

Memorandum

Date:	June 18, 2014
To:	All Dictating Authors (incl. Physicians, Nurse Practitioners, Allied Health) at BCW, BCCH, Sunny Hill & BCMHSUS
From:	Naomi Brooks, Director, Lower Mainland Health Information Management (LMHIM) Transcription Services

New Dictation/Transcription System Going Live June 24th

(BCCH, BCW, Sunny Hill, and BCMHSUS)

Please complete the online training in order to edit and sign your transcribed documents

[Cerner \(eChart\): All Clinicians & Staff - eLearning Curriculum](#) (3 brief courses, incl. e-Signature)

Of particular importance is to complete the [Message Centre - Signing Transcribed Documents](#) which will review the new way of signing and editing your reports. Reports are only distributed once they are signed. The time period for reports to be signed remains at 14 days.

Key Dictation Changes

1. Call a common toll-free dictation access number: **1-855-666-3240 or use internal locals: CW x4799, Sunny Hill x8220.**
2. Use your MSP billing # or assigned dictation # (these will roll over from our current system).
3. **Dictating authors must not share their dictation IDs.** The system uses voice recognition; your "voice profile" will be degraded if someone other than you dictates using your dictation ID.
4. **Visit/Encounter # will be used rather than MRN #** as this ensures the report content relates to the specific patient visit.
5. For the majority of residents and medical students, they will be assigned a unique dictation ID prior to starting their rotations. For non-UBC residents and medical students and any others who do not have a dictation ID, please have them contact Transcription Services.
6. New standardized facility codes, work types, dictation prompts, and templates will be used.
7. Copies will be automatically sent to the dictating author and the family physician listed in the registration system.
8. Please state your clinic name or specialty at the beginning of your dictation. This will populate the subject field in Cerner as well as ensure the report is tagged appropriately.
9. As of June 24th, reports transcribed will be viewed, edited, and signed in Cerner PowerChart, not in EVE.
10. When editing in Cerner, Microsoft Word/Excel tables and certain symbols: α β μ $^\circ$ \geq \leq $\frac{1}{2}$ superscript (e.g. ¹) subscript (e.g. L₂) cannot be used in the reports.
11. EVE access will be maintained for clinicians to review historical clinical patient information; however, labs will not appear in EVE effective June 24th.
12. **Reports dictated up to June 24th will need to be edited and signed in EVE.** You will have 3 months post Go Live for editing and signing of existing documentation in EVE.
13. Excelleris will distribute transcribed reports via fax or electronically to your Excelleris Launchpad web portal (www.excelleris.com).
14. Patient copies of dictated reports are now available through Excelleris's **my ehealth** web portal (www.myehealth.ca). If you would like your patient to receive a copy, please state "copy patient" when you are dictating your report.
15. Dictation cards, posters and **my ehealth** materials will be distributed throughout the sites this week.

Please refer to [FAQ's](#) for further information re dictation and reports distribution changes.

QUESTIONS?

Lower Mainland HIM Transcription Services

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Excelleris (Reports Delivery/Distribution)

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1-866-728-4777