

## Telephone Dictation – How to access and use the online work type and facility code search tool

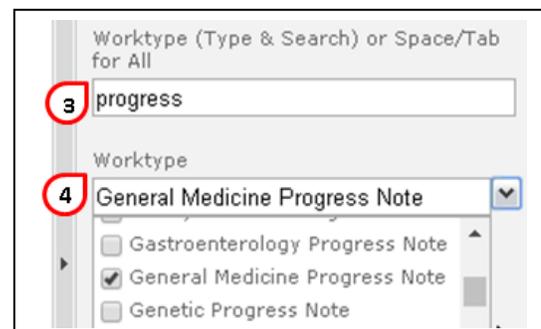
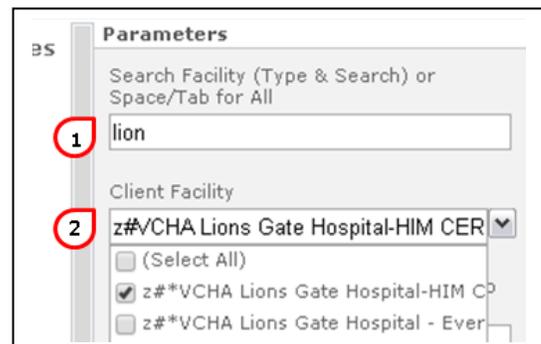
This online search tool is only available while connected to a health authority network, i.e. on site at a hospital or remotely accessing your hospital office desktop through Citrix.

Accessing the online search tool:

1. While connected to a health authority network, visit the [Transcription Services – Resources for Dictating Authors](#) intranet site.  
<http://our.healthbc.org/sites/HIMservices/Transcription/SitePages/Resources%20for%20Dictating%20Authors.aspx>
2. Click on [Telephone Dictation – CST Cerner Sites](#).
3. Click on [CST Cerner Work Type and Location Code online search tool](#).
4. Click on [Transcription Services Work Type Search](#).

You will then be taken to the online search tool to help you identify the desired work type and facility code for telephone dictation.

1. Under the “Search Facility (Type & Search)” field, type the name (full or partial) of the hospital you are dictating from, ex. “Lion” for Lions Gate Hospital and press Enter on your keyboard,
2. Under the “Client Facility” field, click on the down arrow and select the site you are dictating from.
3. Under the “Worktype (Type & Search)” field, type the name or type of report you are looking, ex. “Progress Note”, and press Enter on your keyboard.
4. Under the “Worktype” field, click on the down arrow and select the desired worktype.



5. Click the Apply button on the bottom right corner of the search tool.



- The result from your search will provide you with the Facility Code and Worktype Code required for telephone dictation.

## Transcription Services Work Type Search

Location Code	Client Facility Code	Client Facility	Worktype Number	Worktype Report
390	502479	z#*VCHA Lions Gate Hospital-HIM CERNER	10348	General Medicine Progress Note

- Please refer to the [Telephone Dictation for CST Cerner sites](#) PDF for instructions on how to use the telephone dictation system
- For further assistance, please contact Transcription Services.

## Contact Information

- Transcription Services**

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Monday-Sunday                      8:00 am – 4:00 pm