

## In Touch Telephone Dictation Instructions

Update for Sept 18<sup>th</sup> 2021

<b>Headwaters Health Care</b>		<b>ID:</b>
<b>Dial In Instructions:</b> <ol style="list-style-type: none"> <li>1. Dial (844) 200-4333</li> <li>2. When prompted, enter your user ID (514) and press #.</li> <li>3. Enter a Location (below) and press #.</li> <li>4. Enter a Document Type (below) and press #.</li> <li>5. Enter a MRN and press #.</li> <li>6. Press 9 to Record, 8 to Pause/Stop, and 5 to finish the report and start another.</li> <li>7. Press * to replay receipt, while at first prompt, after completing a dictation.</li> </ol>		<b>Intouch Review Instructions:</b> <ol style="list-style-type: none"> <li>1. Dial (844) 200-4333</li> <li>2. When prompted, enter your user ID (514) and press #.</li> <li>3. When prompted, select 3 for the dictation review feature.</li> <li>4. When prompted, enter your user PIN (2471) and press #.</li> <li>5. Enter a MRN and press #.</li> <li>6. Press 8 to Pause/Stop, and 5 to finish.</li> <li>7. Press 9 to move to the Next Dictation for this Patient.</li> </ol>



**Quick Reference:** The below can be used any time while in DICTATE mode

1. Play/Pause: While in Playback mode, will play dictation from 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. Forward: While in Playback mode, will fast forward the dictation 4 seconds each time pressed
5. Done: Will complete the existing dictation and start a new dictation.
6. Stat: Will prioritize a dictation above the normal priority.
7. To Start: While in Playback mode, will rewind the dictation to the beginning of the dictation.
8. Stop: Stops recording or playback.
9. Record: Enables user to begin recording when pressed.
- \*.
0. Help: Will playback all options listed here while in record or playback mode.
- #. Put on Hold: Place current dictation on hold and return to it at a future time.

**Locations:**

1. HHCC
40. Bolton
41. Shelburne

**Mobile Instructions:**

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

**Document Types & Call Code**

Medicine Consults	Code	Orthopedic Surgery Consult	131	Mat - Child	Code
Hospitalist Consult	115	Urology Consult	143	Obstetrics/Gynecology Consult	127
Internal Med Consult	119	Plastic Surgery Consult	135	OBS Triage Note	211
Emergency Depart. Report	146	Ophthalmology Consult	129	OBS Admit Note	209
Intensivist Consult	120	Otolaryngology Consult	132	OBS Vaginal Birth Post-Partum	212
Cardiology Consult	103	Thoracic Surgery Consult	142	OBS Post Op C-Section Note	210
Immun/Allergy Consult	116	<b>SURGERY</b>	<b>Code</b>	ENT Clinic Visit	409
Infectious Diseases Consult	118	General Surgery Consult	141	Orthopedic Clinic Visit	425
Dermatology Consult	107	Anesthesiology Consult	102	Surgical Clinic Visit	215
<b>Oncology</b>	<b>Code</b>	Acute Pain Service Consult	101	Thoracic Clinic Visit	308
Oncology Consult	128	Operative Report	204	OBS Birth Summary	206

Medical Oncology Consult	121	Gastroenterology Consult	110	<b>Mid Wife Reports</b>	<b>Code</b>
Gynecological ONC Consult	113	<b>Tests</b>	<b>Code</b>	Midwife Triage Note	208
Palliative Consult	133	Sigmoidoscopy	205	Midwife Delivery Note	207
Oncology Clinic Report	441	Colonoscopy	202	<b>Paeds</b>	<b>Code</b>
<b>Medical Clinics</b>	<b>Code</b>	Gastroscopy	203	Paediatric Consultation	134
		Comb Gastroscopy/Colonoscopy	217		
Adult Diabetes Clinic Visit	404	<b>Clinic Visits</b>	<b>Code</b>	<b>Mat Child Clinics</b>	<b>Code</b>
Gestational Diabetes Clinic	413	General Surgery Clinic Visit	411	Gynecology Clinic Visit	415
MSK RAC Clinic Visit	423	Ophthalmology Clinic Visit	424	Paediatric Clinic Visit	428
Medical Clinic Visit	421	Plastic Clinic Visit	433	Paeds Diabetes Clinic Visit	429
Minor Procedures Clinic Visit	422	Laser Clinic Visit	420	Gestational Diabetes Clinic	413
Stress Test Clinic Visit	435	Pain Clinic Visit	432	<b>Mental Health</b>	<b>Code</b>
Cardiac Wellness Clinic Visit	406	Infectious Diseases Clinic	418	Psychiatry Consult	136
<b>Renal</b>	<b>Code</b>				
Nephrology Consult	123				
Nephrology Clinic Report	440				