

Consult Note Guide

Icon for Digital Dictation 

Icon for Dragon Medical One 

1. Access:

Launch through  icon on citrix

2. Log in to the Digital dictation tool using your SMH account

St. Michael's
Inspired Care. Inspiring Science.

Digital Dictation

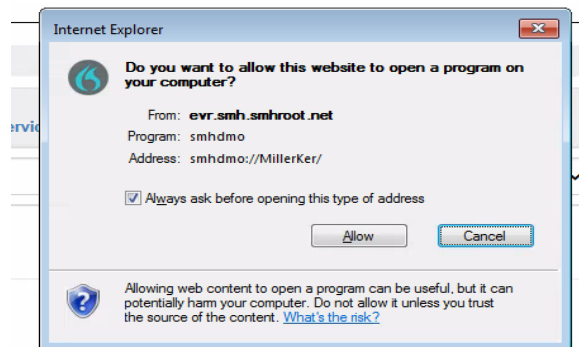
Sign in with your St. Michael's network ID.

User Name

Password

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3. Allow Dragon medical one tool to launch from app, this should pop up the dragon bar



Creating New Notes in Digital Dictation

1. Search for patient to create a new note

ST. MICHAEL'S UNITY HEALTH TORONTO MillerKer Digital Dictation (Test)
Hi, Keriann. [Sign out](#)

[New Note](#) [Worklist](#) [New Daily Note](#) [Daily Note List](#) [Help](#)

Search Patient Visit

Last Name	First Name	MRN	DOB	Service	Location	Encounter Date	Patient Type	Attending Physician	Encounter #	
<input type="text" value="test"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Q"/>
TEST	5DTEST	4009858	Feb 2, 1972	EAC	ED ACUTE ZONE A (EDACA)	Apr 3, 2020	Emergency	Ginsberg, Howard	00850061359	<input type="button" value="+"/>
TEST	5DNI	4009857	Apr 4, 1974	NRS		Apr 3, 2020	Inpatient	Ginsberg, Howard	00270051493	<input type="button" value="+"/>
TEST	5DED	4009856	Apr 4, 1974	SUR		Apr 3, 2020	Inpatient	Hall, Jeremy	00850061342	<input type="button" value="+"/>

2. You have to select a work type and sometimes clinic code in order to start your note.

ST. MICHAEL'S UNITY HEALTH TORONTO MillerKer Digital Dictation (Test)
Hi, Keriann. [Sign out](#)

[New Note](#) [Worklist](#) [New Daily Note](#) [Daily Note List](#) [Help](#)

Create Note

TEST, 5DTEST Date of Birth (DOB): Feb 2, 1972 Patient Identifier (MRN): 4009858 Encounter #: 00850061359

Work Type: Clinic Code:

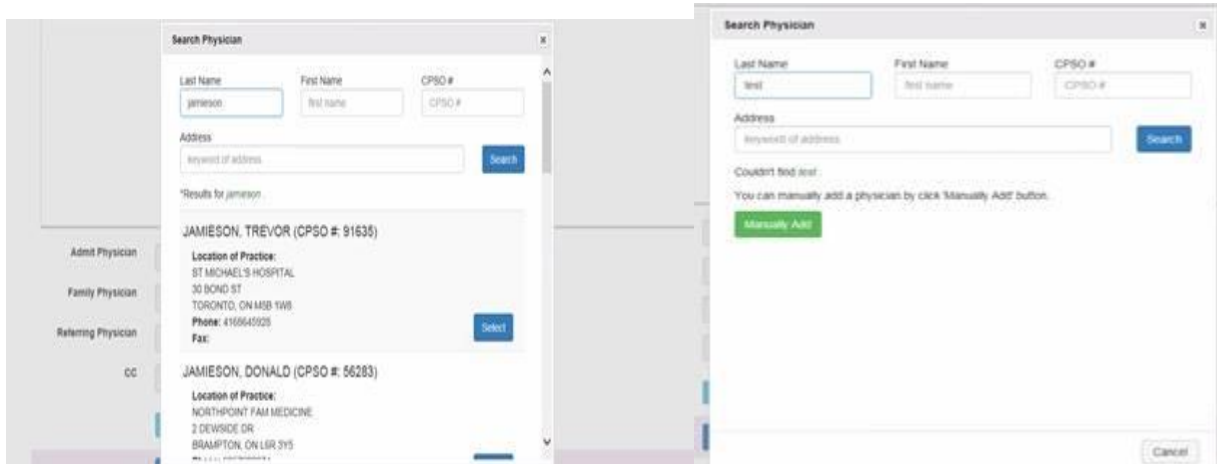
3. The note pulls in the patient's admit physician, family physician and referring physician and is automatically set to send the note to these physicians, these can be unchecked before sign off.

Admit Physician:

Family Physician:

Referring Physician:

- You can cc physicians. Look up the physician in the CPSO database, or manually add if you cannot find the physician



- Sign off will ask for your SMH account credentials, then will save to the “finalized” tab in your “worklist.” You are able to amend notes on this list



Learning materials are in the help link for more reference

