

# Integrated Medical Evaluations, Inc.

## Dictation Instructions

Transcription Numbers: Local: 303-328-0133 or Toll Free: 1-866-651-3175

**\*\*You may also email digital dictation files to us at: [reports@imewest.com](mailto:reports@imewest.com)**

1. To log in press 44, enter the Case Number and press #. The case number is a 6 digit number from the appointment information form
2. Listen to features or press 2 to begin dictating.
3. Please identify yourself and spell your first and last name
4. In the introductory paragraph, please spell the patient's first and last name, indicate the date of the examination, and the type of the examination (IME, Division of Workers Comp, 2<sup>nd</sup> Opinion, Chart Review, Rule 16, etc.)
5. Please provide a complete report of your examination and respond to any questions or interrogatories from the party requesting the examination. A recommended report format is included for your reference.
6. Please press 5 to end your dictation before hanging up. Hanging up without pressing 5 will cause the system to leave the case open and unavailable to the transcriptionists.

<b>1</b> <b>Listen</b>	<b>2</b> <b>Dictate</b>	<b>3</b> <b>Briefly Rewind</b>
<b>4</b> <b>Pause</b>	<b>5</b> <b>Save</b>	<b>6</b> <b>Go to End</b>
<b>7</b> <b>Fast Forward</b>	<b>8</b> <b>Go to Beginning</b>	<b>9</b> <b>Abort Job</b>
<b>*</b> <b>Additional Menu Options</b>	<b>0</b> <b>Select Job Type</b>	<b>#</b> <b>Job Number Prompt</b>

Should you experience any difficulties with this system, please call 303-328-0128 or toll free 866-584-9810

## **Description of the Dictation Functions:**

### **(1) PLAY**

Press 1 on the telephone keypad to play back recorded dictation. This function rewinds approximately one second and plays the dictation. To rewind further before playing back the dictation, use the Rewind function (3) or the Beginning of File function (8).

### **(2) RECORD**

Press 2 on the telephone keypad to begin recording dictation. A tone will sound alerting you that the recording has begun. The record function begins recording at the current position of the voice file so that it is important to be positioned at the end of a file when recording unless you wish to overwrite dictation.

### **(3) REWIND (Review)**

Press 3 on the telephone keypad to rewind 3 seconds and play back dictation. This can be pressed repeatedly to rewind incremental amounts.

### **(4) PAUSE**

Press 4 on the telephone keypad to pause dictation. Pausing dictation puts the line on idle mode. While the line is idle, a beep will sound periodically.

### **(5) SAVE**

Press 5 on the telephone keypad to save the current dictation. Pressing this option will prompt you to save the job as a normal priority dictation by pressing 1 or as a "stat" (high) priority dictation by pressing 2. Select the appropriate option to complete the job. Once dictation has been saved, it is ready to be transcribed and cannot again be retrieved by the author.

### **(6) END OF FILE**

Press 6 on the telephone keypad to move to the end of the current dictation file. It is important to move to the end of a file when appending dictation so that previous dictation is not overwritten.

### **(7) FAST FORWARD**

Press 7 on the telephone keypad to fast forward through the dictation. Using this function advances the current position 3 seconds and continues playing the dictation.

### **(8) BEGINNING OF FILE**

Press 8 on the telephone keypad to move to the beginning of the current dictation file. This is used before playing back the entire file.

### **(9) ABORT JOB**

Press 9 on the telephone keypad to abort the current dictation file.

### **(\* Additional Menu Options**

Press \* on the telephone keypad to hear additional menu options. These options are summarized below:

\*1 – Search for dictation by medical record number

\*\* - Find the next occurrence of a search (by medical record number)

\*2 – Record the user's name into a prompt. This prompt is played back to the transcriptionists to identify the dictator.

\*7 – Change job types

\*3 – Return to previous menu

## IME REPORT FORMAT

**Introduction:** (*patient name*) was seen by (*physician name*) on (*date*) for the purpose of an independent medical examination. This report is being dictated by (*physician name*). It was explained that this is for a medical opinion only, that no doctor patient relationship has been established, and that no treatment will be rendered.

**Identification:** (*patient name*) is a (*age*) year old (*m/f*) involved in a (*mva/accident/ect.*) on (*date*).

**Current Complaints:** The Claimant's accident related chief complaint(s) in descending order of severity.

**History:** A brief description of the relevant accident/incident/injury.

**Past Medical History:** Relevant medical history that may include the following:

- Medications
- Allergies
- Medical History
- Surgical History
- Family history
- Work History

### **RECORD REVIEW:**

A brief overview of the available medical records. May include specific mention of relevant treatments and/or testing. Direct quotes should be used only when the need to emphasize a particular event is indicated. If quoting the file, you must dictate exactly as printed in the report. Direct verbatim dictation of records should be avoided.

**PE:** Relevant physical exam.

**ASSESSMENT:** Relevant diagnoses in descending order of severity.

**RECOMMENDATIONS:** Optional, this will typically be covered under specific interrogatives. When addressing recommendation, please include the specific types of treatment you are recommending, as well as the frequency and duration of each type of treatment.

### **SPECIFIC INTERROGATIVES:**

It is imperative that the questions are dictated verbatim and that all questions are answered. The questions should be answered from a “**more medically probable than not**” frame of reference. Respond to all of the questions. If no questions are provided with the file, please contact the office at (303) 328-0128.

***THE “SPECIFIC INTERROGATIVES” SECTION IS CRITICAL. THESE QUESTIONS ARE THE BASIS FOR THE REFERRAL AND SUBSEQUENT EXAM. FAILURE TO RESPOND IN CLEAR, CONCISE LANGUAGE, UNDERSTANDABLE TO NON-MEDICAL INDIVIDUALS WILL RESULT IN UNNECESSARY ADDENDUMS, CLARIFICATIONS, AND TIME CONSUMING FOLLOW-UP.***

**CLOSE:** This typically includes an offer to answer further questions, or if appropriate to re-evaluate the file if more information becomes available.

### **SIGNATURE BLOCK**