

## 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

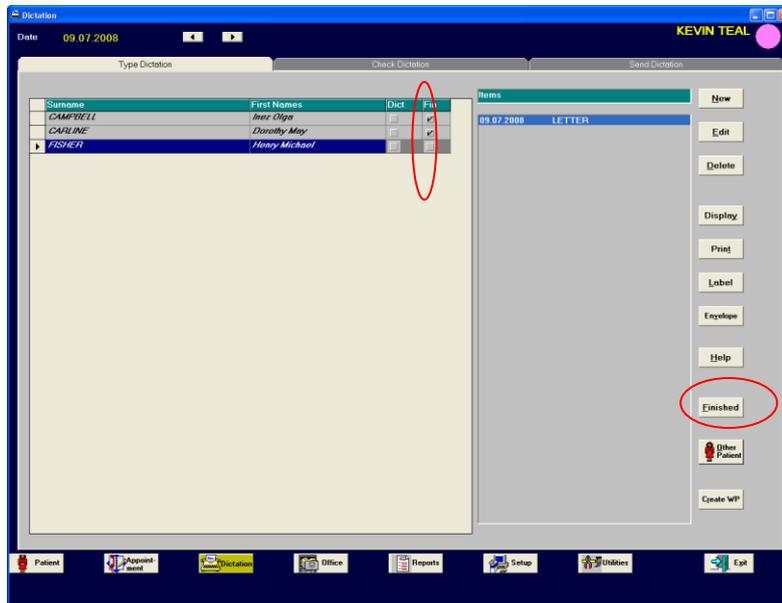
If you have **Check Dictation** ticked then all Dictation that has been typed must be checked by pressing **check-F11** button or press **F11** and confirmed by the User by entry of their **PIN** number before it can be processed. In this case the **Send Dictation** tab is not required.

### With 'Check Dictation' off

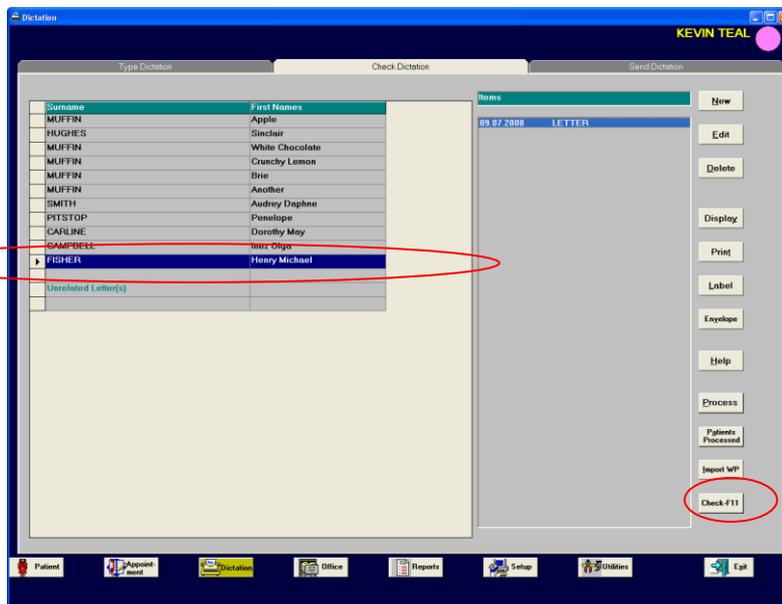
If you have not ticked the **Check Dictation** then you can process Dictation without checking it but if you have any letters that are going to recipients via Healthlink or Argus then they will go to the **Send Dictation** tab and will not be sent until they are checked by pressing **F11** and confirmed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

