

**MORGAN MEMORIAL HOSPITAL
DICTATION SYSTEM INSTRUCTIONS**

❖ Dial into the system

(877) 763-3911 Unlimited Long Distance
(706) 342-1266 Local

❖ Enter User ID

1003	
1005	Gwen Willingham
1006	Sue Canen
1007	Cindy Rudeseal
1008	
1009	
1010	

❖ Depending on how your user profile is set, you may be given the below options. Chose 5-Work Pool to receive HP and Radiology dictation

1	Priority Work
2	Non Priority Work
3	Specific --dictate
4	Job Number
5	Work Pool
6	Routed Work
7	Auto Routed
8	Open Report
9	Review Marked Work

❖ Work Types

We only transcribe HP, Consults and Progress Notes

01	Operative Report
02	History & Physical
03	Radiology
04	Discharge Summary
05	Consultation
06	Progress Notes

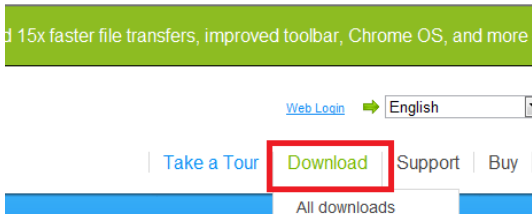
❖ Key Functions

##	Replay Header
#*	Mark Report Open
#1	Go To Beginning
#4	Decrease Rate
#5	Increase Rate
**	Reset Rate
1	Stop
3	Go To End
5	Play
8	Skip Report
7	Sign Off Report/Get Next Job
#2	Lowers volume
#3	Raises volume

