INSCRIBE SHORTCUT PROGRAM USING "ASR-ENHANCED" SHORTCUTS WITH STRUCTURED

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Legend: White – InScribe Core or Windows Shortcut; Green – Navigation; Purple – Editing; Tan – Playback

Note: These exercises assume you do not have the "Attach edit cursor on play enabled". If this is enabled, it is recommended to disable this to perform these exercises. To disable this, go to File > Options > Playback, and uncheck the box "Attach voice cursor on play". When finished with the exercises, if you disabled the "Attach edit cursor on play", remember to re-enable this. You only need to do this, if you prefer the edit cursor automatically be attached on play in your normal working environment.

CTRL + ALT + Q   (View QA Feedback)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load all the practice drafts for these exercises.

Note: These exercises refer to viewing QA Feedback. This feature does not work in training mode currently. For the full experience, we suggest practicing this in the production environment with a transcription that has feedback items for review. Check with your supervisor to see if this is possible.

EXERCISE 1:

    a) Use CTRL + ALT + Q to bring up the feedback window. Hit ESC to close the feedback window. Use CTRL + ALT + Q to open the feedback window. Hit ESC to close the feedback window.

    b) Repeat opening and closing the feedback window 7 more times. Each time you open the feedback window, be sure to return your fingers from the home row keys. Each time you hit ESC be sure you return your fingers to the home row.

EXERCISE 2:

    a) Use CTRL + ALT + ↓, to move to the next job in the queue. Navigate to the DOS field and change the date to 11/22/1955.

    b) Using the best shortcut, navigate to the word "Achilles" and delete that word. Navigate to the word "traumatic" and delete that word. Jump to the comment and type "I just deleted two words". Jump back to the body.

    c) Use CTRL + ALT + Q to bring up the QA feedback window. After the window appears hit ESC to close it.

d) Use CTRL + ALT + ↓, to move to the next job. Using the best shortcut, navigate to the "Hospital Corse" section. Place the edit cursor on the word "female" as in "This is an 80-year-old female…", start playback from that word. Attach the edit cursor to the voice cursor, speed up the playback as fast as needed till you get to the word "hypertrophic" edit that to ready "hypotrophic" return playback to normal. Stop the dictation.

e) Use CTRL + ALT + Q to view the QA feedback window. Hit the TAB key until the edit cursor is in the Date Transcribed drop down (HINT: use SHIFT + TAB for less keystrokes), select Todays date. Hit TAB and move to the Feedback Type drop down. Using type to find type "From" to select "From Client" change the Modified drop down to "yes" and put a rating of 5.0 in the rating box. Hit ESC or ALT + C to close the window.

f) Use CTRL + ALT + Q to bring up the QA feedback window. Hit the TAB key until the edit cursor is in the Date Transcribed drop down. Change the Date Transcribed to 11/30/2015. Change Feedback Type to from QA. Hit ESC to close the window.

EXERCISE 3:

a) Use CTRL + ALT + Q to bring up the feedback window. Hit ESC to close the feedback window. Navigate to the Review of Systems section. Move that section above the Hospital Course section.

b) Jump to the patient ID field change the ID to X8394. Jump to the CC's field, jump to the comment. Jump back to the body.

c) Navigate to the "General" subsection of the Physical Examination. Start playback from the word "patient". Attach the edit cursor to the voice cursor. Review and edit the rest of the subsections of the Physical Examination. When the voice cursor reaches the "Heart" subsection, change that to "S1, S2 no murmur". Stop the audio when the edit cursor reaches the "Abdomen" section. Change all the text in that section to lower case.

d) Use CTRL + ALT + Q to bring up the QA Feedback window. Hit ESC to close that window. Use CTRL + ALT + Q to bring up the QA Feedback window. This time use ALT + C to close the window.

e) Move to the next dictation in the queue. Hide all panels. Start playback from the word "male" in History of Present Illness section making all the appropriate corrections in that section. When finished correcting that section, stop the audio. Use CTRL + ALT + Q to bring up the QA Feedback window. Use TAB until the edit cursor is in the TID field. Type 123456 in the TID field, close the QA Feedback window. Show all panels.

