MASSACHUSETTS EYE AND EAR INFIRMARY
MEDICAL RECORDS DICTATION INSTRUCTIONS

- Dial Ext. 34004 or 1-617-573-4004 (or 1-844-639-1648) outside MEEI.
- Please enter your 4-Digit User ID
- Please enter 1-Digit Work Type (1 = Operative Report; 2 = Discharge Summary; 3 = Operative Report Addendum; 4 = Discharge Summary Addendum)
- Please enter 7-Digit Medical Record #
- Press 2 to begin dictation

KEY PAD CONTROLS
1 = Listen
2 = Dictate
3 = Rewind
4 = Pause
5 = Next Report (Receive Job Confirmation #)
6 = Go to End
7 = Fast Forward
8 = Go to Beginning
9 = Disconnect (Receive Job Confirmation #)
# 9 = Priority

To report problems with dictating or to receive your 4-digit user ID, please call Medical Records at Ext: 33356 or 617-573-3356, or email at MedicalRecordsDocumentation@meei.harvard.edu