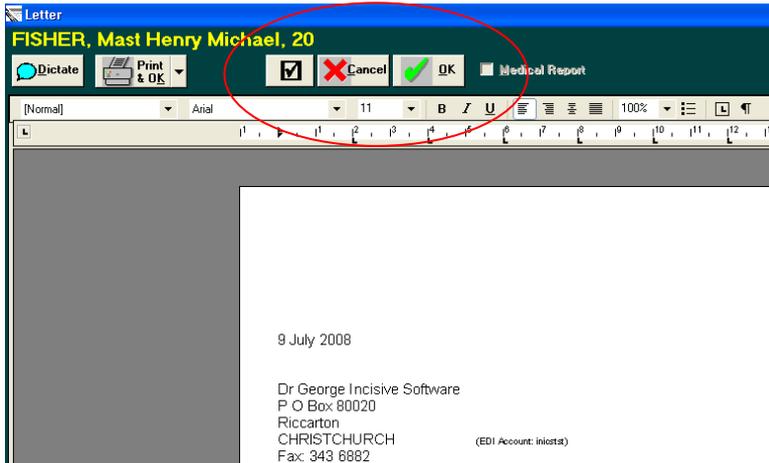


Now the Doctor will need to check his dictation by either pressing the **Check-F11** button or just pressing **F11**.

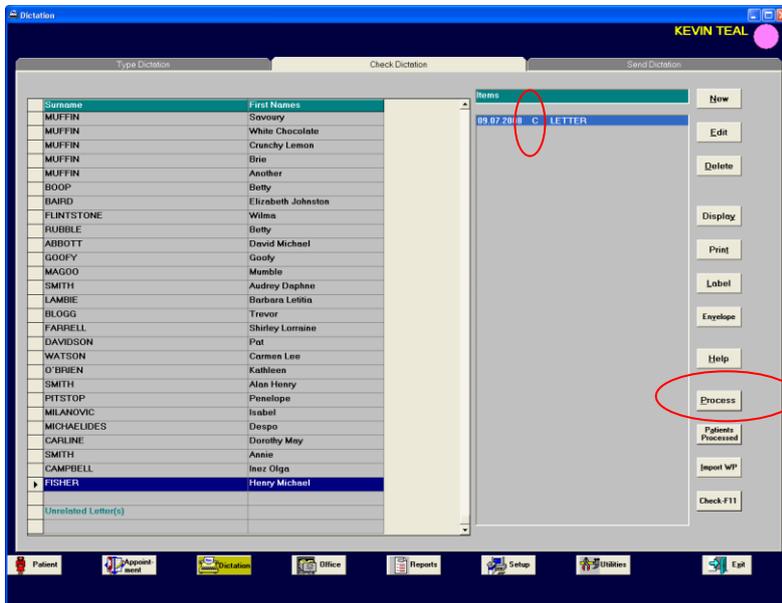
It will now come up with the **Check Dictation Pin Entry** box, the Doctor will now enter his previously set **PIN** in here and press **OK**. You will only need to enter the **PIN** once but you will need to press the **Check-F11** button or **F11** for every patient on the list.



The letters will come up and once you are happy with the letter press the  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.



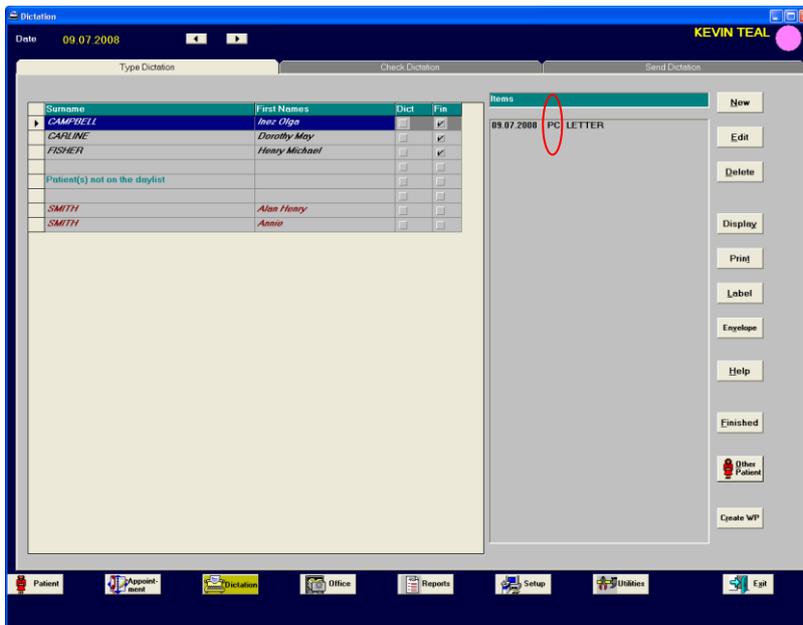
Select the options you wish here and **Save as Default** and press **OK**.