DVI MANAGER

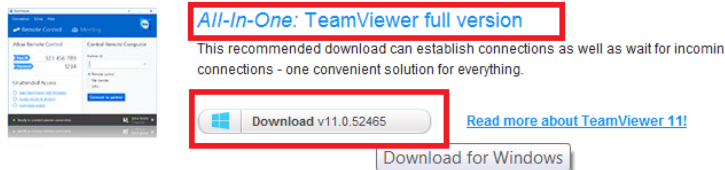
INSTALLATION

- Go to teamviewer.com
- Download

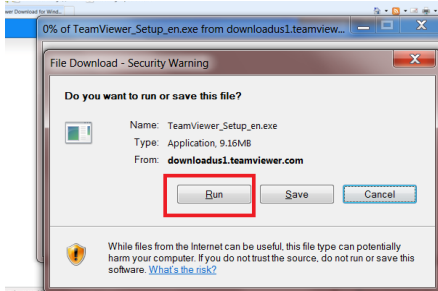


- Click on Download under All-In-One TeamViewer full version

TeamViewer full version - Windows



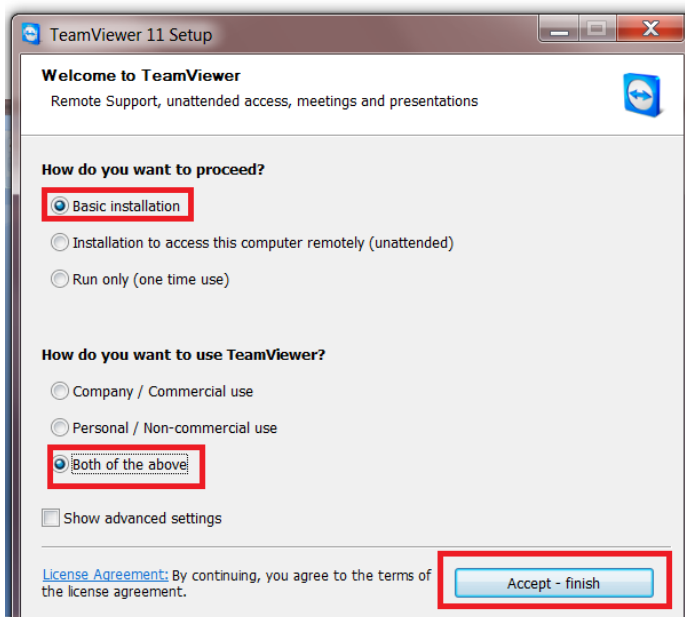
- Run



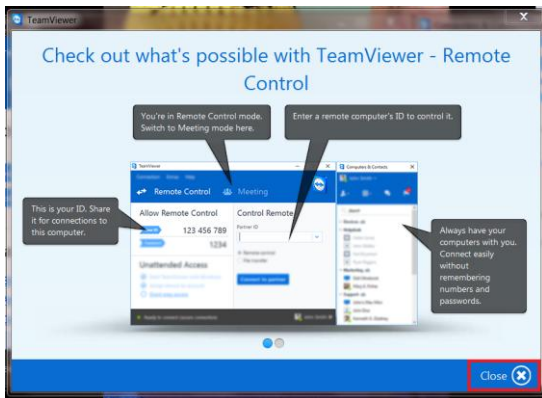
- Run



- How to you want to proceed? Basic installation
- How to you want to use TeamViwer? Both
- Click Accept-finish

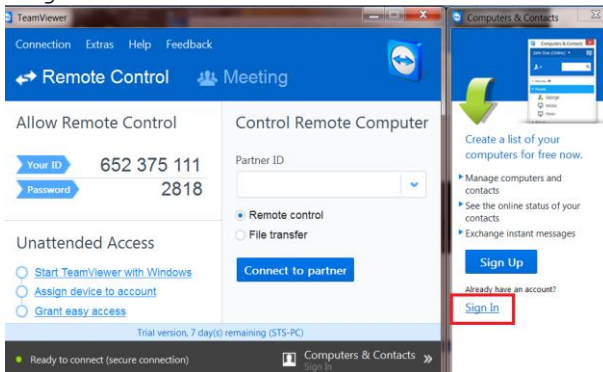


- Close (this screen may not open, however)

