

GUIDELINES FOR GROSS DICTATION

GROSSING

Always give accession number and patient name for each case. You do not need to spell the patient's name.

Dictate in a normal speaking voice. Turbo dictation will only get you blanks in the dictation that you will need to edit yourself.

Speak up and into the microphone when dictating especially in the gross room but don't drown out anyone else dictating.

Dictate who you are for each case so the transcriptionist knows who is dictating.

If you are dictating for someone else state that at the beginning of each case.

At the beginning of the dictation state if the dictation is additional gross such as cassette list or additional parts to the case. This lets the transcriptionist know how to progress the case.

Dictate specimens in alpha order.

Format for Dictating Gross:

A) Received in formalin/fresh labeled/designated "_____" is/are ... Cassettes are submitted as follows: A1-A10, serial sections; A11-A12 ...

Frozen Section:

Dictate specimen letter: AFS) diagnosis. (dictate initials for whoever reads the diagnosis – resident/faculty) for each specimen.

Dictating punctuation makes it easier for you and the transcriptionist.

Formulate your thoughts before dictating and say what you mean and mean what you say. Constantly changing your mind about what you want to say is extremely frustrating for a transcriptionist.

As this is a teaching hospital the transcriptionist will transcribe what you dictate. They will not "clean up" your dictation to make it sound better.

Always, always proofread your reports. What you dictate is not always what the transcriptionist hears and vice versa. It is your responsibility to proofread all reports and all sections of the report.