

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 Centre in the electronic health record (PowerChart).

Approved Standards for Transcription Turn Around Times

- **<2 hours:** Trauma Resuscitation Notes, Review Board Summary, Urgent Neurology Clinic Note
- **<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 * **note** * please listen to entire dictation or fast forward to the end so you do not dictate over what has already been recorded

* key will replay previous prompt if incorrect information was entered

City Wide Worktypes

Admission Note	38	Letter	71
Case Conference Note	99	Nephrology Goals of Care	48
Consultation	34	Oncology Goals of Care	96
Death Summary	40	Operative Report	32
Delivery Report	36	Patient Wishes, Values, Potential SDMs	49
Discharge Summary	33	Preadmission Clinic Note	30
Discharge Summary Auto-Authentication (* The usage of code 10 must be pre-approved by the Attending Physician)	*10	Procedure Report	39
EEG Report	98	Progress Note	37
Emergency Room Report	35	Respirology Clinic Note	47
Family Meeting Goals of Care	97	Respirology Consultation Note	46
History and Physical	31	Resuscitation/Goals of Care	95
		Telephone Correspondence	41

Site Specific Worktypes**LHSC (University and Victoria Hospitals)**

Adult Psychiatry Note	81	Speech Language Pathology Note	86
Child / Adolescent Psychiatry	82	Thoracic Surgery Clinic Note	92
Clinic Report	80	TIA Clinic Note	91
EMG Report	94	Trauma Clinic Note	85
General Internal Medicine Clinic	89	Trauma Resuscitation Note	84
Geriatric Mental Health	90	Tumour Board Conference Note	76
In-hospital Transfer Note	93	Urgent Neurology Clinic Note	87
John H. Kreeft Headache Clinic	88	Women's Health Clinic	83
OB/GYN Clinic Note	45		
Palliative Care Clinic Note	78		
Palliative Care Consultation Note	77		

London Regional Cancer Program

GYN Clinic Note	74	Radiation Treatment	70
GYN Summary Sheet	73	Social Work Clinic Note	72
LRCP Clinic Note	75	Speech Language Pathology Note	86
Palliative Care Clinic Note	78	Spiritual Care Clinic Note	79
Palliative Care Consultation Note	77	Tumour Board Conference Note	76

St. Joseph's Health Care Centre

GYN Clinic Note	74
HULC Clinic Note	43
SJH Clinic Note	42

Parkwood Hospital

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

**Parkwood – Mental Health & Southwest
Centre for Forensic Mental Health Care**

Assessment Report	60
Letter (non-clinical)	64
Mental Health Clinic Note	63
Miscellaneous Note	62
Psychology Clinic Note	52
Review Board Summary	61
Social Work Clinic Note	72

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