

## DICTATION CHECKLIST

Are you...

Dictating on the correct system?



UCMG eScription Toll-Free: 1-844-200-5777	AHS DST eScription Local: 77778 Toll-Free: 1-855-648-3117
Is the patient in hospital now? <b>NO</b> - use UCMG	Is the patient in hospital now? <b>YES</b> - use AHS DST
Is your preceptor a UCMG Member? <b>YES</b> - use UCMG	Is your preceptor a UCMG member? <b>NO</b> - use AHS DST

Do you have...

- Your **UCMG Speaker Code**?
  - If not set up in the UCMG dictation system, email [UCMGTrans@ucalgary.ca](mailto:UCMGTrans@ucalgary.ca) or call (403) 592-5200
- The 5-digit **Clinic Code**?
- The **RHRN** (Regional Health Record Number)?
  - No RHRN? Use 999999



Have you provided...

- Your **Full Name** (spell it)?
- Full Name of the **Preceptor** you are "dictating for"?
- The **Clinic Name** and **Site** (location)?
- Patient Name** (spell it), **Date of Birth**, and **RHN**?  
Also dictate the Personal Health Number - **PHN** - if available
- Clinic Date**?
- Recipients - Full Name** (spell it) and **Location**?



It doesn't end there...

- Check your **Inquiry Portal** in 2-3 days  
To Review/Edit Documents - <http://www.escription-one.ca/Inquiry>

