

InTouch Telephone Dictation Instructions

Georgian Bay General Hospital Dial In Instructions

1. Internal Dial = ext. 7777 or External Dial = 705-526-1300 ext. 7777 or (833) 613-1694 *** note change in number
2. When prompted, enter your user ID and press #.
3. Enter a Document Type (see below) and press #.
4. Enter a MRN and press #. (Do not enter zeros before MRN#)
5. Press * to Record, 1 to Pause/Stop, and 8 to finish the report and start another.
6. Press * to replay receipt, while at first prompt, after completing a dictation.

Intouch Review Instructions

1. Internal Dial = ext. 7777 or External Dial = 705-526-1300 ext. 7777 or (833) 613-1694 *** note change in number
2. When prompted, enter your user ID and press #.
3. When prompted, select 3 for the dictation review feature.
4. When prompted, enter your user PIN (your dictation ID) and press #.
5. Enter a MRN and press #.
6. Press 1 to Pause/Stop, and 8 to finish.
7. Press * to move to the Next Dictation for this Patient.

Notes

To review your transcriptions (InQuery application) logon to <https://www.escription-one.ca/inquiry/>



Quick Reference (The options below can be used at any time while in DICTATE mode.)	
1. Stop	<i>Stops recording or playback.</i>
2. Overwrite	<i>Record new dictation at current position, overwriting dictation from this position.</i>
3. Rewind	<i>While in Playback mode, will rewind the dictation 4 seconds each time pressed.</i>
4. To End	<i>While in Playback mode, will fast forward the dictation to the end of the dictation.</i>
5.	
6. Hear Info	<i>Enables user to play back the values entered at the prompts.</i>
7. Forward	<i>While in Playback mode, will fast forward the dictation 4 seconds each time pressed.</i>
8. Done	<i>Will complete the existing dictation and start a new dictation.</i>
9. Stat	<i>Will prioritize a dictation above the normal priority.</i>
*. Record	<i>Enables user to begin recording when pressed.</i>
0. Play/Pause	<i>While in Playback mode, will play the dictation from the beginning or from where paused.</i>
#. Help	<i>Will playback all options listed here while in record or playback mode.</i>

Call Codes: Document Types

Medicine Consults	Code	Ophthalmology Clinic Visit	424	OBS Birth Summary	206
Hospitalist Consult	115	Sigmoidoscopy	205	Mid Wife Reports	Code
Internal Med Consult	119	Colonoscopy	202	Midwife Triage Note	208
Emergency Depart. Report	146	Gastroscopy	203	Midwife Delivery Note	207
Dermatology Consult	107	General Surgery Clinic Visit	411	Mat Child Clinics	Code
Gynecological ONC Consult	113	Plastic Clinic Visit	433	Gynecology Clinic Visit	415
Palliative Consult	133	Laser Clinic Visit	420	Paediatric Clinic Visit	428
Family Med Consult	109	Pain Clinic Visit	432		
Sports Medicine Clinic Visit	437	ENT Clinic Visit	409	Mental Health	Code
Minor Procedure Clinic Visit	422	Surg f/u Appt. Clinic Visit	214	Psychiatry Consult	136
Urology Clinic Visit	439	GIMRAC Clinic Visit	414	Psychology Consult	137
Critical Care	Code	Minor Procedures Clinic Visit	422		
Critical Care Consult	105			Allied/Nursing	Code
Stress Test Clinic Visit	435	Mat - Child	Code	Nurse Practitioner Consult	126
SURGERY	Code	Obstetrics/Gynecology Consult	127		
General Surgery Consult	141	OBS Triage Note	211		
Anesthesiology Consult	102	OBS Admit Note	209		
Operative Report	204	OBS Vaginal Birth Post-Partum	212		
Orthopedic Surgery Consult	131	OBS Post Op C-Section Note	210		