

Express Dictate Aids

How to Create a Dictation:

- To start a new file, you can either click on the “new” icon in the upper left hand corner of the screen, or you can click on “Dictation” and then “new”
 - You will then be prompted to put the chart ID number in. Please be careful to be accurate in putting the ID number in, as this is the only way to visually match the note to your scheduler.
 - In the lower third the screen, you will need to put the date in. The date should be entered after the text that looks something like “<fileno>02081206<fileno>”. You may also type in any other clarifying information for the typist in this location.
- Once a new recording file has been created, you can begin dictating
 - Place the headset on your head, making sure that the microphone is a reasonable distance from your mouth—you will know it is a reasonable distance when you are recording and the “level meter” will only occasionally go into the red.
 - The control buttons at the bottom of the screen operate as one would expect, the Red button is the record button/stop recording button, the green arrow is the play button. You may also use the “+” button on the numeric keypad on your keyboard to start/stop recording.
 - In most cases, you will want the lower right hand corner to say “Record At End.” This will allow you to listen to any previous portion of the note and will automatically take you to the end of the recording when you start recording again. The other options are “Record Insert” (which will result in you recording at the location in the note that the “Location Slider” is currently at) and “Record Overwrite” (which will record over top of the existing information much like a standard audio recorder would do).
- When you are done dictating for the day, you must forward the files on to the transcription department. To do this, click on the top file in the list, and while holding down the “Shift” key, click on the last recording in the list. This should “highlight” all of the files. You can then press the “Send” button at the top of your screen. Do not close the program until after it is done sending.

General Recommendations:

- You may want to leave Express Dictate open all day and dictate each note as they occur. If you close the program before sending the files for the day, they will be exactly as you left them when you re-open the program.
- Send all of your dictation for a particular day at the same time.
- If you are dictating an evaluation, letter, or other document that needs to be typed immediately, you can change the “priority” by simply clicking on the “priority” for that particular file and changing it to “high”

- If you have sent a file and have been told that the transcriptionist didn't get it, you may click on "dictation" and click on "recover sent dictations". You can then highlight the item in question and send again. In this same area, you can listen to dictations that have been sent within the last 30 days.