



SOUTHERN NEW MEXICO

SURGERY CENTER

2301 Indian Wells Rd. Suite B

Alamogordo, NM 88310

505.437.0890

Dictation Instructions for Southern New Mexico

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

1. Enter Physician ID number and press #
2. Enter Location ID **281** and press #
3. Enter in Subject ID and press # (bypass press #)
4. Enter WORK TYPE and press #

0 - Miscellaneous - Work type not specified	3 - Consult
1 - H&P	4 - Imaging / Discharge
2 - OP/ Procedure Note	5 - 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 Rewind dictation (couple seconds)
- 4 to Review from Start (current dictation)
- 5 to Save dictation, NEXT
- 6 mark "PRIORITY" (during dictation, "2" resume)
- 7 to Fast Forward (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.
- "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.

6688 N. Central Expressway, Suite 1140, Dallas, Texas 75206

Phone: 214.821.3850 • Fax: 214.378.8127

www.surgicalnotes.com • E-mail: info@surgicalnotes.com