

Dictation Instructions

1. Dial 1-844-666-3250 - or -

- Regina speed dial number **4700** (within Regina city facilities)
- Saskatoon speed dial number **7745** (within Saskatoon city facilities)

2. Follow the three prompts: User ID Number, Site Location Number (where patient received care – see List of Facilities by Community with Site Codes), 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, followed by the # key

Provincial Standard work types

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

Ancillary or Location Specific work types (available only when site code selected – see List of Facilities)

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

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, 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, 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 – End and Disconnect	8 – End of Current Job/Begin New Job
3 – Rewind and Play Back	6 – Stat*	(will act as a pause)
4 – Fast Forward	7 – Rewind	## – Play Dictation Job Number

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

If you are experiencing difficulties, or require assistance with dictation, please contact **eHealth Saskatchewan Service Desk** at **1-888-316-7446** or email at servicedesk@ehealthsask.ca.



Scan for access to www.3sHealth.ca
and the full Saskatchewan Dictation Manual