

Instructions for Dictating

! Important: Please use a land line and not a cell phone due to poor audio.

Telephone Instructions:

Inside Hospital: Extension 7000

Outside Hospital: 905-632-3737 x 7000

Once Dialing In Enter:

- 3 Digit Doctor ID Number
- 2 Digit Report Type
- 6 Digit Patient Unique Identifier

Multiple Patient Dictations:

- PC Dictate: Press EOL Button
- Telephone: Press 5

PC Dictate:

- Login with your personal dictation #
- Select a work type
- Enter 6 Digit Patient Unique Identifier
- After dictation press EOL and follow the prompts to dictate the next patient.

Telephone Controls & Work Types

<i>Telephone Controls</i>		
1	2	3
Listen	Record	Review
4	5	6
Pause	Complete	Go To End
7	8	9
F. Forward	Go To Beg.	Discon.
Reports Types:		
01 Pre-Operative		
02 In-Patient Consultations		
03 In-Patient Histories		
04 Operative Reports		
05 Non Priority Dictation		
06 Discharge Summaries		
07 Out-Patient Consultations		
08 Fracture Clinic		
09 OP Psy Support Group		
10 Oncology Clinic		
11 Intensive Care Unit or Urgent Reports		
12 In-Patient Operative Reports		

Additional Work Types:

- 14 GIMRAC
- 16 Palliative Care Clinic