

TUTORIAL: Processing Dictation

There are two options for Dictation but both of them require a **PIN** number to be setup by the User.

The use of the **PIN** number is needed to authorise the letter to be sent electronically. This record is required should you need to prove, in a Court of Law, that the document was approved by you and the content is original.

With 'Check Dictation' on

If you have **Check Dictation** ticked then all Dictation that has been typed must be checked by pressing **check-F11** button or press **F11** and confirmed by the User by entry of their **PIN** number before it can be processed. In this case the **Send Dictation** tab is not required.

With 'Check Dictation' off

If you have not ticked the **Check Dictation** then you can process Dictation without checking it but if you have any letters that are going to recipients via Healthlink or Argus then they will go to the **Send Dictation** tab and will not be sent until they are checked by pressing **F11** and confirmed by the User by entry of their **PIN** number.

USING DICTATION – With 'Check Dictation' on

Type your letters in **Type Dictation** tab, once your letters are completed then press the **Finished** button to move them into the **Check Dictation** tab. When you have pressed the **Finished** button the letter will then be marked as finished.



Now go to the Check Dictation tab and your letters should appear on that list ready for checking.

	ation				
					KEVIN TEAL
	Tune Dictetion		Check Dictation		Sand Dictation
	- ype breadlon		encer presenter		
				Items	New
	Surname	First Names			Ten
	MUFFIN	Apple		09.07.2008 LETTER	1
	HUGHES	Sinclair			Edit
	MUFFIN	White Chocolate			
	MUFFIN	Crunchy Lemon			Delete
	MUFFIN	Brie			
	MUFFIN	Another			
	SMITH	Audrey Daphne			
	PITSTOP	Penelope			Display
	CARLINE	Dorothy May			
	CAMPBELL	inez Oiga			Print
	FISHER	Henry Michael		\triangleright	
					Labert -
	Unrelated Letter(s)				Laber
					Engelope
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					Нер
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.	atient Appoint-	Dictation	Reports	Setup 5	Utilities St. Exit

Now the Doctor will need to check his dictation by either pressing the **Check-F11** button or just pressing **F11**.

It will now come up with the **Check Dictation Pin Entry** box, the Doctor will now enter his previously set **PIN** in here and press **OK**. You will only need to enter the **PIN** once but you will need to press the **Check-F11** button or **F11** for every patient on the list.



The letters will come up and once you are happy with the letter press the **box** to mark it as checked.



The letters will now have 'C' (checked) beside them in the **Check Dictation** tab. The Dictation is now ready for printing or sending so press the **Process** button. This will also put it into the Patient's file.

Type Dictetion		Check Dictation		Send Dictation	
Y	,		Itoms		New
Surname	First Names				Ten
MUFFIN	Savoury		09.07.20 8 C LE	TTER	
MUFFIN	White Chocolate				Edit
MUFFIN	Crunchy Lemon				
MUFFIN	Bne				Delete
MUFFIN	Another				
BUOP	Betty				
BAIRD	Elizabeth Johnston				0.1
	Wilma				Display
HOBBLE	Betty				
ADDUTT	David Michael				Print
400PT	Gooly				
MAGUU	Mumble				Label
SMITH	Audrey Daphne				Faper
LAMBIE	Barbara Letitia				
BLOGG	Trevor				Envelope
FARRELL	Shirley Lorraine				
DAVIDSON	Pat				
WAISON	Carmen Lee				Help
UBRIEN	Kathleen			/	
SMITH	Alan Henry			(
PITSTOP	Penelope				Process
MILANOVIC	Isabel			>	
MICHAELIDES	Despo				Patients
CARLINE	Dorothy May				rincessed
SMITH	Annie				the second second
CAMPBELL	Inez Olga				Import WP
FISHER	Henry Michael				
					Check-F11
Unrelated Letter(s)					
			•		

Select the options you wish here and Save as Default and press OK.

