Winscribe Text

# Desktop Author Guide

Version 8.2 SR2

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Winscribe Inc.
P.O. Box 33-178 Takapuna
Auckland
New Zealand
Email: support@winscribe.com
Visit our web page: http://www.winscribe.com

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Send your feedback in an email to the following address. Be sure also to tell us the full title of the manual and its full publication date (you'll find the publication date at the bottom of the front page).

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Thank you!

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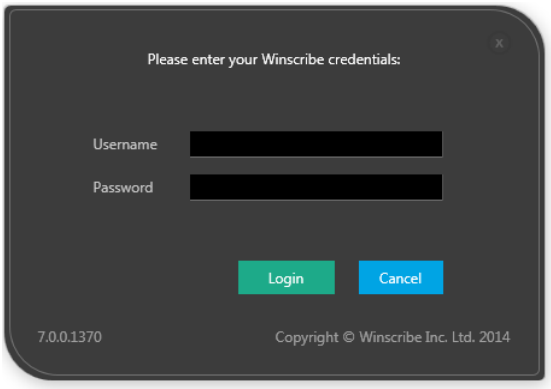
# About this Manual

This manual details the use of Winscribe Desktop for authors, it assumes installation has been completed.

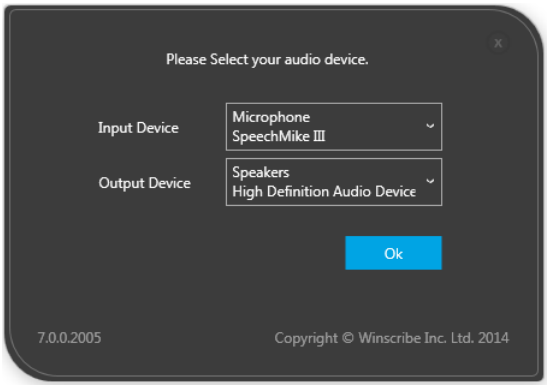
# Logging In

**Note**: If the user is configured for *Single Sign-On*, launching Winscribe Desktop will immediately open the Home Screen (see below).

Launch Winscribe Desktop and login:

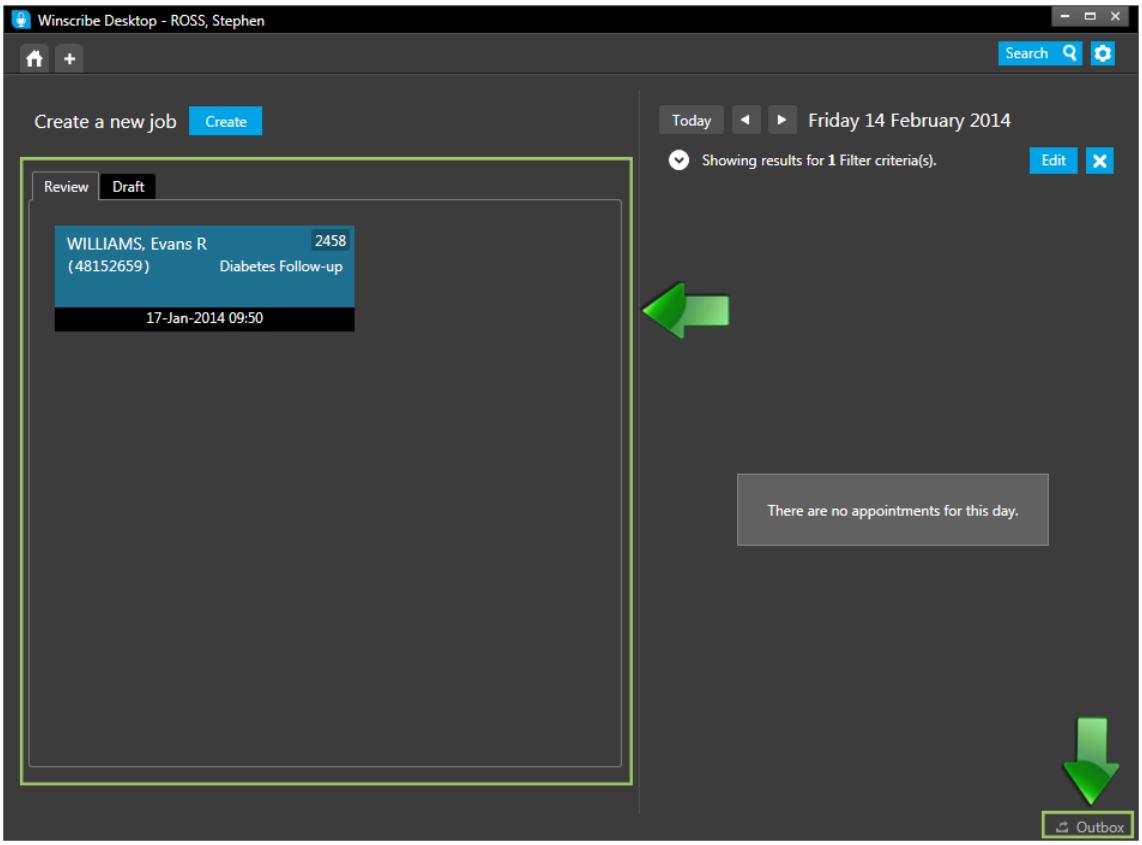



Enter your **Username** (i.e. Winscribe Text Login) and your **Password**.




**Note**: If this is the first time you are logging in, you will need to perform a microphone calibration test (See: *Microphone Calibration*).

The Home Screen will open:




# Microphone Calibration

The first time you log in, you will automatically be asked to perform a microphone calibration test. This test is to ensure an optimal recording quality for your dictation.

1. The microphone calibration is done in two steps:

2. Click **Start Calibration** to begin.

3. In Step 1, speak freely as you would for a regular dictation. This enables the software to determine the correct recording level.

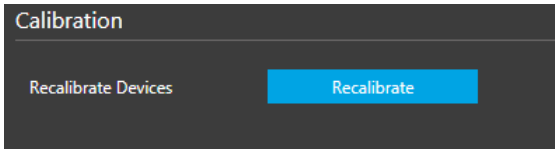
4. In Step 2, you will be asked to refrain from speaking. This enables the software to determine the level of background noise.

5. Once the calibration test is successfully completed, the *Calibration Success* dialog window will display:

6. Click **Finish**, and Winscribe Desktop will launch.

# Recalibrate Microphone

If you need to recalibrate your microphone (e.g., when switching to a different microphone, or when changing from your regular recording location), there is a control for invoking recalibration on the **Audio** tab of the Customize Settings window (See: *Customize Settings*).



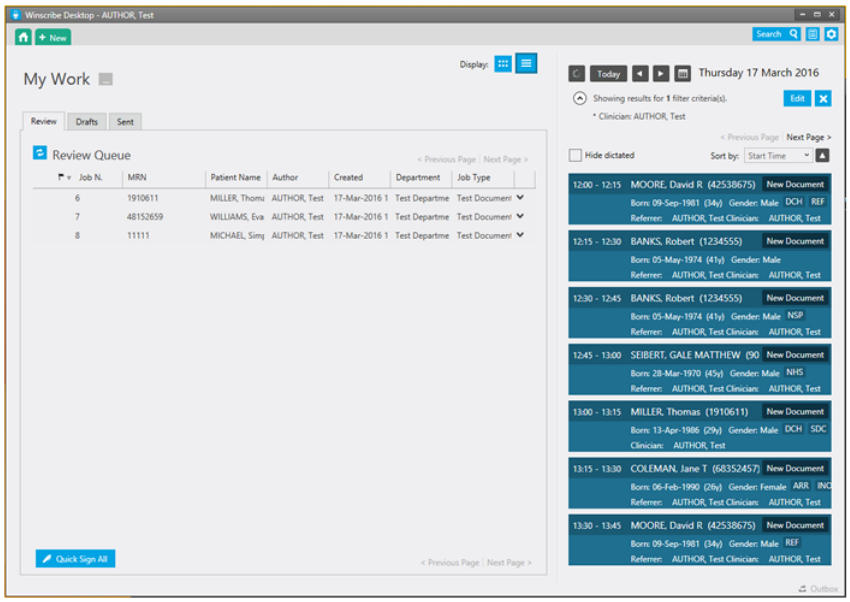
# Desktop Interface Overview

Winscribe Desktop comprises of two screens:

- **Home Screen**
- **Job Screen**

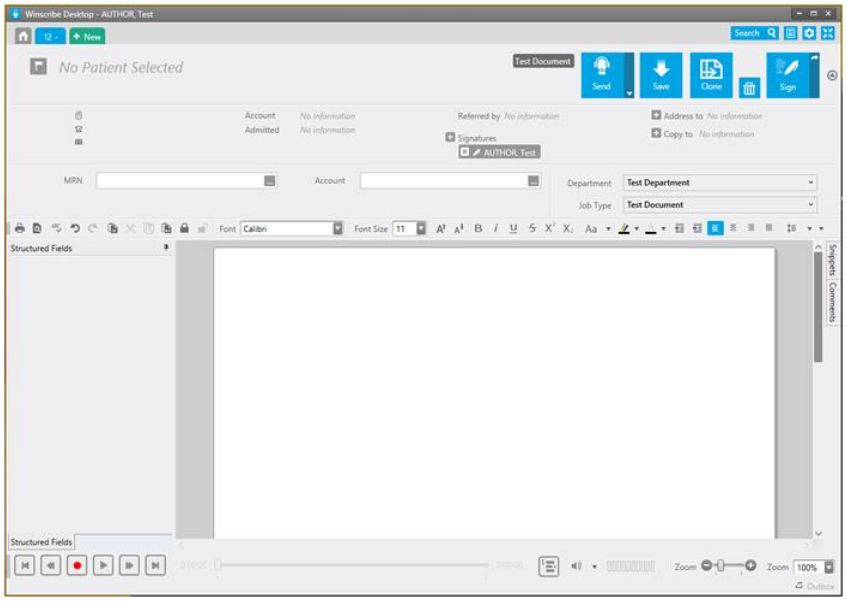
## Home Screen

The **Home Screen** is the first screen the author sees when launching Winscribe Desktop, and it is to here where he/she returns when finishing all currently opened jobs in the Job Screen.




## Job Screen

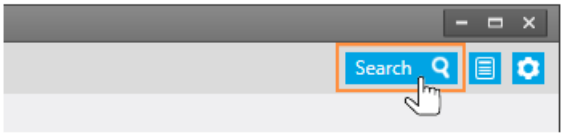
The job screen opens when the author creates a new job, resumes a job from drafts, or searches for a job.



# Search

The **Search** function is available at all times and enables the user to quickly find a specific *Patient* or *Document*.

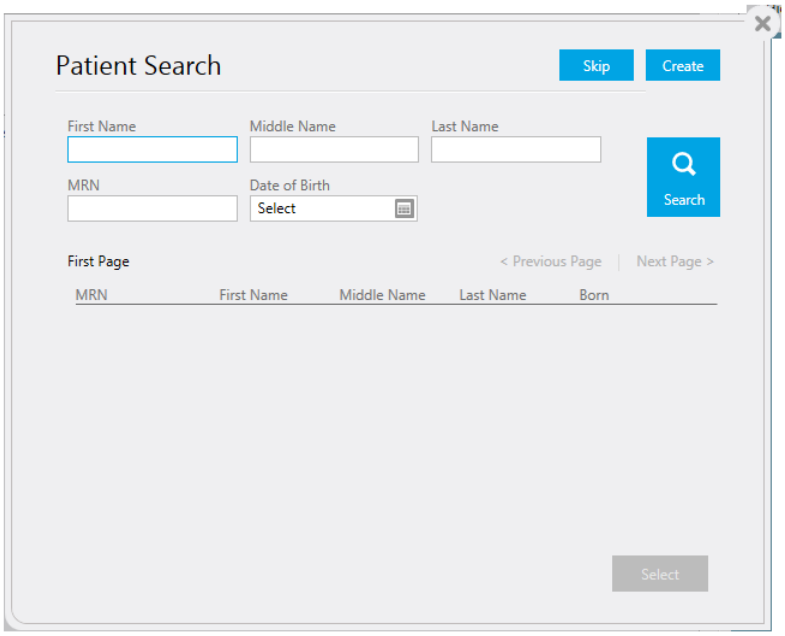
Click **Search** to open the Search function:




**Note**: There are two searches available: **Patient Search** and **Document Search**.

### Patient Search

*Patient Search* is the default dialog that opens when opening Search:



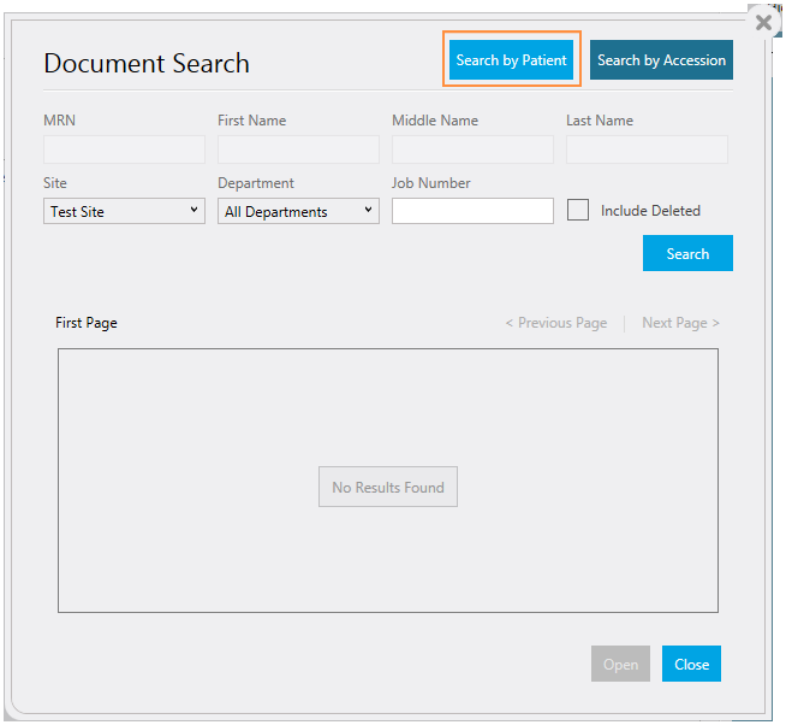

- Name fields search on *starts with* (e.g., "eve" will find "Evelyn", but not "Steve")
- Patient ID searches on *starts with*
- Patient ID needs to be fully entered to find matches for Alternative IDs

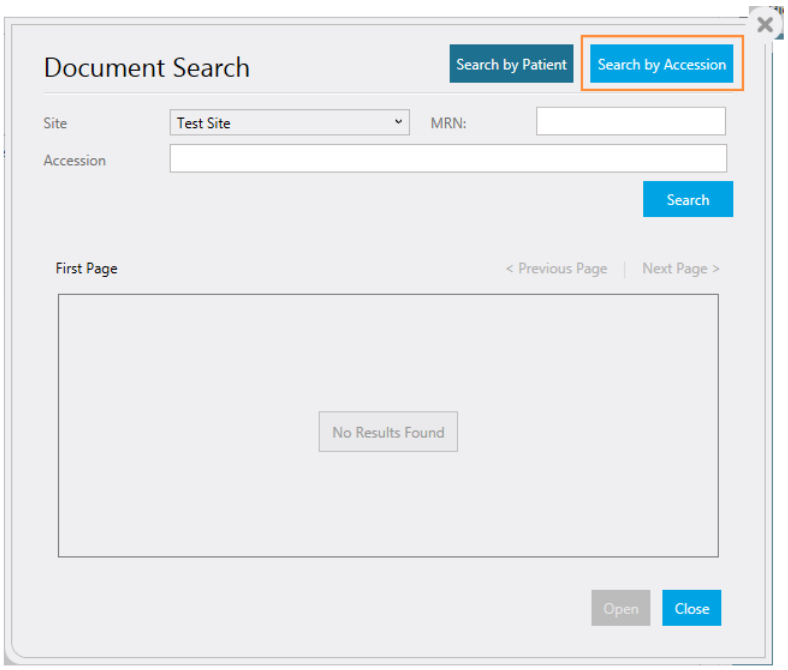
Click **Skip** to change to the *Document Search*.

## Document Search

There are two methods by which to search for documents:

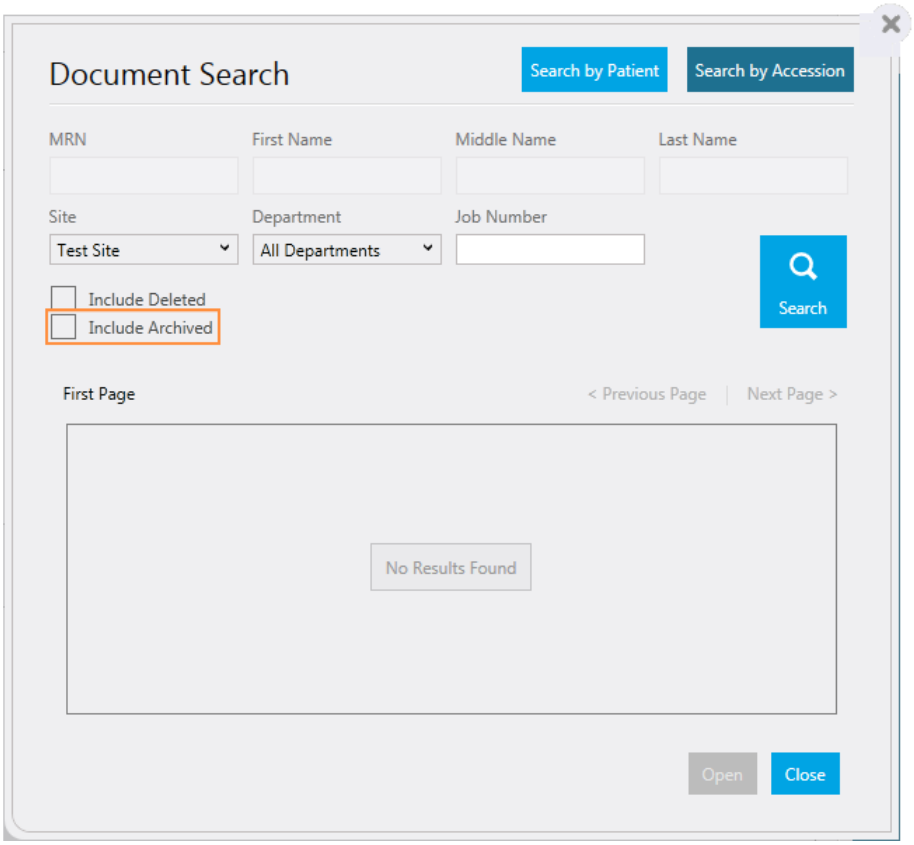
- Search by Patient
- Search by Accession



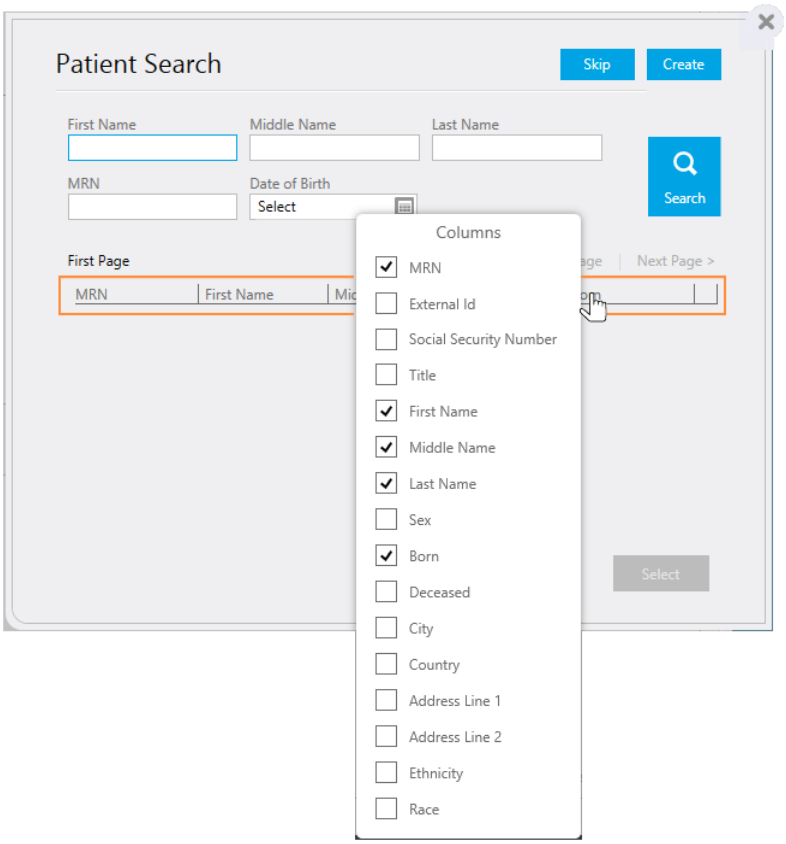
# Include Archived Option

If archived documents exist, the Include Archived option also becomes available:



# Column Chooser

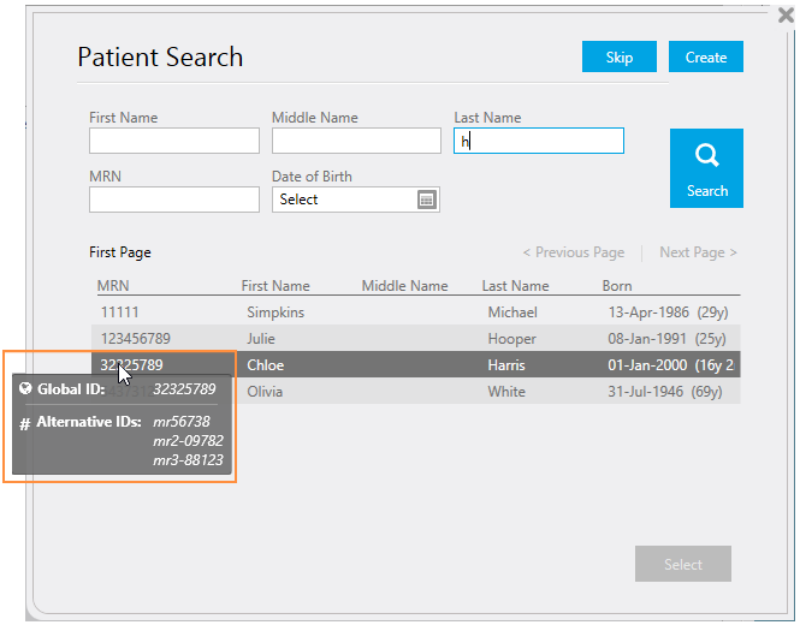
The Patient Search columns can be custom selected. Move the mouse pointer over the column headings and right-click to open the column chooser:



