

## TELEPHONE DICTATION INSTRUCTIONS

| Valid Report Types       |                      |    |                                 |
|--------------------------|----------------------|----|---------------------------------|
| 1                        | History and Physical | 7  | Discharge Summary               |
| 2                        | Consultation         | 8  | Fracture Clinic                 |
| 3                        | Preoperative Report  | 10 | Meeting Minutes                 |
| 4                        | Letter               | 11 | Progress Note                   |
| 5                        | Operative Report     | 39 | Transfer Summary                |
| 6                        | Delivery Report      |    |                                 |
| Valid Consultation Types |                      |    |                                 |
| 2                        | Consultation         | 34 | Oncology                        |
| 20                       | Nephrology           | 35 | Paediatric                      |
| 21                       | Neurology            | 36 | Psychiatric                     |
| 26                       | Hospitalist          | 38 | Surgical                        |
| 32                       | Geriatric            | 68 | Regional Critical Care Response |
| 33                       | Internal Medicine    |    |                                 |

**\*\*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** #

### 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