

The HIMS department announces new dictation & transcription system

Currently LPCH uses Dictaphone for dictation and Digital Records Corporation (DRC) for transcription. **Starting August 12**, DRC will provide both dictation and transcription services to LPCH. The resulting system will be more robust, dependable and less expensive to operate.

What remains the same:

1. The in-house extension will remain the same (x7-8278) and the menu prompts will be nearly the same as before. See Table 1 for the new dictate control menu prompts.
2. The new system will have no impact on the Radiology Department. Radiology reports will continue to be dictated into Dictaphone.

What changes:

1. For providers who call into the dictation-transcription from outside of the hospital, there is a new toll free number. The new number is **877-577-9980**. The old toll free number will no longer work after **August 12**.
2. The voice prompt will ask you to key-in a patient's FIN number when dictating a report. You may still key-in the medical record number (MRN) if the FIN number is unavailable. The FIN number will help the hospital match the report with the proper LINKS encounter.
3. In agreement with the LINKS team, the work types have been simplified to a new hierarchy approved by physician committees. The new hierarchy will enable a clearer view of physician's reports. See Table 2 for the new work type hierarchy
4. For patient discharges or transfers external to LPCH please use the discharge summary work type (07)
5. For off-service and internal transfers please use interim summary work type (08)

Table 1: Dictate Control Menu

2	Dictate / Pause	6	Mark as STAT
3	Short rewind & play	77	Rewind to beginning & play
44	Go to end	8	New report
5	Disconnect	#	Play Job ID Number

Table 2: Worktypes

History & Physical	2	Interim Summary	8
Inpatient Consultation	4	Clinic Visit / Consult / Note	10
Operative Report	5	EEG	11
Inpatient Letter	6	Outpatient Letter	13
Discharge Summary	7		