



Thunder Bay Regional  
Health Sciences  
Centre



Informatics Department  
980 Oliver Road  
Thunder Bay, Ontario  
Canada P7B 6V4  
[www.tbrhsc.net](http://www.tbrhsc.net)  
P: (807) 684-6000

# Memorandum

**To: All Staff**

**From: Help Desk**

**Date: October 10th**

**Re: 10 digit dialing – One more month!**

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Tbaytel is introducing 10 digit dialing in November!

All local calls will require 807 in front of the seven digit local number. Informatics is reminding staff to update all communications to include the area code.

Some items you should review are

- Alerting/Paging Systems: example fridge temperature sensor
- Appointment Callout Programs
- Email Forwarding to SMS Service
- Email Signatures
- Preprinted Forms
- Preprogrammed Fax Numbers
- Policies and Procedures
- Verbal Telephone Scripts

Example:

Local calling: IT help desk will be 807-684-6411

Long distance: Dryden Hospital would still be 1-807-223-8200

You can start making these changes immediately. All changes are required to be completed by November 15, 2023.

Please share with staff, and email the help desk if you have any questions or concerns.

Help.Desk@tbh.net