

**Document Type**

1 – History & Physical

2 – Consult Note

3 – Progress Note

4 – Discharge Summary

5 – General Letter

6 – Insurance Letter

7 – Ministry of Transport Letter

19 – Wound Consult

**Dictation Instructions**

 Internally Dial **x2999**

 Externally Dial **833-279-3730**

1. When prompted, enter your user ID and press #.

2. Enter a Document Type (below) and press #.

 3. Enter a MRN (HI#) and press #.

4. Please dictate the date of service and account number

5. Press 2 to Record, 7 to Pause/Stop, and 8 to finish the report and start another.

6. Press \* to replay confirmation number, while at first prompt, after completing a dictation.



**Discharge Summary Template**

**Please Dictate Each Heading**

**Most Responsible Diagnosis**

**Chief Complaint**

**Course in Hospital**

**Investigations**

**Lab**

**Radiology**

**Interventions/Treatment**

**Pre-existing Conditions**

**Developed Conditions**

**Past Medical History**

**Medications**

**Admissions**

**Discharge**

**Discharge Planning**

**Instructions**

**Plans**

**Referrals**

**Copies To**