

Updated June 24, 2009

## Departmental Information

### 1. FREQUENTLY CALLED NUMBERS:

See: [www.pathology.ufl.edu](http://www.pathology.ufl.edu)

### 2. Paging Instructions:

To Page a VA Beeper

#### From STH/Health Center

Call VA Operator - 9-376-1611. You will hear a recorded message. Press 1 + 0 (for operator). When the operator answers, tell him/her to page beeper # ---- (the beeper number of the person you are paging). If you want the operator to pass your message then give him/her the phone number you want the person you are beeping to call, or, you can tell the operator that you will pass your own message and she will patch you through to that beeper number. You will hear a series of beeps, then give your message.

#### From VA

For 3 digit VA Voice beeper -

Dial 32 (hear beep) + 0 + 3 digit pager # (hear beeps) give voice message

#### For 4 digit VA beeper

Dial 32 (hear beep) + 4 digit pager # (hear beep) - Dial 1 (hear beep) give voice message  
**or**

Dial 32 (hear beep) + 4 digit pager # (hear beep) - Dial 7 (hear beep), dial # you want the person you are paging to call

To Page a Shands Digital Pager

#### From Shands

Dial 33 - Pager # - Dial function key 7 - Dial the number you want the person you are paging to call - Press the # (pound key) - Hang up.

#### From Health Center

Dial 5 + 33 - Pager # - Dial function key 7 - Dial the # you want the person you are paging to call - Press the # (pound key) - Hang up.

#### From VAMC

Dial 71 + 33 - continue as above

#### From Outside Shands or the Health Center

Dial 395-0120 and follow prompts

Phone Tips

*Calling to VA from Shands*

*Calling out from VA*

Dial 63 - then last 4 digits of phone number.

Dial 9 (dial tone) - then phone number.

(Can be done only from selected phones)

*Calling to Health Center from VA*

Dial 71 (dial tone) - then 2 and the last four digits of the phone number.

Calling out from Shands or Health Center

Dial 9 (dial tone), then phone number.

Calling to Shands from Health Center	Dial 5 (wait for tone), dial five digit extension
<i>Calling from Shands to Health Center</i>	Dial 2 (dial tone), dial 2 and then the four digit extension
<i>Calling to the VA from Health Center</i>	Dial 7 and then next four digits
<b>Long Distance Calling</b>	
<i>Calling from Autopsy phone (2-4052)</i>	Dial 8,1, dial area code, and then number
<i>Calling from Shands</i>	Dial 9, 1, area code + number
<i>Calling from VA</i>	Dial 8, area code + number

### 3. SURGICAL PATHOLOGY TELEPHONE DICTATING INSTRUCTIONS:

We now use the MedQuist system with the following hands-free sequence:

1. Press "on"
2. Press "Primary number" and listen to the prompt
3. Enter ID number followed by # key
4. Press Work type (Rush or Gross)

Then dictate as per our format described below -

5. Next Case ( between cases)
6. Work type (Rush or Gross), and so forth

Between cases press "next case".

Gross Dictation Format

DICTATE THE FOLLOWING INFORMATION IN THE ORDER LISTED:

- Medical Record Number
- Patient Name
- Case Number

PATIENT DEMOGRAPHICS

- Ward
- Room
- Login Date
- Age
- Sex
- Physician Name
- Physician Number
- Physician Service

REPORT

- Patient History
- Gross Description (Starting with first specimen)

ENDING OF REPORT

- Resident's Initials
- Prosector's Initials
- Pathology Attending's Initials

Finals Dictation Format

DICTATE THE FOLLOWING INFORMATION IN THE ORDER LISTED:

- Medical Record Number
- Patient Name
- Case Number

REPORT

- Diagnosis

END

- Pathologist
- Billing Codes
- Tissue Committee Codes

#### **4. QUESTIONS BY THE PRESS:**

Questions by the press (newspaper reporters, TV reporters) should be directed to the Director of Public Relations. All residents should defer any comments and leave such information releases to the following:

Health Science Center Office of Public Information  
(352) 392-2621