

# Dictation Module

Dictation Module - BRADOC HEALTH SERVICE

File Tools

BRADOC HEALTH SERVICE - DICTATION

Dictation Type

Chart Note  Letter

Chart #

Doctor #

Facility #

Visit Date   Use Creation Dates

MASTER#	DOC#	VISIT DATE	CNT#	ADNM	C/L	APPR	PRNT Y/N
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Approve Document

Do Not Clear Doc #  Do Not Clear Visit Date  Do Not Clear Facility

Enter Dictation Clear Exit

## Main Features

### *Document Type*

Select either Chart Note or Letter.

### *Chart Number*

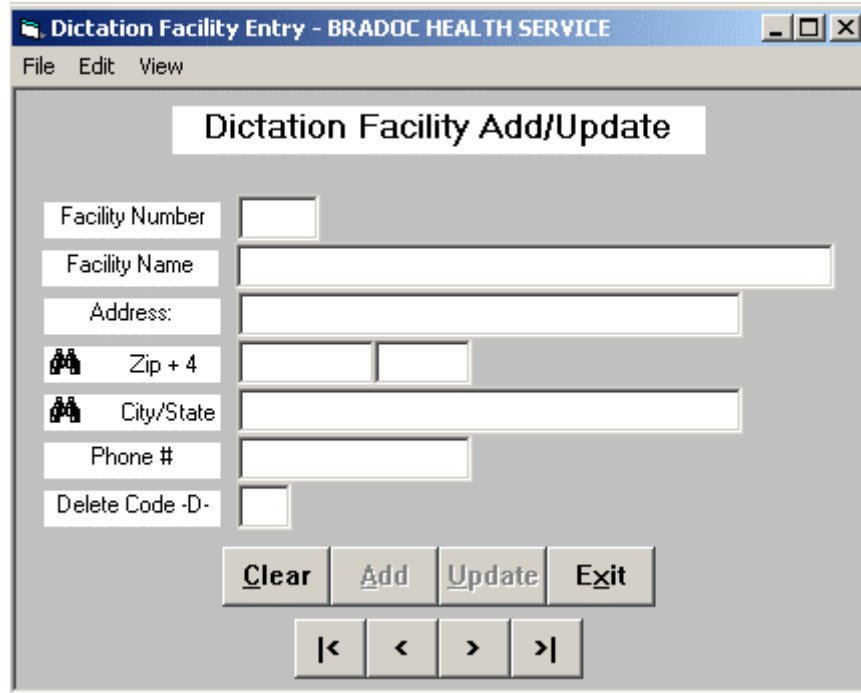
If known, the user can manually enter the Chart Number or click the icon to search for an existing patient chart number. After the chart number is entered, the form will be loaded with, if any, existing dictation documents for the entered chart number.

### *Doctor Number*

If known, the user can manually enter the Doctor Number or click the icon to search for an existing doctor number.


## Facility Number

The facility information is not used from the main Bradoc System facility information and must be entered on first use. To enter a new facility, click the menu option Tools → Add/Update Facility and the following form will be displayed:



The screenshot shows a software window titled "Dictation Facility Entry - BRADOC HEALTH SERVICE". Inside the window, there is a form titled "Dictation Facility Add/Update". The form has several input fields: "Facility Number", "Facility Name", "Address:", "Zip + 4" (with a house icon), "City/State" (with a house icon), "Phone #", and "Delete Code -D-". Below the fields are four buttons: "Clear", "Add", "Update", and "Exit". At the bottom of the form are four navigation arrows: "|<", "<", ">", and ">|".

Enter the facility information and click the Add button to add a new file. The form will also be used to update an existing facility by selecting the appropriate facility modifying the information and clicking the Uppdate button.

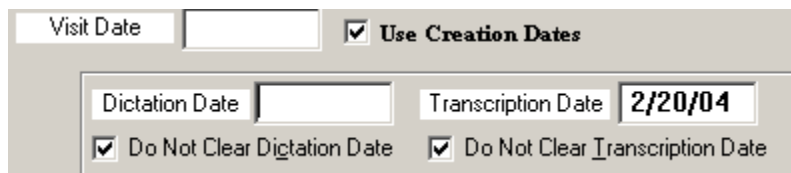
If known, the user can manually enter the Facility Number or click the  icon to search for an existing facility number.

## Visit Date

The user must enter the Visit Date in the MM/DD/YY format.

## Use Creation Date

This is an optional feature the user can select to display the dictation date and transcription date for the document created. If there is a check mark in the "Use Creation Date" the following frame will appear:



The screenshot shows a form with a "Visit Date" field, a checked "Use Creation Dates" checkbox, and two date fields: "Dictation Date" and "Transcription Date" (with the value "2/20/04"). Below these are two checked checkboxes: "Do Not Clear Dictation Date" and "Do Not Clear Transcription Date".