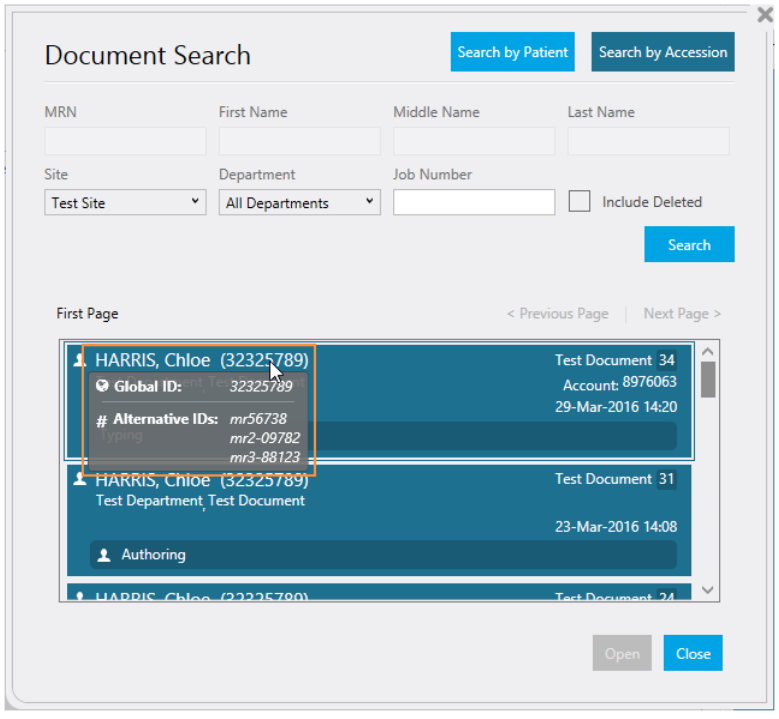
# Patient Search: Multiple IDs

**Note**: The following is only applicable where the Winscribe server has been configured for Multiple Patient IDs.

Hovering the mouse over a patient's MRN (in both the Patient and Document searches) will popup a list of his/her Alternative IDs:



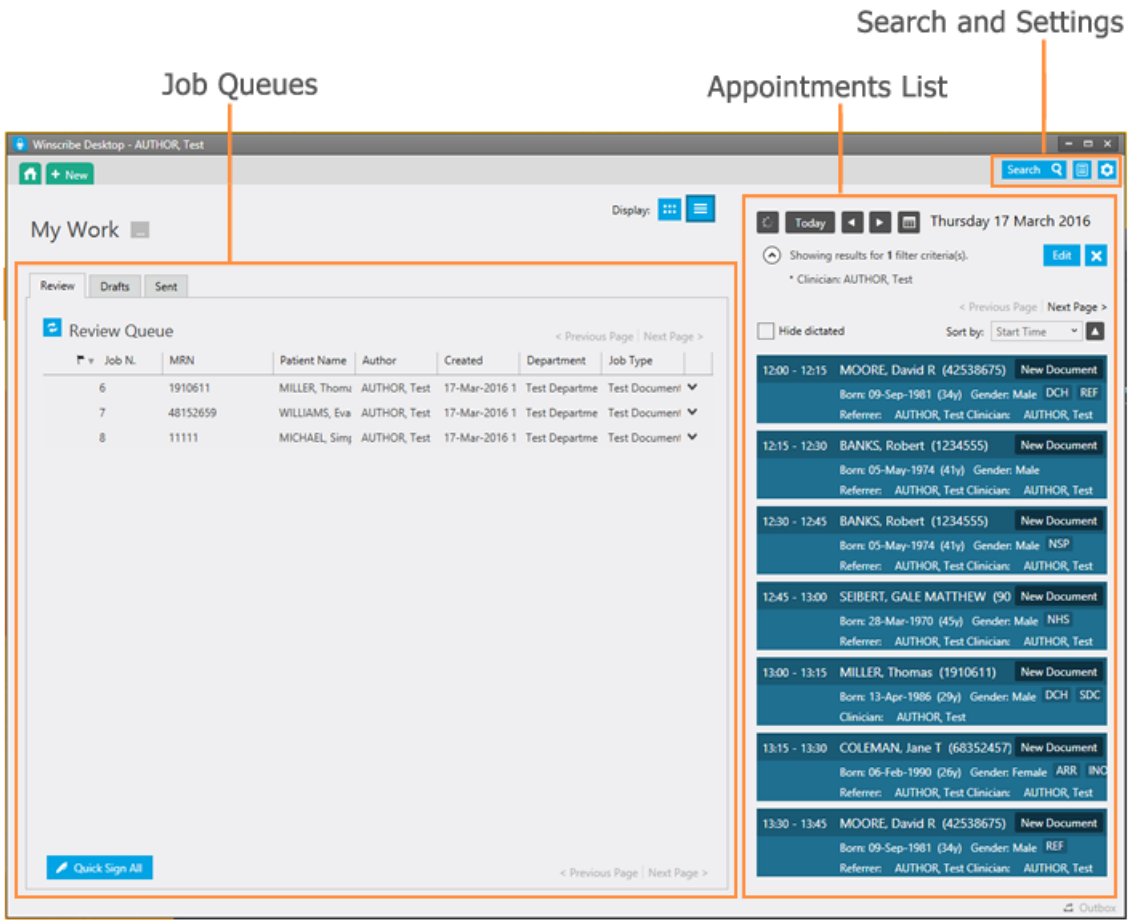

**Note**: Patients can additionally be searched for using an Alternative ID (in the MRN field), if the Global ID is unknown.



# Home Screen

The Home Screen contains two principal components: the *Job Queues* and (if configured) the *Appointments List*.

From this screen, the author can review the jobs in the queues: Review, Drafts, Sent; and start a new blank job, or one from an appointment.

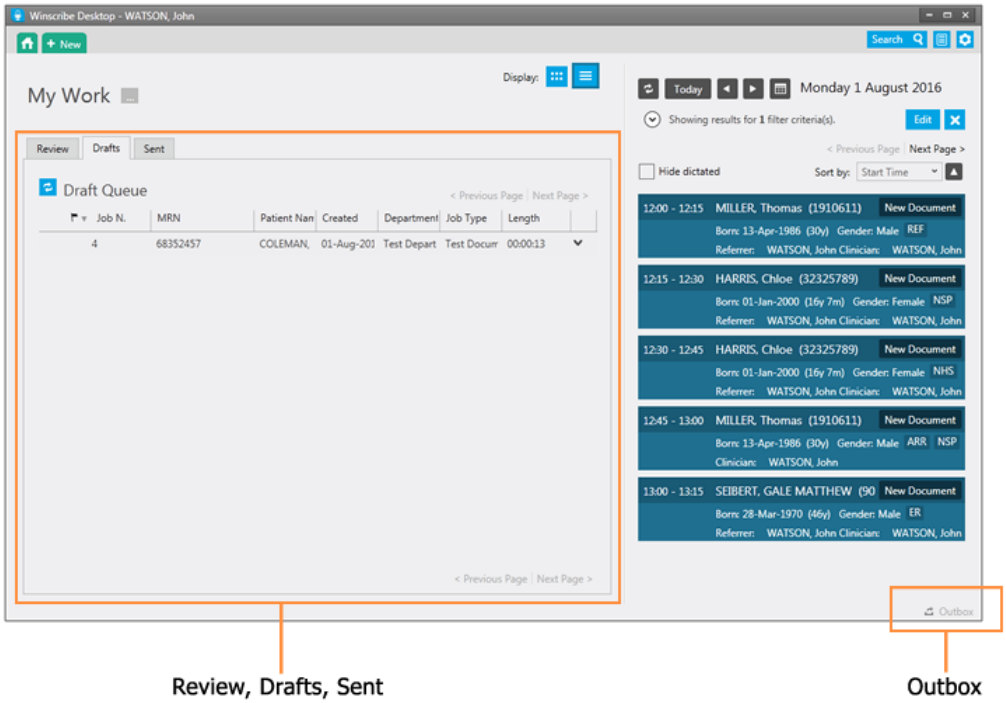



# Job Queues

There are four queues that group uncompleted jobs, and these are accessible from the Home Screen:

| Title | Contains... |
|---|---|
| **Review** | Jobs awaiting author review |
| **Drafts** | Draft jobs (i.e. jobs started, but not yet sent) |
| **Sent** | Incomplete jobs |
| **Outbox** | Jobs sent, but not yet uploaded to the Winscribe server |

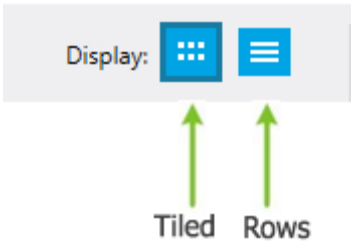
Clicking on a job in a queue will open it.



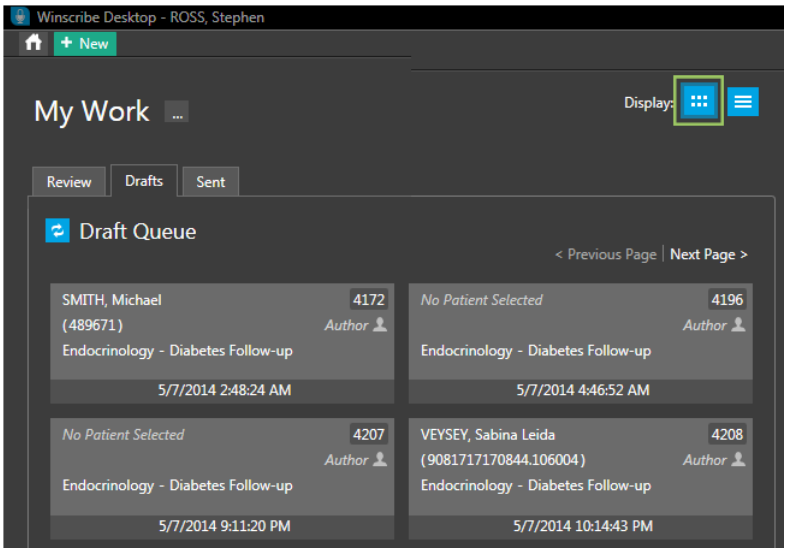

# Queue Layout

Queues can be displayed in two different layout formats:

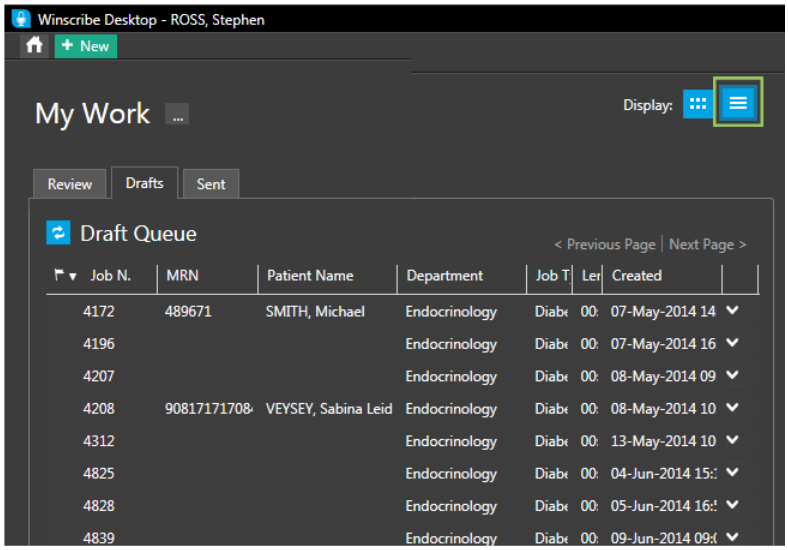
- Tiled
- Line




### Tiled

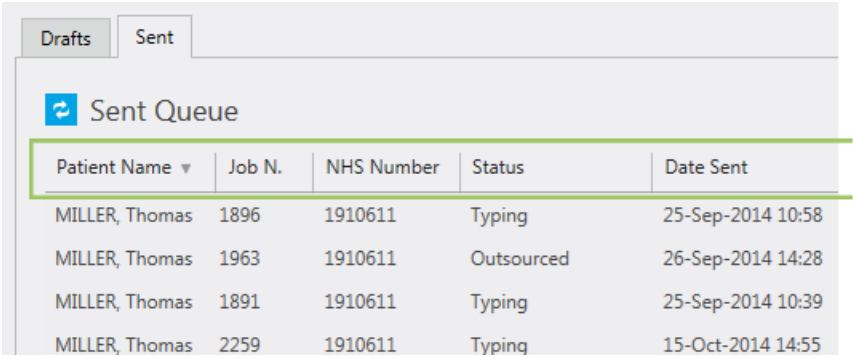


### Line



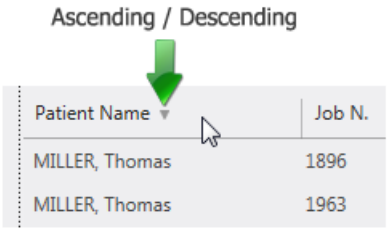

## Row Display

In the row display, the job queue can be sorted using the column headers:



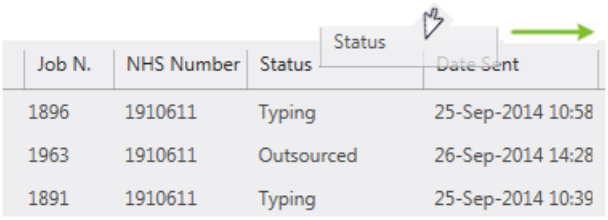

Clicking a column header will sort the jobs in the queue by that column.

Clicking a header will also allow you to sort the queue by ascending or descending order.



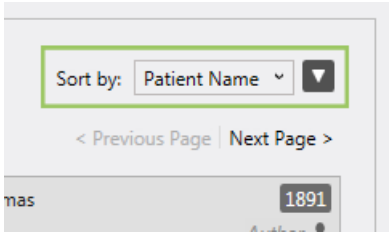

Column headers can also be rearranged.

Simply click and hold on a header and move it to the right or left, dropping it into the position where you'd like it to be.

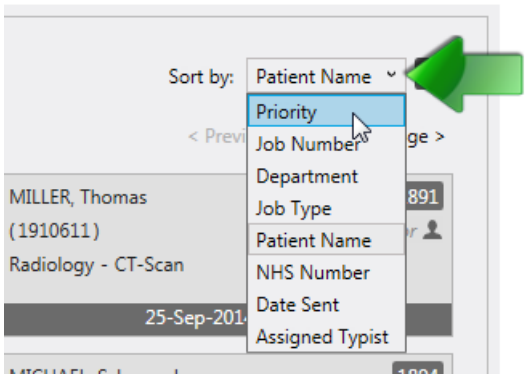


## Tiled Display

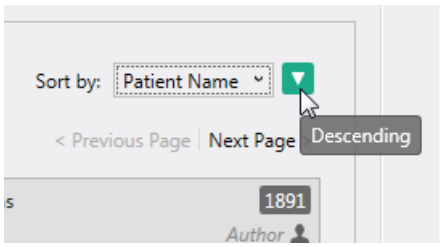
In the tiled display, the Job Sorting controls for ordering the display of the job queue appear at the top-right:

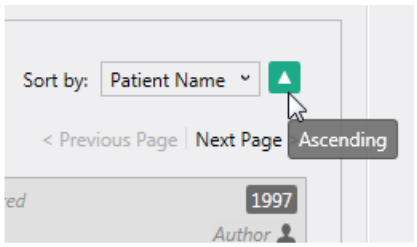



Click on the **Sort by** drop-down menu to select a field to sort the job queue by:




Additionally, click the button next to the drop-down menu to order your list in *Descending* or *Ascending* order:

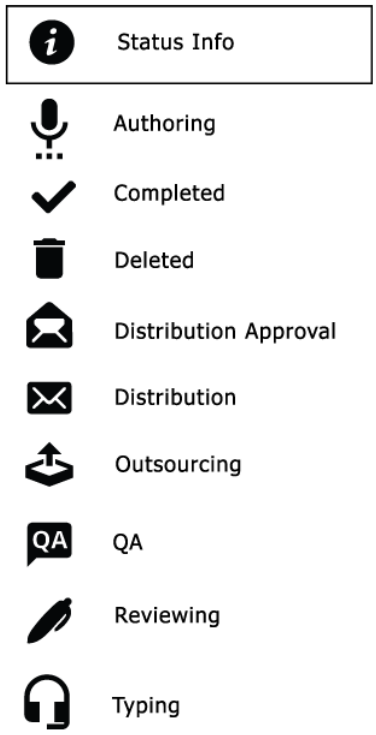



## Job Status Overview

The current workflow state of a job is indicated by an icon displayed in the **Job Status** column:

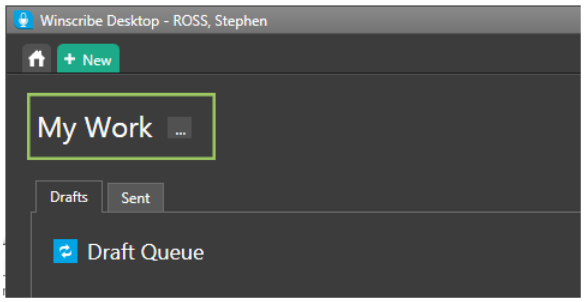
Following is a list of all the status icons and their workflow status:



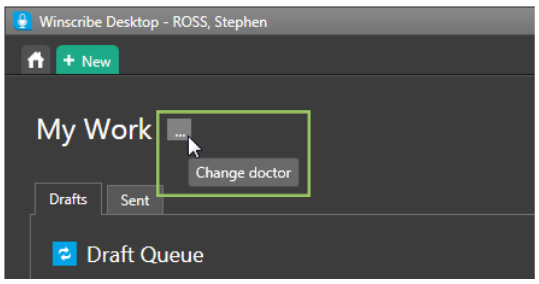

## View Other Author's Queues

**Note**: The following functionality is available to authors who belong to a security group that has **Document: Not Completed** enabled by the system administrator.

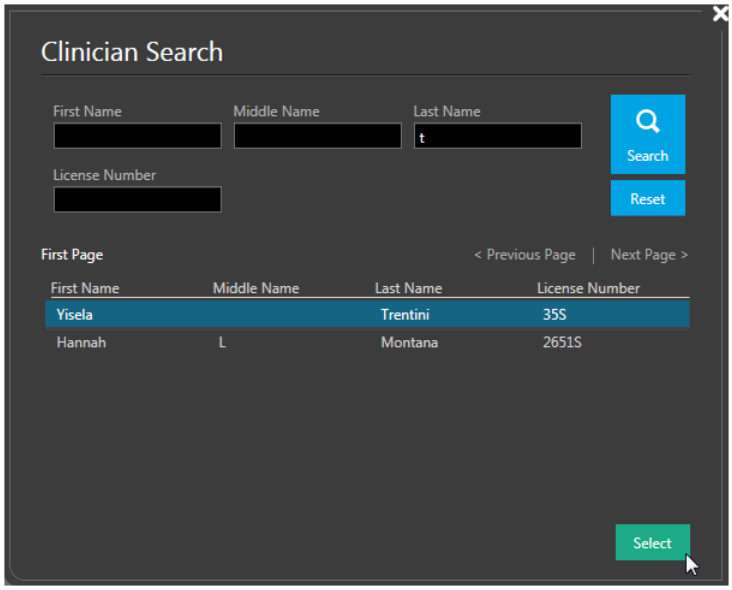
The My Work heading appears above the job queues:



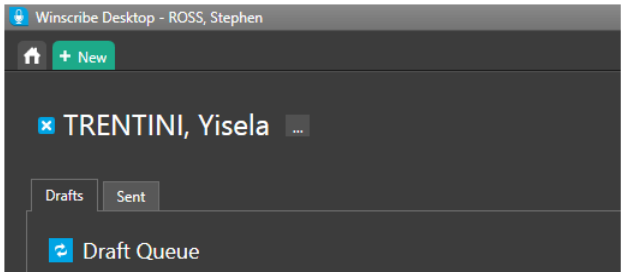
The ellipsis button to the right enables the author to change doctors:




Clicking the button opens the Clinician Search window, which lists all the clinicians in all sites. Search for and select a clinician and click **Select**:




The queues of the selected clinician will now be displayed:




**Note**: Documents listed in the queues will only be those for the accessible sites and departments the logged-on clinician has permission to view — as per his/her Security Groups membership.

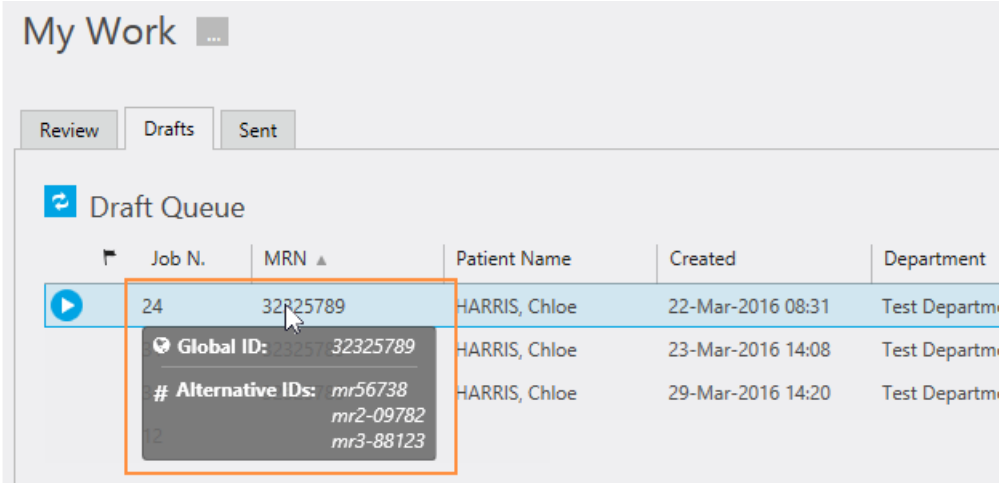
To return to the logged-in clinician's own queues, click the "X" icon to the left of the other clinician's name.

To view the queues of another clinician, click the ellipsis icon again.

