

HOSPITAL IN-PATIENT AND EMERGENCY DEPARTMENT TRANSCRIPTION CONTACT INFORMATION

Deliver Health Toll-Free Help Line available 24 hours a day/7
days a week: 1-800-858-0080

Internal Campus Transcription Help Line: 615-875-2553

So an accurate report can be provided for you and the patient

Please always.....

- ✓ *FIRST clearly dictate your name, patient name, medical record number and type of report*
- ✓ *Avoid using a cell phone to dictate unless using a vendor's mobile app. Cells are problematic when used for dictation and compromise the quality of the transcription. Cell phones are prone to drop calls, audio fades in and out in the coverage area, and tend to amplify background noise.*
- ✓ *Pause the recording while you are not dictating.*
- ✓ *Speak slowly and clearly. The better the dictation, the better the transcription!*

Thank you for helping us do an excellent job!