



Mount Sinai

Mount Sinai Hospital and Faculty Practice Associates

Nuance Dictation Guide

DIAL THE FOLLOWING NUMBER USING A LAND LINE

Within Mount Sinai facilities **8-9889**

Within the NYC area **212-659-9889**

Long distance **877-424-2781**

ENTER FACILITY CODE

89 For Mount Sinai Hospital (MSH)

12 For FPA (including Ambulatory 14th Floor Surgery Center)

ENTER YOUR SPEAKER CODE

ENTER YOUR PATIENT'S MEDICAL RECORD NUMBER

ENTER YOUR WORKTYPE

MSH	1	Inpatient operative report
	2	Ambulatory operative report
	3	Discharge summary
	4	Addendum for inpatient operative report
	5	Addendum for ambulatory operative report
	6	Addendum for discharge summary
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FPA	20	Consultation
	22	Office progress note
	23	Procedure note
	24	Letter
	25	Post-operative note
	26	Word Document

QUICK TIPS

- Use a normal speaking voice
- Do not speak too quickly
- Identify yourself and patient name
- Identify Admit & Discharge date for Discharge Summary
- Identify Admit & Procedure Date for Operative Report

MSH Only: If dictating for an attending who will be signing the report, state the attending's full name (Last, First)

TELEPHONE CUES

1 Pause	2 Record	3 Rewind & Play
4 EOD & Record	5 Hang Up	6 Next Dictation
7 BOD & Record	8 Insert	9 Long Review
* Disconnect	0 Invalid Option	# Confirmation Number

PRESS 1 to pause up to 5 minutes; intermittent beep every 10 seconds.

PRESS 2 to record.

PRESS 3 to rewind to required spot and **PRESS 2** to record over previous dictation.

PRESS 3 to rewind for a few seconds (or several times to go back further) and automatically commence playback.

PRESS 4 to skip to end of the dictation file and begin recording.

PRESS 5 OR * to hang up the call.

PRESS 6 to dictate additional reports and repeat steps 3-6.

PRESS 7 to skip instantly to the beginning of the dictation file and commence playback.

PRESS 8 to insert more dictation.

PRESS 9 to play back entire dictation.

PRESS # to be provided with a confirmation number at the end of each report.

FOR DICTATION ASSISTANCE

FPA: PLEASE CALL YOUR ADMINISTRATIVE ASSISTANT
MOUNT SINAI HOSPITAL: 212-241-6525 OR EXTENSION 46525