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**Ashley Dougherty**  
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**Nancy Quinn**  
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**Janet Hicks**  
Lead Technologist, CT

**Dictating a Radiology Consultation**

1. Dial 5-0385 from inside the hospital or 265-0385 from outside.
2. Enter physician ID followed by the pound (#) key.
3. Enter LCR code 990 followed by the pound (#) key.
4. Enter Work type 07 followed by the pound (#) key.
5. Enter the patient's medical record number followed by the pound (#) key.
6. Press 2 to begin recording. State and spell the patient's full name and medical record number. If there are any referring physicians, the full names and addresses should be dictated.
7. To mark the dictation as a STAT report, press 6 any time during your dictation, then call 44816 to notify them of the stat.
8. When dictation is completed, press 8 to begin a new report or 5 to disconnect from the system.