

Document Review Instructions

1. Dial (904)-244-7198 or if on campus dial 4-7198.
2. After the prompt, enter your **Physician ID** number followed by the # key.
3. Any non-providers will be required to have an ID issued to review dictations. Contact the Allscripts Helpdesk at 244-9300 to obtain one.
4. Press the **star (*)** key at any time to enter listen/review mode.
5. To review job, **press 4**.
6. **Press 1** to review by Confirmation number.
7. Enter the **Confirmation Number**, followed by the # key.
8. **Press 1** to review the dictation.

Spheris Telephone Dictation Instructions

1. Dial (904)-244-7198 or if on campus dial 4-7198.
 2. After the prompt, enter your **Physician ID** number followed by the # key.
 3. Enter the **LOCATION CODE** followed by the # key.
 4. Enter the **WORK TYPE** followed by the # key.
 5. Enter the **MEDICAL RECORD NUMBER** followed by the # key.
 6. Begin dictation after the tone. To mark job **STAT**, **press 6**.
 7. To end the dictation: **Press 5**, (notate the confirmation # that is given)
- **To dictate multiple reports:** In step 7, **Press 8** instead of 5, notate the confirmation # and repeat steps 3 – 7.
 - **To mark a report STAT after hang up,** contact your Allscripts Team or Spheris Customer Service.



Physician Name: _____ Physician ID: _____

Location Number	Worktype Number	Worktype Description

Full, Updated location and Worktype listings available from Allscripts Support

KEYPAD FUNCTIONS

KEY	FUNCTION		
1	Pause	6	Mark STAT
2	Record	7	Go To Start
3	15 Second Rewind	8	Next Report
4	Go To End	9	5 Second Forward
5	Disconnect	*	5 Second Rewind

Dictation Tips - Clearly **speak** the following:

- 1) Your name
- 2) Date of Service
- 3) Attending's name (if applicable)
- 4) Patient Name (spelling out the last name is helpful)
- 5) Patient Medical Record Number
- 6) Patient Date of Birth (if available)

Transcribed reports will be returned to you through **Allscripts**.

Please reference *Allscripts Document Signing Guide* for editing/signing instruction, or contact Allscripts Support for assistance.

Additional module training/documentation also available by contacting the Allscripts Help Line.

HELP NUMBERS

Allscripts Support: **244-9300**
 HIM Medical Records: **244-5227**
 UFJPI Help Desk: **244-3672**
 Shands Help Desk: **244-7828**

Transcription problems after regular business hours:
 Contact Spheris at **1-800-905-0084**, Option 2.



UF DICTATION GUIDE

It is your responsibility to review, edit (if necessary) and sign off on all of your dictations electronically. If you do not have final signature authority, the dictated reports must be forwarded to the attending physician for signature. Reports that are not signed by an attending physician are considered delinquent and reported to appropriate Management.

Many UFJ Clinics use Spheris, an outside transcription service, to type dictated reports. Check with your Department/Location for specific details.

Any telephone may be used for dictations.

UF Dictation Line: 244-7198