

TELEPHONE DICTATION INSTRUCTIONS

Valid Report Types			
47	ICP Letter	53	ICP Medical Secretary (Systemic Therapy)
48	ICP Consultation	54	ICP Multidisciplinary Note
49	ICP RAD Treatment Review SIM Notes	61	ICP Palliative Care Consultation
50	ICP Admission Report	62	ICP Palliative Care Progress Note
51	ICP Clinic Note/Follow-Up	66	ICP Radiation Secretary (Radiation Therapy)
52	ICP Discharge Summary		

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. It is mandatory to state date of visit at the beginning of your dictation
8. After the tone you may begin dictating
9. Press **8** to dictate or **9** to disconnect
10. Wait for Job **ID** #

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

REPORT REQUIREMENTS

Discharge Summary:

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

FLAGGED INTERVENTION LIST

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

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

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

Operative Report:

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

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