EXERCISE 4:

a) Staying on same draft, which should be the second consult type draft, jump to the comment. Type in "No DOS". Hide all panels.

b) Position the edit cursor at the end of the History of Present Illness section. Add a new Chief Complaint section with the content of "Hip pain". Move the Chief Complaint section above the History of Present Illness section. Mark the job for review.

c) Move to the last sentence in the History of Present Illness section. Using the best shortcut, highlight that entire sentence and copy it to the clipboard.

d) Show panels, move back to the previous job. Position the edit cursor after the last word in the Review of Systems section and paste the contents from your clipboard.

e) Use CTRL + ALT + Q to bring up the feedback window.

i. Hit TAB until you reach the Date Transcribed and delete that date (HINT: use SHIFT + TAB for less keystrokes).

ii. Hit tab to move to the TID field and delete the TID (HINT: use SHIFT + TAB for less keystrokes).

iii. Hit shift + tab to move to the document type drop down and select the last document type in the list.

iv. Hit Tab until you reach the modified rating drop down and change that to "No". Close the feedback window with ALT + C.

f) Use CTRL + ALT + Q to bring up the feedback window. Hit TAB until the Feedback Type drop down is highlighted (HINT: use SHIFT + TAB for less keystrokes), change the type to "From QA and Client". Use your favorite method to close the window.

g) Use CTRL + ALT + Q to bring up the feedback window. Hit TAB until the modified drop down is highlighted, change this to "Yes" (HINT: use SHIFT + TAB for less keystrokes) then TAB to the rating and change that to 3.2. Hit ESC to close the QA window.

ALT + V, ALT + [and ALT +] (Jump to and Add / Remove Comment Tag)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load all the practice drafts for these exercises.

EXERCISE 1:

a) Use ALT + V to jump to the comment tag drop down. Use ALT + ; to Jump back to the body.

b) Repeat step "a" seven times. Remember to return your hands to the home row keys after using ALT + V and ALT + ;.

EXERCISE 2:

a) Use ALT + V to jump to the comment tag drop down. Using the best shortcut, select the first comment tag. (HINT: use the down arrow, or SHIFT + ALT + ↓). Use ALT + [to add it to the transcription. Select the newly added comment tag then use ALT +] to remove the comment tag.

b) Jump back to the body. Use ALT + V to jump to the comment drop down. Using the best shortcut, select the first comment and add that to the transcription with ALT + [.

c) Jump to the patient name field change that to "Jim Doe". Jump back to the body, if the Search for Patient window appears select "No".

d) Use ALT + V to jump to the comment tag drop down. Select the newly added comment tag and use ALT +] to remove it and jump back to the body.

e) Use CTRL + ALT + Q to bring up the QA feedback window. Hit ESC to close the feedback window.

f) Jump to the CC's field, jump back to the body.

g) Use ALT + V to jump to the comment tab. Select the first comment tag. This time use ENTER to add it. ENTER to add is an alternative to using ALT + [. Jump back to the body.

EXERCISE 3:

a) Using the best shortcut, move to the next diction in your queue. Change the patient ID to 1176. Use the best shortcut to search by patient ID. When the appointment search window appears, select the second appointment and hit ENTER. Jump back to the body. Convert the "Past Surgical History" section into plain text.

b) Use ALT + V to move to the comment tags. Select the comment tag added in EXERCISE 1g, use ALT +] to remove the comment tag. Jump back to the body. Jump to the Document Type drop down, jump to the comment box, type "I'm going to add two new comment tags".

c) Use ALT + V to jump back to the comment tags. Using the best shortcut, select the first two comment tags and add them with ALT + [. Mark the job for QA. Preview the Job then close the preview.

