

# Escription Telephone Dictation Instructions

## Collingwood General and Marine Hospital

Resident/Clinical Clerk:

User ID:

<u>Dial In Instructions</u>	<u>Escription Review Instructions</u>
<ol style="list-style-type: none"> <li>1. Dial 8649. From an external phone line (705)444-8649.</li> <li>2. When prompted, enter user ID and press #.</li> <li>3. Enter a Document Type (below) and press #.</li> <li>4. Enter a MRN and press #</li> <li>5. Press * to Record, 5 to Pause/Stop, and 8 to finish the report and start another.</li> <li>6. Press * to replay receipt, while at first prompt, after completing a dictation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dial 8649. From an external phone line (705)444-8649.</li> <li>2. When prompted, enter user ID and press #.</li> <li>3. When prompted, select 3 for the dictation review feature.</li> <li>4. When prompted, enter your user PIN and press #.</li> <li>5. Enter a MRN and press #.</li> <li>6. Press 5 to Pause/Stop, and 8 to finish.</li> <li>7. Press * to move to the next dictation for this patient.</li> </ol>

**\*\*\*PLEASE DICTATE THE PATIENT'S NAME, ACCOUNT NUMBER AND DATE OF SERVICE IE: THE DATE OF VISIT OR THE DATE OF DISCHARGE\*\*\*\* ALSO STATE THE NAME OF THE CLINICIAN YOU ARE DICTATING FOR**

<b>Medicine Consults</b>	<b>Code</b>	Orthopedic Surgery Consult	131	OBS Vaginal Birth Post-Partum	212
Hospitalist Consult	115	Colonoscopy	202	OBS Post Op C-Section Note	210
Internal Med Consult	119	Sigmoidoscopy	205	<b>Mid Wife Reports</b>	<b>Code</b>
Dermatology Consult	107	Gastroscopy	203	Midwife Triage Note	208
Gynecological ONC Consult	113	General Surgery Clinic Visit	411	Midwife Delivery Note	207
Palliative Consult	133	Gynecology Clinic Visit	415	<b>Mat Child Clinics</b>	<b>Code</b>
Emergency Department Report	146	Laser Clinic Visit	420	Gynecology Clinic Visit	415
Family Med Consult	109	Pain Clinic Visit	432	Pediatric Asthma Clinic Visit	427
Family Med Procedure <b>Visit</b>	410	MSK RAC Clinic Visit	423	Pediatric Clinic Visit	428
MSK RAC Clinic Visit	423	Orthopedic Clinic Visit	425	Newborn Weight Check Visit	213
<b>SURGERY</b>	<b>CODE</b>	<b>Mat - Child</b>	<b>Code</b>	<b>Mental Health</b>	<b>Code</b>
General Surgery Consult	141	Obstetrics/Gynecology Consult	127	Psychiatry Consult	136
Anesthesiology Consult	102	OBS Triage Note	211	Psychology Consult	137
Operative Report	204	OBS Birth Summary	206	<b>Allied</b>	<b>Code</b>
		OBS Admit Note	209	Nurse Practitioner Consult	126

**Quick Reference** (The options below can be used at any time while In DICTATE mode.)

1. **PLAY/PAUSE** While in the Playback mode, will play the dictation from the beginning or from where paused.
2. **OVERWRITE** Record new dictation at current position, overwriting dictation from this position.
3. **REWIND** While in Playback mode, will rewind the dictation 4 seconds each time pressed.
4. **TO END** While in Playback mode, will fast forward the dictation to the end of the dictation.
5. **STOP** Stops the recording or playback.
6. **STAT** Will prioritize a dictation above the normal priority.
7. **TO START** While In Playback mode, will rewind the dictation to the beginning.
8. **DONE** Will complete the existing dictation and start a new dictation.
9. **INSERT** Record new dictation at current position.
- Ⓜ **RECORD** Enables user to begin recording when pressed.
0. **HELP** Will playback all options listed ere while in record or playback mode.

### **Mobile Instructions**

To dictate using a mobile device such as an iPhone or Android, follow the instructions on the mobile devices page, at <http://www.escription-one.ca/software/mobile>