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.
7. To end the dictation: Press 5, (note the confirmation # that is given)
8. To dictate multiple reports: In step 7, Press 8 instead of 5, note the confirmation # and repeat steps 3 – 7.
9. To mark a report STAT after hang up, contact your Allscripts Team or Spheris Customer Service.

KEYPAD FUNCTIONS

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<th>KEY</th>
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<td>1</td>
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<td>Go To End</td>
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<td>5 Second Forward</td>
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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)

HELP NUMBERS

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

Transcribed reports will be returned to you through Allscripts.

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