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| Telephone Numbers: | |
| KGH site dictation (if KGH site is the usual spot for clinic) Ext. 2700 – from KGH site 1 844-675-2401 (toll-free) - from outside the KGH site | HDH site dictation (if HDH site is the usual spot for clinic) Ext. 5100 – from HDH site 1 844-675-2629 (toll-free) – from outside the HDH site |

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| Dictation Reminders: |
| <ul style="list-style-type: none"> Dictate YOUR FIRST and LAST NAME For Residents - STATE WHO YOU ARE DICTATING FOR AT THE BEGINNING OF YOUR DICTATION Dictate the CR# and the name of the patient Dictate the date of Clinic or Operation. Other Headings are: <ul style="list-style-type: none"> Clinics: copies to (dictate first name and last name) Summaries: copies to (dictate first name and last name), problem list, OR procedures with date, allergies, history of presenting illness (not a life history), physical examination (briefly), investigations (pertinent), course in hospital (highlights), discharge plans and discharge medications. |

NOTE: If you are a CO-SIGNER, please note that the report will stay in YOUR Verification Queue until you sign off. It will NOT re-direct to the Attending until you have completed your review.

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| Telephone Dial In Instructions |
| <ol style="list-style-type: none"> Dial the telephone number When prompted, enter your PCS ID and press #. Enter a Work Type and press #. Enter the CR Number and press #. Do not include leading zeros for the CR number (e.g. "001234" is entered as "1234"). Press 2 to Record, 1 to Pause/Stop, and 8 to finish the report and start another. Press * to replay receipt, while at first prompt, after completing a dictation. To end a dictation, simply hang up or press 8. |

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| Work Types |
| <ol style="list-style-type: none"> OPERATIVE REPORT DISCHARGE SUMMARY EMERGENCY NOTE CONSULT REPORT CLINIC REPORT CLINIC REPORT – ADVANCED PRACTICE NURSE CLINIC PROCEDURE REPORT PRE-ANESTHETIC REPORT PHYSIOTHERAPY CLINIC LETTER FINAL DISCHARGE SUMMARY SPIRITUAL CARE REPORT CARDIOVASCULAR LAB REPORT |

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| Quick Reference Commands (These can be used at any time while in DICTATE mode.) | |
| | <ol style="list-style-type: none"> Stop <i>Stops recording or playback.</i> Record <i>Enables user to begin recording when pressed.</i> Rewind <i>While in Playback mode, will rewind the dictation 4 seconds each time pressed.</i> Forward <i>While in Playback mode, will fast forward the dictation 4 seconds each time pressed.</i> Overwrite <i>Record new dictation at current position, overwriting dictation from this position.</i> STAT/URGENT <i>Will prioritize a dictation above the normal priority.</i> Continuous Rewind <i>Will start rewinding and continue rewinding until another key is pressed. Pressing Stop will stop rewinding and playback the dictation.</i> Done <i>Will complete the existing dictation and start a new dictation.</i> Put on Hold <i>Place current dictation on hold and return to it at a future time.</i> * Command <i>Will switch to functions that are based on pressing two keys.</i> 0. Play/Pause <i>While in Playback mode, will play the dictation from the beginning or from where paused.</i> # (BLANK) <i>No action</i> |

Additional Commands

- *7 – To Start
- *4 – To End
- *# – To Help

For any Questions, please contact the Health Information Services: KGH ext: 6796 | Email: KHSCTranscription@kingstonhsc.ca