d) Using the best shortcut, reload the document template. If you get the New Document Template prompt, select "Keep Text". If your document type doesn't have a template that's OK.

e) Use ALT + V to jump to the comment tag field. Select the second tag and remove it with ALT +]. Select the First tag and remove it with ALT +]. Jump to the body.

f) Position the edit cursor at the top of the document and add a DOB section, copy the DOB from the demographics into that section then move that section to the top. Add a new Chief Complaint section after the DOB and type this text "Chest pain, which becomes worse when he coughs." Demote or convert the Chief Complaint section into a subsection so it appears as a subsection of DOB.

g) Jump to the CC's. Jump to the Birthdate field. Jump to the Appointment Date, change the date to 11/25/2015. Jump back to the body. Move the DOB and it's corresponding subsection below the Past Medical History section.

h) Jump to the comment tag with ALT + V. Using the best shortcut, select the first comment tag and add that with ALT + [. Select the second comment tag and add it with ALT + [. Jump back to the body.

i) Add a Past Surgical History section after the Past Medical History section. Add the content to "unable to obtain". Using the best shortcut, find the word "Foley". It should be found in the Assessment and Plan section. Position the edit cursor at the beginning of that section. Using the best shortcut highlight the entire first two lines. Create a bulleted list with the following two items: "Type II Diabetes", "Schedule for blood work next week"

j) Jump to the document type, jump back to the body. Using the best shortcut, toggle the document type name to the long version.

k) Use ALT + V to move to the comment tag box, using the best method, select the first comment tag use and use ALT +] to remove it. Use ALT +] to remove the second comment tag. Jump back to the body. Toggle the document type name to the short version.

EXERCISE 4:

a) Using the best shortcut, move to the first "Letter type draft" in the dictation queue. Hide all panels. Using the best shortcut, select the first two paragraphs. Show all panels. Jump to the Author field change the Author to "Miller, James" and jump to the CC's. If you see the warning prompt about the clinician value changing hit ENTER. If you see the New Document Type window appear, select "Keep Text" and hit enter. Jump back to the body.

b) Use ALT + V to jump to the comment tab box. Using the best method, select the first comment tag and add it with ALT + [. Find the second comment tag and add it with ALT + [. Jump back to the body.

c) Select the last paragraph and delete it. Undo the delete. Position the edit cursor at the beginning of the last paragraph. Use the first word of that paragraph to create a new section called "Findings". Using the best shortcut open the QA Feedback window. Use TAB to move to the document type name drop down and change that to the second document type in the list. Use TAB again to move to the client drop down. Select the third client and close the window.

d) Using the best shortcut, jump to the gender field and change that to "F". Jump back to the body. Using the best shortcut, jump to the location and change that to "Homewood". Jump back to the body. If the New Document Type window pops up select "Keep Text".

e) Jump to the Patient ID field add the ID X920. Jump to the Comment Tags drop down with ALT + V and select and remove the first comment tag with ALT +].

f) Jump to the CC's field and add "Rosie Fox" as a CC. Jump back to the body. Jump to the Addl Auth and add "Test, Bob", "Miller, James", "Daughtry, David". Search for a new patient with the last name of "Aguilar". In the search results select the patient with the ID of 1205.

g) Using the best shortcut, position the edit cursor at the bottom of the document. Add an Assessment and Plan section. For the content add "Right painful plantar fibroma. We discussed risks, benefits, complications, and alternatives of cortisone shot versus custom orthotic with an accommodative service versus surgical resection and he elected to proceed with a cortisone shot." Jump back to the comment tag remove the last comment.

ALT + SHIFT + L   (Get Appointment Listing (aka dictator's appointment listing))

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load all the practice drafts for these exercises.

Note: For these exercises, make sure you have the date of service set to 8/19/2015 and the Author set to "Terry Rose".

