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EXTENDED DIALING
Outside Cedars-Sinai Phone System

<table>
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<tr>
<th>FIRST NUMBER OF EXTENSION</th>
<th>EXTENDED DIALING</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>310-423-#####</td>
</tr>
<tr>
<td>4</td>
<td>424-314-#####</td>
</tr>
<tr>
<td>5</td>
<td>310-205-#####</td>
</tr>
<tr>
<td></td>
<td>310-285-#####</td>
</tr>
<tr>
<td></td>
<td>310-385-#####</td>
</tr>
<tr>
<td></td>
<td>310-855-#####</td>
</tr>
<tr>
<td></td>
<td>424-315-#####</td>
</tr>
<tr>
<td>6</td>
<td>323-866-#####</td>
</tr>
<tr>
<td>7</td>
<td>310-967-#####</td>
</tr>
<tr>
<td>8</td>
<td>310-248-#####</td>
</tr>
</tbody>
</table>

EXAMPLE

For five-digit extensions starting with 3, dial 310-423-#####, adding last four digits of the extension after 423.

CODE TRIAGE (INTERNAL/EXTERNAL DISASTER, CS-LINK™ DOWNTIME, ETC.)

- Assess your area.
- Log on to Command Aware at commandaware.com (check fire/disaster manual for username/password).
- For critical notifications, contact the Hospital Command Center at ext. 3-2800.
EMERGENCY CODES

CODE BLUE ..................................................... 121
Any life-threatening situation, such as a cardiac arrest (heart attack), stoppage of breath, severe medical trauma, etc.

CODE YELLOW ................................................... 121
“Person down”/minor injuries (i.e., trips, falls, fainting, nausea, etc.)

CODE GRAY ....................................................... 3-5511
Security assistance on an immediate (STAT) basis for verbal or physical workplace violence

CODE SILVER ..................................................... 3-5511
Attacker with lethal weapon

CODE PINK ....................................................... 3-5511
Infant or child abduction

CODE RED ........................................................ 3-5511
Fire condition (i.e., flames, smoke or smell of smoke)

CODE GREEN ............................................... 3-5511
Fire drill

CODE ORANGE .................................................. 3-5511
Housewide response — multiple locations reporting unknown odor

TRIAGE INTERNAL/EXTERNAL ..... 3-2800
Disaster notification

OFF-CAMPUS EMERGENCY .................. 911

OTHER
Hazardous spills........................................ 3-4336
Transfer Center ............................................ 3-2400
TOUCHTONE TELEPHONE ACCESS

1. Dial 109 or 101 or press the Dictation button on the phone if the call is initiated from inside the medical center, or dial 877-531-2912 from outside.

2. Wait for brief voice prompt announcement.

3. You may override the voice prompt by entering the following:

   A. PHYSICIAN ID NUMBER followed by the # key.
   B. WORK TYPE followed by the # key.
   C. PATIENT MEDICAL RECORD NUMBER followed by the # key.

REPORT TYPES

Routine History and Physical..........................1
Consultations..................................................2
Operative Reports ..........................................3
Discharge Summaries.......................................4
Transfer Summaries..........................................6
Pre-Op History and Physical Reports..............7
ER Psych Eval...................................................84

4. Press 2 to begin dictating (state and spell your full name, then give the type of report, patient name and spelling, and the medical record number, date of service and patient CSN).

5. Indicate the full name and spelling of the supervising/attending/responsible physician if you are a resident or a non-physician and your department requires co-signatures.

6. When dictating multiple reports, press 8 after each report; after the prompt, re-enter the new work type and medical record number, then press 2 to begin dictating.

7. To pause, press 2; to resume dictating, press 2.

8. Before hanging up, press 5 to disconnect the recorder.
USING YOUR CISCO PHONE

PLACING A CALL
Lift receiver (no line selection is necessary)

ANSWERING A CALL
1. Depress flashing line key on the left side of the screen.
2. Press the flashing session key on the right side of the screen.

PUTTING A CALL ON HOLD
Press the soft key above the word “Hold”

RETURNING TO A CALL ON HOLD
Press the soft key above the word “Resume”

JOINING TWO EXISTING CALLS
1. While on an active call, press the soft key above “Conference”
2. Press the session key where the other call you want to join is.
3. You will hear a tone and display will show you are now conferenced.
CISCO UNITY CONNECTION
FIRST-TIME USER ENROLLMENT

The first time you log into your Unity mailbox, an enrollment conversation will play automatically. Please listen carefully to the entire tutorial and respond as prompted.

You will be prompted to record your name and greeting. You will then be prompted to change your PIN/password. Your PIN must be at least four digits in length. After you hear “You have finished enrollment,” you can hang up.

STEP 1: ACCESSING UNITY

• Press the message key on your physical phone.
• Call ext. 3-1990 from any Cedars-Sinai telephone.
• From off-site, you may call 310-423-1990.
• Express Messaging is ext. 3-0999 or 310-423-0999.

STEP 2: ENTER YOUR ID AND PIN

Cisco Unity Connection ID is your mailbox number. This is the same as your five-digit extension. Your Cisco Unity Connection PIN is your password.

• Your temporary PIN/password is 1234.
• Your new PIN must be 4-15 digits.

STEP 3: LISTEN CAREFULLY TO PROMPTS

Make sure you know if you are being asked for your ID or your PIN.

If you are dialing from your desk phone and Unity recognizes your mailbox, you will be asked for your PIN/password. You may enter your PIN followed by the # sign.