When the document is created, it will display at the bottom of the inserted text a "D: <Dictation Date> and T: <Transcription Date>"

## Creating the Dictation Document

To create a dictation document, the user must select a document type, either a Chart Note or Letter. The user must enter the Chart Number, Doctor Number, Facility Number and Visit Date. If any of this information is missing, a document cannot be created. If all the fields are complete, the Enter Dictation button will become enabled allowing the user to create the dictation document. After the document is processed, Microsoft Word will open displaying the document. To continue to the next dictation document, close out of word, be sure to accept "Save Changes".

## Clear Button

To clear the form for entering a new chart number, press the Clear button. Depending on the option(s) checked in  Do Not Clear Doc #  Do Not Clear Visit Date  Do Not Clear Facility the form will be cleared accordingly. However, the Chart number will always be cleared.

## Selecting Existing Dictation Document

If the chart number entered contains any existing documents, the form will be loaded displaying those documents.

Double Click Row to View, or Enter Visit Date to Create New Document

MASTER#	DOC#	VISIT DATE	CNT#	ADNM	C/L	APPR	PRNT Y/N
48152	1	02/20/2004	1	Y	C	N	
48152	1	02/20/2004	1		C	Y	Y
48152	2	02/18/2004	1		L		N

Approve Document

Addendum To Document

## Row Color Codes

White – Document has been created and can be edited.  
Blue – Document as been approved and can't be edited.  
Yellow – The document has been created using the Addendum feature.

## View Document

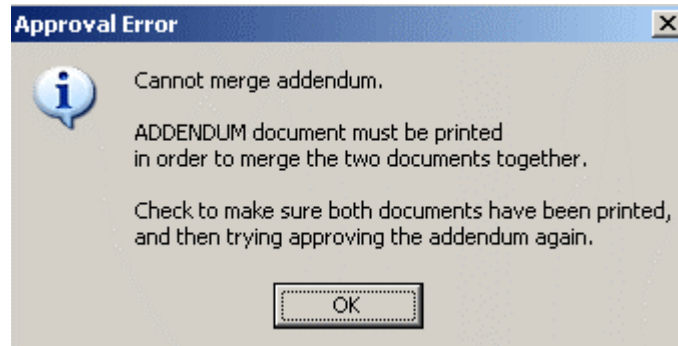
To view an existing document, double click the row.

## Approve a Document

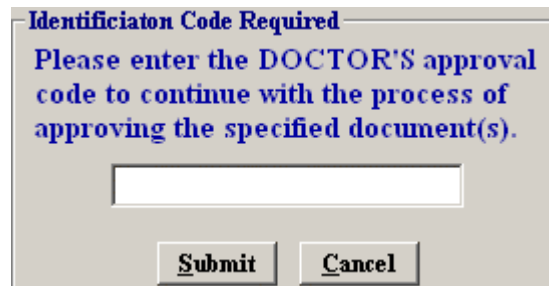
Only documents colored White or Yellow can be approved. The document must also have been printed. If the document was not printed, the following message will appear:



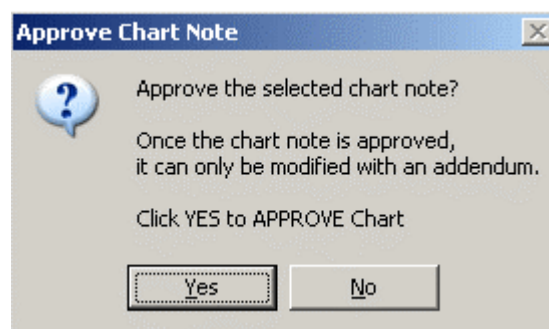
-OR-



To print a document(s) select the Menu option Tools → View Print Que. To approve a document, click the row and press the Approve Document button. The following form will be displayed:



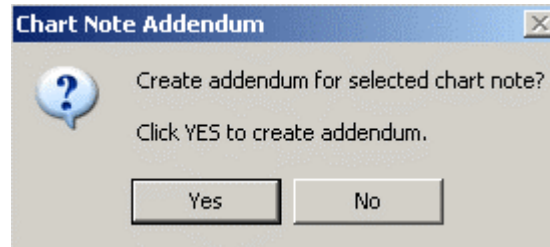
The user must enter the doctor's approval code. After entering the doctor's approval code the following message will be displayed:



If the document row color was White, it will now switch Blue. If the document row color was yellow, it will then be merged to the original document and will not appear in the listing.

## Create Addendum

Addendums are used to add information to an already approved document. To create an addendum, click a document row color that is Blue and click the “Addendum To Document” button.



A new document will be created allowing the user to enter information to be added to the original document. A new document row will be created in Yellow displaying the same document information as the original in Blue, except the ADNM column will have a “Y” and APPR column will have a “N”.

See the example below:

MASTER#	DOC#	VISIT DATE	CNT#	ADNM	C/L	APPR	PRNT Y/N
48152	1	02/20/2004	1		C	Y	Y
48152	1	02/20/2004	1	Y	C	N	N