Check Dictation Pri	nt Options
Print:	
 <u>Unprinted letters only</u> 	idsly printed ones)
Operation <u>N</u> otes	Co <u>p</u> ies
Dictation:	
⊛ A <u>l</u> i	
C Displayed only	
Save as Default	
💡 <u>H</u> elp 🛛 🗙 <u>C</u> an	cel 🧹 <u>O</u> K

Once this is complete the following message will appear, press OK.

Process	ing Dictation 🛛 🔀
(į)	Finished processing dictation.
	OK

In Type Dictation tab the letters should now have a 'P' (Process) alongside the 'C' (checked).

ition				
09.07.2008	•			KEVIN TEAL
Type Dictation		Check Dictation	Send D	Dictation
Surname	First Names	Dict Fin		New
CAMPBELL	Inez Olga		9.07.2008 PC LETTER	
CARLINE	Dorothy May			Edit
FISHER	Henry Michael		\checkmark	
Detient(a) not on the doublet				Delete
Patient(s) not on the daynst				
SMITH	Alan Henry			
SMITH	Annio			Display
				Print
				Label
				Tapei
				Engelope
				Help
				Einished
				Lunsued
				A Other
				E ratient
				Greate WP
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				Create WP
stingt /TEAppoint-		Tel Broot.	All care dell'interio	Create WP
alient	Dictation Office	Reports	Setup 👘 Utilities	Egate WP

Now the letters should either have printed out or been sent via Healthlink or Argus depending how they are set up to be sent in **SETUP-ADDRESS FILE-CORRESPONDENCE.** They should now appear in the Patient file under Notes and Letters depending on what has just been typed.

Setting PIN Number, required for both methods

Go to SETUP-USER-DICTATION and press the PIN button.

Setup User								X
					Wedne	sday,	,09 Jul 20	008
usr Config.	More usr config.	auto-Paj	ments	pRoviders	test Templates	<u>у</u>	Visible tests	
User numbers	Sms	Appointme	nts	clinical Ink	Dictation		Email	
Word Processor				Letterhead			New	Ш
Default Font <u>N</u> a	me	Arial		Patient Letter	Yes		E 11	ш
Default / 'Copy "	To' Font <u>S</u> izes	11/8		Unrelated Letter	No		Edit	
Check Dictation		Yes		Recall Letters	No		Delete	
'Finished' Re	q. for Check	Yes		Operation Notes	Yes			
Letter Line Spaci	ng			Batch Label			Display	Ш
Between Top Ma	argin and Date	3		All			Duine	
Between <u>D</u> ate a	nd Recipient	3					Print	
Between <u>A</u> ddres	s and Salutation	3					Label	
							Help	
						6	Pin	
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							External	
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Call Incisive at this point to get the **Security Code** and enter it in the **Security Number** field and press enter.

Ch	eck Dictation Pin
<u>S</u> ecurity Number:	
Help	Cancel OK

Then enter your **PIN** number in both fields and press **OK**. It will come up with a confirmation message, if you are happy with the number then press **Yes**, else press **No** and re-enter your **PIN**.

Ch	neck Dictation Pin
<u>S</u> ecurity Number:	2753
<u>P</u> in:	
Con <u>f</u> irm Pin:	
💡 Help	<u>Cancel</u> <u>O</u> K

SETUP FOR OPTION ONE - With 'Check Dictation' on

If you want to check all dictation, regardless of whether it is to be sent electronically, then tick the **Check Dictation** box found in **SETUP – USER – DICTATION.** All Dictation that has been typed must be confirmed before it is processed. In this case the Send Dictation tab is not required.



Finished Required

If you want to make sure that no letters are processed when they are not fully completed by the typist, then go to **SETUP – USER – DICTATION** and tick **Yes** to **'Finished' Required when Checking Dictation**. This will mean that once the typist is finished with the letter she will need to press the **Finished** button in Dictation to move the letter into the **Check Dictation** tab ready for the Doctor to check.

If the 'Finished' Required when Checking Dictation is not ticked then once you say ok to the letter it will go through automatically to the Check Dictation tab.