

Medical Staff
eScription Quick Reference Guide
New Number (Toll Free):
(855) 228-9151

Dictation Instructions:
Dial (855) 228-9151
DO NOT USE CELL PHONE

Enter your [Provider ID Number](#) (Same as Dictaphone) followed by the # key.

Enter [Work Type](#) code followed by the # key.

Enter the [Account Number](#) for inpatients, [Medical Record Number](#) for outpatient, or the [Accession Number](#) for Radiology followed by the # key.

****This prompt will vary by Work Type**

<p><u>Keypad Functions:</u></p> <ol style="list-style-type: none"> 1 Hold (5 minutes maximum) 2 Record/Pause toggle 3 Short Rewind by 5 sec 4 Fast Forward by 5 sec 5 End Dictation and Disconnect 7 Play From Beginning 8 End Dictation and Begin New Dictation <p><u>Keypad Instructions</u></p> <p>Press 2 to record. Press 2 again to pause (beeping tone). Press 2 to resume recording.</p> <p>Press 5 to end dictation and disconnect or</p> <p>Press 8 to end dictation and begin another dictation</p>	<p>Dictation Reminders:</p> <p><u>Inpatient Work Types Require:</u> Patient Account Number HL00XXXXXXXX Enter the 8 Digits following HL00</p> <p><u>Radiology Work Types Require:</u> Exam Accession Number AXXXXXXXXXX Enter an 8 (for A) followed by the 10 digit accession number</p> <p><u>Outpatient Work Types Require:</u> Medical Record Number HMXXXXXXXX Enter the 8 Digits following HM</p>
<p><u>STAT Reports Guidelines</u></p> <p>Please call (808) 933-0440 7:30 AM—4:00 PM Sunday thru Saturday, excluding Holidays.</p> <p>Please state "STAT" at beginning of dictation.</p> <p>Conditions: *H&P dictated past noon the day prior to scheduled surgery. *H&P for imminent surgery on the day of dictation. *H&P for admission to HMC and transfer to another acute care facility. *Consult prior to surgery or patient transferring to another acute care facility. *Operative report for patient transferring to another acute care facility. *Discharge Summary for patient transferring to another acute care facility.</p>	<p>To Sign Your Report:</p> <p>From your web browser type in: www.escription.com</p> <p>Customer Login: HHSC</p> <p>Username: HHSC System username (usually first initial last name) Example: Doctor Test= dtest</p> <p>Password: Physician ID (3, 4 or 5 digit number) followed by "h." Example: 999h</p> <p>Click on Clinicians</p> <p>Click on Sign Documents</p>
<p><u>List of Common Work Types:</u></p> <ol style="list-style-type: none"> 1. History and Physical 2. Consultation 3. Operative Report 4. Discharge/Downgrade/Transfer of Care Summary 5. Discharge/Downgrade/Transfer of Care Summary 6. STAT Report (include transfers to VA) 7. TST 8. Echo 9. Inpatient Progress Note 22. EEG 30. CMA 33. Bedside Procedure Note 44. Death Summary 	<p><u>List of Work Types (Continued):</u></p> <ol style="list-style-type: none"> 45. Interim Summary 54. Downgrade Summary 55. Discharge Summary for patients with PCP except Bay Clinic Patients (THW Hospitalist Use Only) 67. TEE 77. Stress 78. Cardiac Cath 88. Echo 96. Speech Pathology
<p>Contact Numbers:</p> <p><u>04/18/11– 05/09/11</u> eScription Go-Live Support Pager 326-0045</p> <p><u>Medical Staff Office</u> 933-0713</p> <p><u>HMC Help Desk</u> 933-3890</p> <p><u>Medical Transcription</u> 933-0444</p>	<p>Resources:</p> <p>For additional information and physician resources access the Physician Portal at www.hmc.hhsc.org</p>