## Multiple Patient IDs

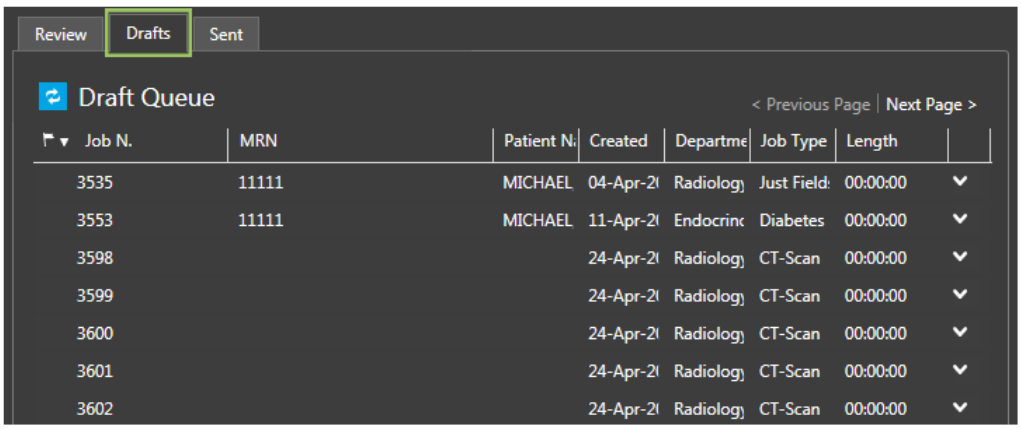
**Note**: The following is only applicable where the Winscribe server has been configured for Multiple Patient IDs.

Hovering the mouse over a patient's MRN will popup a list of his/her Alternative IDs:




## Drafts Queue

The **Drafts** queue lists jobs that have been begun, but which have been saved by the author for later completion.

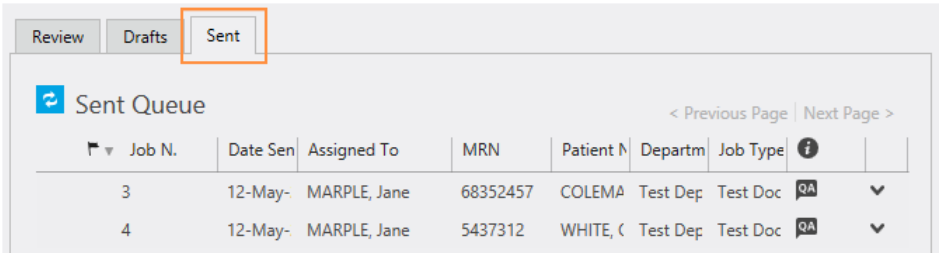



Double-clicking on a job will reopen it.

**Note**: Draft jobs are stored locally on the physician's PC in the *Users* folder in *Winscribe*, e.g. author 1006 — C:\ProgramData\Winscribe\Users\1006\

## Sent Queue

The **Sent** queue lists jobs that have yet to be completed, e.g. sent for typing, outsourced, signing, or distribution.




Only incomplete documents are listed in this queue (completed documents are not displayed), with the most recent listed at the top.

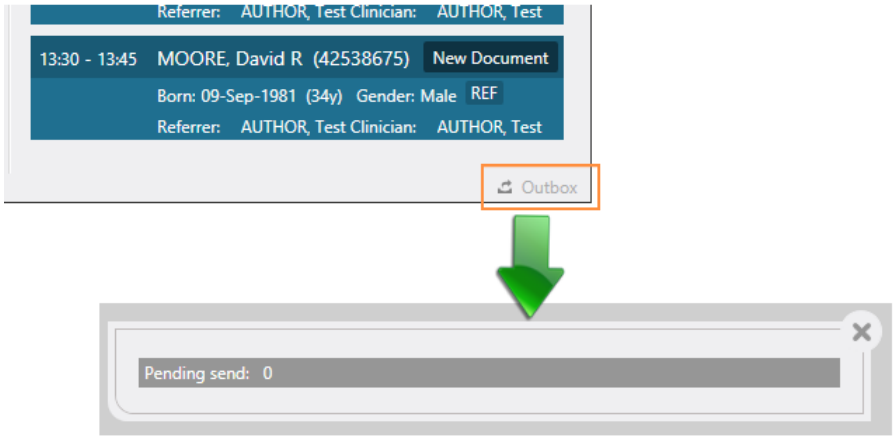
Important Sent Queue Fields

| | |
|---|---|
| **Date Sent** | The date the document was sent. |
| **Status** | The document's current status.<br>Possible statuses:<br>• Typing<br>• Typing QA<br>• Outsourced<br>• Signing<br>• Distribution |
| **Assigned To** | The person to whom the document is currently assigned. |

## Outbox

The **Outbox** queue holds jobs sent by the author, but which have not yet been uploaded to the Winscribe server.

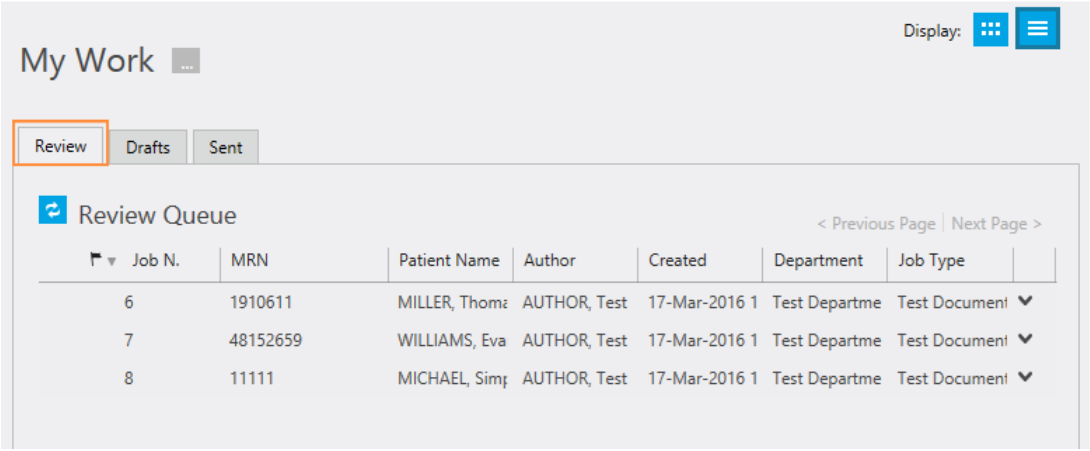
Click the link in the bottom-right of the screen to pop-up the Outbox folder:




## Review Queue

**Note**: The physician requires ESIG capability selected in his/her user configuration in order to see the review queue.

The **Review** Queue list jobs that have been corrected or transcribed by a typist and which have been sent back to the physician for review and signing.

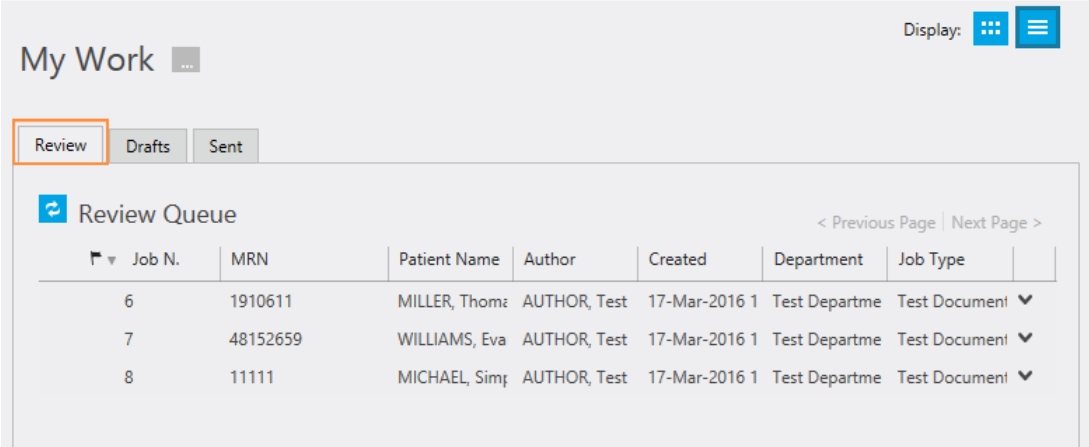



*See next chapter*: **Reviewing Jobs**

**Note**: The Review Queue refreshes every 15 seconds, and high priority jobs are shown at the top of the queue.

# Reviewing Jobs

The **Review** Queue list jobs that have been corrected or transcribed by a typist and which have been sent back to the physician for review and signing.

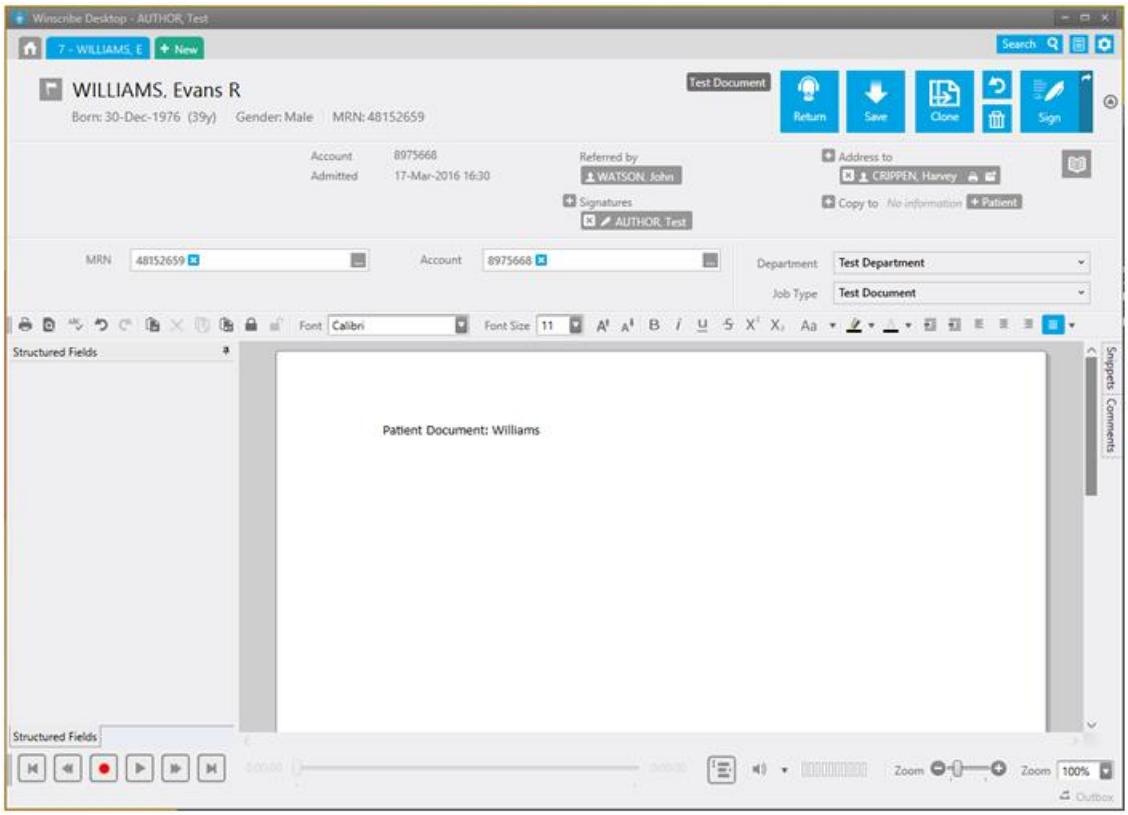


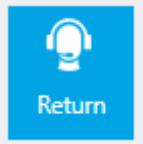
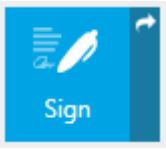

A job can be opened for review in the Job Screen by double-clicking on it. Alternatively, there is a quick sign option available. Both of these are explained in the following sub-sections.

## Review in the Job Screen

Double-click on a job in the review queue to open it up in the Job Screen.

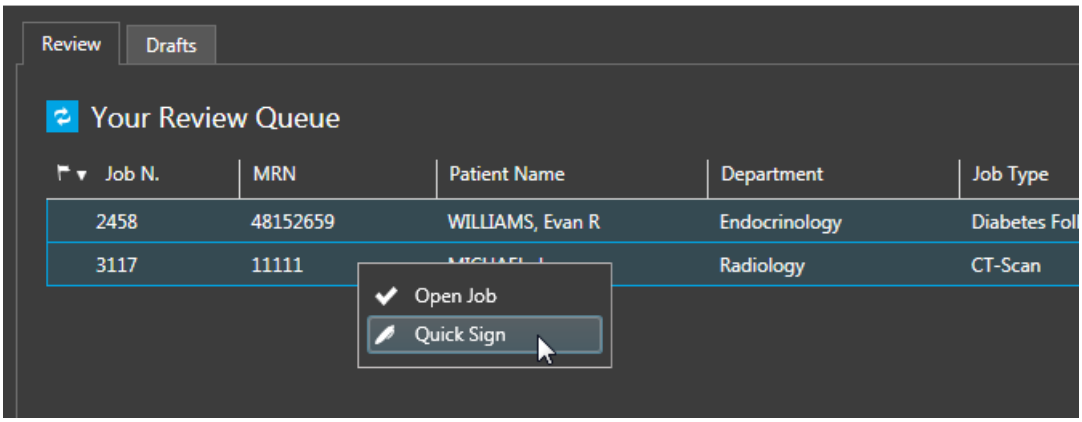
The job may then be reviewed and a completion option selected from the menu (in the top-right of the screen):



| | | |
|---|---|---|
|  | **Return** | Sends the job back to the typist |
| | **Save** | Saves the job (to be completed later) |
| | **Discard** | Undoes any changes made to the job since it has been opened |
| | **Delete** | Deletes the job |
|  | **Sign** | Marks the job as signed and complete<br>**Note**: This button may be toggled to the **Sign / Next** button, so that once a job is signed, the next job waiting review will open automatically:<br> <br>**Note**: If you are reviewing/signing jobs from another user's review queue, the *next* job will be from that user's queue. |

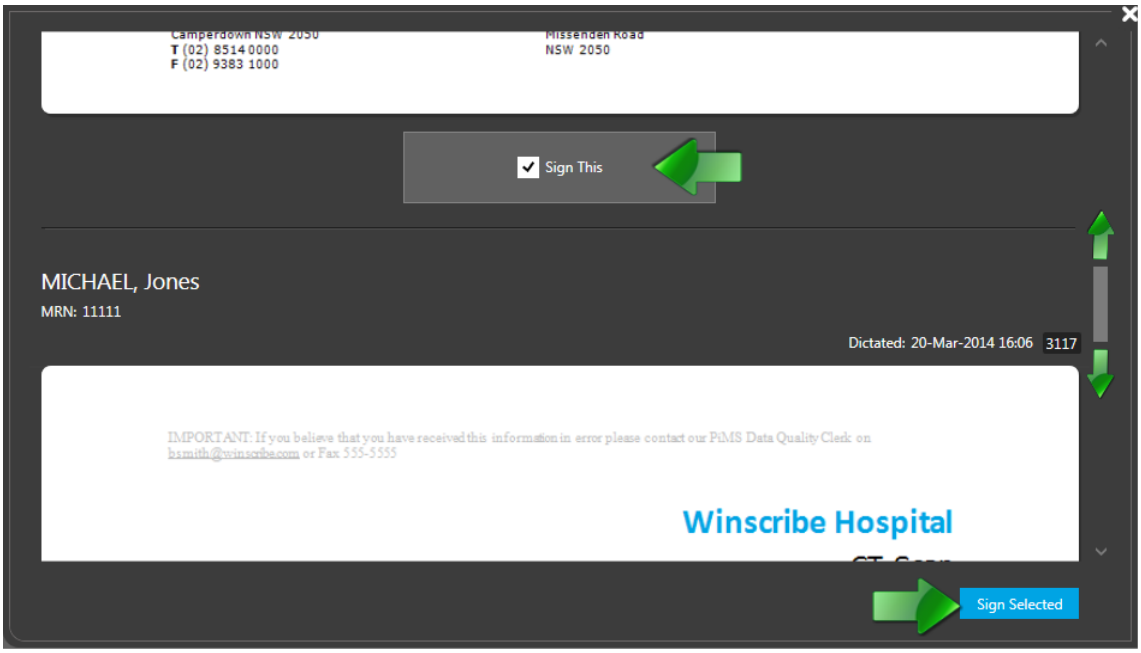
# Quick Sign

1. Select one, or more jobs in the queue, and right-click to open the context menu:




2. Select **Quick Sign**.

3. A document dialog window will open displaying all of the selected jobs:




4. At the bottom of each document is a **Sign This** checkbox (all pre-ticked by default). If you do not wish to sign a selected document, untick its checkbox.

> **Note**: You may open any of the jobs by double-clicking it (the dialog window will automatically close).

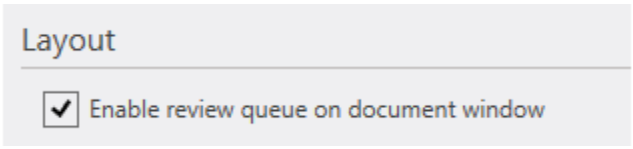
5. Click **Sign Selected** to sign all the ticked documents.

## Quick Sign All

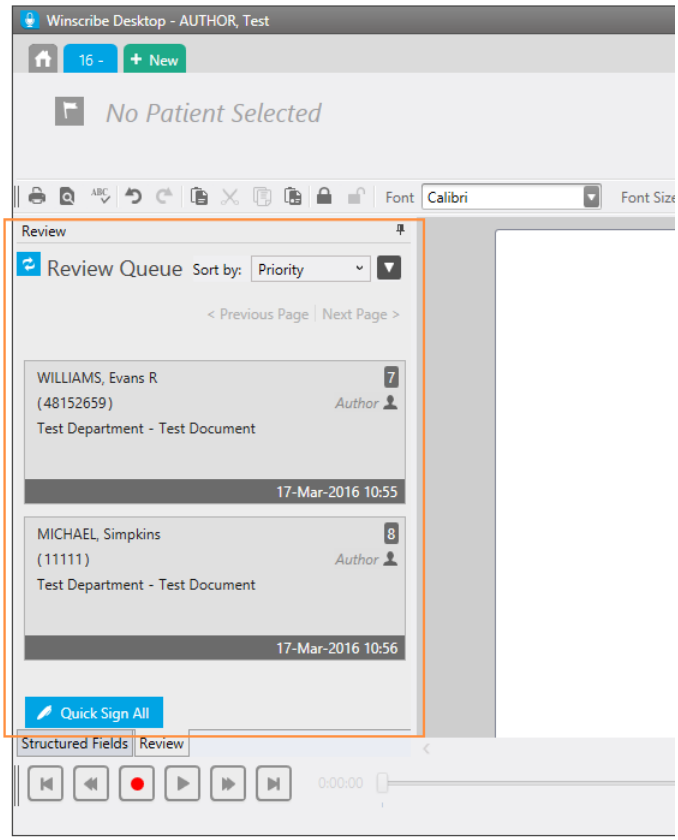
**Quick Sign All** functions in the same way as *Quick Sign* above. It is a one-click option that selects ALL of the jobs in the review queue.

# Review Queue on the Job Screen

The Review Queue can also be accessed from the Job Screen, if needed. By default, it is not. It can be enabled in the *Customize Settings* dialog on the *Visual* tab:



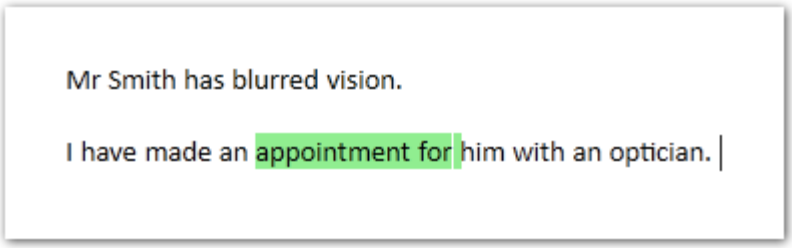

Once enabled, the Review Queue will display on the left of the Job Screen (in the tiled layout format only):




# Track Document Changes

**Note**: This feature must be enabled for use by the system administrator.

Documents reviewed and returned to the typist will highlight (to the typist) any changes the author has made:

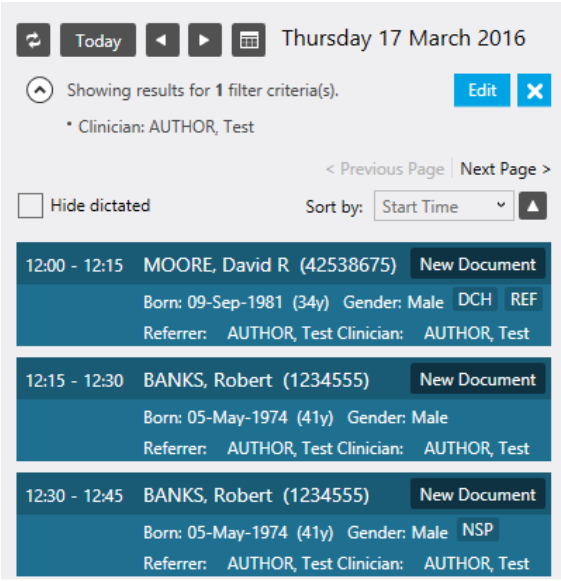


# Appointments List

**Important Note**

The *Appointments List* is a Text module and must be enabled for use by the system administrator.

The **Appointments List** displays the ***Clinic List***. By default, the list shows the appointments where the logged-on author is the consultant.




Appointments are:

- Listed in time order (earliest appointment descending to latest appointment).
- Grouped together in time blocks (e.g. 08:00 to 12:00 and 13:00 to 17:00), and are highlighted with a white line separator. If two consecutive appointments are more than 10 minutes apart, they will be shown in separate time blocks (this is to illustrate breaks in between appointments).

In a clinic setting, a doctor's appointments are pushed to Winscribe Text from the PAS (Patient Administration System). When the doctor logs in, he or she is presented with the day's appointments. Once an appointment with a patient has been concluded, the doctor can dictate one or more documents at the click of a button. This improves report turnaround, as patient data will immediately be loaded to the job, and patient fields in the document will immediately be populated via the template bookmarks.

## List Refreshing

The Appointments List is automatically refreshed every 60 seconds (the default setting), and additionally when returning to the home screen from a job and when navigating between each day of appointments.

