

Telephone Dictation for Historical McKesson Reports

To dictate reports for patients registered in McKesson before CST Cerner went live, please follow these steps.

1. Call the dictation access phone number: 1-855-666-3240 and then enter the following.
2. Enter Unique ID (MSP# or assigned) + # key.
3. Enter Facility code + # key. (example 390 for LGH)
Note: Even for historical dictations, please use the new facility code

Facility	Code
Lions Gate Hospital	390
Evergreen House (LGH)	395
Squamish General Hospital	360
Hilltop House (SGH)	394

4. Enter Work type number + # key. (example 10900)
Use the following generic work-type numbers

Work-type	Number
Admission Note Provider	10100
Transfer Note	10200
Progress Note Other	10300
Consult Note Other	10400
Anesthesia Consult	10500
Discharge Summary	10700
Operative Report	10800
Procedure Note Other	10900
Letter Provider	11000
Clinic Note Other	11100

5. Enter patient encounter number + # key (If dictating on a patient from the old legacy McKesson system enter the patient's McKesson MRN or Encounter # if known, or if not known enter 55555 + #). The system will state "Patient name is not found or unique."
6. Press 1 to accept and continue or 2 to correct.
7. Press 2 to dictate.
NOTE: Please dictate the patient's identifying information such as **name, MRN, encounter#**
8. Press 8 to save dictation and start new.
9. Press 5 to save dictation and log off.