EXERCISE 1:

a) Use ALT + SHIFT + L to bring up the Appointment Search window. Hit ESC to close the window. Use ALT + SHIFT + L to open up the Appointment Search window again. Return your hands to the home row. Use ESC to close the window. Return your hands to the home row again.

b) Repeat step "a." 7 times.

c) Use ALT + SHIFT + L to open up the Appointment Search window. This time use ALT + C to close the window.

d) Repeat step "c." 7 times.

EXERCISE 2:

a) Use ALT + SHIFT + L to open up the Appointment Search window. Using the arrow keys, select the second appointment and hit enter. The patient name and appointment information update the demographics.

b) Jump to the Addl Auth, Jump to the CC's Jump to the body. Select the contents of the section and type "I'm learning the ALT + SHIFT + L shortcut to open up the dictator's appointment listing.

c) Use ALT + SHIFT + L to open up the Appointment Search window, select the third appointment this time use ALT + O to select the OK button and close the window. Using the best shortcut, find the word "learning" and replace that with "practicing".

d) Use ALT + SHIFT + L to open up the Appointment Search window. Use the → to scroll the window all the way to the far right. Notice the additional columns of information. Use the ← to scroll the window back to the far left. Select the last appointment and hit Enter. Hint: use CTRL + ↓ to get to quickly jump to that appointment.

e) Use ALT + SHIFT + L to open up the Appointment Search window. This time to close the window use ALT + N, to select the "No Appointment" button. Notice when you do the patient name and all appointment information is removed from the demographics.

EXERCISE 3:

a) Using the best shortcut, move to the "OpReport type draft" in the queue. Jump to the appointment date and change that to 8/19/2015. Use ALT + SHIFT + L to open up the Appointment Search window. Select the first appointment and hit ENTER. Jump to the CC's field, Jump to the body.

b) Using the best shortcut, delete the first 3 sections of the document. Open the QA Feedback window, TAB to the document type drop down and select the third document type and hit TAB. Close the QA Feedback window. Copy all of the text in the "Operative Procedure" section to the clipboard. Using the best shortcut, move to the "Procedure type draft" in the queue. Navigate to the Description of procedure section. Highlight that section and paste the contents from the clipboard over that section.

c) Navigate to the Chief Complaint section, rename that section to "Main Complaint". Start playback from that section and edit the rest of the document until you reach the "Description of Procedure" section.

d) Jump to the comment and type "Bad audio at 2:40, cuts in and out". Jump back to the body.

e) Move to the first "Consult type draft". The one that starts with "The patient is a 39-year-old-male who reports…" Make sure the appointment date is set to 8/19/2015. Using the best shortcut, position the edit cursor at the beginning of the "Past Medical History" section title and add the words "PATIENT X".

f) Use ALT + SHIFT + L to open up the Appointment Search window. Scroll to the right, close the window using ESC. Use ALT + SHIFT + L to open up the Appointment Search window. Select the last appointment and hit ENTER.

g) Jump to the document type change that to "t-H&P", jump back to the body. If you get the New Document Type prompt, select "Keep text" option. Jump to the Gender and add an "M". Jump back to the body.

EXERCISE 4:

    a)   Keeping on the same draft from exercise 3, Use ALT + SHIFT + L to open up the Appointment Search window. Use ALT + C to close the window.

    b)   Jump to the Comment Tags, add the first comment tag.

    c)   Jump to the date of birth and change that to 5/7/1955. Jump to the document type field, jump back to the body.

    d)   Use ALT + SHIFT + L to open up the Appointment Search window. Using the best shortcut, quickly move to the bottom of the appointment list, select the last appointment and hit ENTER. Use ALT + SHIFT + L to open up the Appointment Search window. Hit ESC to close the window.

    e)   Use ALT + SHIFT + L to open up the Appointment Search window, select the patient with the birth date of 7/5/1960 and hit ENTER.

    f)   Jump to the Comment Tags drop down. Remove the comment tag. Jump to the comment box, type "I just removed a comment tag".

