



**UNIVERSITY OF CINCINNATI  
MEDICAL CENTER  
EMERGENCY DEPARTMENT  
EPIC DICTATION INSTRUCTIONS**

- PLEASE DIAL 513-584-7721.
- PLEASE ENTER THE HOSPITAL CODE: 01
- PLEASE ENTER THE LAST 5 DIGITS OF YOUR MEDICAL LICENSE NUMBER OR ASSIGNED DICTATION ID.
- PLEASE ENTER A 2 DIGIT WORK TYPE WHEN PROMPTED:

16	ED Admission for admitted patients
17	ED Discharge for discharged patients

- PLEASE ENTER THE PATIENTS 10-DIGIT EPIC CSN NUMBER.
- YOU WILL RECEIVE THE TONE TO DICTATE.
- PLEASE STATE THE FOLLOWING AT THE BEGINNING OF YOUR DICTATION:
  - o DICTATE YOUR NAME.
  - o DICTATE THE PATIENT'S NAME.
  - o DICTATE THE PATIENT'S CSN NUMBER.
  - o DICTATE THE VISIT DATE.
  - o **RESIDENTS ONLY: DICTATE YOUR ATTENDING'S FULL NAME FOR SIGNATURE.**
- PLEASE DO NOT BATCH DICTATE. SIMPLY PRESS 5 BETWEEN EACH PATIENT SO THAT MULTIPLE TRANSCRIPTIONISTS CAN TRANSCRIBE YOUR WORK.

**KEYPAD FUNCTIONS:**

- 1 – LISTEN
- 2 – DICTATE

**3 – SHORT REWIND**

**4 – PAUSE**

**5 – END DOCUMENT ( Job # playback)**

**6 – GO TO END OF DICTATION**

**7 – FAST FORWARD**

**8 – GO TO BEGINNING OF DICTATION**

**9 – JOB # PLAYBACK THEN SYSTEM DISCONNECT**

**## (pound key twice) - JOB # PLAYBACK THEN PAUSE MODE**

Reviewed: 1/9/13