



## TELEPHONE DICTATION INSTRUCTIONS Adult Mental Health

Valid Report Types			
40	MH Consultation	42	MH Discharge Summary
41	MH Progress Note	43	MH Letter

**Valid work types for patients seen on AMH in-patient unit (2 MH), ER MH Overflow, MH Out-Patient Clinic**

Specific Program/Out-Patient Clinic dictation instructions are located on the iNtranet:  
Departments/Health Records/Professional Staff Information/Dictation and eSign Information/Dictation Instructions: TBRHSC

### To Telephone Dictate:

1. Dial **684-6777** or **1-844-455-5162**
2. Enter Provider **ID**, then # key
3. Enter **Site ID**, then # key, **1-Thunder Bay**
4. Press **1** to **Dictate** or **3** to **Review**
5. Enter **Work Type**, then # key
6. Enter Patient **MRN**, then # key
7. After the tone you may begin dictating
8. Press **8** to dictate or **9** to disconnect
9. Wait for Job **ID #**

### To Review Dictations:

1. Dial **684-6777** or **1-844-455-5162**
2. Enter Provider **ID** then # key
3. Enter **Site ID**, then # key, **1-Thunder Bay**
4. Press **3** to **Review**
5. Enter Provider **ID** then # key
6. Enter Patient **MRN**, then # key
7. Press **8** to review next job
8. New search press **4** and follow prompts
9. Press **9** to disconnect

### Dictation Functions

- \*1 Clear Field
- 2 Pause
- 3 Short Rewind/Play
- 4 Dictate/Pause
- 5 Fast Forward/Press Play to Play
- 6 Go to End/Pause
- 7 Go to Beginning/Play
- 8 Save Job/New Job
- 9 Disconnect

### Review Functions

- 2 Pause
- 3 Play
- 4 New Search
- 5 Fast Forward/Press Play to Play
- 6 Go to End/Pause
- 7 Go to Beginning/Play
- 8 Next Job/Same Patient
- 9 Disconnect

### **REPORT REQUIREMENTS**

#### Discharge Summary:

Admit Diagnosis  
Final Diagnosis  
Pre & Post Admit Comorbidity  
Procedures Performed  
Course of Events  
Condition on Discharge  
Recommendations for Follow-up

#### Operative Report:

Date of Procedure  
Pre-Procedure Diagnosis  
Post-Procedure Diagnosis  
Procedure Performed  
Assistant  
Anesthetist  
Procedure Description  
Post-op Condition

### **FLAGGED INTERVENTION LIST**

Cardioversion  
Cell Saver  
Chemotherapy  
Dialysis  
Feeding tube  
Heart resuscitation  
Invasive ventilation >96 hours

Invasive ventilation <96 hours  
Paracentesis  
Parenteral nutrition  
Pleurocentesis  
Radiotherapy  
Tracheostomy  
Vascular access device