

Dictation System - LHSC and St. Joseph's

You must have your own personal and confidential dictating User ID number. To have your personal dictating user ID number arranged, please contact Transcription Services at:

- London Health Sciences Centre - 519-685-8500 extension 35131
- St. Joseph's Health Care London - 519-646-6000 extension 65584

These numbers must remain confidential and never shared with others. You can use your dictating number at all sites across the city. The dictation system is provided to you for the clinical documentation of the patient record required for each hospital visit. Follow-up letters i.e. to the Ministry of Transport, to whom it may concern, evaluations, referral requests, etc. are administrative correspondence and consequently are outside of Health Records responsibility for processing.

All of your dictated notes will come back to you for review and authenticating signature via Message Center in the electronic health record (PowerChart).

Approved Standards for Transcription Turn Around Times

- **<2 hours:** Trauma Notes
- **<4 hours:** Admission Note, History & Physical
- **<6 hours:** Pre-Admission Clinic Note
- **<24 hours:** All other notes

Dictation Instructions

1. Dial extension 66080 or 519-646-6080 from outside the hospital
2. Enter your personal and confidential User ID number followed by # key.
3. Enter the hospital site code followed by # key. (It is important to select the correct site code to ensure that your note posts correctly in PowerChart.)

1 University Hospital	2 Victoria Hospital	3 St. Joseph's Hospital
4 Parkwood Hospital	5 LRCP	6 Parkwood Mental Health
7 Southwest Centre		

4. Enter the worktype followed by # key (It is important to select the correct worktype to ensure that your note posts correctly in PowerChart.)
5. Enter the patient PIN (or MRN) followed by # key.
6. Enter 2 to begin dictation: Dictate and spell patient's name, PIN (Medical Record Number), your name and required copies (**spell name and indicate address**)

Keypad Functions

Enter **2** to dictate

3 To replay dictation

44 Fast forward to end of report

5 To end last report and dictation session

6 STAT dictation (use only for dictation that requires immediate transcription eg. follow-up within 24-48 hours, patient being transferred to another facility, etc.)

77 Go to beginning of dictation

8 Go to next report

0 to place dictation on hold - **#1** to resume

* key will replay previous prompt if incorrect information was entered

City Wide Worktypes

- | | |
|-------------------------------------|--|
| 30 Preadmission Clinic Notes | 39 Procedure Report |
| 31 History and Physical | 40 Death Summary |
| 32 Operative Report | 41 Telephone Correspondence Notes |
| 33 Discharge Summary | 46 Respiriology Consult Note |
| 34 Consultation | 47 Respiriology Clinic Note |
| 35 Emergency Room Report | 71 Letter |
| 36 Delivery Report | |

Site Specific Worktypes**University / Victoria (Helpline 35131)**

- | | |
|--|--|
| 45 OB/Gyn Clinic Note | 86 Speech Language Pathology |
| 76 Tumour Board | 87 Urgent Neurology Clinic Note |
| 80 Clinic Report | 88 John H. Kreeft Clinic Note |
| 81 Adult Psychiatry Note | 89 General Medicine Clinic Note |
| 82 Child/Adolescent Psychiatry Note | 90 Geriatric Medicine Clinic Note |
| 83 Women's Health Clinic Note | 91 TIA Clinic Note |
| 84 Trauma Resuscitation Note | 92 Thoracic Surgery Clinic Note |
| 85 Trauma Clinic Note | 93 In-Hospital Transfer Note |

LRCP (Helpline 35131)

- | | |
|-------------------------------|--|
| 70 Radiation Treatment | 76 Tumour Board |
| 72 Social Work | 77 Palliative Care Consultation |
| 73 Gyn Summary Sheet | 78 Palliative Care Clinic Note |
| 74 Gyn Clinic Note | 79 Spiritual Care Clinic Note |
| 75 LRCP Clinic Note | |

St. Joseph's (Helpline 65584)

- 42** SJH Clinic Note
- 43** HULC Clinic Note
- 74** Gyn Clinic Note

Parkwood Institute (Helpline: 65584)

- 50** Parkwood Clinic Note
- 51** Day Hospital Note
- 52** Psychology Note

Parkwood Institute Mental Health & Southwest Centre (Helpline: 65584)

- | | |
|--------------------------------|-------------------------------------|
| 60 Assessment Report | 63 Mental Health Clinic Note |
| 61 Review Board Summary | 64 Letter (Non-Clinical) |
| 62 Miscellaneous Note | 71 Letter (Clinical) |

Guidelines for Dictating:

1. Speak clearly, concisely and spell difficult or unusual words or medications.
2. State patient's name (spell surname) and date seen.
3. State your name and title (spell surname) and that of the attending physician.
4. State copies to relevant physicians (spell surname, state address if out of town).

Discharge Summary

1. Dates of Admission and Discharge
2. Discharge Diagnoses (Most Responsible, Pre and Post Comorbidities)
3. Operations/Procedures
4. Brief history of Current Illness
5. Course in Hospital (brief summary of the management of the patient while in hospital including any pertinent investigations, treatment and outcomes)
6. Discharge Plan and Condition on Discharge
7. Discharge Medications (name, dosage and frequency)
8. Follow-up Plans (discharge instructions, further investigations and tests)

Operative Report

1. Date of Operation
2. Preoperative Diagnosis
3. Postoperative Diagnosis
4. Surgeon
5. Assistants
6. Anaesthetist
7. Type of Anaesthetic
8. Clinical Note
9. Operative Procedure

Clinic Notes

1. Date of clinic visit
2. Clinic visit details and findings
3. Diagnosis

Consultation Note

1. Date of consultation
2. Patient ID and reason for referral
3. History of presenting illness
4. Relevant past medical history
5. Current medications & medication allergies
6. Family and social history
7. Physical examination
8. Investigations to date
9. Impression and plan/recommendations
10. Prescriptions & follow