

DESCRIPTION ONE TELEPHONE DICTATION INSTRUCTIONS - Queen Elizabeth Hospital

Health Records Department – Medical Transcription: 902-894-2028 – Manager: 902-894-2082

Dial-In Instructions for Dictation

1. Dial **902-812-3484** or **902-812-3521**.
2. When prompted, enter your user ID and press #.
3. **Press 2 to dictate** or 3 to listen to a prior dictation.
4. Enter a Location ID (below) and press #.
5. Enter a Document Type (below) and press #.
6. Enter MRN (patient ID) and press #.
7. *Dictate the preceptors name and press # (for learners).*
8. Press 1 to Record.
 - a. During dictation, the following options are available.

During downtimes, 1-844-675-3679 can be used. However, this line has static issues.

Playback Options	1 - Overwrite: When pressed during the recording, it will stop the recording. When pressed again, it will start recording at current position overwriting dictation from this position.
	2 - Record/Append: Starts the initial recording. When pressed during the recording, it will stop the recording. When pressed again, it will add any new recording to the end of the dictation.
	3 - Rewind: Will rewind the dictation by 5 seconds.
	4 - Forward: Will fast forward the dictation by 5 seconds.
	5 - Done: Will complete a dictation, provide a Receipt code and start a new dictation from step 3 above.
	6 - Stat: Will prioritize a dictation above the normal priority.
	7 - To Start: Will rewind the dictation to the beginning of the dictation.
	* - To End: When pressed prior to pressing 5 or 8, will go to the end of the dictation.
	8 - Next Dictation: Will complete the dictation and start a new dictation with the same Location ID and Document type (starts at step 6 above). Does not provide a Receipt code. Press * before entering a new MRN to hear the Receipt code.
	9 - Stop: Stops recording or playback.
	0 - Play/Pause (playback): Will playback the last 5 seconds. If pressed again, will go to beginning of dictation.
# - Options: Will play all the options listed above.	

Locations	2 - QEH Inpatient Units, Emergency Department, Same Day Treatment Unit, Enterostomal Clinic, Procedure Room	25 - QEH Pediatric Clinic
	21 - QEH Day Surgery and PreSurgery Clinic	26 - QEH Cardiology Clinic
	22 - QEH Ambulatory Care and Diagnostic Imaging	28 - QEH Special Testing Services
	23 - QEH Cancer Treatment Centre	29 - QEH Physical Medicine Department
	24 - QEH Internal Medicine Clinic	

Document Types	01 - History & Physical	04 - Discharge Summary
	17 - Hospitalist Handoff Summary	44 - Hospitalist Discharge Summary
	02 - Consultation	05 - Letter (patient related)
	22 - ACC consultation	15 - Special Testing Services
	03 - Operative Report (for procedures done in the operating room)	19 - Vascular Lab
	10 - Procedure Note (for procedures done outside the operating room)	40 - Asthma Clinic Report
	<i>*Not all document types are valid for all locations</i>	08 - Administrative document

Dial-In Instructions to Listen to a Previously Recorded Dictation

1. Dial **902-812-3484** or **902-812-3521**.
2. When prompted, enter your user ID and press #.
3. Press 2 to dictate or **3 to listen to a prior dictation**.
4. When prompted, enter your user PIN (user ID) and press #.
 1. Enter MRN (patient ID).
 2. Enter Receipt Code.
5. Use the options to the right while listening back

0 - Playback
1 - Next Dictation
3 - Rewind
4 - Fast Forward
5 - Finish Listening: Will bring you back to the top menu at step 3.
7 - To Start
9 - Stop
* - To End