KHSC Resident/Clerk Dictation System Instructions

**Please dictate your report using the phone number of the site where your clinic usually took place when you saw patients in person.**

**Telephone System Access:**

**KGH site dictation (if KGH site is the usual spot for clinic)**

**Ext. 2700** – from KGH site

**Ext. 83-2700** – from HDH site

**613-548-2356** -from outside the hospital

**HDH site dictation (if HDH site is the usual spot for clinic)**

**Ext. 5100** – from HDH site

**Ext. 52-5100** – from KGH site

**613-544-0081** – from outside the hospital

**SIGN ON STEPS:**

* Enter your dictation I.D. Number, then press the # Key.
	+ **Visiting Students** - please use #1 for your dictation I.D. and Password. **DO NOT** use the Attending’s ID – Even if you are instructed to do so
* Enter Worktype, then press the # Key.

Worktype Codes:

1# Operative Reports 2# Discharge Summaries

3# Emergency Notes 4# Consult Report

5# Clinic Letters 8# Transfers

11# Pre-anesthetic Clinic 22#Final Discharge Summary

49# Cardiac Caths 88# ALC Transfer Summary

222# ALC Discharge Summary

* Enter Chart Number (Patient #), then press the # Key.
* Enter Attending Physician ID, then press the # key.

**REPORT COMPLETE & CONTINUE**: Dictate “end of report” press 8 to send to transcription and dictate another report.

**REPORT COMPLETE & DISCONNECT**: Dictate “end of Report” press 5 to send the report to transcription and disconnect.

* If you get disconnected your report is **NOT** lost, call ext. 4014 and we will open the report so you can continue.

**EDIT FEATURES:**

Entry Error – If you make an error when you are keying in any information press the \* (star) Key prior to pressing the # Key and the system will give you the prompt again.

Hold/Pause – 1 (60 minute) Resume Dictation – 2

Short Rewind – 3 Long Rewind – 7

Complete Report Rewind – 77 Fast Forward – 4

Fast forward to end – 44 Priority – 6 prior to hanging up

End Report – 8

If you have a priority dictation, press 6 before you hang up and that will bump that job to the next available Transcriptionist. If you forget to press 6, call ext. 4014, give the CR# of the patient and we will type the report as soon as possible.

**DICTATION REMINDERS:**

* Residents, Interns and Clinical Clerks: DICTATE *YOUR* FIRST AND LAST NAME AND WHO YOU ARE DICTATING FOR AT THE BEGINNING OF YOUR DICTATION.
* Dictate the CR#, the name of the patient and the admission and discharge dates for summaries and the Operation date and Clinic date for ORs or Clinics.
* Other Headings are:
* Clinics: copies to (dictate first name or initial and last name)
* Summaries: copies to (dictate first name or initial and last name), problem list, OR procedures with date, allergies, history of presenting illness (not a life history), physical examination (briefly), investigations (pertinent), course in hospital (highlights), discharge plans and discharge medications.

**NOTE: If you are a CO-SIGNER, please note that the report will stay in YOUR Verification Queue until you sign off. It will NOT re-direct to the Attending until you have completed your review.**