

Listen Access: Raw Dictation Audio

This tipsheet is an overview of how to access raw dictation audio of reports that have not yet been transcribed therefore are not available in Meditech.

Step 1: Dial into the dictation System

- In hospital extension 7000
- Outside the hospital 905-632-9800

Step 2: Press 1

Once the welcome prompt plays Press 1

Step 3: Enter your Dictation Number

Enter your 3 digit dictation number (i.e. 999)

Step 4: Enter your Password

Enter your 4 digit password, which is your dictation number plus the number 1 (i.e. 9991)

Step 5: Enter the Patient Identifier

Enter the 6 digit patient unique number.

Step 6: Listen

The most recent dictation for that unique patient number will play first.

Additional Functions: Key Pad Commands

The below commands are similar to the dictation mode commands

Phone Command	Action
*	Access a different patients dictation
1	Listen (used to start voice after pausing)
3	Review
4	Pause
5	Skip to the next matching dictation (dictations will play in order from most recent to oldest).
6	Go to end
7	Fast Forward
8	Go to Beginning
9	Disconnect

If you require access or have any questions regarding Listen Access please contact Carol Vinthers at ext. 5646