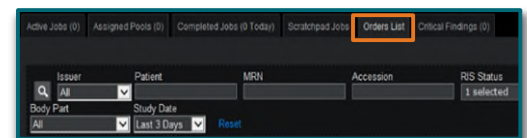


## This flyer outlines the process for Basic Dictation in Fluency for Imaging (FFI)

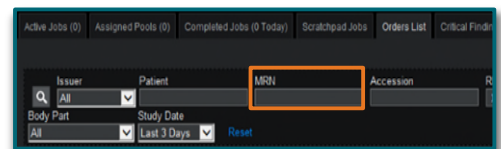
**STEP 1:** Log into Fluency for Imaging, select **Admin** in the dropdown.



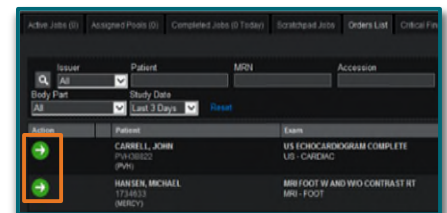
**STEP 2:** Select the **Orders List** tab.



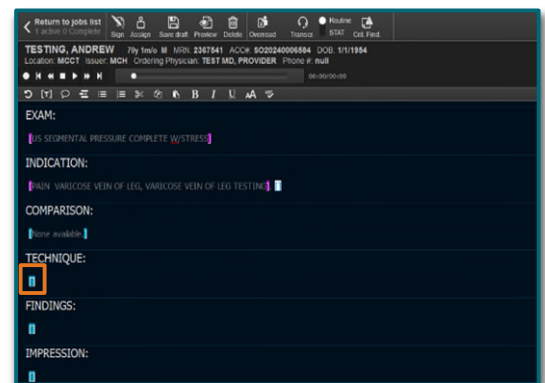
**STEP 3:** Enter patient MRN, then press **Enter**.



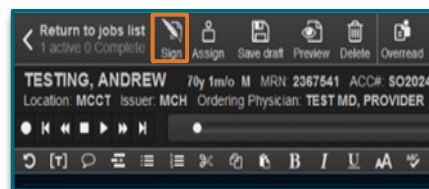
**STEP 4:** Select the **Green Action** button to access the **Patient Studies**.



**STEP 5:** The **Basic Default** report template will be displayed based on procedure code. Select **Between** the brackets to begin dictation.



**STEP 6:** When dictation is complete, select **Sign**.



For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please [place a ticket](#) to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.