

## **Dictation Guidelines**

### **MRN Number**

- **MRN** - Recorded as (TB00123456). Enter only the last six digits. (TB00 is not required)
- **DO NOT USE account number (e.g. TB31522/18)**

### **REQUIRED DICTATION PRACTICE**

- Identify yourself by name, position
- Once dictating, provide the patient's full name and SPELL the surname, patient MRN and DOB
- Dictate the date of the patient's visit.
- Dictate the date of the operative episode.
- Carbon copies – dictate first and last name of all recipients that require copies

### **TECHNIQUES**

- Assemble your notes and reports before starting.
- Compose each sentence in your mind before you speak to minimize repeating and correcting phrases.
- Dictate in an area that is quiet, away from machines, radios, background noise.
- Once you begin the narrative of the report, refer to the patient as "the patient" and not by name, e.g. Mrs. Smith.
- Spell unusual names or words (eg. diseases, drugs, procedures)
- Dictate punctuation, e.g., period, comma, new paragraph, capitalization.
- Dictate when you are at the end of your dictation.
- Do not use a cellphone or speaker phone as they cut out and dictation could be lost.
- Do not dictate numbered lists.
- Addendums are to be dictated as a separate report.

### **EDITS OR CORRECTIONS**

- Fax to the Transcription Department at 684-5881 or drop off to the Health Records Department.
- Dictations containing edits or correction will not be completed and a hard copy of the original report with handwritten edits must be provided.

### **ENUNCIATE DURING THE DICTATION**

- Articulate your words and sentences. Speak clearly and directly into the phone.
- Speak at a normal volume and maintain this volume throughout the dictation.
- Try not to clear your throat, yawn, chew gum, eat, drink or conduct side conversations during the dictation.
- All dictation should be completed promptly to ensure the accuracy and quality of the information being dictated. Be concise.
- You must use the dictation number assigned to you. If you do not remember your number, please contact Health Records Transcription Department.

### **RESIDENTS AND MEDICAL STUDENTS**

- Residents and Medical Learners, dictate first and last name of your preceptor for whom you are dictating
- Residents, Medical Students and Learners must use their own dictation number. (If you do not have your own number, please contact Academic Affairs).
- Residents, Medical Students, Clinical Clerks and Learners do not receive copies of reports.

**CONTACTS** Health Records Department Transcription Ext. 6646 or Health Records Department Main Ext 6640  
Pam Chypyha, Coordinator, Health Records, Phone (807) 684-6642, [chypyhap@tbh.net](mailto:chypyhap@tbh.net)