

ID# \_\_\_\_\_

**TO DICTATE A REPORT:**

**Step 1**

USE DICTATE PHONE, or DIAL

BH 978-922-3000 ext 3500

AGH 978-283-4001 ext 224

**Step 2**

ENTER YOUR 4 DIGIT ID

2 DIGIT WORK TYPES	
01	Emergency Dept. Report
03	Outpatient Clinic or Consult Note
04	Hospitalist H&P of Transfer Summary
06	History and Physical
07	Inpatient Consult
08	Outpatient Operative/Procedure Report
09	Discharge Summary
14	Hospitalist Discharge Summary
50	Pre-Op H&P or Transfer Summary
80	Inpatient Operative Report

**TO REVIEW A REPORT**

Enter your 4 digit user ID

Press #1, enter ID again as passwrd

Enter 2 to review by medical record #

Enter 7 digit medical record#

Dictation System Telephone Keypad Functions	
#1	To review a report
1	Short forward
2	Edit
3	Short rewind
4	Pause, press 1 to continue
5	Next report
6	Go to end of report
7	Fast forward
8	Go to beginning, press 1 continue
9#1	Disconnect, job# given

**Step 3**

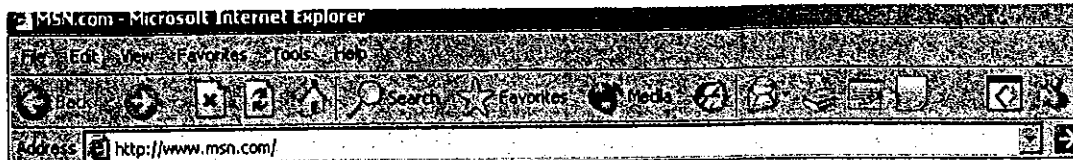
ENTER 7 DIGIT MEDICAL RECORD#

Directions on how to access Northeast Hospital Corporation's email system via GroupWise from your home computer.

Access the internet how you normally would. For most computers, it would be:

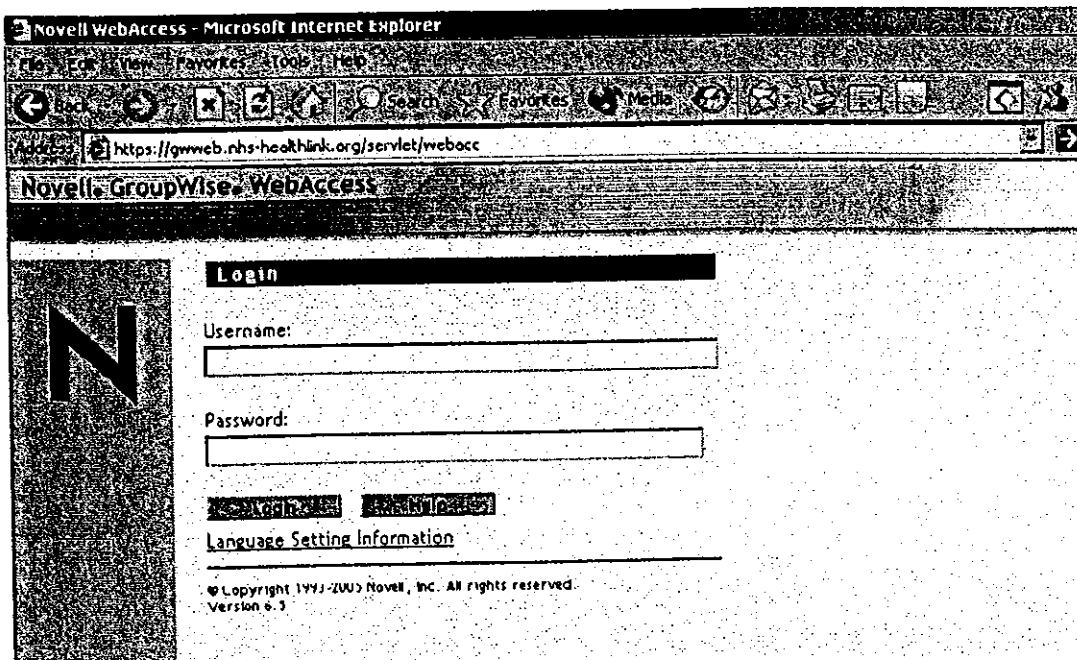
Click "Start"

Click "Internet Explorer"



In the address bar type: "https://gwweb.nhs-healthlink.org"

Your screen will look like the following:



Put the 1<sup>st</sup> initial and your last name in the "Username" Field (example, Jack Smith would input "jsmith")

Put your password in the "Password" field. If you need to reset your password (can't remember it), please call Sally Hendrickson at the AGH campus extension 75-618.

