Dictation ID:

Important guidelines

- Name the supervising physician at the start of the dictation
- Dictate copy request to the supervising physician.
- Dictate any other copy request as required.
- Dictated documents are available for review via the electronic health record (Sunrise).
- The clinician 4-digit ID is not be shared with anyone. This ID is attached to an individual's voice recognition profile.

Revision process

Revisions/addendum may be done in the following manner:

- ·Forward a copy of the revision to Transcription Services (fax: 416-530-6635 or at 350 SSW)
- ·Dictate revision/addendum in dictation system, providing the original document reference number

Documents with revisions/addendum will be redistributed to all recipients and updated in the electronic record. It is the responsibility of the dictating clinician to review the document for accuracy and completeness within 14 days of transcription.

Voice Recognition Tips:

-Verbalize section headings -Do not spell out terms
-Helps to say “new paragraph”, “next” and numeric lists

Priority Dictation

For Priority dictation call 6728 (calls received after 15:30 may not be transcribed until the next working day)

Nuance Dictation Instructions (Do Not Use Cell Phones)

1. Dial 73
2. Enter 4-digit ID number
3. Enter 2-digit report type
   01- Pre-Admission 06- Clinic
   02- Admission 07 Collaborative Care
   03- Consultation 08- MOT (Ministry of Transport)
   04- Operative Report 09- Urgent Care
   05- Discharge Summary 10- Fracture Clinic
4. Enter 8-digit patient J number
5. Press 2 to dictate

Clearly dictate:

-your name
-report type
-patient name
-service dates
-copy distribution (dictate family physician name with spelling)

For Operative Reports Dictate:

-date of procedure
-pre-operative diagnosis
-post-operative diagnosis
-operation/procedure performed
Press 5 to end on dictation and begin a new dictation
Press 9 to end dictation or hang up

OPERATING FEATURES ON KEYPAD

1 Play
2 Dictate
3 Short Rewind
4 Pause
5 Start a new dictation
6 Go to end
7 Fast forward
8 Go to beginning
9 End report
Play confirmation number

The dictation system will announce a confirmation number at the completion of your dictation or by pressing “#” at any time.