



# OUTPATIENT CLINIC DICTATION INSTRUCTIONS

(Phase 1 – Without Full Integration)

## SMARTPHONE APPLICATION

(Please ensure you have downloaded the free application “EMDAT” for your mobile device)

### **ONE PATIENT LETTER = ONE DICTATION**

- Open EMDAT application and login (Your username is your HE number)
- Ensure that the client code is: “**albanychs**”
- Click on the +
- You **MUST** type in the Patient UMRN into the “Patient Demographics” section prior to commencing the dictation.
- Press the record button (red button) and commence your dictation. You **MUST** dictate the following:
  1. Patient Name (including spelling the surname)
  2. Patient Medical Record Number (UMRN)
  3. Patient date of birth (DOB)
  4. Addressee Full Name and address
  5. Any applicable CC (Courtesy Copy) including address
- To upload completed dictation for typing, click on the “Upload” button at the top of the screen.
- Your completed dictations will be available for editing and approval via the internet address below:

[www.mytranscriptions.com](http://www.mytranscriptions.com)

**(Editing instructions are available on the home page of the web address above)**

***There is a “STAT” button that is to flag an urgent dictation. This is only to be used for an urgent letter and the use of this feature will be monitored.***