    g)   Jump back to the body. Position the edit cursor in the "Medications" section. Demote or convert that section into a subsection. Add a new subsection after "Medications" called "Home Medications". Demote or convert the "Social History", "Review of Systems" and "Assessment and Plan" into subsections.

    h)   Jump to the top of the document. Use ALT + SHIFT + L to open up the Appointment Search window. Use ESC to close the window. Use ALT + SHIFT + L to open up the Appointment Search window, use ALT + C to close the window. Use ALT + SHIFT + L to open up the Appointment Search window. Use ESC to close the window.

ALT + 1 – 5 (Jump to user fields (ALT + 1 jump to use field 1, ALT + 2 jump to user field 2, etc.))

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load all the practice drafts for these exercises.

Note: For these exercises, make sure you have the date of service set to 8/19/2015 and the Author set to "Terry Rose".

EXERCISE: 1:

    a)   Using the best shortcut, move to the first "Consult type draft".

    b)   Use ALT + 1 to jump to the "Reference Type" text box in the demographics. Use ATL + ; to jump back to the body. Repeat this 5 times, each time you complete the shortcut be sure to return your hands to the home row keys.

    c)   Use ALT + 2 to jump to the "Appt Type" text box in the demographics. Use ATL + ; to jump back to the body. Repeat this 5 times, each time you complete the shortcut be sure to return your hands to the home row keys.

    d)   Use ALT + 3 to jump to the "Reason for Visit" text box in the demographics. Use ATL + ; to jump back to the body. Repeat this 5 times, each time you complete the shortcut be sure to return your hands to the home row keys.

    e)   Use ALT + 4 to jump to the "Referring Physician" text box in the demographics. Use ATL + ; to jump back to the body. Repeat this 5 times, each time you complete the shortcut be sure to return your hands to the home row keys.

    f)   Use ALT + 5 to jump to the "UF5" text box in the demographics. Use ATL + ; to jump back to the body. Repeat this 5 times, each time you complete the shortcut be sure to return your hands to the home row keys.

EXERCISE 2:

    a)   Use ALT + 1 to jump to the "Reference Type" text box in the demographics, ALT + 3 to jump to the "Reason for Visit" text box in the demographics, ALT + 2 to jump to the "Appt Type" text box in the demographics, ALT + 5 to jump to the "UF5" text box in the demographics, Alt + 4 to jump to the "Referring Physician" text box in the demographics.

    b)   Repeat step "a." 3 times, each time you complete a shortcut be sure to return your hands to the home row keys.

EXERCISE 3:

    a)   Use ALT + 3, to jump to the "Reason for Visit" field in the demographics, type in Bone Graft. Jump to the body, mark the report for review.

    b)   Position the edit cursor on the word "Antibiotics" in the History of Present Illness section, start playback. Attach the edit cursor to the voice cursor. Use the best methods to edit the rest of that section and the rest of the document until you get to the Allergies section. Stop the playback.

    c)   Jump to the Referring Physician field in the demographics and type in Dr. Jones-Johnson.

    d)   Jump back to the body. Hide all panels. Position the edit cursor on the word "Synthriod" in the "Medications" section. Edit the Medications section into a bulleted list so each medication has a bullet. Show all panels.

    e)   Use ALT + 5 to jump to UF 5. Type "MRI and CT" jump back to the body.

    f)   Jump to the patient ID change it to X093. Jump to the "Appt Type", using ALT + 2. Jump back to the body. Change the document type name to the long name. Using the best method, move to the "Radiology type draft".

    g)   Position the edit cursor at the beginning of the "Radiographs" section. Using the best method, edit misrecognized content of that section. Stop the audio when done.

    h)   Jump to the Comment Tags drop down. Jump to UF5 type "Time: 11:15 am".

    i)   Jump back to the body. Jump to the Appt Type and type "Consult". Jump back to the body. Using the best shortcut, find the phrase "lateral view, there is essentially benign except…" and copy that to the clipboard.

    j)   Move to the "Discharge Summary type draft". Position the edit cursor at the end of the "Laboratory Data" section and paste the content from your clipboard.

    k)   Use ATL + 1, to jump to the "Reference Type" field, ATL + 2, to jump to the "Appt Type" field, ATL + 3, to jump to "Reason for Visit", ALT + 4, to jump to "Referring Physician", ALT + 5 to jump to "UF5". Jump back to the body.

