

UCSF DEPARTMENT OF RADIOLOGY
Instructions for Listening to Dictated Radiology Reports

DIAL 353-3400

When prompted, enter your physician ID followed by the # key.

Enter the patient's medical record number followed by the # key. Report will automatically begin playback.

GO TO IMPRESSION:

Listen to impression only by entering the 9 key. Of note, this function only works if the radiologist specifically designates the start of the impression during dictation. As a result, it may be necessary to manually fast forward if you wish to hear the impression only.

LISTEN TO NEXT REPORT, SAME PATIENT:

Listen to the next report for same patient by entering the 8 key, next report will automatically playback. Dictations are stored by newest to oldest report. Dictations are held for 72 hours.

LISTEN TO REPORT FOR NEW PATIENT:

Listen to a report for another patient, enter **, then respond to prompts.

DISCONNECT:

When finished, press the 5 key and hang up.

SUMMARY OF KEYPAD COMMANDS DURING LISTENING:

- 2 Stop playback
- 3 Reverse with auto playback (incremental)
- 5 Disconnect
- 9 Advance to impression (see above)
- 77 Reverse to beginning of report
- 8 Listen to next report, same patient
- ** Listen to report for new patient.