**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** |

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| *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** |  |

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