To manually refresh the list at any time, click the refresh button:

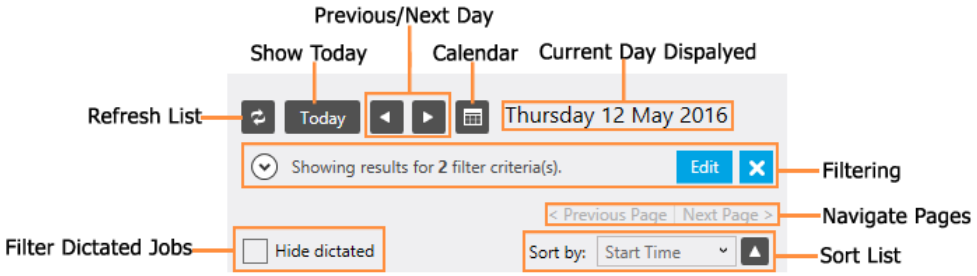
The frequency for automatic refreshing is set in the `Web.config` file at:

`C:\Program Files (x86)\Winscribe\Web Server\Corridor\Web.config`

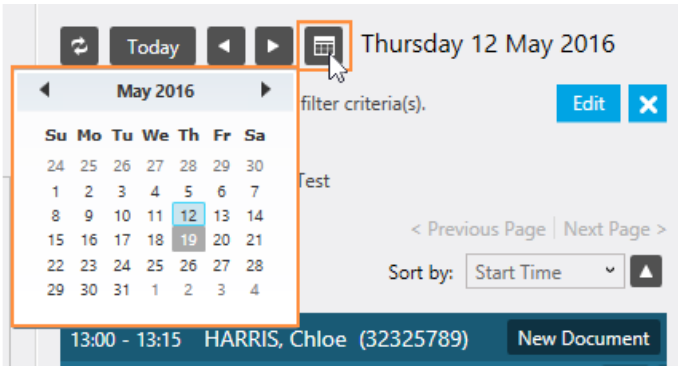
```
<!-- Indicates the server recommmended time for the client to wait before refreshing the
appointment list -->
    <add key="DoctorAppointmentAutoRefreshInterval" value="60"/>
```

**Note**: After creating a document for an appointment, the list of appointments is refreshed and the previously selected date is preserved.

# Navigating Appointments



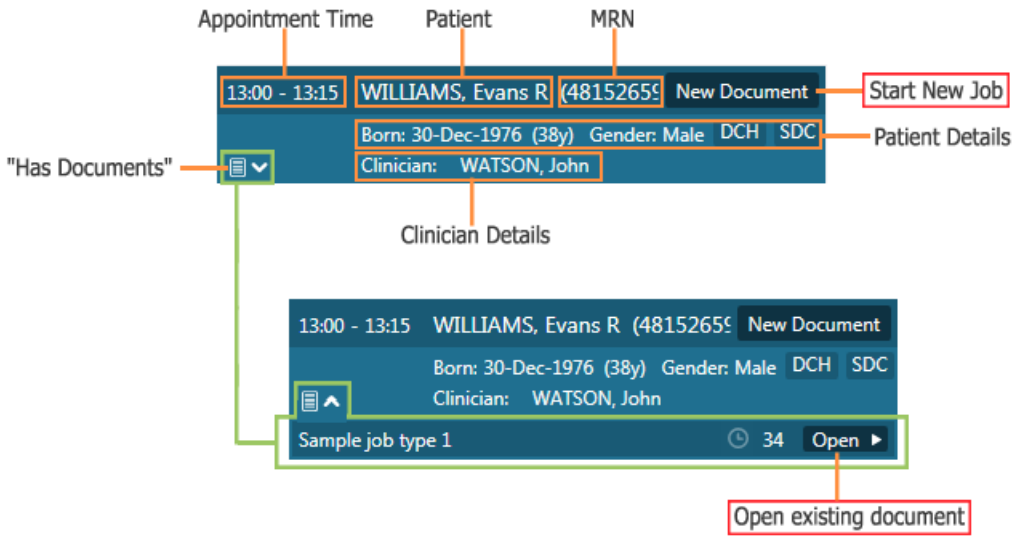

| | |
|---|---|
| **Show Today** | Displays the current day's appointments |
| **Previous/Next Day** | Navigates from day-to-day, either forward or back |
| **Calendar** | Opens the calendar for easy day selection: |




| | |
|---|---|
| **Current Day Displayed** | The day's date of the presently displayed appointments |
| **Filtering** | Enable the appointment list to be filtered and sorted |
| **Navigate Pages** | Navigate between pages when the list of appointments extends beyond a single page |
| **Sort List** | Sorts the list by either Start Time or Patient Name |
| **Filter Dictated Jobs** | Filters the list to show all appointments, or only those not yet dictated |
| **Refresh List** | Manually updates the appointments list |

## Anatomy of an Appointment

In addition to the time of the appointment, each appointment in the list displays details about the patient and provides a button to start a job for that appointment:

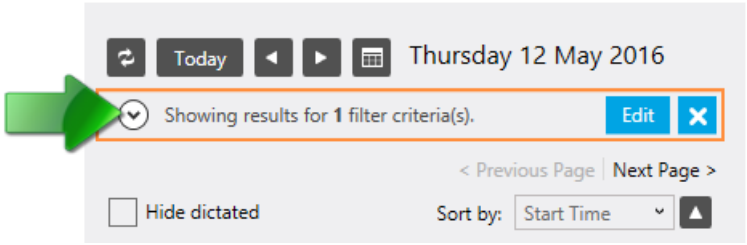



**Note**: Clicking on the patient's name enables the author to view that patient's history — i.e. all the documents previously created for that patient (*See*: Historical Documents)

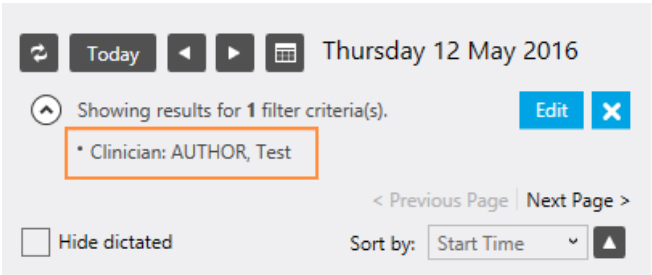
## Filter Appointments

The Filtering Controls enable the author to filter and sort the jobs displayed in the Appointments List. By default, the list shows the appointments where the logged-on author is the consultant.

To view the definition of the current filter in use, click the display button:



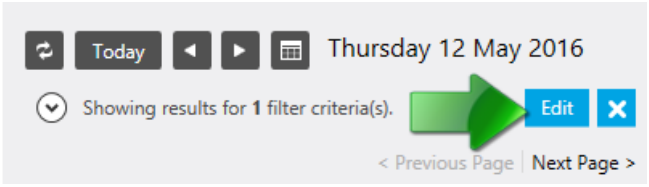

The definition will display below:



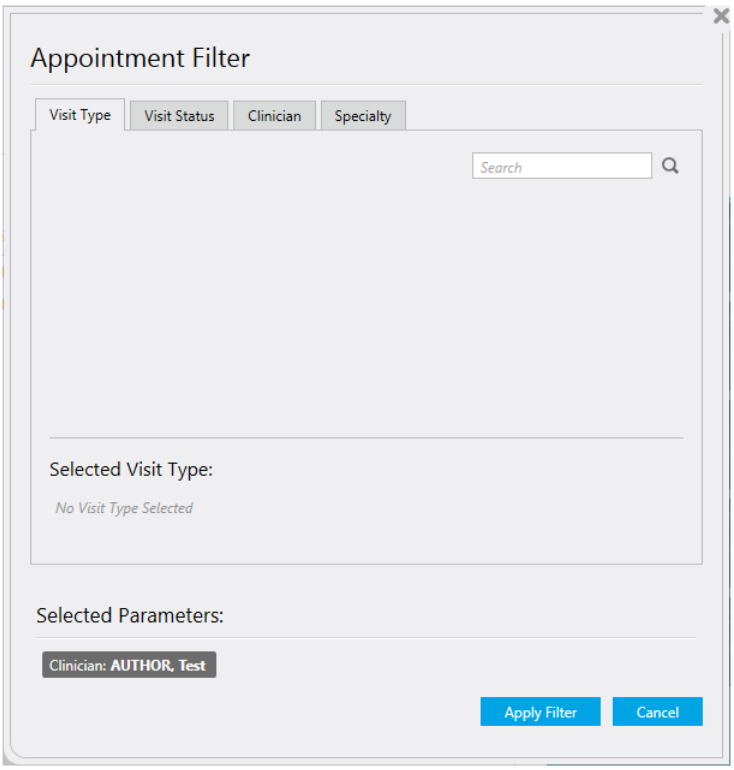

Click the display button again to hide the definition.

# Edit Filter

To edit the definition of the current filter in use, click **Edit**:

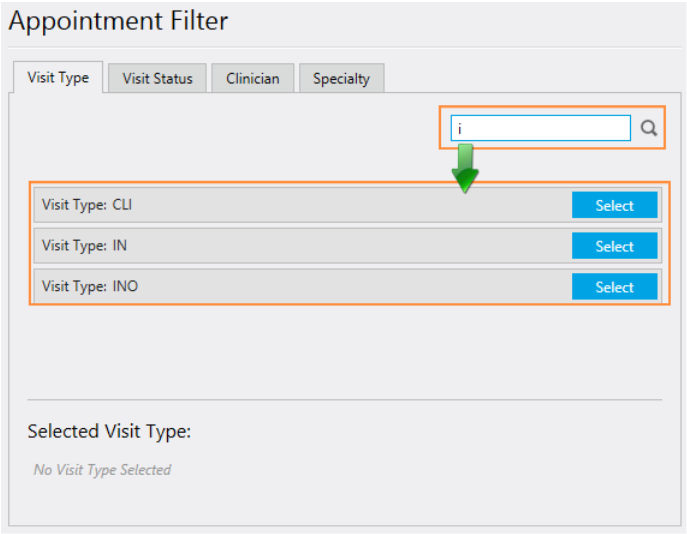



The *Filter Editor* provides a tab for each filter parameter:

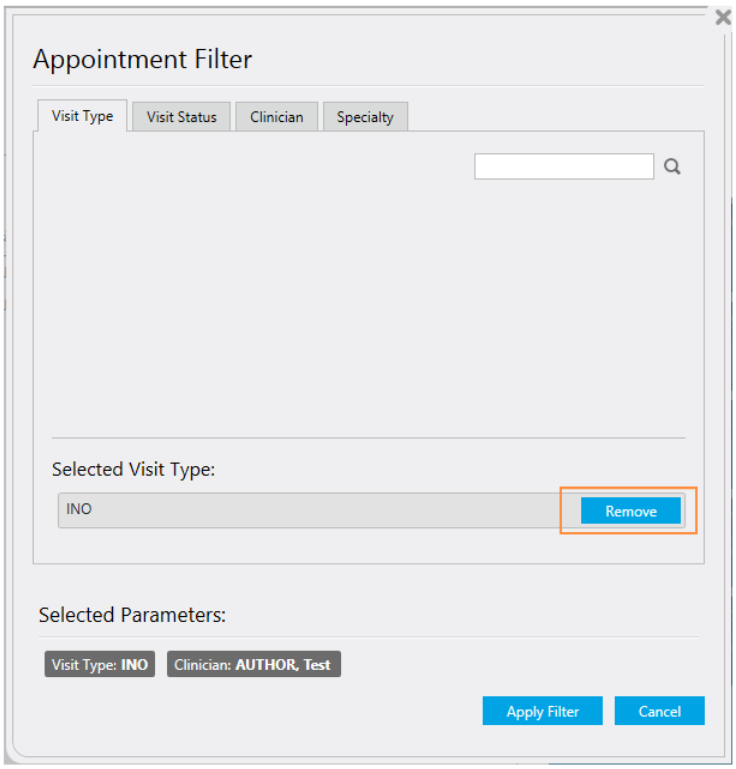



- Visit Type
- Visit Status
- Clinician
- Specialty

To add a new parameter, start typing in the *Search Box*. Matching values will be displayed as you type. Click on the **Select** button of the required value.

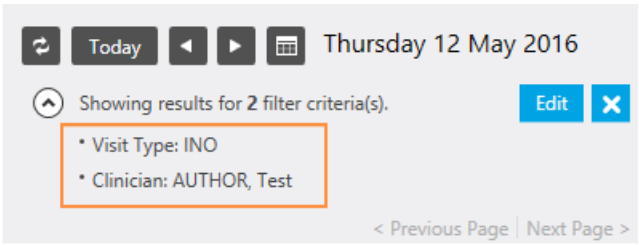


To remove a value, click **Remove**.




To save your changes, click **Apply Filter**.

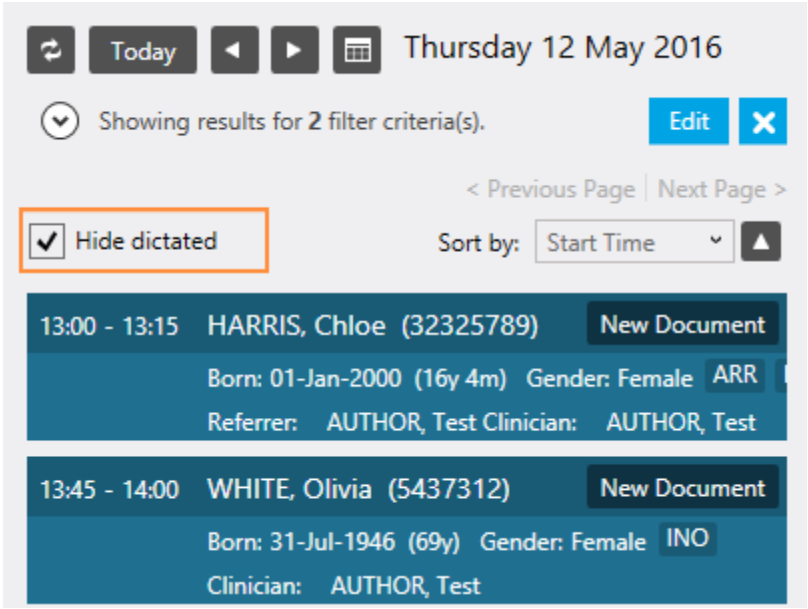
To discard changes, click **Cancel**.




Click the to revert back to the default — the list of appointments where the logged-on author is the consultant.

## Hide Dictated

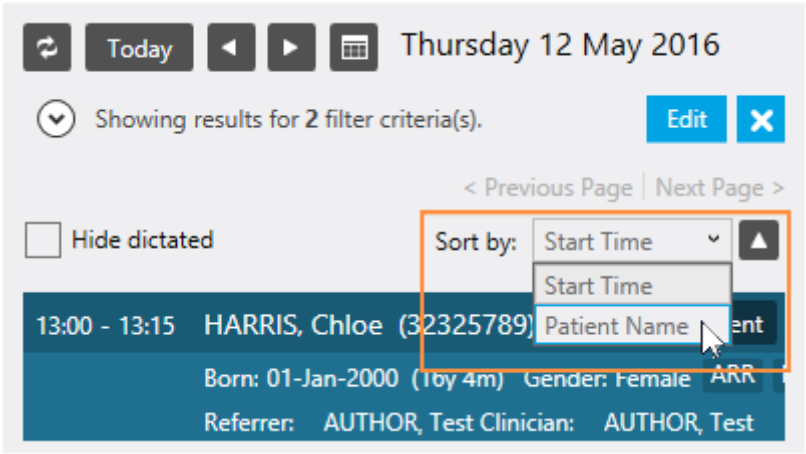
The appointment list can be toggled to display all appointments, or just those that have not been dictated yet.




## Sort Appointments

The displayed list of appointments can be sorted based on either:

- The start time of the appointment
- The patient's name

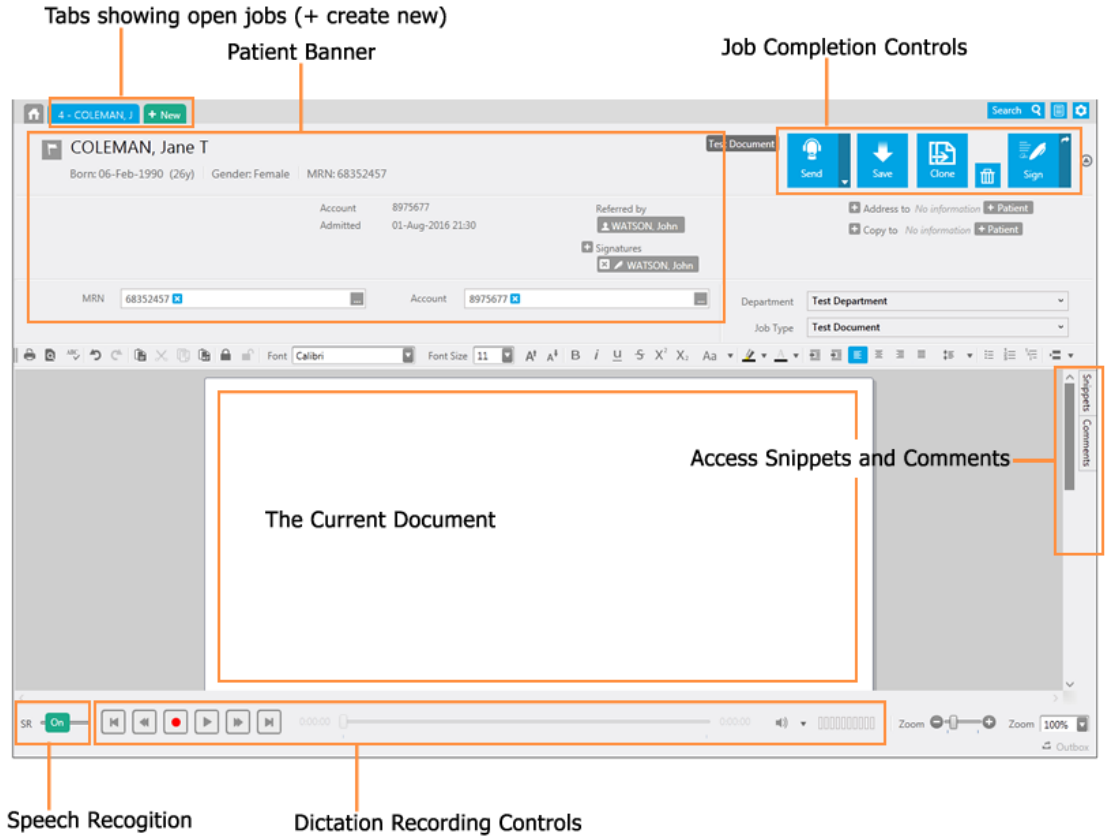



Note: The filter persists when changing between days.

# Job Screen

The **Job Screen** opens whenever the author starts or reopens a job, or opens a job for review.

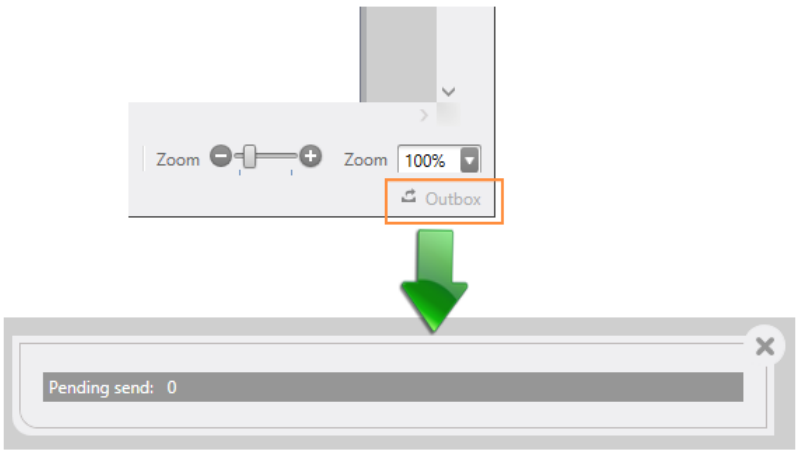
From this screen, the author can record dictation, complete jobs, start new jobs, and review pending jobs.




# Outbox

The **Outbox** is accessible from the Job Screen.

Click the link in the bottom-right of the screen to pop-up the Outbox folder:



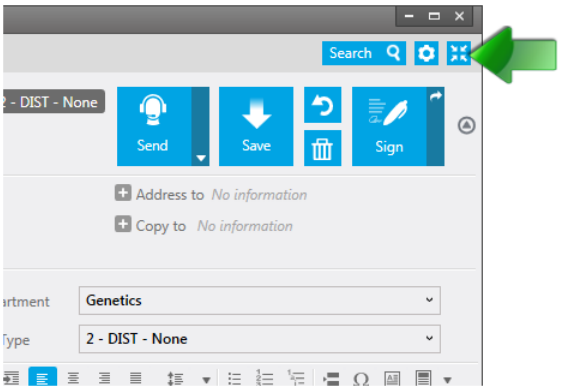

The **Outbox** queue holds jobs sent by the author, but which have not yet been uploaded to the Winscribe server.

# Miniview

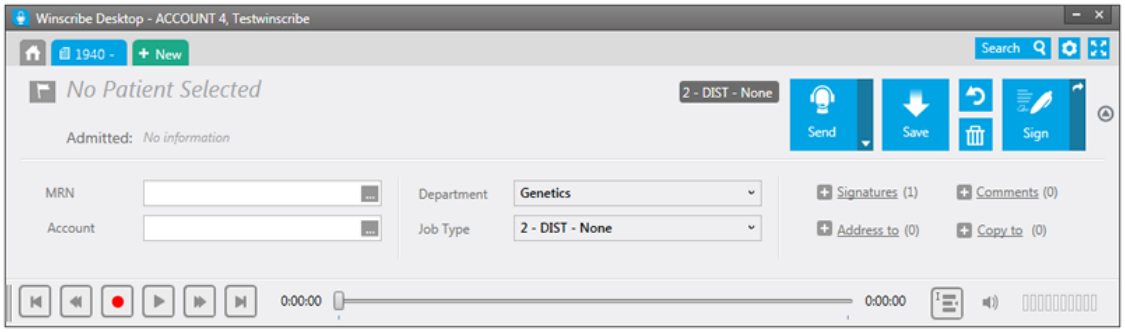
When dictating without Speech Recognition, authors may choose to hide the template and display Desktop in *Miniview* (i.e. a mini view of Desktop).

The Miniview takes up little screen space while recording, enabling the author to view patient information in other systems, if relevant to what is being dictated.

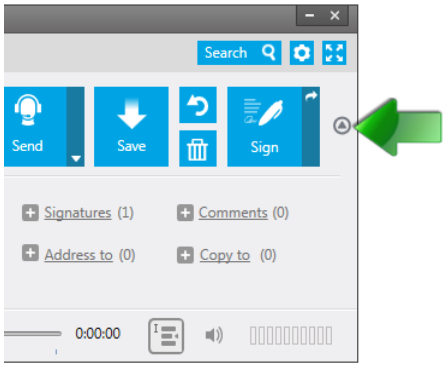
The **Toogle Miniview** button is in the top-right corner of the Job Screen. It toggles between the mini and full view of Desktop:



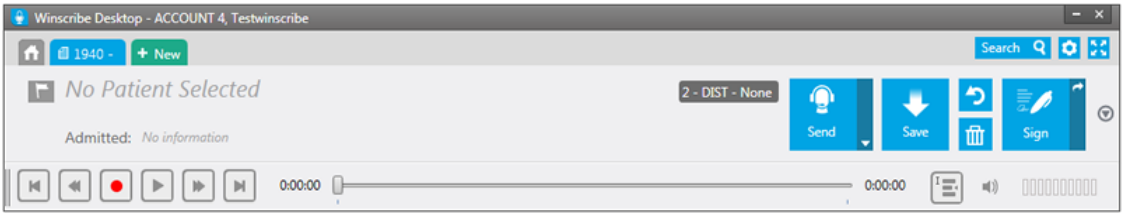

**Desktop Miniview**:




Note that the Miniview display can be further collapsed:




**Collapsed Desktop Miniview**:



# Working with Jobs

## Document Types

There are three types of document format in Winscribe Desktop. The system administrator determines which of these are associated with a job type.