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



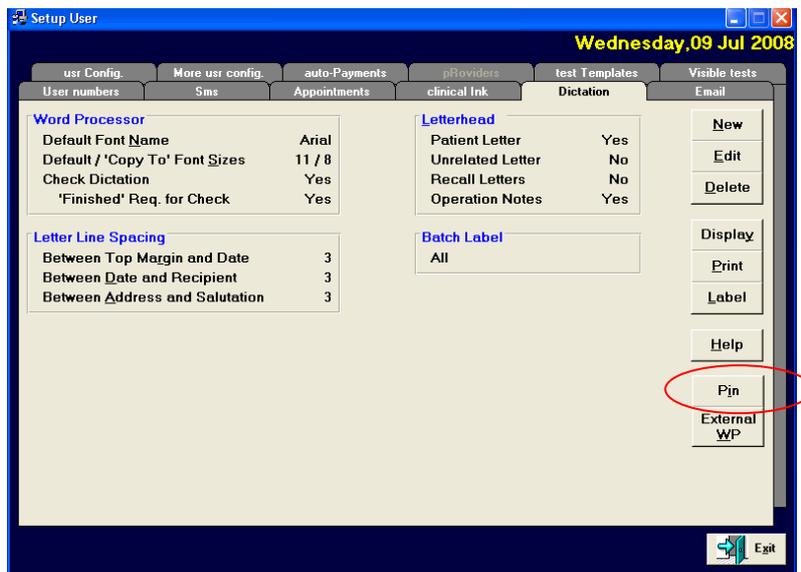
In **Type Dictation** tab the letters should now have a 'P' (Process) alongside the 'C' (checked).



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.



Call Incisive at this point to get the **Security Code** and enter it in the **Security Number** field and press enter.

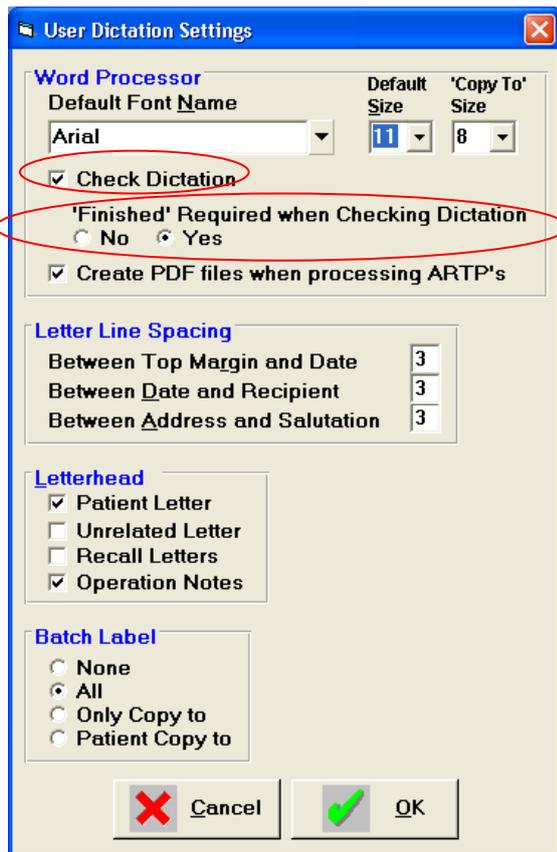
The 'Check Dictation Pin' dialog box has a title bar with the text 'Check Dictation Pin'. Below the title bar, there is a label 'Security Number:' followed by an empty text input field. At the bottom of the dialog, there are three buttons: 'Help' (with a question mark icon), 'Cancel' (with a red X icon), and 'OK' (with a green checkmark icon).

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**.

The 'Check Dictation Pin' dialog box is shown again. The 'Security Number:' field now contains the text '2753'. Below it, there are two empty text input fields labeled 'Pin:' and 'Confirm Pin:'. The buttons at the bottom remain the same: 'Help', 'Cancel', and 'OK'.

## 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.