

SPEECH RECOGNITION TIPS

- | Organize your information prior to dictating report.
- | Limit background noise.
- | Enter your assigned dictation code.
- | Clearly identify:
 - a. Speaker's full name.
 - i. *Trainees identify your preceptor.*
 - b. Clinic you are dictating from.
 - c. Patient name and ID numbers.
 - e. Addressee and carbon copies.
- | Speak clearly but normally; do not "slow down".
- | One dictation per patient, do not batch dictations.
- | To pause dictation, press "2" (toggles between dictation/pause).

Dictation Practice.

- Dictate sections in the order they are to appear in the final document
- Section heading names, if preferred, such as "Medications" or "Physical Examination"
- Punctuation and formatting directives, such as "comma", "period", and "new paragraph"
- "Number" when enumerating lists, or "number one", or "next number".

**** Do not dictate using a cell phone or Skype ****

For assistance please call **403-592-5200**
or email ucmgtrans@ucalgary.ca
or visit escription.ca

DICTATION INSTRUCTIONS

Cell Phones are strongly discouraged

Note: UCMG Transcription Services is for dictation of Outpatient Consultation Reports ONLY.

Dial into dictation system: **403-220-7132**

1. Enter the following:
 - **SPEAKER Code** FOLLOWED BY #
 - **CLINIC Code** (5-digits) FOLLOWED BY #
 - **PATIENT REGIONAL HEALTH NUMBER** FOLLOWED BY #
No RHN? Use 999999#
 - **PRESS 2 TO BEGIN DICTATING.**
 - **PRESS 0 FOR CONFIRMATION NUMBER.**
2. Begin dictation by clearly stating:
 - Your Full Name.
 - Clinic Name and Location (site).
 - Patient Name, Date of Birth, Regional Health Number, Provincial Health Number.
 - Clinic Date.

PRESS 9 to END DICTATION.

Please note the **Dictation Confirmation Number** announced at the completion of each dictation. Ensure you accurately key in the Dictation and Clinic codes and Patient ID as this information is crucial for the system to generate and distribute the document correctly.