- Report
- Letter
- Patient Letter

### Report

A report is not expected to require an Addressee or Carbon Copies.

| | |
|---|---|
| **Recipient** | None — This is used if the document is a report to be filed away in another system. |
| **Carbon Copies** | No |

### Letter

A letter is expected to have an Addressee (i.e. Doctor) and possibly Carbon Copies.

| | |
|---|---|
| **Recipient** | A doctor |
| **Carbon Copies** | Yes |

### Patient Letter

A patient letter is expected to be addressed to the patient (no doctor addressee), and possibly Carbon Copies.

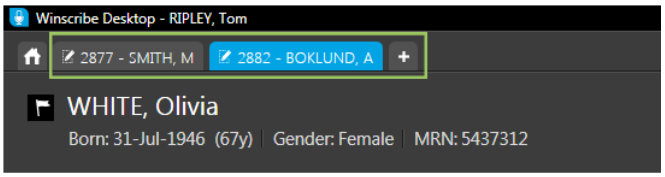
| | |
|---|---|
| **Recipient** | A patient |
| **Carbon Copies** | Yes |

#### Distribution Rules for Patient Letters

- If the selected authoring doctor has ESIG, then the document is sent to the author for signing, and will only be ready for distribution once signed.
- If the selected authoring doctor does not have ESIG, then the document is ready for distribution immediately after the typist completes it.

# Job Tabs

At the top of the Job Screen are the job tabs — a tab will appear for every job currently open. The tab highlighted in blue indicates the job that is currently displayed. Click on a job tab to change to that job.




Often a doctor will be in the middle of dictating a report and then something urgent will come in, e.g. he or she needs to sign off a report, or do a dictation for another patient. The tabs enable the doctor to keep track of what he or she is currently working on.

If the doctor is in the middle of a dictation and needs to sign off a high-priority document, the doctor can open the document from the review queue, Winscribe Desktop will save the current dictation and leave it in a tab. Once the doctor signs off on the other document, the doctor will be brought back to the original dictation. This continues indefinitely, as the doctor opens more jobs, until they are completed.

When a job is completed, it will disappear from the tabs row.

**Note**: At the far right of the tabs is the create new job "+" icon — clicking this will start a new job.

# Starting Jobs

**Note**: In most instances, the author will launch a new job from an appointment, which will contain all the patient demographic. The following sections detail all aspects of job creation, including patient selection for a new, initially blank job.

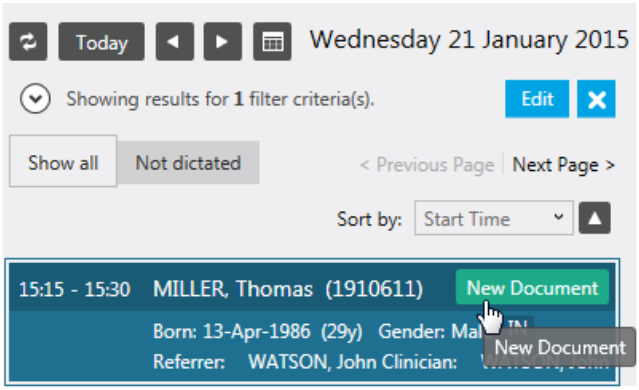
## Last Document Used

Desktop remembers the last document type used by a user.

The last document type is saved whenever the user changes the document type, and is used again the next time the user creates a document. The type is saved in the user's local settings and is per-department.

## Start a New Job from an Appointment

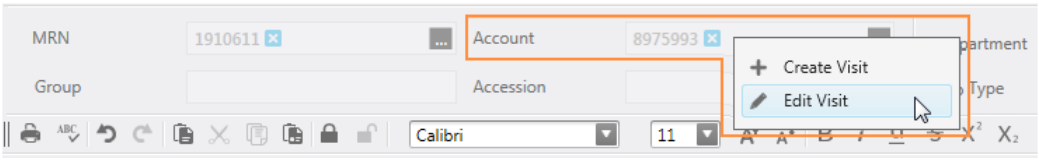
To start a new job from an appointment, click the appointment's **New Document** button:




The job screen will open with a new document and the patient's demographics will be loaded to it.

### Edit Visit

Only the *Department* and *Job Type* may be changed in jobs created from appointments. All other fields (e.g. Site, MRN, etc.) are fixed — with the exception of the visit (if the clinician has been assigned permission by the system administrator). In that instance, the clinician may right-click on the disabled visit field and select to **Edit Visit**:

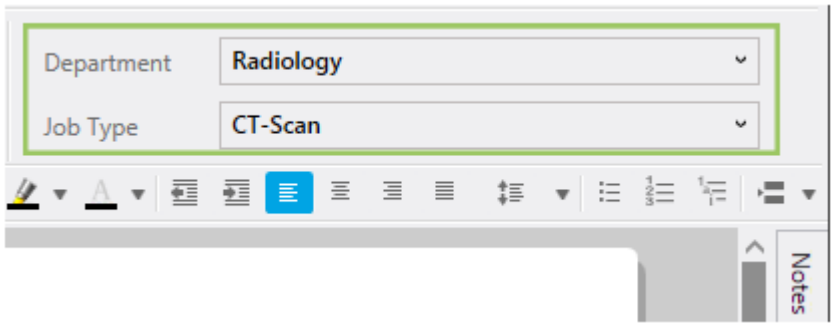



# Start a New Job from a Barcode

Clinicians can initiate new documents from the Home screen using a supported barcode reader (see list below).

**Note**: This function only works from the Home Screen.

A patient barcode is scanned, and the scanned value is populated into one of the following fields of the new document: **Patient** (MRN), **Visit** (account), or **Order** (Accession); depending on the Document Type (the document type used is the default one for the default department in the default site of the clinician).




The field is determined by the Document Type's *Document Class*:

| Document Class | Textbox filled in new job |
|---|---|
| C | Order (Asscession) |
| D | Patient (MRN) |
| blank | Visit (Account Number) |

## Supported Devices

### Philips SpeechMike Models:

- Philips DPM8500
- Philips LFH3610
- Philips LFH3600
- Philips LFH5282
- Philips LFH3310

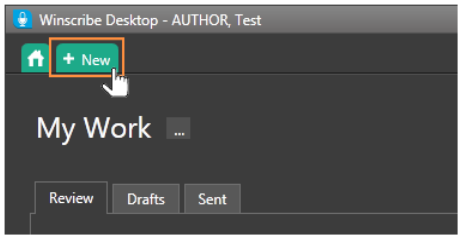
### Opticon:

Opticon OPR-3201 USB

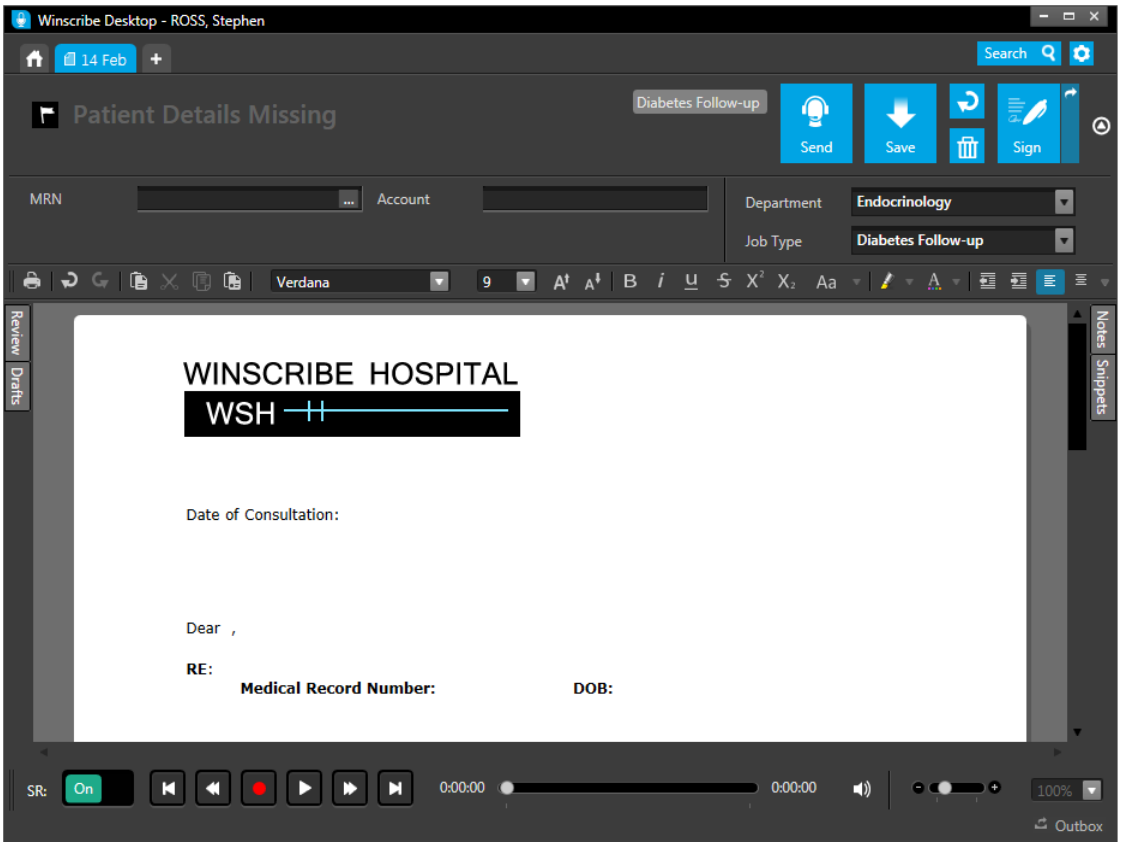
**Note**: Above are certified devices. However, any barcode reader that acts as a keyboard and emits a carriage return character after the code should work.

# Start a New, Blank Job

To start a new, blank job, click "**+ New**" in the job tab:

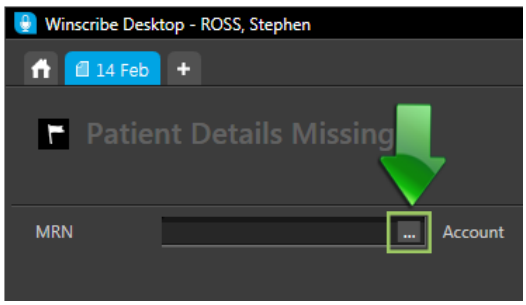



A new, blank job will load in the Job Screen, with the author's default Department, and Job Type and Document Template (these can be changed by the author, if he/she has the appropriate permissions):



# Assign a Job to a Patient

1. To assign a new, blank job to a patient, click the "**...**" icon at the right of the *MRN* field:

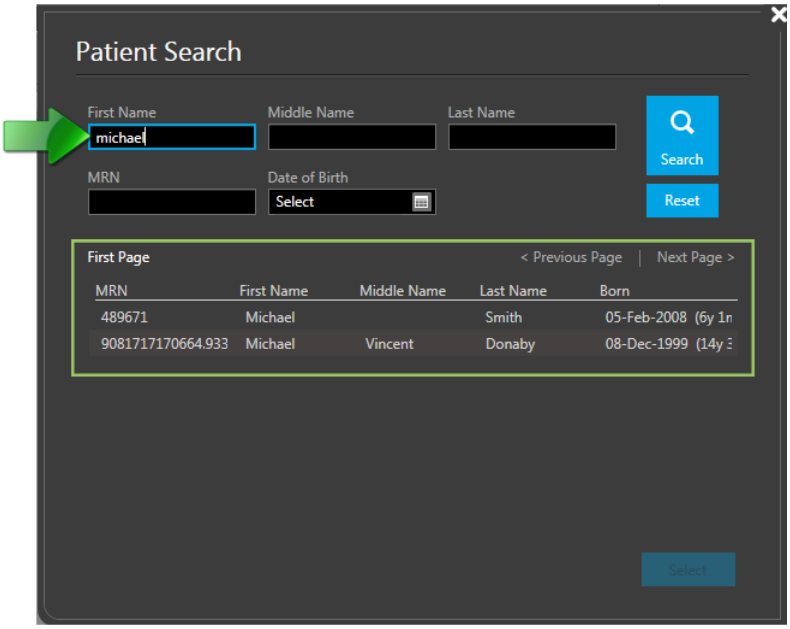



**Notes**:

The patient's MRN, if known, can also be typed directly into the MRN field.

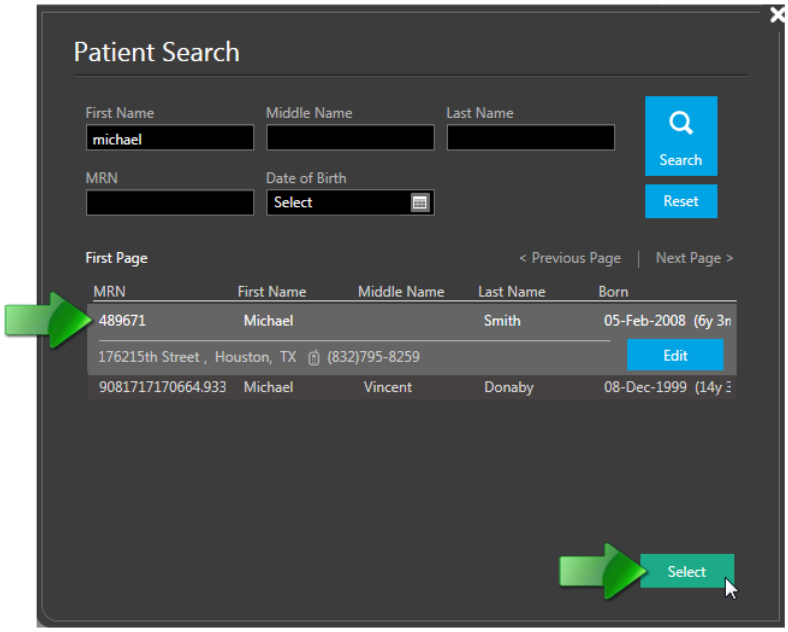
Alternative IDs cannot be entered here, but must be searched for using the Patient Search.

2. This opens the Search window:



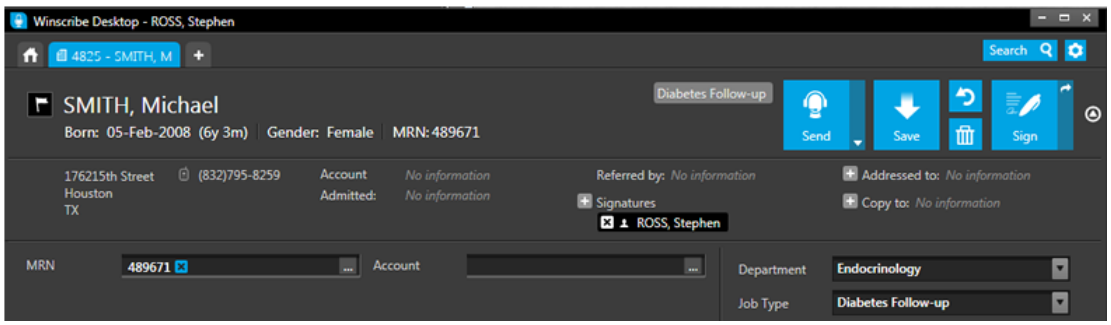

Enter search details, e.g. a first, middle, or last name; an MRN; or a date of birth. Search results will automatically appear below.

3. Click on a result to open it out:



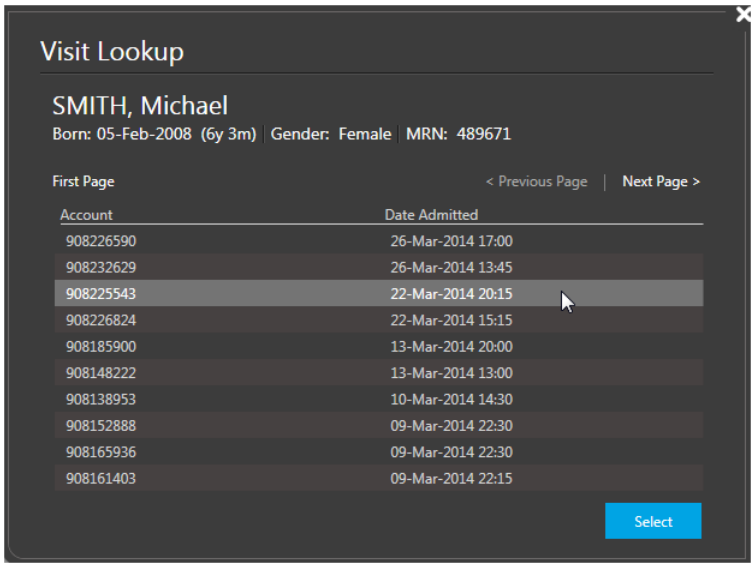

If this is the patient you are looking for, click the **Select** button.

4. The search window will close and the patient's details will be loaded to the job:

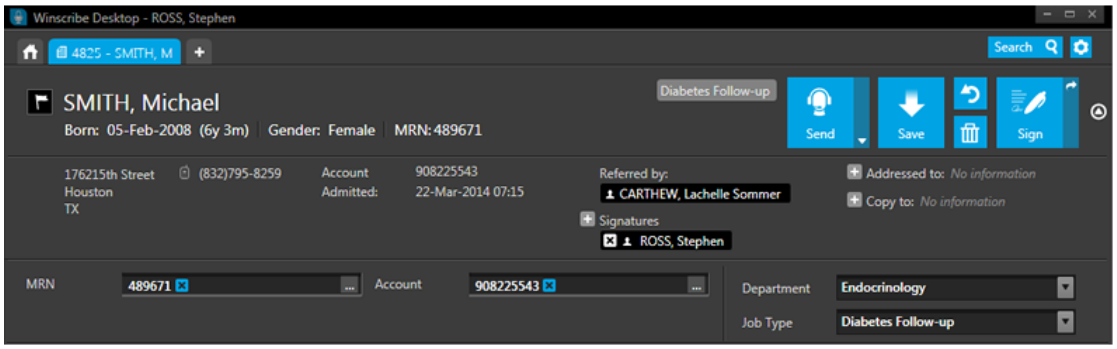



**Note**: If the job has a formatted template, patient details may also be populated to the document itself.

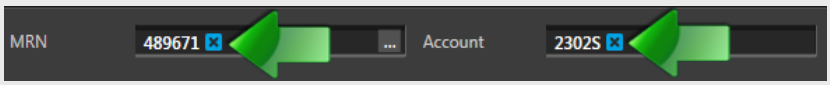
5. To assign an Account, click the "**...**" icon at the right of the **Account** field.
6. The Visit Lookup window will open and display the most recent visits to the hospital/clinic for the patient:



Select the required **Account** (double-click or click and click **Select**) and the patient's details will be loaded to the job:




**Note**: To change details, click the blue "**X**" to remove the input:




## Orders/Accession Numbers

When working in order-based environments such as radiology, Document Types can be configured with the Document Class 'C'. This denotes that the *Group Number* and *Accession Number* fields will be made visible in the user interface. The document can then be associated with one or more orders. If a group number is chosen, all orders with the same group number will be added to the document.

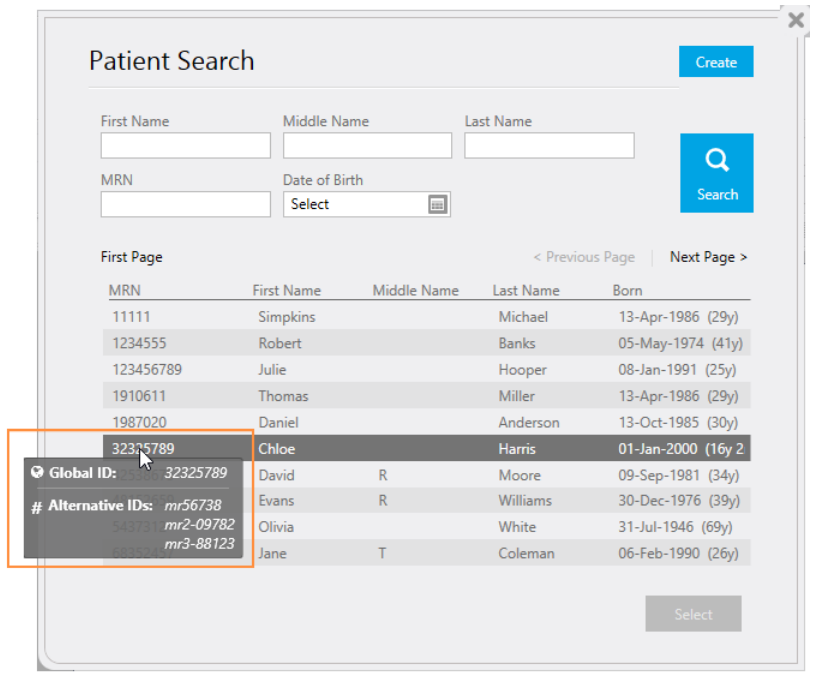
Reverse filling of these fields — If the author enters an accession number, it will automatically infer the account number and MRN.

**Note**: It is possible for an integration with the author's organization's scheduling system to automatically populate the correct patient, visit, and order (*See*: Appointments).

# Patient Search: Multiple IDs

**Note**: The following is only applicable where the Winscribe server has been configured for Multiple Patient IDs.

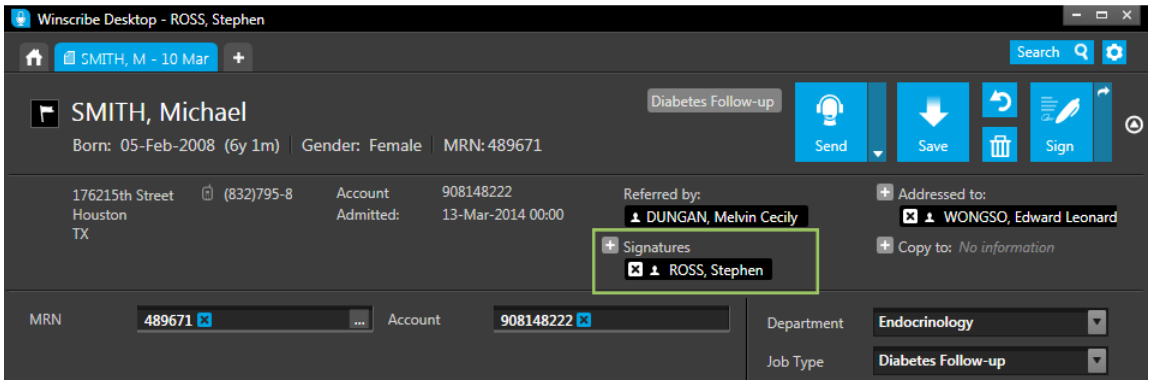
Hovering the mouse over a patient's MRN will popup a list of his/her Alternative IDs:




Patients can be searched for using an Alternative ID (in the MRN field), if the Global ID is unknown.

