**St. Joseph’s/Candler Health System**

# Dictation Guide

| *H&P must be Dictated W/I 24 hrs of admission*  **HISTORY & PHYSICAL** | | *OP NOTE MUST BE DICTATED IMMEDIATELY AFTER SURGERY*  **operatiVE/PROCEDURE REPORT** |
| --- | --- | --- |
| **MEDICAL HISTORY**    **Date of Admission**  **Chief Complaint**  **History of Present Illness**  **a. Onset**  **b. Duration**  **c. Course**  **Past Medical History**  **Past Surgical History**  **Review of Systems**  **Allergies**  **Family History**  **Social History** | **GENERAL PHYSICAL EXAM,**  **CONCLUSIONS/IMPRESSION, PLAN**  **Vital Signs**  **General Description**  **Skin**  **HEENT**  **Neck**  **Chest (to include breasts)**  **Lungs**  **Heart**  **Abdomen**  **Pelvis and/or Genitourinary**  **Rectal**  **Extremities, Joints & Spine**  **Neurological**  **Laboratory Data**  **Conclusions/Impression**  **Plan** | **Date of Operation/Procedure**  **Preoperative/Preprocedure Diagnosis**  **Postoperative/Postprocedure Diagnosis**  **Name of Operation/Procedure**  **Surgeon**  **Assistants**  **Type of Anesthesia**  **Indication**  **Description of Procedure**  **Findings**  **Specimens Removed**  **Estimated Blood Loss**  **Complications** |

|  |  |  |
| --- | --- | --- |
| *CN MUST BE DICTATED IMMEDIATELY AFTER CONSULT*  **CONSULTATION NOTE** | *D/S MUST BE DICTATED*  *W/I 21 DAYS OF DISCHARGE*  **DISCHARGE SUMMARY** |  |
| **Date of Consult**  **Referring Physician**  **Reason for Consult**  **History of Present Illness**  **Past Medical History**  **Past Surgical History**  **Allergies**  **Current Medications**  **Family History**  **Physical Examination**  **Laboratory Data**  **Impression**  **Recommendations** | **Date of Admission**  **Reason for Admission**  **Hospital Course**  **Significant Findings**  **Relevant Final Diagnoses**  **Discharge Instructions:**  **-Activity**  **-Medications**  **-Diet**  **-Follow up Care** |  |

2018