



Dictation Instructions For POST STREET SURGERY CENTER

For Outside Physicians Dictating H&P's

To access the voice recorder call **1-800-868-6224**.

- 1) physician ID **999** (and press #)
- 2) location ID **487** and press #
- 3) subject ID you may bypass press #
- 4) work type enter **1** – history & physical and press #

PLEASE state physician name& phone number and patients info

Function Keys

2= START

1=PAUSE

3= REWIND

4= REWIND TO BEGINNING

7= FASTFORWARD

9= SAVE & DISCONNECT (you will receive confirmation number)

Please review the attached Post Street Surgery Centers H&P content requirement for your reference.

If you have any questions in regards to this process please contact Sarah Sterling at Post Street Surgery Center at 415.923.3770.

