



Dictation & Transcription Services

Dictation Instructions

1. Dial 1-844-666-3250 - or -
 - Regina speed dial number **4700** (Regina city facilities)
 - Saskatoon speed dial number **7745** (Saskatoon city facilities)
2. Follow the three prompts: User ID Number, Site Location Number (where patient received care – see chart on reverse), and repeat User ID Number (for security).
 - **Note: Residents and Clerks must log into the dictation system with their own unique User ID Number**
3. Enter the Work Type Number (see list on reverse), followed by the # key.
4. Enter the *Site Specific* Medical Record Number (MRN) patient (chart) identifier, followed by the # key. (If Health Services Number [HSN] is all that is available, press # to move on).

5. After the tone, begin dictation. Every time you dictate, please state:
 - 5.1 This is (your first and last name),
 - **Note for Residents/Clerks** – in addition to your own name, state the first and last name of your attending physician and his/her specialty. Always spell complicated names.
 - 5.2 Dictating a (work type),
 - 5.3 For (patient first and last name – please spell names).
 - **For mental health dictations**, you must spell the patient's name, and dictate the date of birth and Health Services Number, as these need to be manually entered.
 - 5.4 Date of birth,
 - 5.5 MRN (or HSN if MRN is unknown),
 - 5.6 Seen on (date of care event),
 - 5.7 Copies to (first name, last name, and specialty of each recipient; please spell names).
 - *Family physicians listed on the registration system will automatically receive a copy.*

6. To pause and restart current dictation, press 2.
7. Press 8 to end current job/begin new job, or press 5 to end dictation session and disconnect.

Other Keypad functions to use while dictating:

1 – Play	44 – Go to End of Job	77 – Go to Beginning of Job
2 – Start or Record/Pause/Restart	5 – Disconnect	8 – End of Current Job/Begin New Job (will act as a pause)
3 – Rewind and Play Back	6 – Stat*	## – Play Job Number
4 – Fast Forward	7 – Rewind	

Target turnaround time for stat dictations is **2 hours within business hours (8 am – 4:30 pm Monday – Friday)*

**If you require assistance, please call eHealth at 1-888-316-7446
Regina call 306-766-7979 (7979 within Regina city facilities)**

See reverse for Work Type and Location Site Code Numbers





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Work Types

Provincial Standard work types

1 – History and Physical	7 – Outpatient Report
2 – Consult	8 – Letter
3 – Diagnostic Report	30 – Mental Health Assessment
4 – Operative / Procedure Report	31 – Mental Health Progress Note
5 – Inpatient Progress Note	99 – Advance Care Plan
6 – Discharge Summary / Transfer	

Ancillary or Location Specific work types (available only when site code selected)

10 – Orthotics (WRC)	55 – Young Offender Court Assessment (AS, CYS, MHC)
16 – IDC – Outpatient (RGH)	90 – Notes (FMU)
17 – IDC – Outreach (RGH)	91 – Letters (FMU)
18 – IDC – Letter (RGH)	92 – Urgent Letter (FMU)
19 – IDC – Letter Outreach (RGH)	93 – Confidential Letter (FMU)
20 – FRP WCB (WRC)	96 – Sexual Assault Report (PH, RGH)
21 – FRP SGI Treatment (WRC)	97 – Child Abuse Report (RGH)
22 – FRP SGI Assessment (WRC)	97 – Sexual Assault Report (S'toon)
23 – FRP Hand (WRC)	100 – Administrative (PH, RGH)
26 – Vascular Lab (Saskatoon)	101 – Mortality Review (PH, RGH)

List of Facilities by Community with Site Codes

Arcola Health	3	Outlook & District Health Centre	32
Assiniboia Union Hospital	88	Porcupine Plain – Hospital	74
Battlefords Mental Health	16	Prince Albert – Victoria Hospital	65
Biggar & District Health Centre	35	Prince Albert – Mental Health	66
Broadview Union Hospital	116	Radville Marian Health Centre	4
Canora Hospital	120	Redvers Health Centre	9
Davidson Health Centre	34	Regina – Addictions Services (AS)	108
Esterhazy – St. Anthony's Hospital	122	Regina – Child and Youth Services (CYS)	104
Estevan – St. Joseph Hospital	2	Regina – Mental Health Clinic (MHC)	105
Estevan Mental Health	7	Regina – Pasqua Hospital (PH)	101
Fort Qu'Appelle – All Nations Healing	118	Regina – Family Med Unit (FMU)	106
Gravelbourg – St. Joseph's / Foyer	87	Regina – Regina General Hospital (RGH)	102
Herbert And District Int. Health Facility	41	Regina – RGH – Infectious Disease (IDC)	102
Hudson Bay Health Care Facility	70	Regina – RGH – Medical Services	102
Humboldt District Health Complex	55	Regina – Wascana Rehab Ctr (WRC)	103
Île à la Crosse – St. Joseph's Health Ctr	91	Regina – WRC – Funct Rehab Prog (FRP)	103
Indian Head Union Hospital	114	Regina – WRC – Orthotics & Prosthetics	103
Kamsack Hospital	121	Rosetown & District Health Centre	31
Kelvington & Area Hospital	71	Rosthern Hospital	57
Kerrobert Integrated Health Centre	33	Saskatoon – Parkridge Centre	53
Kindersley & District Health Centre	30	Saskatoon – Royal University Hospital	51
Kipling Integrated Health Centre	8	Saskatoon – Saskatoon City Hospital (SCH)	50
La Loche Health Centre	90	Saskatoon – SCH – Prairieview Surgical Ctr	50
Lanigan Hospital	56	Saskatoon – St. Paul's Hospital	52
Leader Hospital	42	Shaunavon Hospital And Care Centre	44
Lloydminster Hospital	11	Shellbrook – Parkland Int Health Centre	67
Maidstone Health Complex	19	Swift Current – Community Health Svs	46
Maple Creek – Southwest Int Healthcare	43	Swift Current – Cypress Regional Hospital	45
Meadow Lake Hospital	18	Tisdale Hospital	75
Melfort – Parkland Place	79	Tisdale Mental Health & Addictions	78
Melfort Hospital	72	Turtleford Riverside Health	20
Melfort Mental Health & Addictions	76	Unity & District Health Centre	36
Melville – St. Peter's Hospital	123	Wadena Hospital	58
Moose Jaw – Dr. F.H. Wigmore Hospital	85	Watrous District Health Complex	59
Moose Jaw – Mental Health	86	Weyburn General Hospital	1
Moose Jaw – Providence Place	89	Weyburn Mental Health	6
Moosomin – SE Integrated Care Centre	117	Wolseley Memorial Int Care Centre	115
Nipawin Hospital	73	Wynyard Integrated Hospital	60
Nipawin Mental Health & Addictions	77	Yorkton Mental Health Centre	125
North Battleford – Battlefords Union	13	Yorkton Regional Health Centre	124
North Battleford – Primary Care	17		

See reverse for Dictation Instructions

