Format for Consults

Consults should have all elements of the H+P listed below and a written Impression and Recommendation on the chart.

Format for a Discharge Summary

Ensure that medications match the list given to patient

Patient's Name
Medical Record Number
Attending Physician Name
Consultants, Primary Care Provider
Date of Admission
Date of Discharge
Admitting Diagnosis
Discharge Diagnosis
Reason for hospitalization
Procedures performed
Care, treatment and services provided
Discharge diagnoses
Discharge medications
Diet
Activities
Follow-up Specific
Patient's condition and disposition at discharge
Information provided to the patient and family
Provisions for follow-up care

Remember Core Measure Sets for Pneumonia, Heart Failure and Acute Myocardial Infarction. Please make sure you address the Core Measure indicators in the Discharge Summary.

Call in and Listen Instructions

TO LISTEN

1   At the Work Type Prompt, press [*]. When prompted, press [2] for Review.
2   To search for a job press 1. At prompt enter Medical Record Number followed by the # key. At prompt enter work type followed by the # key.
3   The most recent report will begin to playback.
4   To skip to the next oldest report, press 9 to exit that report and press 1 for next report.
5   To review another Patient MRN, press 2 and follow the prompts.
6   When finished , press 9 to disconnect OR
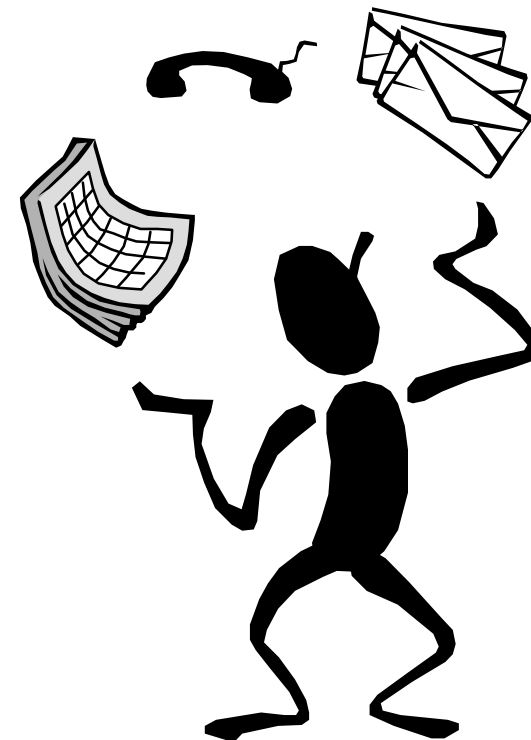7   Follow prompts for further choices.

KEY FUNCTIONS

1   Stop.
*1   Continue listening to dictation.
2   Press 9 to end current job. Press 2 for new search.
4   Fast Forward, 5 seconds
*4   Move to end
7   Rewind, 5 seconds
*7   Go to Beginning
8   Help
9   End Document, begin another press 1.
0   Prompt of key functions

&

Warren Hospital
185 Roseberry Street
Phillipsburg, New Jersey
Phone (908-859- 6776)
Fax (908- 859 –6817)

Warren Hospital

Medical Records Dictation

Dr _____

Dictation Number _____

To Dictate From Outside Warren Hospital

% Dial (908) 387 - 6021

To Dictate From Inside Warren Hospital:

% Dial an extension # 6021

Instructions

A. At the prompt, enter your 6-digit ID, followed by the # key.

B. When prompted, enter the Work type followed by the # key.

1 HISTORY & PHYSICAL

2 CATH OR PTCA

3 CARDIOLOGY

4 CONSULTS

5 OPERATIVE WARREN HOSPITAL

6 OPERATIVE ROSEBERRY

7 SLEEP STUDY

8 DISCHARGE SUMMARY

9 OTHER

11 VASCULAR REPORTS

12 PHYSICAL THERAPY

13 OCCUPATIONAL THERAPY

16 CLINICAL TRIAL

17 BALANCE CENTER

30 RESPIRATORY DICTATION

C. When prompted, enter the Patient 7-digit Medical Record Number followed by the # key. The number must be correct. Errors may necessitate re-dictation. **Your job # will be given when finished with prompts.**

D. You will hear a Record tone, begin dictating after the tone.

E. To end the document and dictate another, press 5. Follow steps B – E.

F. **To save document press 5 or hang up.**

Other Dictation Key Functions

1 Stop

*1 Play

2 Pause dictation, press 2 to begin again; wait for the tone

4 Fast Forward, 5 seconds

*4 Move to end

5 Save Document, begin another

6 Mark STAT

7 Rewind, 5 seconds

*7 Go to Beginning

8 Help

At end of dictation hang up. Document will automatically be saved.