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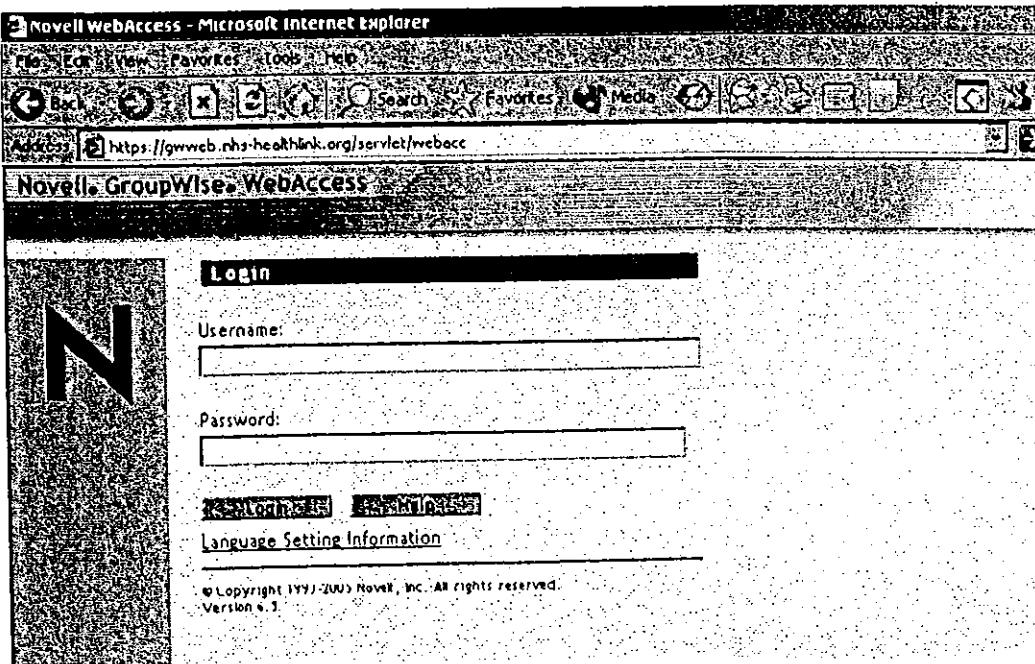
Click "Start"

Click "Internet Explorer"



In the address bar type: "https://gwweb.nhs-healthlink.org"

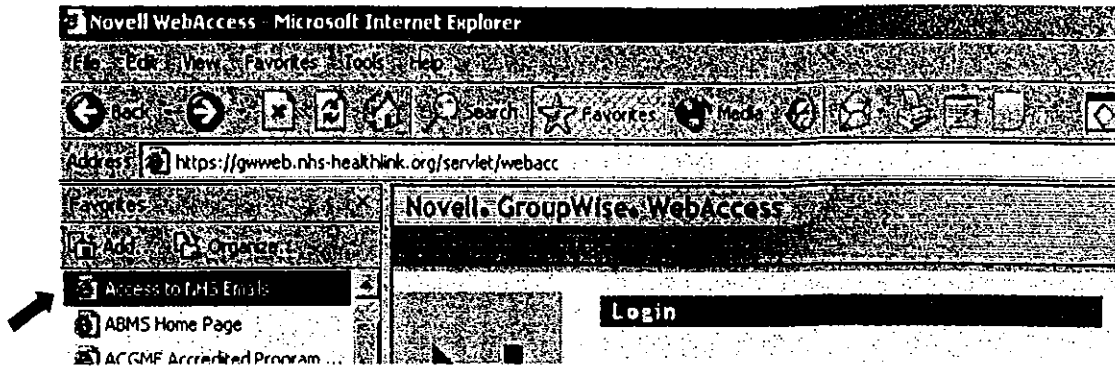
Your screen will look like the following:



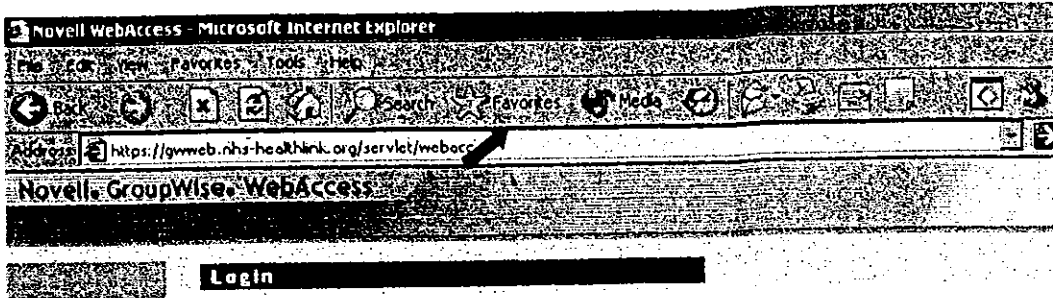
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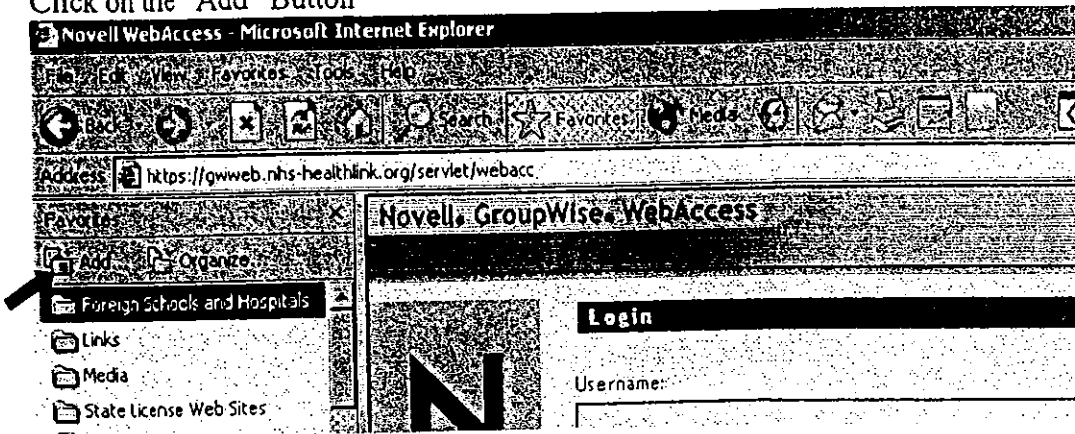
Now when you access Internet Explorer, simply click “★ Favorites”  
Click “Access to NHS Emails” and you will be directed to the logon screen.



To add the GroupWise address to your "Favorites" within Internet Explorer click on "★ Favorites"



Click on the "Add" Button



In the "Name" field input "Access to NHS Emails"  
Click "Ok"

