

Strathroy Middlesex General Hospital Dictation Instructions for Nuance eScript Voice Dictation

To access the dictation system:

Internally—dial ext. **4444**;

Externally—dial **519-646-6080**

Follow the prompts and enter data using the telephone keypad:

- **User ID Number**— Your 5 / 6 digit CPSO Number; press **# key**
- **Hospital Facility Code**— Enter **12** for Strathroy Middlesex General Hospital; press **# key**
- **Dictation Report Type**— Turn card over to see legend; press **# key**.
- **Patient ID Number**— (PIN); press **# key**.
- **Press 2 to begin dictation**
- **Press # 0 = Priority**

Recording and Review Menu Options

1. Listen
2. Dictate
3. Rewind
4. Pause
5. End this report
6. Go to End
7. Fast Forward
8. Go to Beginning
9. **End/Disconnect** (***NOTE: Always press 9 at end of session***)

DICTATION REPORT TYPES:

- | | |
|---------------------------|---------------------------------|
| 1. History & Physical | 11. Letter |
| 2. Consultation | 12. Miscellaneous |
| 3. Progress Note | 13. Resuscitation
Note |
| 4. Pre-op History | 14. Telephone
Correspondence |
| 5. Operative | |
| 6. Endoscopy | |
| 7. Discharge Summary | |
| 8. Emergency Room | |
| 9. Clinic/Outpatient Note | |
| 10. Obstetrics | |