



DICTATING MEETING MINUTES

● Can you dictate meeting minutes?

It depends. Some sites have dictation services and dedicated support to accept and transcribe dictated meeting minutes. Check first with the medical administration support at your site to determine what services are available.

● How do you contact medical administration?

Medical Administrative Support:

A Health Authority's Medical Affairs corporate department is usually responsible for medical leadership administrative support for medical staff. The department usually includes a Chief of Staff office and medical administrative assistants who provide confidential support functions within that office as well as assist medical staff to navigate the various departments and systems.

● Quick tips

Dictate meeting minutes within 24 hours of the meeting to maintain:



- **Accuracy:**
Details will be clear regarding discussion, decisions, and action items.
- **Efficiency:**
Saves you time, avoiding trying to recall details or decipher notes later.
- **Accountability:**
Assigns responsibility for agreed tasks and allows time for completion before the next meeting.
- **Inclusivity:**
Facilitates comprehensive updates for those who were unable to participate in the meeting.



Upon receipt of the transcribed draft minutes:

- Review and check for errors or omissions.
- Send out (or request to have them sent out on your behalf) to all meeting members.