Main Window

Identification

The identification sections displays the dictator’s identification number (D#), the dictation job number (Job#), and the dictator’s account/site number (Act#).

Dictation Information

The dictation information sections display information about the current dictation. The dictator must enter or select the information in this section to identify the dictator and the patient.

The DN field is for the dictating doctor ID number.

The MR field is for the patient’s Medical Record number or other unique identifier for the patient.

The CN field is for the patient’s Case Number or other identifier for the patient’s visit.

The PL field is for the Patient’s Last name.

The WT field is for the Work Type of the dictation. For example, H&P dictations are WT 001 and Discharge Summaries are WT 005.

The SN field is for the patient’s Series Number or other identifier for the patient’s visit.

The PF field is for the Patient’s First name.
Dictation Control

The dictation control section allows you to control the recording and playback of your dictation.

- The record button allows the dictator to start and stop the recording of their dictation.
- The rewind button allows the dictator to rewind the dictation. If the dictator holds down the rewind button, the dictation will rewind to the beginning and automatically begin playing. If the dictator presses the rewind button once, the dictation will rewind a short amount and automatically begin playing.
- The forward button allows the dictator to move forward in the dictation.
- The jump to beginning button allows the dictator to jump to the beginning of the dictation.
- The jump to end button allows the dictator to jump to the end of the dictation.
- The pause button allows the dictator to pause the playing of the dictation.
- The play button allows the dictator to play the dictation from its current position.

Position Indicator

The position indicator allows the dictator to view their current position in the total length of the dictation. The dictator can change their position by clicking on the sliding bar and moving the bar to their desired position.

Volume Indicator

The volume indicator allows the dictator to view the recording volume of your dictation. This indicator allows the dictator to view whether they are speaking too soft or too loud.

Dictation Status Indicator

The dictation status indicator allows the dictator to see if they are currently in a dictation. When the “V” is gray, the dictator is not in dictation mode. When the “V” is black, the dictation is in dictation mode of the patient in the dictation information section.
**Time Indicator**

The time indicator allows the dictator to view their current position in the dictation and total length of the dictation.

**00:00 / 00:00**

**00:10 / 00:15**

**Numeric Pad**

The numeric pad section allows the dictator to use the mouse on the USB microphone to enter the dictation information.

1 2 3
4 5 6
7 8 9
0 0 0

**Function Section**

**End/new** The End/new button allows the dictator to end their current dictation and enter the dictation information for their next dictation.

**Hold** The Hold button allows the dictator to hold their current dictation and enter the dictation information for their next dictation. When the dictator holds a dictation, the dictation is interrupted and does not get transmitted to the servers for transcription. The dictator must select the held dictation using the Browse button and press the End/new button for the dictation to be finished and transmitted to the servers for transcription.

**Discard** The Discard button allows the dictator to discard their current dictation and enter the dictation information for their next dictation.

**End Prty** The End Prty button allows the dictator to end their current dictation with priority and enter the dictation information for their next dictation. A priority dictation appears higher in the transcriptionist's dictation job pool and will be typed in a shorter length of time than a job ended normally with the End/New button.

**Template** The Template button allows the dictation to load a dictation template for their current dictation. The template contains the dictators identification number, Account Code, Work Type, and MRN. After the dictator ends the template dictation, iRecorder resets to the default configuration.

**Browse** The Browse button allows the dictator to view the current dictations stored on their computer in the Browse Window. The browse function will show completed dictation and held dictations.

**Exit** The Exit button allows the dictator to exit iRecorder.

**Setup** The Setup button allows the dictator to access the Setup Window to change iRecorder configurations and dictator settings.
Browse Window

The Browse window allows the dictator to view the current dictations stored on their computer. The browse function will show completed dictation and held dictations.

Title Bar

<table>
<thead>
<tr>
<th></th>
<th>JobNo</th>
<th>Dictated</th>
<th>DN*</th>
<th>WT*</th>
<th>MR</th>
<th>CN</th>
<th>SN</th>
<th>PL</th>
<th>PF</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>001100150</td>
<td>12/02 14:12</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>001100176</td>
<td>12/02 11:26</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>001100197</td>
<td>12/02 13:59</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>001100200</td>
<td>12/02 14:12</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>001101016</td>
<td>10/30 15:45</td>
<td>100</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>001101017</td>
<td>10/30 15:49</td>
<td>102</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>001101436</td>
<td>11/04 10:50</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The status column displays the current status of the dictation. "C" indicates the dictation has been completed. "P" indicates the dictation has been completed as a priority job. "I" indicated the dictation has been held and must be ended before being transmitted to the server for transcription.

The JobNo column displays the job number for each dictation.

The Dictated column displays the date and time each dictation was completed or held.

The DN column displays the doctor identification number for the dictator of the dictation.

The WT column displays the Work Type entered by the dictator for the dictation.

The MR column displays the Medical Record number entered by the dictator for the dictation.

The CN column displays the case number entered by the dictator for the dictation.

The SN column displays the series number (visit number) entered by the dictator for the dictation.

The PatL column displays the patient's last name entered by the dictator for the dictation.

The PatF column displays the patient's first name entered by the dictator for the dictation.
The Select button allows the dictator to select the highlighted dictation. Dictators can review a completed dictation or select a held dictation to end. The dictation will be loaded in iRecorder’s Main Window and the dictator will automatically return to the Main Window.

The Delete button allows the dictator to permanently delete a dictation from iRecorder. To delete a dictation, select the dictation and press the Delete button.

The Logs button allows the dictator to view historical logs for their dictations.

The Cancel button allows the dictator to cancel the browse function and return to the Main Window.

The First button allows the dictator to move to the first log. The Prev button allows the dictator to move to the previous log in the Historical Log window. The Srch button allows the dictator to search the logs for the information entered in the historical log search field.

The Last button allows the dictator to move to the last log. The Next button allows the dictator to move to the next log in the Historical Log window. The Exit button allows the dictator to exit the Historical Logs window.