**KHSC - Oncology Physician Dictation System Instructions**

**Telephone System Access:**

**KGH site dictation**

**Ext. 2700** – from KGH site

**Ext. 83-2700** – from HDH site

**613-548-2356** -from outside the hospital

**SIGN ON STEPS:**

* Enter I.D. Number, then press the # Key (this is your PCS number).
* Enter Worktype, then press the # Key

**Worktype Codes:**

4# Inpatient Consult Report 30# Clinic Discharge Report

31# Clinic Consult Report 32# Follow Up Letter

40# Conference Note 34# Admin Letter

33# Treatment Letter 38# Admission Letter

35# Chart Letter

* Enter Chart Number, then press the # Key.
* Press 2 to dictate

**REPORT COMPLETE & CONTINUE**: Dictate “end of report” and press 8 to send to transcription and dictate another report.

**REPORT COMPLETE & DISCONNECT**: Dictate “end of Report” and press 5 to send the report to transcription and disconnect.

* If you get disconnected your report is **NOT** lost, call ext. 6796 and we will open the report so you can continue.

**EDIT FEATURES:**

Entry Error – If you make an error when you are keying in any information press the \* (star) Key prior to pressing the # Key and the system will give you the prompt again.

Hold/Pause – 1 (60 minute) Resume Dictation – 2

Short Rewind – 3 Long Rewind – 7

Complete Report Rewind – 77 Fast Forward – 4

Fast forward to end – 44 Priority – 6 prior to hanging up

End Report – 8 Problems – Call ext. 6796

If you have a priority dictation, press the 6 key before you hang up and that will bump that job to the next available Transcriptionist. If you forget to press 6, call ext. 6796, give the CR# of the patient and we will type the report as soon as possible.

**DICTATION REMINDERS:**

* DICTATE *YOUR* FIRST AND LAST NAME AND WHO YOU ARE DICTATING FOR AT THE BEGINNING OF YOUR DICTATION.
* Dictate the CR#, the name of the patient and the date that applies to your report Other Headings are:
	+ Clinics: copies to (dictate first name or initial and last name

**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.**