



DeliverHealth


eSOne InQuiry Updated InTouch Telephone Dictation Instructions Report Release Notes

What's New?

DeliverHealth is excited to announce the InTouch Telephone Dictation Instructions report has received a makeover! We've revamped its appearance with a modern, sleek design that not only looks great but also enhances readability. With clearer layouts and intuitive formatting, accessing and understanding the information you need is now easier than ever. Dive into the updated InTouch instructions report, found on the Home tab and Reports tab in InQuiry, and experience a fresh new look tailored to improve your user experience.

Minimum Application Requirements

- Operating system: Windows 10
- Web Browser: Chrome, Edge, Firefox
- RAM: 1 GB or higher
- Processor: 1 GHz or faster (32 or 64-bit Architecture)
- Hard Drive Free Space: 1 GB or higher



**InTouch Telephone
Dictation Instructions**

Demonstration Hospital
eSOne Admin
ID: 20

Dial-In Instructions

1. Dial 800-555-1234
2. When prompted, enter your user ID (20) and press #.
3. Enter a Location (below) and press #.
4. Enter a Document Type (below) and press #.
5. Enter a Patient ID, Account Number, or Order Number and press #.
6. Listen for special instructions, dictate after the prompt and press #.
7. Press 2 to Record, 5 to Pause/Stop, and # to finish the report and start another.
8. Press * to replay receipt, while at first prompt, after completing a dictation.

InTouch Review Instructions

1. Dial 800-555-1234
2. When prompted, enter your user ID (20) and press #.
3. When prompted, select 3 for the dictation review feature.
4. When prompted, enter your user PIN (1718) and press #.
5. Press 1 to search by Patient ID, Press 2 to search by Order Number, Press 3 to search by Account Number, 6. Enter search criteria and press #.
7. Press 5 to Pause/Stop, and # to finish.
8. Press 2 to move to the Next Dictation for this Patient.

Notes


To review your transcriptions (InQuiry application) login to [https://\[redacted\]/inquiry](https://[redacted]/inquiry) and press "Login"

Username: [redacted]

Client: [redacted]

Quick Reference

(The options below can be used at any time while in DICTATE mode.)



- 1. Help** Will playback all options listed here while in record or playback mode.
- 2. Record** Enables user to begin recording when pressed.
- 3. Stat** Will prioritize a dictation above the normal priority.
- 4. Rewind** While in Playback mode, will rewind the dictation 4 seconds each time pressed.
- 5. Stop** Stops recording or playback.
- 6. Forward** While in Playback mode, will fast forward the dictation 4 seconds each time pressed.
- 7. To Start** While in Playback mode, will rewind the dictation to the beginning of the dictation.
- 8. Play/Pause** While in Playback mode, will play the dictation from the beginning or from where paused.
- 9. To End** While in Playback mode, will fast forward the dictation to the end of the dictation.

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***. Next Dictation** Will complete the existing dictation and start a new dictation with the same document type and location.

0. Command Will switch to functions that are based on pressing two keys.

#. Done Will complete the existing dictation and start a new dictation.

Additional Commands

05 - Put on Hold
04 - Hear Info
03 - Overwrite
02 - Insert
0# - Cancel

Document Types - Patient Demographics Prompts


12. Consult or Referral Letter - Patient ID	16199. Work limitations - Patient ID
28. Patient Letter - Patient ID	48683. AI Chart Note - Patient ID
100. Imaging Report - Order Number	49989. Laboratory Test Results - Order Number
152. Operative Report - Account Number	51669. AI Delivery to InQuiry - Patient ID
14957. Post Operative Report - Account Number	

Locations

11. Default Location	1461. sand-SSB's
16. West Campus	1462. South Campus
17. East Campus	4503. North Campus
56. Teaching Hospital	
1435. Medison	

Mobile Instructions

To dictate using a mobile device, such as an iPhone or Android device, follow the instructions on our Mobile Devices page, at [https://\[redacted\]/software/mobile.asp](https://[redacted]/software/mobile.asp)


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