

ST GEORGE RENAL DEPARTMENT

The following is an outline of Administrative processes in Renal Department.

ORIENTATION - DICTATION

During your first week you will be asked to attend the Renal Department office at Ground Floor, 50 Montgomery Street (cnr Kensington Street).

The Administration staff there will provide you with a dictation machine and keys to the office. *Please note that you are responsible for ensuring you always have access to your dictation machine and keys.*

YOU WILL NEED TO RETURN YOUR ASSIGNED DICTATION MACHINE AND KEYS AT THE END OF YOUR ROTATION.

The staff will request your contact details i.e. Mobile number and email address.

At the end of each clinic you will need to bring your dictation machine, clinic list and files to 50 Montgomery Street for downloading and sending to EMDAT in a timely manner. **Please do not leave files up at 4 West.** The administration staff attend the office between 7.30am and 5.00pm. They are able to download and send your dictation immediately and return your dictation machine to you while you wait.

ALL LETTERS ARE TO BE SENT TO EMDAT AND REVIEWED WITHIN 1 WEEK (you will receive a welcome letter from EMDAT explaining the process of reviewing your letters).

If this is your first experience dictating clinic letters and you are unsure of the format or process, please refer to your Consultant for assistance who will go through the standard format and layout of the correspondence

Registrars are 'attached' to consultant teams and coming down to the office will also allow you to meet the person working with your consultant.

An office administrator may at times contact you to pass on information from or relevant your consultant or to assist with office administrative matters if your consultant is away.

Please also refer to your Term Manual on Renal Department website (RMO Docs) at stgrenal.med.unsw.edu.au which is accessed via the SESIAHS Intranet

For any problems with dictation, missing letters, files or any other administrative matters please contact the Renal Department secretaries (Jodie/Nikki) 32622, (Kim) 32181 or (Kathy) 32290.

50 Montgomery Street (Cnr Kensington St), Kogarah 2217

Phone: 9113 2622, 9113 2181, 9113 2290

Fax: 9553 8192

Email: STGRenalDepartment@sesiahs.health.nsw.gov.au

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