



Standard Operating Keys
Key 2 - Press to begin recording
Key 8 - Press between reports
Key 5 - Press to exit the system or hang up

Special Function Keys
Key 1 - Pause dictation (max of 5 minutes)
Key 3 - Review last few words
Key 6 - For priority / emergency reports

Key Combinations
Key 73 - Long review - by line increments
Key 77 - Review from the report start



Dr. Name: _____

Center: _____

1. For System Access, Dial 1-800-453-0026
2. Enter your author ID followed by the # sign:
3. Remember, always press 8 between reports.
4. If you need assistance, please call us at:
1-239-566-2471

**Dial-in Dictation
Instructions**

Required Demographic Information

1. Chart # or Patient ID
2. Patient Name
3. Patient Gender
4. Patient Date of Birth
5. Date of Service
6. Type of Report

Remember - Accurate Demographics Produce Accurate Reports

**In the event that MedScript Services Primary Phone dictation system is unavailable, a MedScript employee will direct you to use the emergency backup system.
(866) 883-6328.**