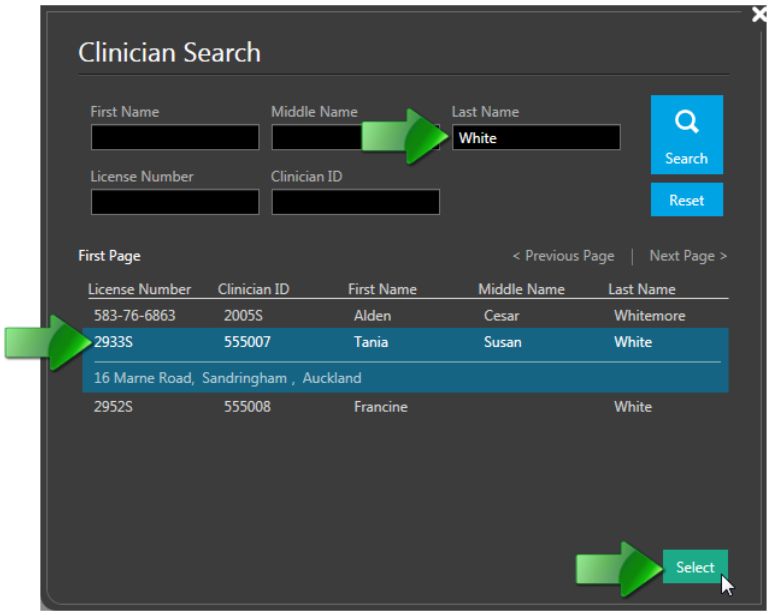
# Add/Remove Signatures

Once patient demographics have been defined, the author can add/remove signatories.

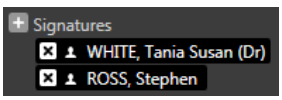



### *To add a Signature*

1. Click the "**+**" to the left of the *Signatures* label to open the Clinician Search window.
2. Use the search window to find the required clinician:




   a. Enter search details, e.g. a first, middle, or last name; or a License Number; or Clinician ID.
   b. Search results will automatically appear below. In the results, click to highlight the recipient you are looking for.
   c. Click the **Select** button.
3. The signature will be added to the *Signatures* list:



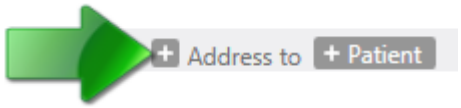

4. Repeat these steps if you wish to add further signatories.

### *To Remove a Signature*

Click the "**X**" to the right of the clinician's name.

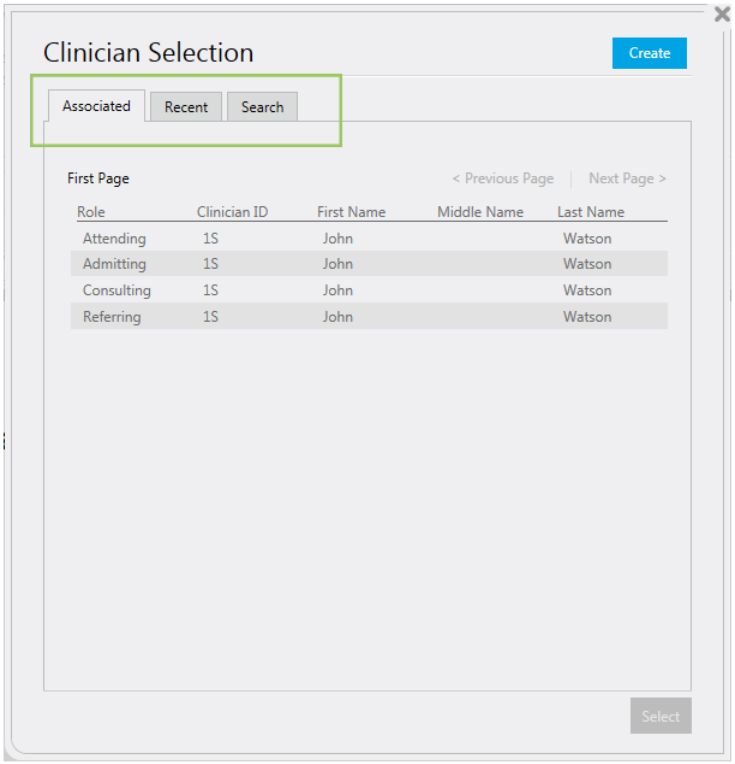
# Assign a Recipient for the Document

1. To assign a recipient for the document, click the "**+**" to the left of the *Address to* field:




**Note**: You can address the document to the patient him/herself by simply clicking the "**+ Patient**" button.

2. Clicking to assign a clinician opens the Clinician Selection window:



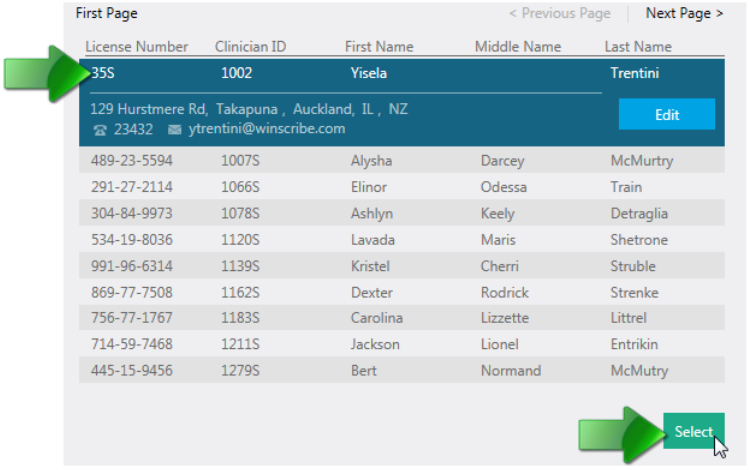

The window is divided into three tabs, which display:

- **Associated** — clinicians directly associated with the patient
- **Recent** — the most recent addressees for documents regarding this patient
- **Search** — a clinician search facility

**Note**: The *Associated* and *Recent* tabs only appear if a patient has been selected for the document; otherwise only the *Search* tab is displayed.

3. Select the clinician you require.
4. On the *Search* tab (if you need to search for the clinician), enter search details, e.g. a first, middle, or last name; or a License Number; or Clinician ID. Search results will automatically appear below.

In the results, click to highlight the recipient you are looking for, and then click the **Select** button:




5. Once you have selected a clinician, the selection window will close and the recipient will be added to the *Address to* field:

**Note**: If the required clinician is not in the system, select the **Create** button to add him/her (See: *Creating & Editing Clinicians*).

## Auto Address To

If the job type for the document has been configured for *Auto Recipient* by the system administrator, then selection of the Visit/Account will automatically populate the **Address To** field.

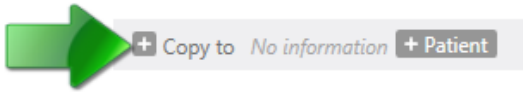
## Addressed To : Optional

In certain instances, the author may wish to leave the *Addressed To* field blank:

1. The doctor is self-authoring, but doesn't know who the recipient is, wants to sign the letter, and trusts the typist to select the appropriate Addressed To.
2. There isn't a recipient for the letter, the template is generic, and the author does not have time to change to a different document type.

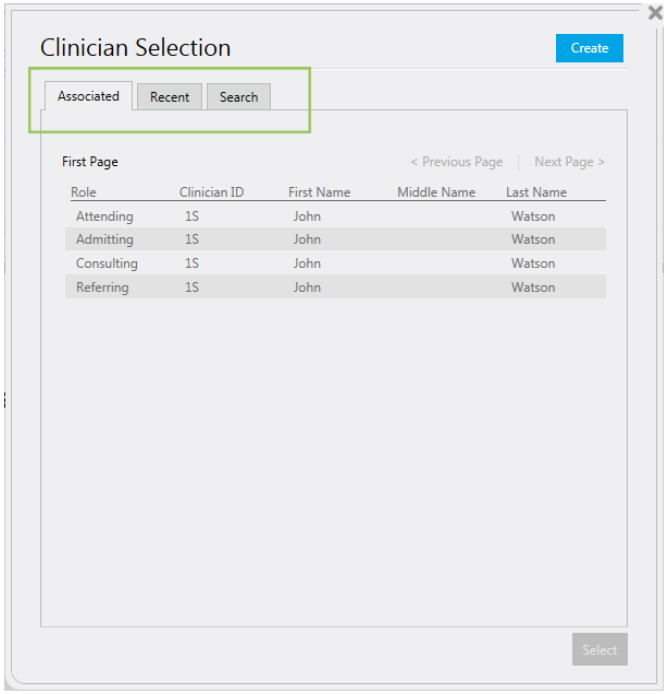
# Add & Remove Copy To

1. To assign a "Copy To" recipient for the document, click the "**+**" to the left of the *Copy To* field:




**Note**: You can *Copy To* the document to the patient him/herself by simply clicking the "**+ Patient**" button.

2. Clicking to assign a clinician opens the Clinician Search window:




The window is divided into three tabs, which display:

- **Associated** — clinicians directly associated with the patient
- **Recent** — the most recent addressees for documents regarding this patient
- **Search** — a clinician search facility

**Note**: The *Associated* and *Recent* tabs only appear if a patient has been selected for the document; otherwise only the *Search* tab is displayed.

3. Select the clinician you require.
4. On the *Search* tab (if you need to search for the clinician), enter search details, e.g. a first, middle, or last name; or a License Number; or Clinician ID. Search results will automatically appear below.

   In the results, click to highlight the recipient you are looking for, and then click the **Select** button.
5. Once you have selected a clinician, the selection window will close and the recipient will be added to the *Copy To* field:

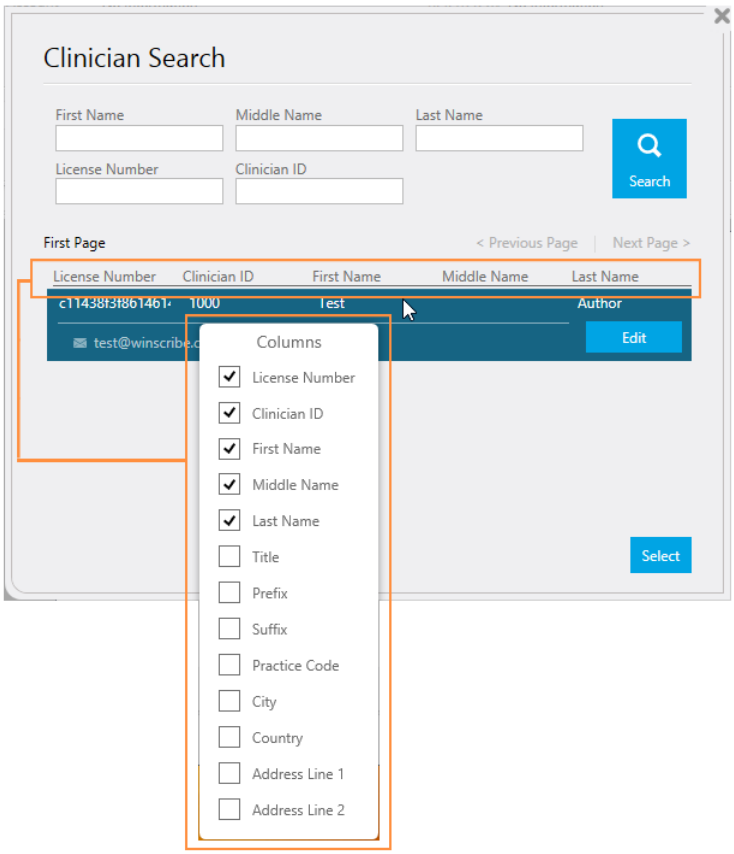
6. Repeat these steps if you wish to add further recipients for *Copy To* copies.
7. To remove a *Copy To* recipient, click the "**X**" icon to the right of the clinician's name.

**Note**: If the required clinician is not in the system, select the **Create** button to add him/her (See: *Creating & Editing Clinicians*).

# Clinician Search

The Clinician Search window enables searches for clinicians within the system.

Note that the results columns can be customized (right-click on the columns to open the column selector dialog window), and that the columns selected are saved:

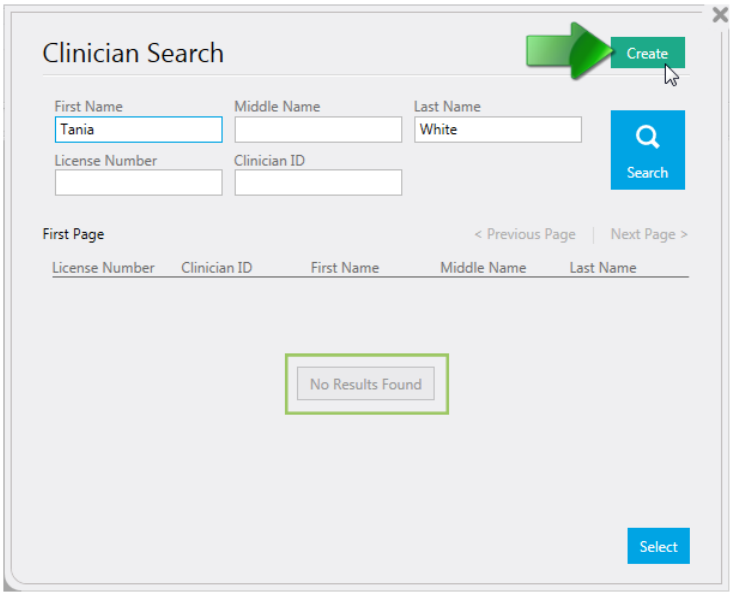



# Creating & Editing Clinicians

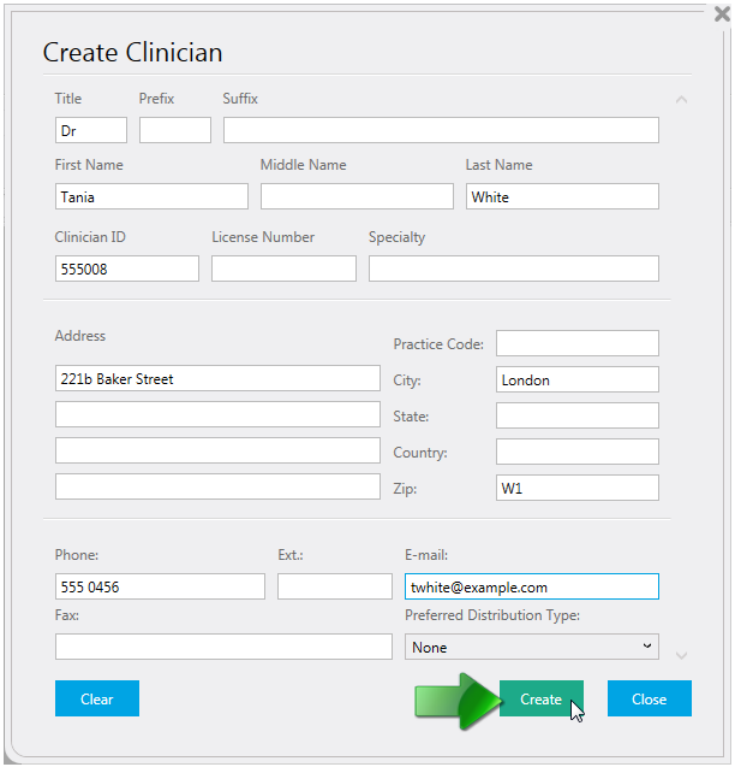
**Note**: The facilities to create and edit clinicians are only available to authors to whom the system administrator has granted permission.

# Create a New Clinician

1. Always search thoroughly for the required clinician before creating a new record, as this avoids creating duplicates. If the required clinician does not exist, click **Create** in the search window:




2. On the Create Clinician screen, fill in the fields as needed:




   - All fields are optional, with the exception of **First Name** and **Last Name**.
   - **Clinician ID** and **License Number** are generated automatically if left blank.
   - The new clinician is created in the **Site** associated with the current clinician (i.e. the currently logged-in author).

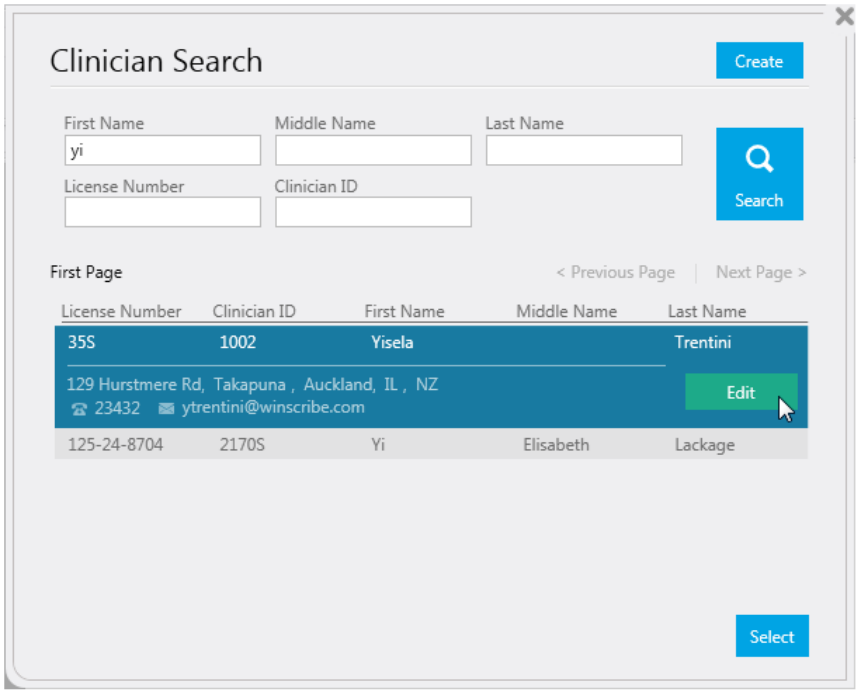
   When completed, click **Create**.

3. The new clinician is created, and he/she is immediately selected for the job.

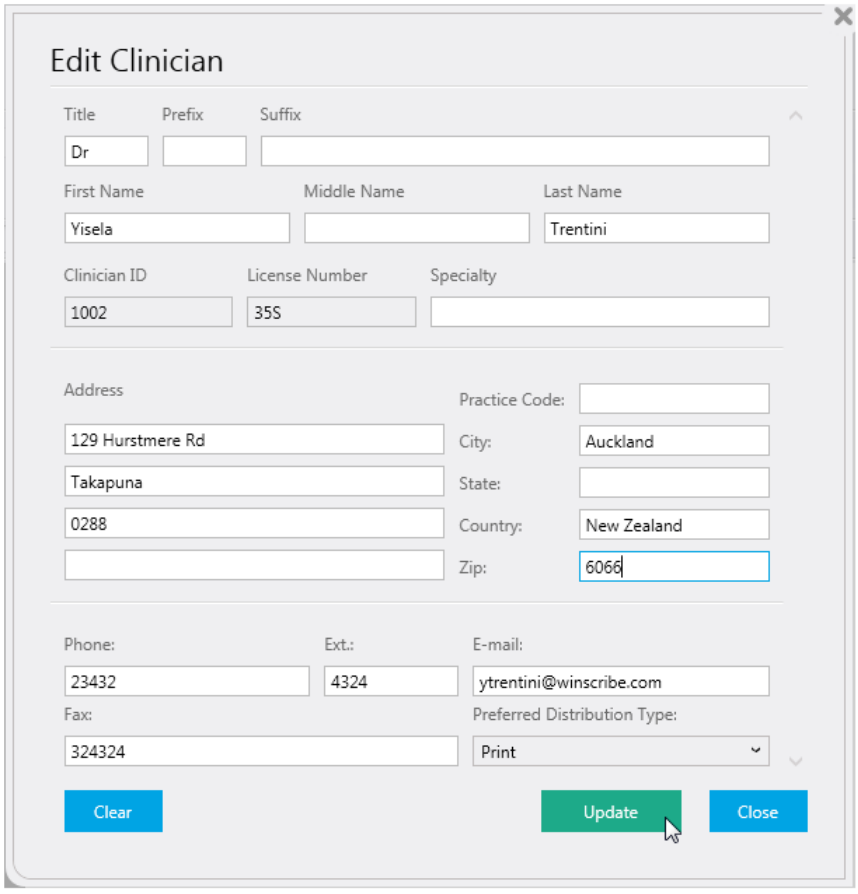
# Edit a Clinician

When selecting clinicians to add to a document, the author has the option (if needed) to edit and update a clinician's details:

1. Select the clinician you wish to update, and click **Edit**:




2. The Edit Clinician window will open:




3. Update the clinician's details and click **Update**.

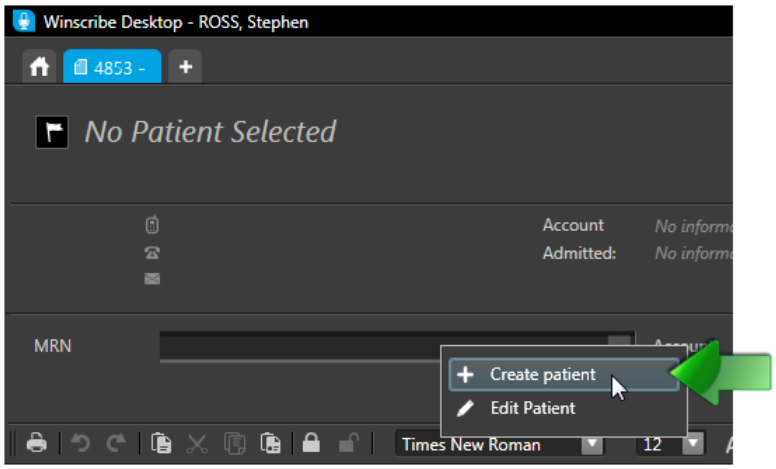
# Create & Edit Patients

**Note**: The facilities to create and edit patients are only available to authors to whom the system administrator has granted permission.

