



MDofficeManager

400 East 10th Street
Jeffersonville, Indiana 47130
www.MDofficeManager.com

Dictation Tips

Dictate in a Friendly Environment

Be aware of noise around you that might affect your dictation.

Issues that affect quality:

- Background and road noise from dictating in a car, dictating in halls with other people talking in the background, holding or moving phone too close or too far from your mouth.
- You can always listen to your recording should you have any doubt about the quality or background noise. Simply hit 3 while dictating to play the last few seconds of your dictation. Pushing 3 multiple times will continue to rewind the dictation. We suggest you do this occasionally to help you hear the actual voice file and make corrections in dictating style as needed.

Individual dictation:

After dictating single patient, always hit 5 to begin next patient record, or 9 to exit. Dictating multiple patients per file can affect accuracy of reporting,

Patient Name, DOB, referring physician name, disease, medication, and Instrument name

Always dictate the patient's name and date (date of service) at the beginning of your dictation. The Chart number is physically entered for each patient.

**Date seen (date of service) is crucial to prevent duplicate, missing, or inaccurate reporting.

Organize your thoughts before Dictating

Compose thoughts before dictating in an effort to avoid repeating phrases. Give any additional instructions to the transcriptionist at the end of the report.

Enunciate Clearly

It is fine to speak quickly as long as the words are spoken clearly and at a normal volume and tone throughout the dictation.

Dictate Numbers

For numbers, dictate 4.69 as "four point six nine."



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We keep a permanent record of all dictations for archival purposes. Should you wish to receive any previous dictations, please notify us admin@MDofficeManager.com.

Your cooperation will ensure we give timely, accurate reporting to you and your patients.

Thank you