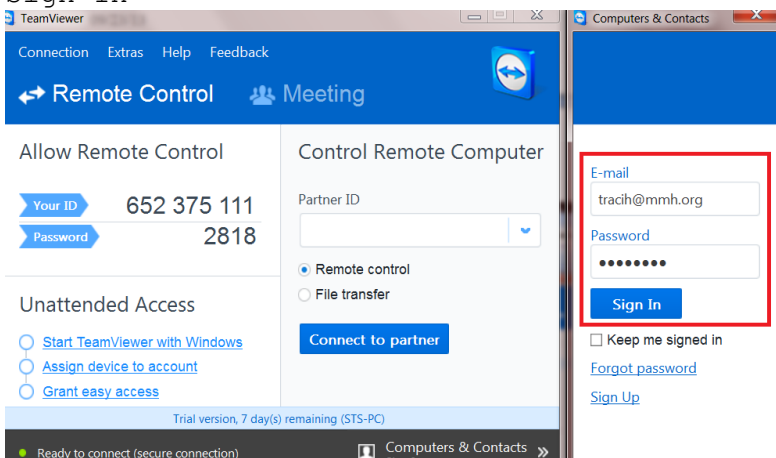


LOGGING IN

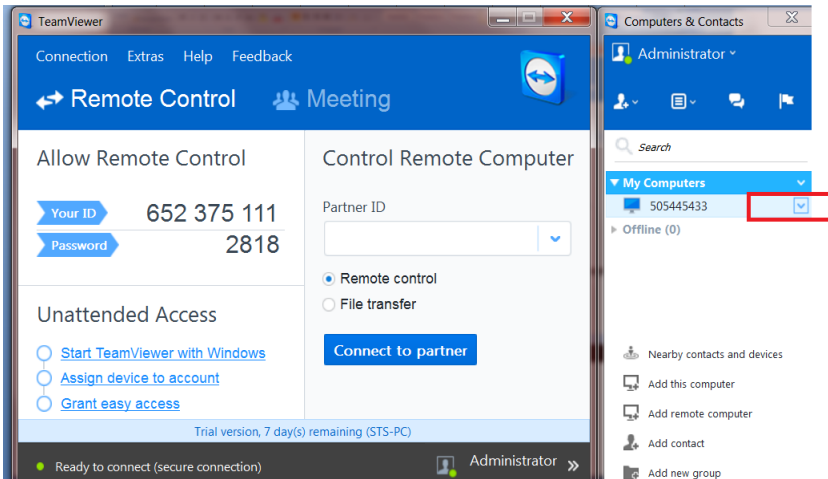
- Sign In



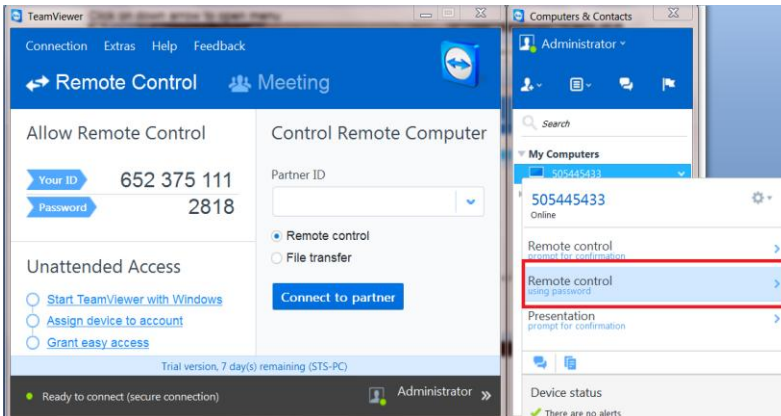
- Email: tracih@mmh.org
- Password: Wepodavo (case sensitive)
- Sign In



- Click on down arrow next to computer named 505445433 to open menu.



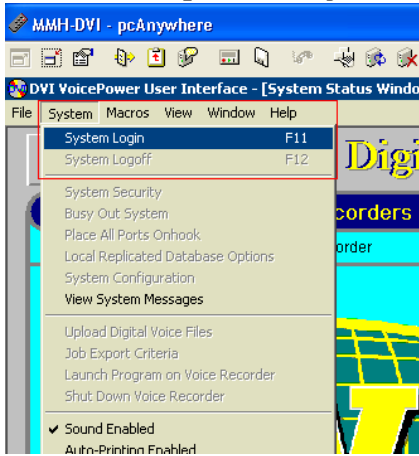
- Remote control using password



Voice Manager screen will open.

VOICE MANAGER

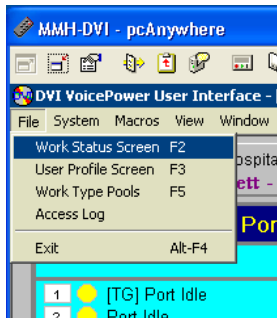
- Go to System
- Click on System Login



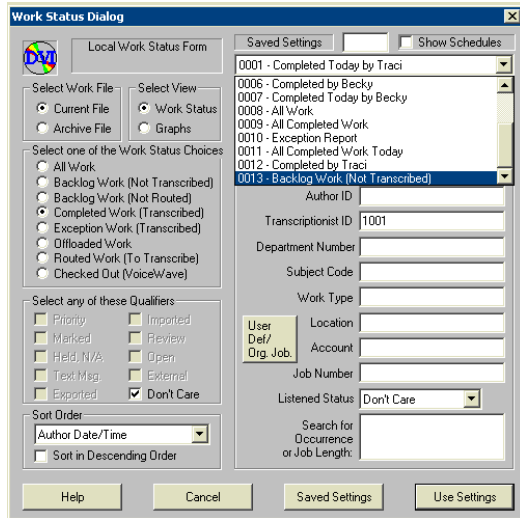
- User name and password same as your DVI ID, i.e.
- User ID 1003
- Password 1003
- Click OK



