I. PURPOSE

The dictation system in a clinical learning environment (hospital, clinic, long term care facility or any other affiliated clinical care environment) is provided for the clinical documentation of the patient record required for an assessment visit.

II. STATEMENT

1. Follow-up letters, i.e., to the Ministry of Transport, To Whom It May Concern, evaluations, referral requests, etc, are administrative correspondence and consequently are outside of hospital Health Records responsibility for processing.

2. Students in Clerkship must have their own personal and confidential dictating User ID number. These will be provided to you at the start of Clerkship or a new Distributed Education or Clinical Sciences Electives learning period. Please health records if you do not have one or have forgotten your number.

3. These numbers must remain confidential and not shared with others.

4. You can use your dictating number at all sites affiliated with that institution.

5. Dictating Instructions (London Health Science Centre):
   1. Dial extension 66080 or 519-646-6080 from outside the hospital
   2. Enter your 5-digit User ID number
   3. **OPTIONALLY you may** be prompted for a Profile ID followed by # key:
      1 if dictating at RMH  
      2 for all other sites
   4. Enter the hospital site code followed by the # key (It is important to select the correct site code to ensure that your note posts correctly in PowerChart):
      1 University Hospital
      2 Victoria Hospital
      3 St. Joseph’s Hospital
      4 Parkwood Hospital
      5 LRCP
      6 RMHC – London
      7 RMHC – St. Thomas
   5. Enter the worktype followed by the # key (It is important to select the correct site code to ensure that your note posts correctly in PowerChart)
   6. **OPTIONALLY you may** be prompted for a RMH Unit (if you entered 1 for the Profile ED in step 3) followed by the # key:
      1 Assessment-L  
      2 Assessment-S  
      3 Mood&Anx-L  
      4 Mood&Anx-S  
      5 Psychosis-L  
      6 Psychosis-S  
      7 Geriatric-L  
      8 Adolescent-L  
      9 DDP-L  
      10 Concurrent Dis-L  
      11 Forensics-S
Note: It is important to select the correct worktype to ensure that your note posts correctly in PowerChart.

**City-Wide Worktypes**
- 30 Preadmission Clinic Note
- 31 History and Physical
- 32 Operative Report
- 33 Discharge Summary
- 34 Consultation
- 35 Emergency Room Report
- 36 Delivery Report
- 37 Progress Note
- 38 Admission Note
- 39 Procedure Report (performed in Clinic)
- 40 Death Summary
- 41 Telephone Correspondence Note

**Site Specific Worktypes – University Hospital / Victoria Hospital**
- 80 Clinic Report
- 81 Adult Psychiatry Note
- 82 Child/Adolescent Psychiatry
- 83 Women’s Health Clinic Note
- 84 Trauma Resuscitation Note
- 85 Trauma Clinic Note
- 86 Speech Language Pathology Note
- 87 Urgent Neurology Clinic Note
- 88 John K. Kreeft Headache Clinic
- 89 General Medicine Clinic Note
- 90 Geriatric Mental Health
- 91 TIA Clinic Note
- 92 Thoracic Surgery Clinic Note
- 93 In-Hospital Transfer Note

**Site Specific Worktypes – St. Joseph’s Hospital**
- 42 SJH Clinic Note
- 43 HULC Clinic Note
- 44 OB/GYN Clinic Note

**Site Specific Worktypes – Parkwood Hospital**
- 50 Parkwood Clinic Note
- 51 Day Hospital Note
- 52 Psychology Note

**Site Specific Worktypes – London Regional Cancer Program (LRCP)**
- 70 Radiation Treatment
- 71 Letter
- 72 Social Work
- 73 GYN Snap Shot
- 74 Ovarian Progress
- 75 LRCP Clinic Note

**Site Specific Worktypes – Regional Mental Health Care (RMHC) – London and St. Thomas**
- 60 Assessment Report
- 61 Review Board Summary
- 62 Miscellaneous Note
- 63 RMHC Clinic Note
- 64 Letters (does not post to PowerChart)
7. Enter the PIN (Medical Record Number) followed by # key
8. Enter 2 to begin dictation: Dictate and spell patient’s name, PIN, your name and required copies (indicate address for out-of-town providers).

**Keypad Functions**
2 To begin or resume dictating
3 To replay dictation
4 Continuous forward
44 Fast forward to end of report
5 To end last report and dictation session
6 Priority dictation (Use only for dictation that requires immediate transcription, e.g., follow-up within 24-48 hours, patient being transferred to another facility, etc)
7 Continuous rewind
77 Go to beginning of dictation
8 Go to next report
0 To open / interrupt report that cannot be finished during the current dictation session. When beginning a new session and after entering the site code, you will hear “you have an open report”. To retrieve it, enter 1 and continue to dictate. To ignore it, enter 2.

**Guidelines for Dictating**
1. Speak clearly, concisely and spell difficult or unusual words or medications.
2. State patient’s name (spell surname) and date seen.
3. State your name and title (spell surname) and that of the attending physician.
4. State copies to relevant physicians (spell surname, state address if out of town)

**Discharge Summary**
1. Dates of Admission and Discharge
2. Discharge Diagnoses (Most Responsible, Pre and Post Comorbidities)
3. Operations / Procedures
4. Brief History of Current Illness
5. Course in Hospital
6. Condition on Discharge
7. Discharge Medications
8. Discharge Instructions

**Operative Report**
1. Date of Operation
2. Doctors in Attendance
3. Anaesthetist in Attendance
4. Pre-Operative Diagnosis
5. Post-Operative Diagnosis
6. Name of Operation(s) Performed
7. Description of Operative Procedure/Findings

**Clinic Notes**
1. Date of clinic visit
2. Clinic visit details and findings
3. Diagnosis

**Consultation Note**
1. Date of Consultation
2. Patient ID and reason for referral
3. History of presenting illness
4. Relevant past medical history
5. Current medications and medication allergies
6. Family and social history
7. Physical Examination
8. Investigations to date
9. Impression and Plan / Recommendations
10. Prescriptions and follow up.