## Create a New Patient

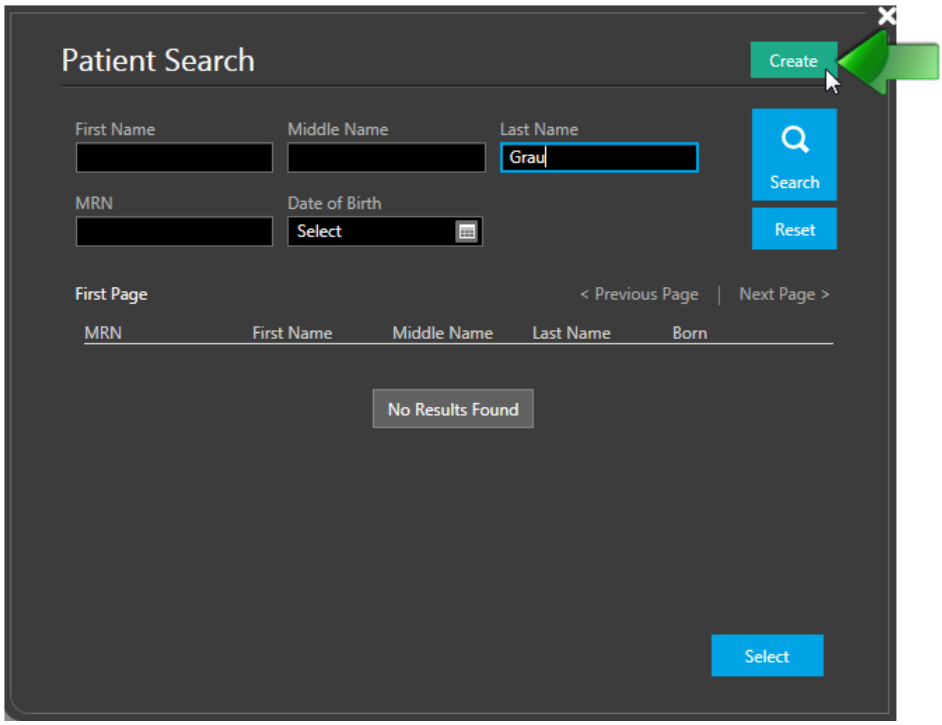
There are two methods to create a patient:

1. From the patient banner:



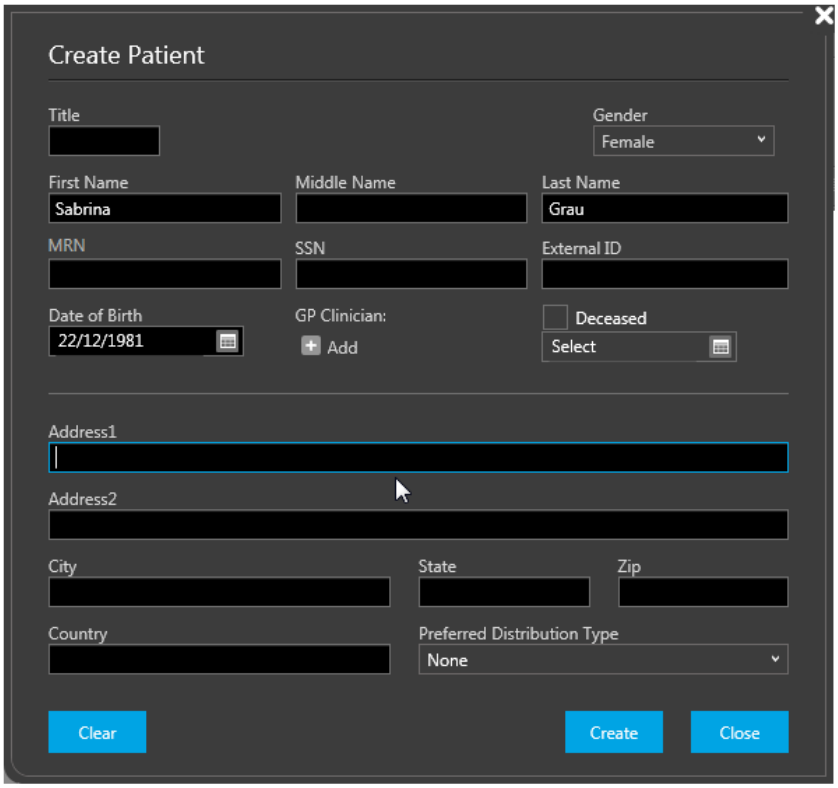

   Right-click on the **MRN** field and select **Create Patient** from the context menu.

2. From the patient search, when the patient is not found in the search results:




   Click the **Create** button.

3. In both instances, the Create Patient window opens and the patient's details may be entered:




**Notes**:

Any search criteria entered on the Patient Search window will be automatically copied over to the Create Patient window so you don't need to retype it.

The patient's *Last Name* is the only mandatory field.

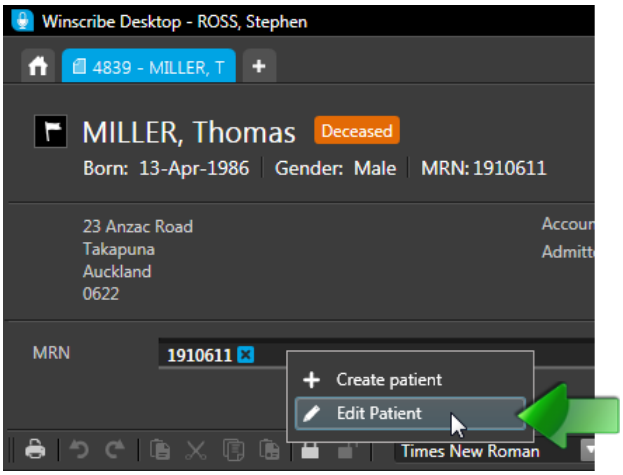
If the *MRN* is left blank, the author must confirm that the system may auto-generate a number.

4. After entering the new patient's details, click the **Create** button.

## Edit a Patient

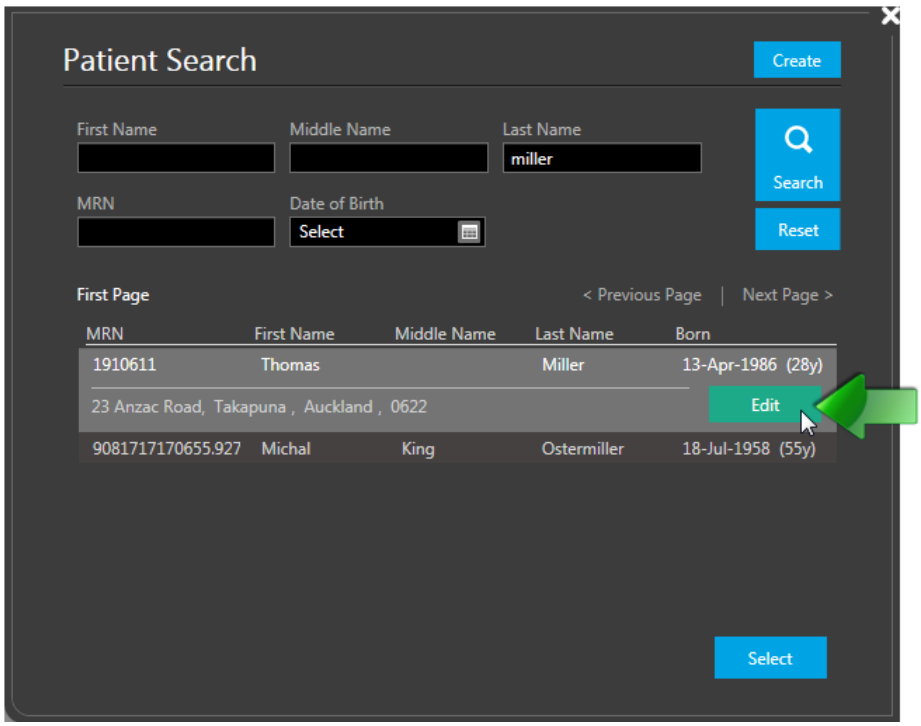
There are two methods to open a patient for editing:

1. From the patient banner, when a patient has already been selected:



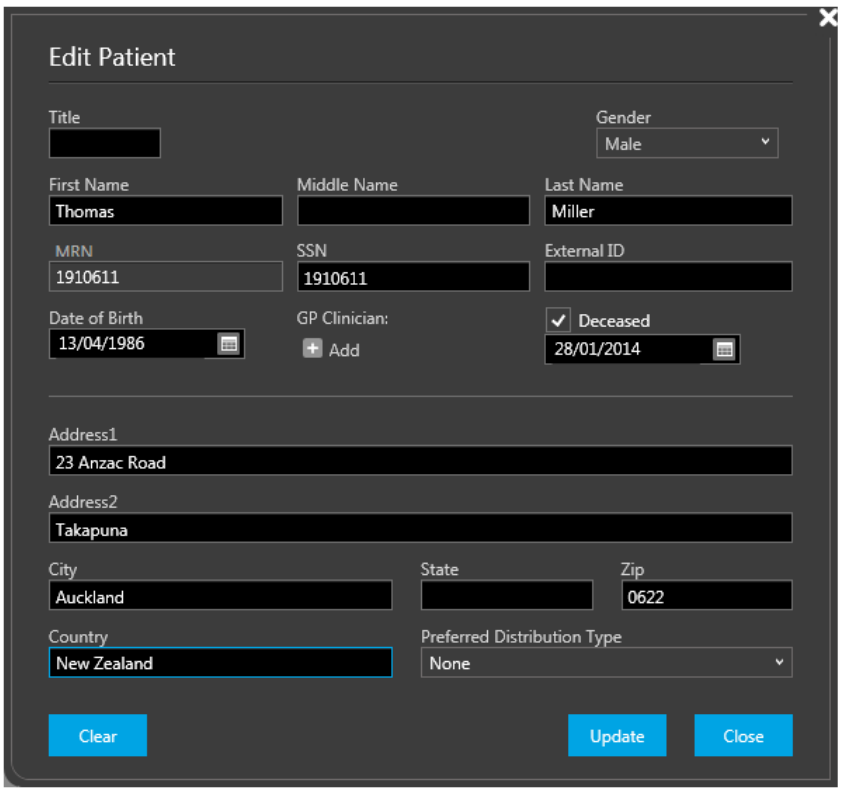

Right-click on the **MRN** field and select **Edit Patient** from the context menu.

2. From the patient search, when the patient is found in the search results:




Select the patient in the results and click the **Edit** button.

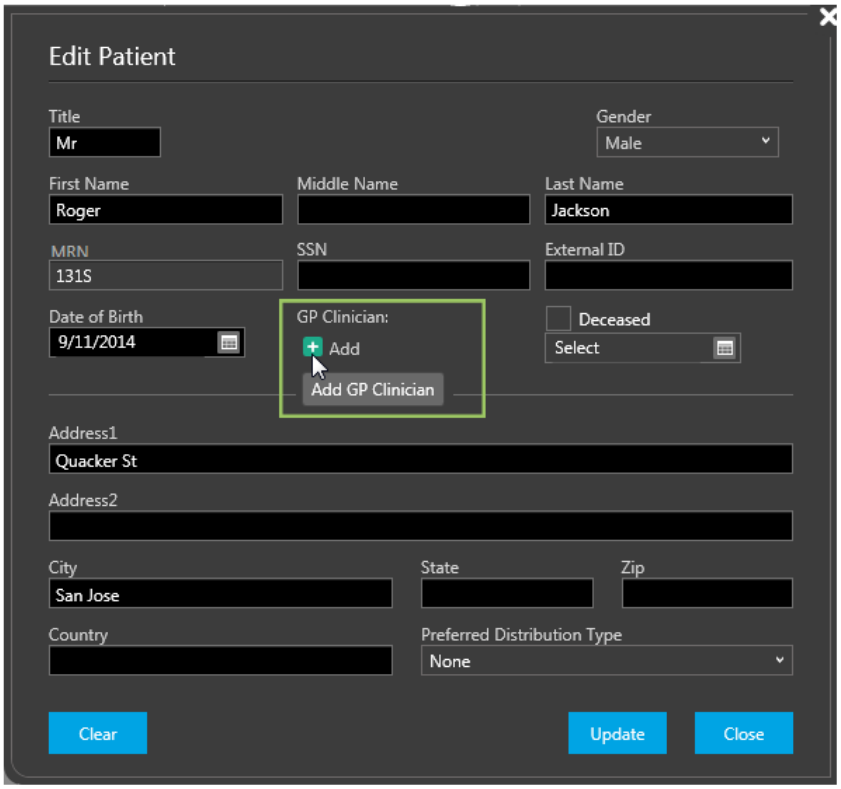
3. In both instances, the Edit Patient window opens and the patient's details may be updated:




4. Once edited, click **Update** to save the changes.

## Associate a Patient with a GP

When creating or editing a patient, it is possible to associate the patient with a GP Clinician.



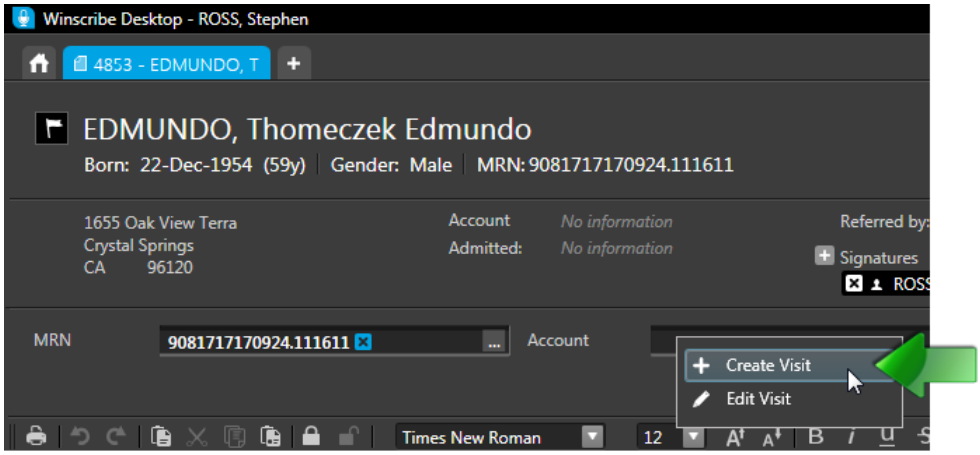

# Create & Edit Visits

**Note**: The facilities to create and edit visits are only available to authors to whom the system administrator has granted permission.

## Create a New Visit

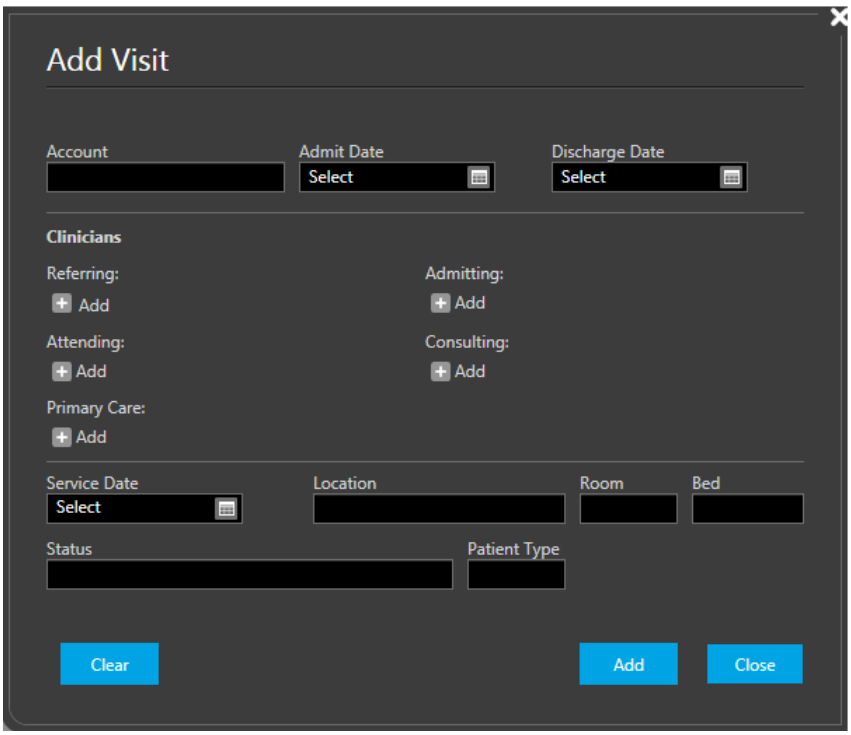
To create a visit:

1. On the patient banner:




Right-click on the **Account** field and select **Create** Visit from the context menu.

2. The Add Visit window opens and the patient's visit details may be entered:



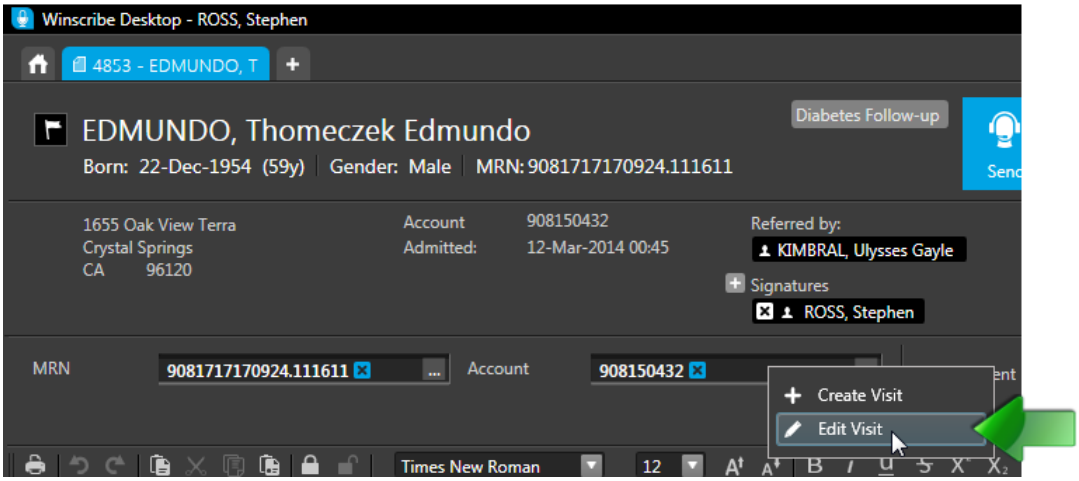

3. After entering the visit details, click the **Add** button.

**Note**: After creating a visit, it is automatically selected on the patient banner.

## Edit a Visit

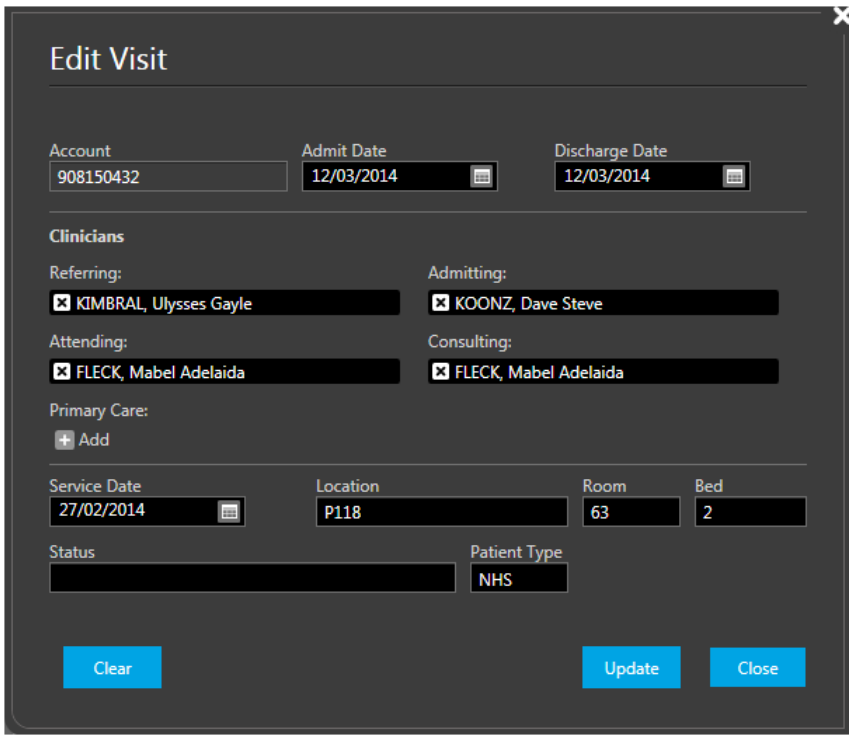
To open a visit for editing:

1. From the patient banner:




Right-click on the **Account** field and select **Edit Visit** from the context menu.

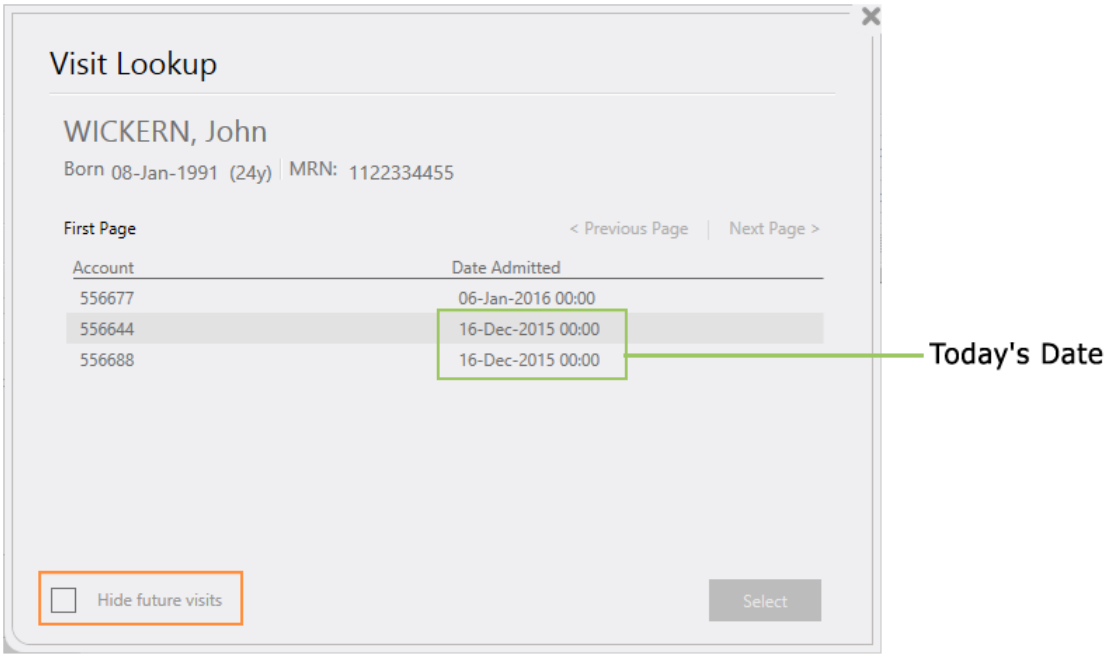
2. The Edit visit window opens and the visit details may be updated:




3. Once edited, click **Update** to save the changes.

## Hide Future Visits

An option is available to *Hide Future Visits* when performing a visit lookup.

