* We never choose a 8-digit Visit ID for any WT, and it is always a 10-digit Visit ID (need to be careful with Preop H&P as we may not have the latest ADT available and what is available could be an 8-digit one for that patient for that DOS, which is actually for Partials and not for Preop H&P report).
* The work types that begin with EPIC and the PARTIAL DICTATION FROM EPIC work types come directly from the electronic medical record.  The WT and the ADT associated with the patient are correct and should never be changed.  For other WTs where we have ADT feeds, they should NEVER choose an 8-digit CSN #.  These are ONLY valid for reports dictated directly from EPIC.
* One has to verify MTI for each job until they are thorough.  MTIs are clearly written for specific WTs, specific Speakers, Co-Signers etc.,

**Updated MTI:**

NTS:  EPIC work types

Do NOT change the WT entered by the provider to one beginning with EPIC.  This is not a valid choice.

**New MTI:**

NTS: ADT selection

When selecting ADT, NEVER choose an 8-digit CSN (encounter) number for this WT.  The 8-digit number is only valid for the Partial Dictation From EPIC work type.

**Other Important MTIs:**

**Preop H&P**

If the report is for a future admission and you create a temporary MRN or account #, please pend this report to the customer.

**Partial WTs has all of these in MTI itself.**

1.  Do NOT change work type, ADT, or add/change/delete signing clinician field on reports that come in as partial dictations.

2.  Do NOT pend the report as an incomplete dictation.

3.  The ONLY reason to pend a partial dictation to SLHS is if more than 2 blanks or no audio.

4.  DATES: If the provider is dictating a full report (HP, consult, OP, etc) within the partial dictation work type, always include a heading for the date and add the dictated date of admission/service/procedure as appropriate.

5.  Add CC's as dictated in the CC field.

6.  If dictated as a letter, add CC for letter recipient, even if not requested.

**SLNI Office Note (WT 118):**

Enter patient name, DOB and DOV if dictated into the header field. DO NOT DO A SEARCH FOR THE NAME. Use T MRN and T-Visit.  Do not pend to Client.

If speaker states report is a letter, do not change WT.  Include name and address as dictated.  Add the addressee as a cc.

**PAIN CLINIC**

**If any type of procedure is dictated within the pain clinic note, change the worktype to Procedure/Operative Note (WT8). Do NOT leave this on WT15.**

**No ADT WTs:**



Manually insert the last name, first name, DOB(DOI for WT 56) and Date of Exam into the header fields if the information is given by the dictator.  OTHERWISE, DO NOT pend if any of the header information is not dictated.

Process to follow to enter information in header:

1.  Manually enter the information dictated (patient's name, DOB, date of exam).

2.  For MRN number dictated, just add an MG in front of the number dictated.

3.  Select a T-visit.

4.  Verify work type, whether letter or office note.