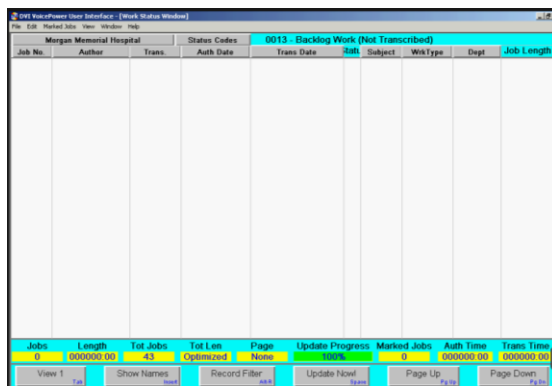
- CHECKING MINUTES
 - File
 - Work Status Screen



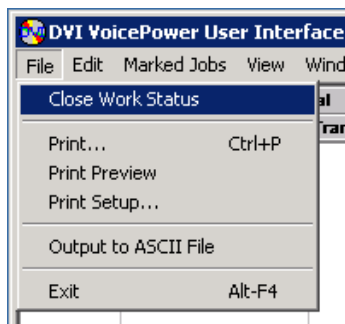
- Go to drop down box and select
- BACKLOG WORK (NOT TRANSCRIBED)
- Click USE SETTINGS



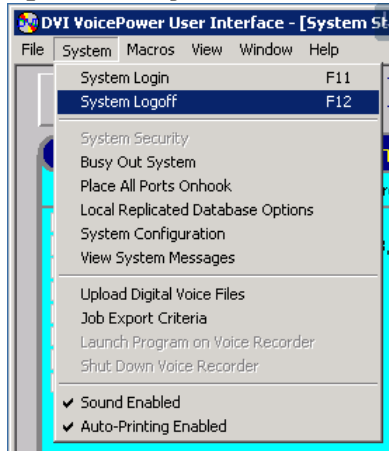
- Backlog Work list will open



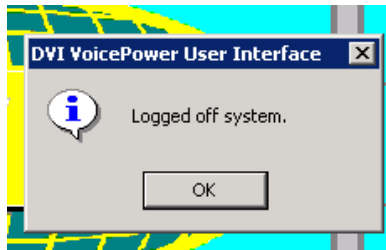
- To exit
 - File
 - Close work status



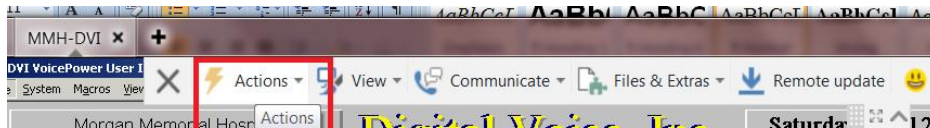
- System
- System Logoff



- OK



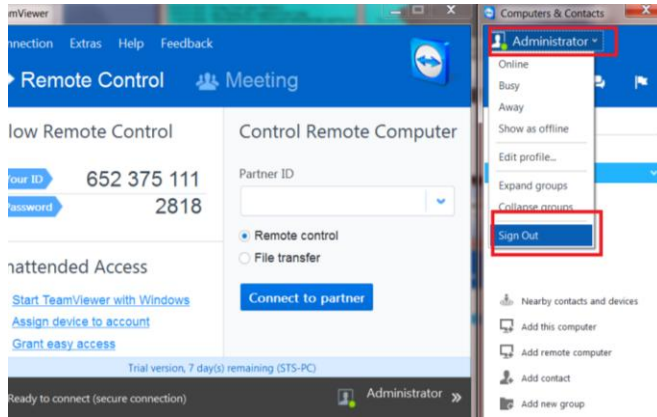
- Actions



- End Session



- Administrator
- Sign out



Close Team Viewer

