

Daily 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

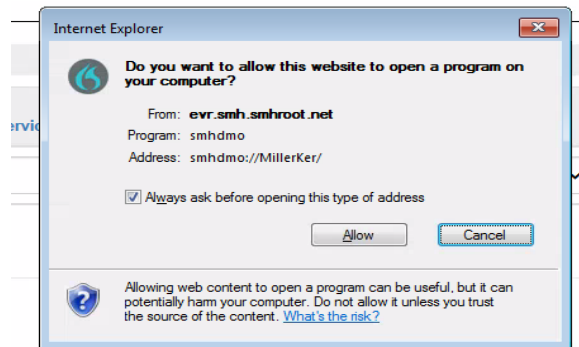
Sign in with your St. Michael's network ID.

User Name

Password

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



Sending Daily Notes to Soarian

1. Search for patient in Daily Note Tab and create Daily Note

Last Name	First Name	MRN	DOB	Admitting Service	Location	Admission Date	Attending Physician	Encounter #	
test									+
TEST	SDNI	4009857	Apr 4, 1974	NRS		Apr 3, 2020	Ginsberg, Howard	00270051493	+
TEST	SDDED	4009856	Apr 4, 1974	SUR		Apr 3, 2020	Hall, Jeremy	00850061342	+
TEST	SD	4009855	Mar 3, 1973	NRS		Apr 3, 2020	Ginsberg, Howard	00270051485	+

2. Scroll through previous daily notes to the left, Select service for daily note

ICU, 5DCI Date of Birth (DOB): Jan 15, 1901 Patient Identifier (MRN): 4009820 Encounter #: 00270051188

Previous Notes

Note Service (choose one)

- ALG - ALLERGY
- ANS - ANAESTHESIA
- BRE - BREAST CLINIC
- CAR - CARDIOLOGY
- CHI - FOOT TREATMENT & ASSESSMENT CLINIC
- CVS - CARDIOVASCULAR SURGERY
- DEN - ORAL SURGERY
- DER - DERMATOLOGY
- FMR - FMFRGNCY

3. At end of note, Submit to Soarian

and try to identify your weak areas. Try to keep a tab on your daily activities to understand if you are moving towards your goal or not.

Step 5: Maintain Different Notes
It's easier when you have separate notes for different activities. Make notes for your business plans, personal activities like book writing, etc. You can add inspirational quotes to these notes to help you stay focused on your goal. Another way of staying motivated is by using receipts, online quotes and all kinds of different writings on the daily note.

Step 6: Review
The final step left in your daily note is to carefully review your notes and schedules. Even if it is not accurate initially, you can always update your list as required depending on the situation. The next part about having a daily note is that you can schedule your daily work and get your work done without any stress

Submit to Soarian

4. View and search Daily Notes in Daily Note List Tab

ST. MICHAEL'S
UNITY HEALTH TORONTO

MillerKer

Digital Dictation (Test)
Hi, Keriann. Sign out

New Note Worklist **Daily Note List** Help

Daily Note list

Last Name	First Name	MRN	Admitting Service	Location	Author	Staff Physician	Note Service	Date of Note	
icu					Miller, Keriann				🔍
ICU	SDCI	4009820	ICV		Miller, Keriann	Miller, Keriann	GIM	Apr 6, 2020 13:44	👁
ICU	SDCI	4009820	ICV		Miller, Keriann	Miller, Keriann	GIM	Apr 3, 2020 13:48	👁
ICU	SDCI	4009820	ICV		Miller, Keriann	Miller, Keriann	ANS	Apr 1, 2020 12:59	👁

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ST. MICHAEL'S
UNITY HEALTH TORONTO

MillerKer

Digital Dictation (Test)
Hi, Keriann. Sign out

New

Daily Note

View Note

ICU, SDCI ♂ Date of Birth (DOB): Jan 15, 1901 Patient Identifier (MRN): 4009820 Encounter #: 00270051188

Work Type Daily Note Note Service GIM - INTERNAL MEDICINE

This is a test daily note

Step 1: Create Sections
The crucial first step in daily notes that you need to do is to create several sections depending on the number of categories you are going to require. The sections are based will be based on the different aspects of your life, be it personal or professional, work projects, etc. In this way, you know that you have set up different sections for each criterion in your life.

Step 2: Tasks Lists
After the various sections, you need to create a task list. This list will include the to-do tasks for your day-to-day life such as meeting with clients, business appointments, personal meetups. Your daily bills, laundry and stuff like this will also go in this task list.

Step 3: Schedule Plans
In this section, you can add your plans in order of priority. Include the appointment dates, important events so that you can keep a track of it. After scheduling you still have the option of updating it. So don't worry about new plans, just keep on adding them. Make sure you review and customize it with time.

Step 4: Implement Goal
Goal tab is required to give you a vision of your future, so make a goal that is realistic and achievable. Note your daily improvements and progress in the same note and try to identify your weak areas. Try to keep a tab on your daily activities to understand if you are moving towards your goal or not.

<< Prev Next >> Cancel

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5. View Daily Note in Soarian

Cerner Keriann Miller SMT

ICU, SDCI

DOB: 01/15/1901(119y) ♂ SDCI-501002 Attending Anthony Graham, MD Nurse/Ancillary

MRN# 4009820 ACCT#00270051188 Intensive Care Cardiovascular Admit Date: 03/30/2020 (8)

Allegies: (0) INKA Diagnosis: (0)

Parent Record Clinical Summary CFS Charting Orders Visit

Last 6 Occurrences

04/01/2020 to 04/07/2020 Last 24 Hours Last 6 Occurrences

Daily Notes

04/03/20 13:48

GIM...

☑ Daily Notes