EXERCISE 4:

a) Move to the third "Consult type draft", the one that starts with "Referring Physician Dr. Jones". Jump to the appointment date and make sure its set to 8/19/2015. Hide all panels. Stat playback from the word "Jones" in the "Referring Physician" section. Using the best method, correct all sections up to the Physical Examination section.

b) Show all Panels. Copy the first medication name to the clipboard. Use ALT + 1 to jump to the Reference Type field paste the medication from the clipboard." Jump back to the "Medications" section, copy the second medication to the clipboard. Use ALT + 2 to jump to the "Appt Type" field and paste the medication from the clipboard. Continue in the same manner until you've used all of the ALT + number shortcuts. When finished you the "Reference Type, Appt Type, Reason for Visit, Referring Physician, and UF 5 should be filled in with a medication copied from the body. When finished Jump back to the body.

c) Using the best shortcut, open the appointment listing. Select the appointment with the patient ID of 1151. Open the QA Feedback window. Close the QA Feedback window. Using the best shortcut, check the work pool also known as the "Transcriptions Pool". Close the window. Jump to the comment tags and add the first comment. Preview the transcription for a few seconds, then close the preview.

d) Using the best method move to the "Split job type draft", navigate to the X-Rays section.

   i. Select the first word, copy it to the clipboard then use ALT + 4 to jump to the "Referring Physician" field. Paste the word copied into that field. Jump back to the body.

   ii. Select the second word copy that to the clipboard. Use ALT + 2 to jump to the "Appt Type" field. Paste the word copied into that field. Jump back to the body.

   iii. Select the third word, copy it to the clipboard then use ALT + 1 to jump to the "Reference Type" field. Paste the word copied into that field. Jump back to the body.

   iv. Select the fourth word, copy it to the clipboard then use ALT + 5 to jump to the "UF5" field. Paste the word copied into that field. Jump back to the body

   v. Select the fifth word, copy it to the clipboard then use ALT + 3 to jump to the "Reason for Visit" field. Paste the word copied into that field. Jump back to the body

Week 14 - QUIZ

1. What shortcut is used to open the QA Feedback window?

   a) CTRL + ALT + A

   b) SHIFT + ALT + Q

   c) CTRL + AL T + Q

   d) ALT + A

2. What statement is true about the comment tag shortcuts?

   a) The alternative shortcut is CTRL + C + T to add a comment and CTRL + C + D to delete a comment

   b) ALT +] is a quick method to add a comment tag and ALT + [is a quick method to remove a comment tag

   c) Comment tags are the same as using the Comment box

   d) ALT + V will jump the edit cursor to the Comment Tag box

3. What shortcut is used to open the Appointment Search window, to look at the dictator's scheduled appointments?

   a) ALT + SHIFT + L

   b) SHIFT + ALT + A

   c) ALT + A and CTRL + A

   d) None of the above

4. True or False? ALT + 3 jumps the edit cursor to user field 2 and ALT + 5 jumps the edit cursor to user field 1.

5. Which statement is false about ALT + 1 - 5?

   a) Each ATL + # corresponds to the UF #, in the order the UF fields are listed in InScribe.

   b) ALT + $, is an alternate way to move the edit cursor through each UF text box.

   c) ATL + 1, moves the edit cursor to the first UF text box

   d) In a production environment, when a particular UF text box is used, the label will be named something relevant to the customer workflow.