

# Dictation best practices.



Dictation best practices result in higher quality documentation and higher quality patient care.

## What are the best dictation practices?

You are creating an accurate medicolegal record that documents the history of your patient's healthcare story. Think about the patient. Be descriptive and precise. Include all important information as this impacts future patient care. Remember there is a medical language specialist behind every dictated report. Follow these dictation best practices to improve the delivery of accurate and timely medical records.

- 1 Dictate in a quiet and secure environment away from distractions.** Avoid dictating while driving. Ensure patient confidentiality.
- 2 Organize your thoughts before dictating.** Avoid giving verbal instructions (i.e., move, copy, or delete text). Dictate in the order content should appear in the final report.
- 3 Enter your unique dictation ID, correct worktype and patient ID for each job.** Do not share dictation IDs.
- 4 Do not batch dictate** (multiple jobs in 1 audio file). Begin a new job for each new report. Use the dictation system keystroke available to start a new job without disconnecting the call.
- 5 Dictate clearly in your normal speaking voice** (pitch, rate, and volume) while holding the dictation device consistently 2-3 fingers width distance from your mouth. This will help avoid breath sounds distorting the dictation.
- 6 Avoid slurring, rambling and side conversations.** Do not yawn, clear your throat, chew gum, eat or drink while dictating.
- 7 Pronounce numerals in drug dosages, lab values and vital signs clearly.** Avoid spelling common names, medications and procedures.

## Dictating Lists

For this list...	Say this...
1. NIDDM.	"Number one NIDDM"
2. Obesity.	"Number two obesity" or "next number obesity" or "next obesity"
3. Jaundice.	"Number three jaundice" or "next number jaundice" or "next jaundice"

## Dictating Numbers

For this number...	Say this...
0	"zero"
1,000	"thousand" or "one thousand"
1,205	"one thousand two hundred and five" or "twelve hundred and five" or "twelve oh five"
3.18	"three point eighteen" or "three point one eight"

## Dictating Punctuation

For this punctuation mark...	Say this...	It appears as this...
Period	"period"	.
Comma	"comma"	,
Exclamation Point	"exclamation point"	!
Question Mark	"question mark"	?
Colon	"colon"	:
Semicolon	"semicolon"	;
Next Line	"new line" or "next line"	
New Paragraph	"new paragraph" or "next paragraph" or "paragraph"	¶
Open Parenthesis	"left paren" or "open paren" or "begin paren" or "start paren"	(
Close Parenthesis	"right paren" or "close paren" or "closing paren" or "end paren"	)
Quotation	"quote" or "open quote" or "begin quote" or "start quote"	"
End Quotation	"quote" or "close quote" or "closing quote" or "end quote"	"
Slash	"slash"	/
Hyphen	"hyphen"	-
Dash	"dash"	-

Quality dictation = Quality documentation

To find out how you can improve your dictation practices, please visit [nuance.com/go/transcription](https://nuance.com/go/transcription)