If you are not dialing from your desk phone, but the phone you are using does have a mailbox associated with that number, when you are prompted for the PIN/password, you will need to go back to the previous menu by pressing the * key.
STEP 3: LISTEN CAREFULLY TO PROMPTS (continued)

You will then be prompted for your ID/mailbox. Enter your ID/mailbox number followed by the # key.

After you enter the correct ID/mailbox, you will need to enter your PIN/password.

If you forget your password, please email the voicemail administrator at vmailadmin@cshs.org and ask to reset your password. Please include your name, department, mailbox number, which building your phone is located in and a callback number if it is different from your mailbox.

When you are finished in your mailbox, always disconnect from the system by pressing the * key until the system hangs up.
LISTENING ACCESS

1. Inside Cedars-Sinai: Touch 109 or 101, or press the Dictation button, to access the system.
2. Outside Cedars-Sinai: Dial 310-423-2255 to access the system.
3. Wait for voice prompt. You may override the voice prompt at any time by entering your numbers:
   A. Enter your ID code, followed by the # key.
   B. You will then be prompted to select the criteria by which you wish to listen. Press 3 to listen for a particular patient.
   C. You will then be prompted to enter the subject number (medical record number — the last seven digits only) followed by the # key. The most recent dictation regarding that patient will now play back to you. If you wish to skip that and proceed to the next dictation, press 8.
   D. Press 5 to end the listening session and then hang up.

PAGER SYSTEM

FOR FOUR-DIGIT PAGERS

DIRECT PAGE FROM OUTSIDE

1. Dial 310-423-5520.
2. Wait for the voice prompt, “Please enter the pager number.”
3. Enter the four-digit pager number.
4. Enter the callback number, then press #.

DIRECT PAGE FROM INSIDE

1. Dial 103.
2. Wait for the voice prompt, “Please dial the page ID number.”
3. Enter the four-digit pager number.
4. Enter the callback number, then press #.

OVERHEAD VOICE PAGING

From inside the medical center, dial 109 for the page operator.
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<tr>
<th>ALPHABETICAL LISTING</th>
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</thead>
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<td><strong>ACADEMIC AFFAIRS</strong></td>
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<tr>
<td>Dean’s Office .................. 3-4691</td>
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<tr>
<td><strong>ACUTE THERAPY SERVICES</strong> 3-6281</td>
</tr>
<tr>
<td>Occupational Therapy, Physical Therapy, Speech Language Pathology, Pediatric OT, PT, SLP</td>
</tr>
<tr>
<td><strong>ADMINISTRATION, HOSPITAL</strong> 3-5711</td>
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<tr>
<td>President’s Office .............. 3-5711</td>
</tr>
<tr>
<td>Chief Operating Officer ........ 3-6211</td>
</tr>
<tr>
<td>VP, Clinical Support Services .... 3-3252, 3-6255</td>
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<tr>
<td>VP, Facilities and Design .......... 6-7800</td>
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<td>VP, Financial Services .......... 6-8579</td>
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<tr>
<td>VP, Clinical Innovation .......... 3-5140</td>
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<td>VP, Nursing ...................... 3-5191</td>
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<td>VP, Research Institute .......... 3-6252</td>
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<td><strong>ADMISSIONS</strong> 3-3303</td>
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<td>Emergency Registration ............. 3-8644</td>
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<td>Main Admissions .................. 3-6315</td>
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<td><strong>AMBULATORY CARE CENTER</strong> 3-6321</td>
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<td>Cashier .............................. 3-6331</td>
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<tr>
<td>Hearing-Impaired Callers .......... 3-2656</td>
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<tr>
<td>New Patient Appointments/Information 3-2811</td>
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<td>Patient Accounts Coordinator/Billing 3-6333</td>
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<td>Pediatric Health Clinic (CHC) .... 3-7779</td>
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<td>Pharmacy ............................ 3-5775</td>
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<td><strong>BIRTH RECORDS</strong> 3-3303</td>
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<td><strong>BLOOD DONOR SERVICES</strong> 3-5346</td>
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<td><strong>BREAST CENTER</strong> (SAUL AND JOYCE BRANDMAN) 3-9331</td>
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<td><strong>CANCER CENTER (SEE SAMUEL OSCHIN)</strong></td>
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</tr>
<tr>
<td><strong>INFORMATION &amp; LOBBY — PAVILION</strong></td>
<td></td>
</tr>
<tr>
<td>Street Level — Lobby</td>
<td>5-4557</td>
</tr>
<tr>
<td>Plaza Level — Lobby</td>
<td>5-4455</td>
</tr>
<tr>
<td>Fifth Floor — Lobby</td>
<td>5-2616</td>
</tr>
<tr>
<td>Fifth Floor — Registration</td>
<td>5-2616, 5-2619</td>
</tr>
<tr>
<td><strong>INFORMATION &amp; LOBBY — MAIN MEDICAL CENTER</strong></td>
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<tr>
<td>Third Floor Lobby</td>
<td>3-5361</td>
</tr>
<tr>
<td>Fourth Floor Lobby</td>
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<td>Sixth Floor Lobby</td>
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<td>Seventh Floor Lobby</td>
<td>3-5761</td>
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<td>Eighth Floor Lobby</td>
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<td>3-5236</td>
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<td>Street Level, South Tower</td>
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<td>Third Floor Lobby</td>
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<td>Plaza Information Desk</td>
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<td><strong>INTERNAL AUDIT</strong></td>
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<td><strong>INTERPRETER SERVICES</strong></td>
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