISTORY AND PHYSICAL
2 – OPERATIVE REPORT
9 - STAT

PLEASE state physician name, patient's info, number, date of service, report type, referring physician (if applicable)

- 1 to pause (press "2" to resume)
- 2 to start dictating
- 3 to RW dictation (couple seconds)
- 4 to review from start (current dictation)
- 5 to save dictation, NEXT
- 6 mark "**PRIORITY**" (during dictation, "2" resume)
- 7 to FF (couple seconds)
- 8 to save dictation, NEXT (same as "5")
- # # Confirmation number (during dictation)*
- 9 to disconnect

To Listen (after dictation is finished and after pressing "5")

Press *1, then (1–Dictation, 2-Listen)–Change modes

After mode has been selected ("listen") it will ask the dictator to listen by "subject number", "author ID", and others.

Selecting "author ID" will give the last job dictated and goes back from that point.

"Subject number" will go to that particular subject number.

After that has been established ("listen mode").

1. Goes to beginning of dictation
3. Goes to end of dictation
4. Rewind
5. Disconnect
6. Fast forwarding
7. First Job
8. Next Job

"*1" will give the option to go back to "listen mode" or "dictation mode" (pick "1" to get back to "dictation mode") or hang up if finished.

If there is a STAT dictation needed earlier than the previously arranged time, please notify Surgical Notes of the specific need.