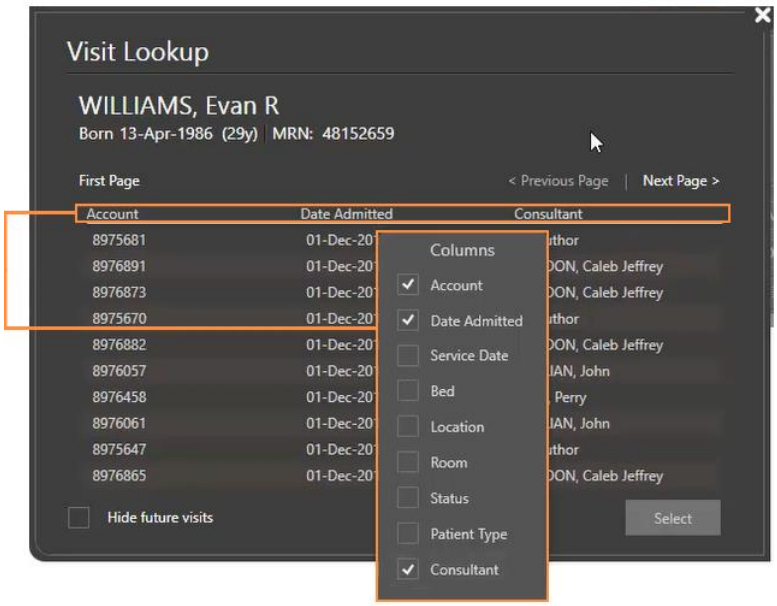



Ticking the checkbox will hide all visits with a future date.

# Visit Lookup

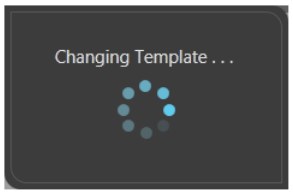
The Visit Lookup window enables searches for patient visits.

Note that the results columns can be customized (right-click on the columns to open the column selector dialog window), and that the columns selected are saved:




# Changing Site, Department, or Job Type

When a new job is started, the author's default Department and Job Type are loaded. If the author has the appropriate permissions to do so, he or she can change these defaults to another option.




**Note**: Changing the Site, Department, or Job Type may also change the template. If an author has started dictating after which the template is changed, the author will be prompted that he or she will lose any changes made to the document. When changing to a document type with the same template, there will be no prompt and no loss of any changes.

# Record Dictation

If configured for Speech Recognition work, the **SR** control (bottom left-hand corner of screen) will default to **On**:

Click the **Record** button to begin dictating the job:

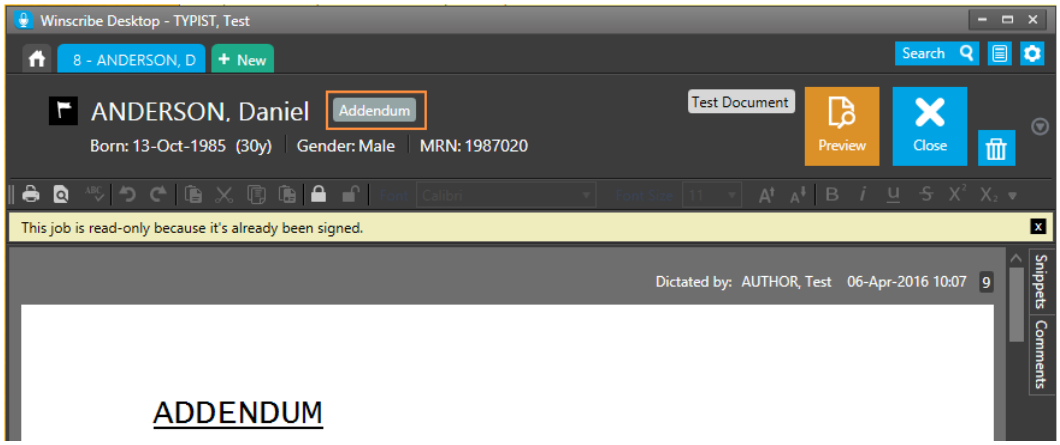
The dictation will be transcribed to the text area of the screen as you dictate:

Click the **Pause** button to stop recording:

# Addenda

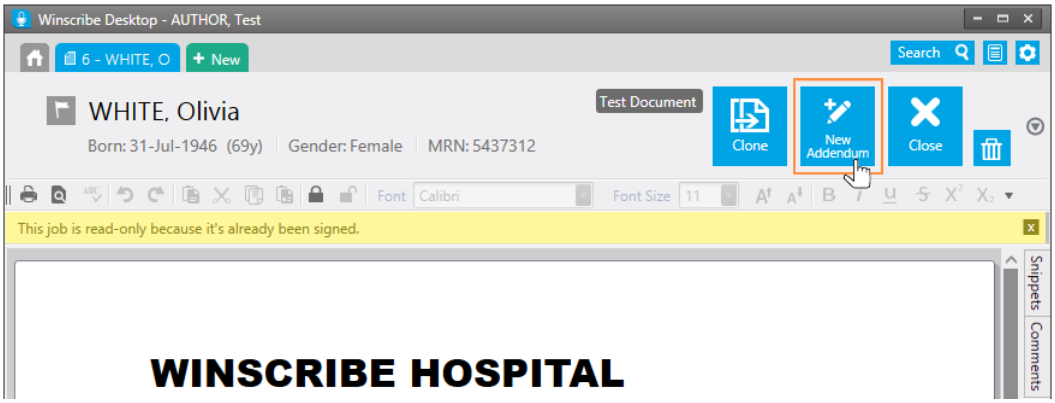
Users can attach addenda to completed documents.

When opening a completed document, the presence of addenda will be indicated:



# Adding an Addendum

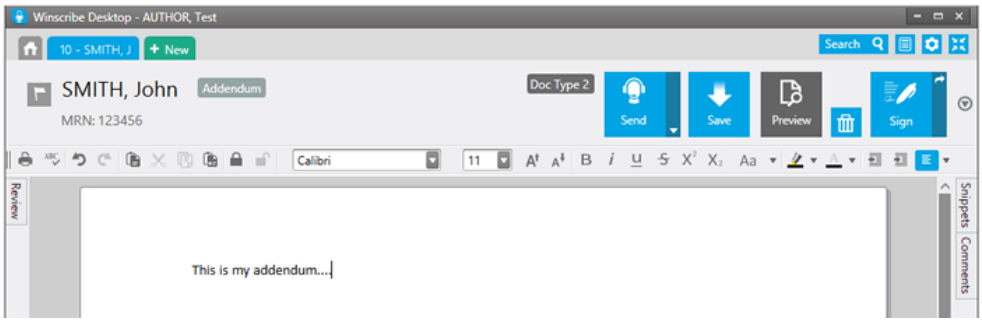
1. To add an addendum to a completed document, reopen it and click **New Addendum**:




**NOTE**: Addenda may only be added to a completed document if:

- The document type has been configured for addendum addition
- The user has permission to add addendum to completed documents; i.e. one or more of his/her roles has the Department Permission *Documents: Create addendum* enabled.

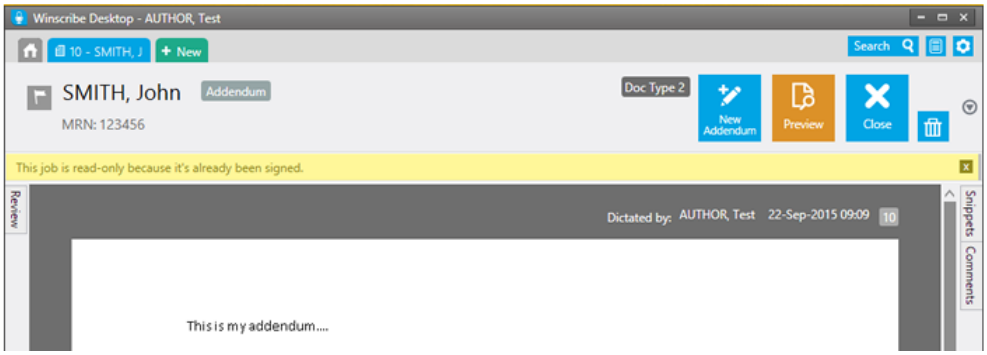
2. The addendum can then be edited/saved in the same manner as the original document:




3. Multiple addenda can be added to a single document, but only one can be created and added at any one time.
   - AutoRecipient/CarbonCopy details are copied across from the document, or from the previous addendum, if there is one.
   - Attachments are copied across from the document, if there are any.

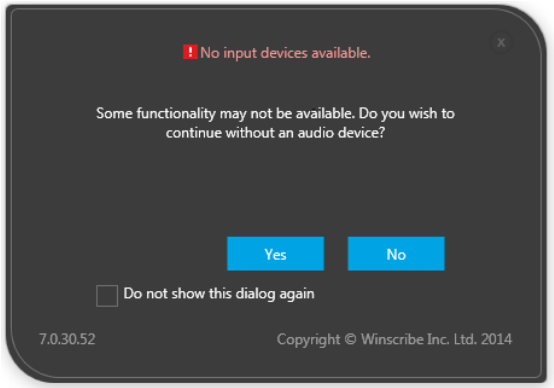
# Viewing Addenda

Addenda remain attached to their document; when reopened, the document will display its attached addenda (display order is latest addendum descending):



# Without Audio Device

Logging in without an attached audio input/output device will invoke the following message:




| | |
|---|---|
| **Yes** | Launches Desktop |
| **No** | Loads the dialog for selecting audio devices |

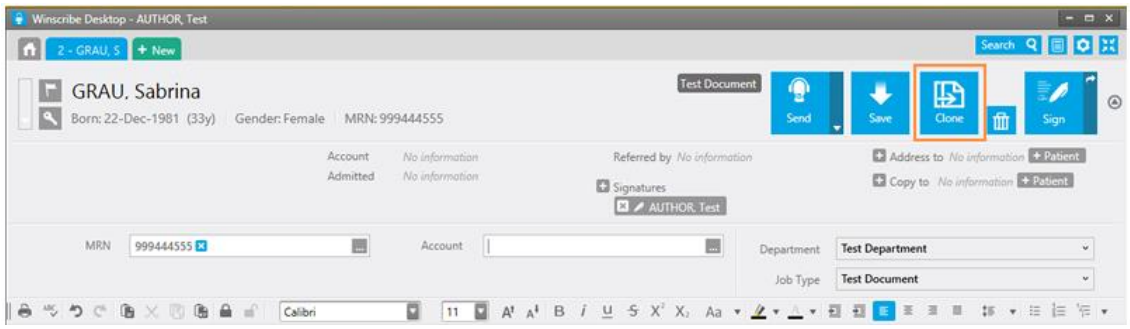
**Do not show this dialog again** — Ticking this checkbox means the next time the logged-in user launches Desktop without a connected device, he/she will not be prompted with the above message (this can be reinstated by clicking the **Recalibrate** button on the *Audio* tab of the *Customize Settings* dialog).

**Note**: Logging in without an audio device enables *non-authoring clinicians* to log into Desktop for the purposes of accessing patient history and signing documents.

# Cloning Documents

**Note**: The user requires the *Department Permission* **Documents: Clone** for cloning documents.

Completed and in-progress documents can be cloned for reuse as a new document.




1. To clone a document (reopen the document if completed) and click the **Clone** button:

2. A clone of the original document will be loaded:
   - It will contain all of the content of the original document.
   - Addressee details, etc., will be updated, if any have changed.

- Any Auto-Recipients will be refreshed. This is important, when cloning completed documents, in instances where a patient has changed physicians, i.e., if the original document was automatically sent to the patient's "old" GP, the new document will sent to the "new" GP.
- If the document has attachments, an option is provided to preserve identical copies of the attachments with the clone:

  ☐ Preserve attachments

- The cloned document will be unsigned.

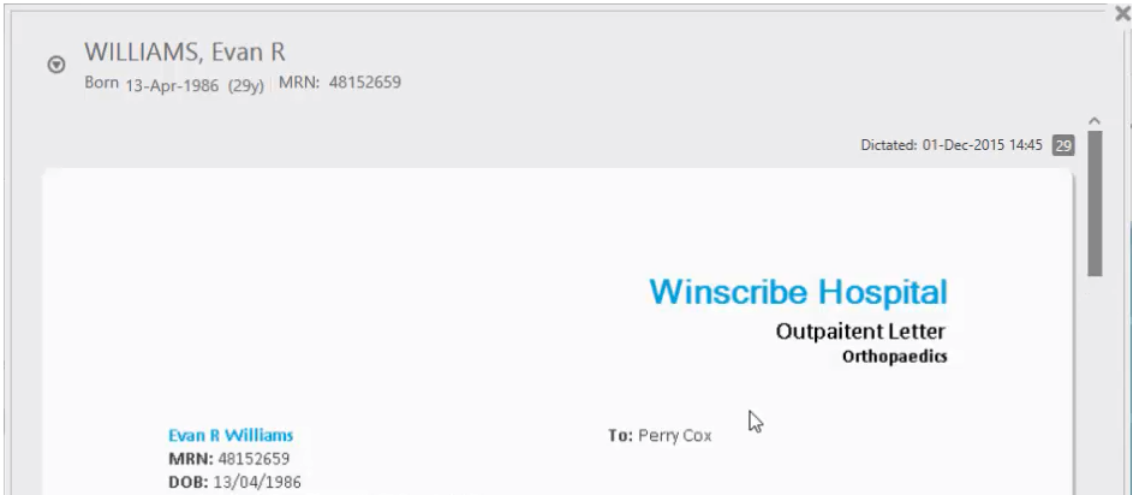
**Important Note**: Completed documents with attached addenda may not be cloned.

## Cloning from a Patient's History

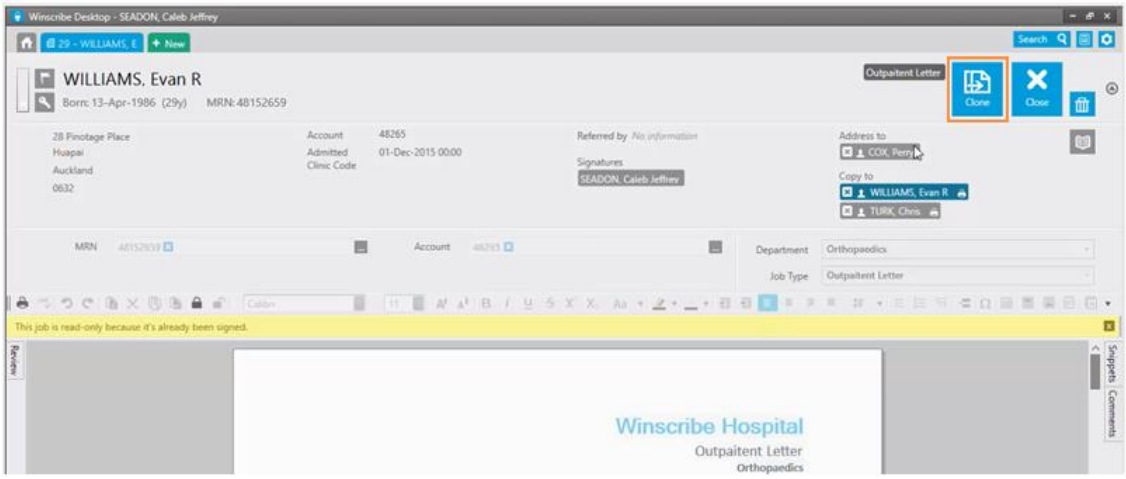
Any completed document in a patient's history may be cloned (with the exception of those with attached addenda).

1. Open the patient's history:

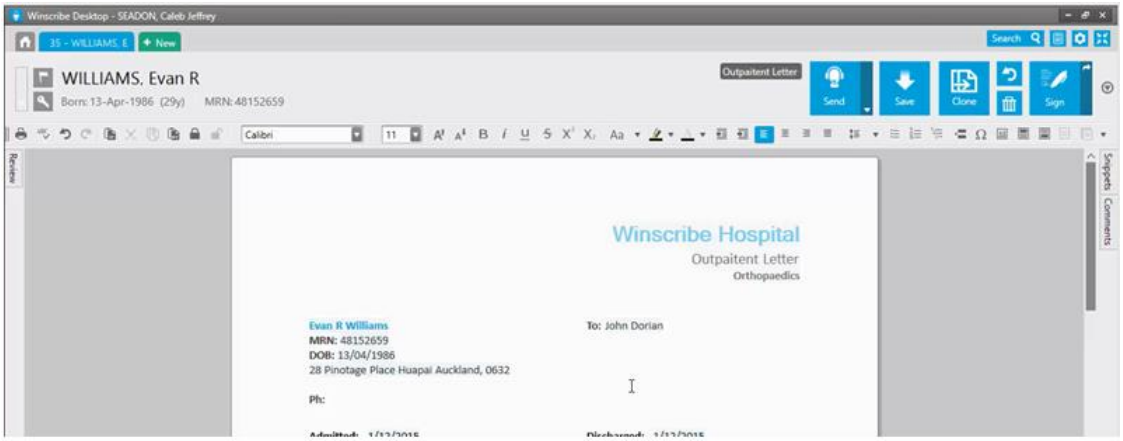
2. Select the document in the patient's history that you would like to clone.




3. Double-click the selected document.
4. The document will open as read-only, but with a **Clone** button:



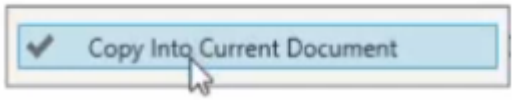
5. Click the **Clone** button to open a new document cloned from the selected history document:




## Copy Content from Patient's History

Content from a completed document in a patient's History can be copied into a current document in an easy one-click cut-and-paste function.

1. From the current document, open the patient's history.
2. Find the document you wish to copy the content from (note: only the content will be copied over, the banner data will not be).
3. Right-click on the document and click **Copy Into Current Document**:

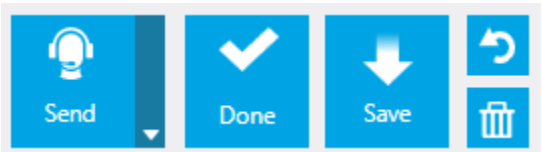



4. You will be returned to the current document and the content of the history document will be copied over.

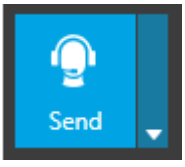
# Job Completion

**Esig Authors:**

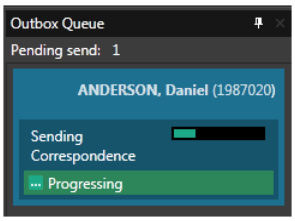
**Non-Esig Authors:**



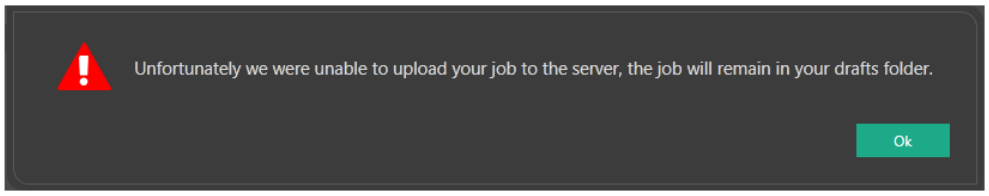

## Send



Click the **Send** button to send the job to the server for typing — the job will be moved to the outbox to be uploaded to the server.



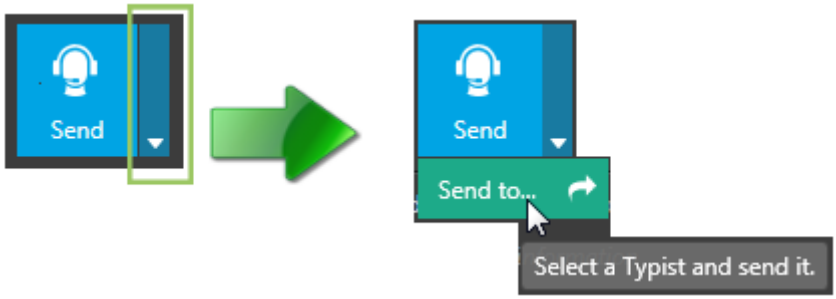

**Note**: If a job cannot be sent to the server, it will be sent to the Drafts folder.



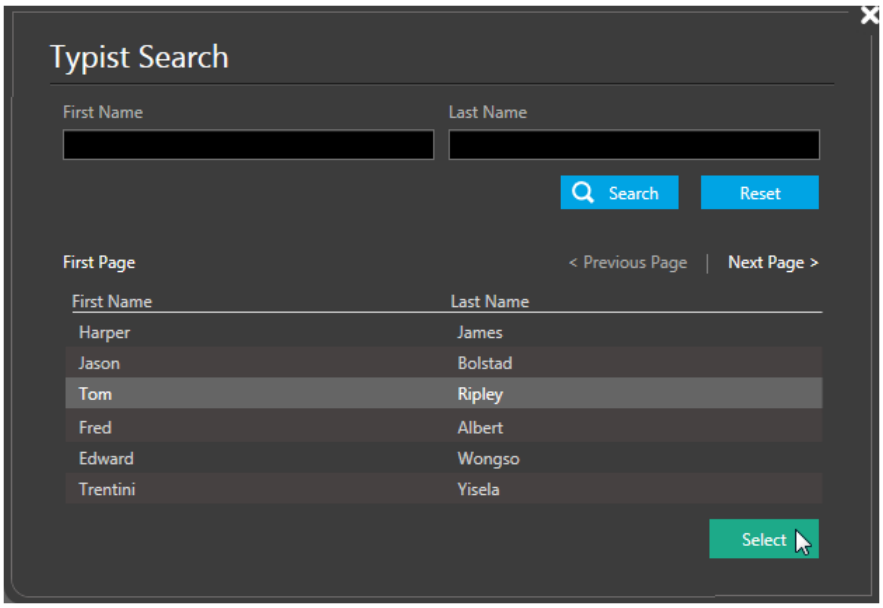

## Send Options

If the author has *Advanced Routing* (configured by the system administrator), he/she will have the option of sending each job to a typist of his/her choice.

1. Click the sidebar to open the send options.




2. Click **Send to...** to open the Typist Search window:




3. Select a typist to send the job to.

   All available typists are listed. Navigate from page to page, or enter a **First Name**/**Last Name** to locate the required typist.

4. Select the typist in the list and click **Select** (or double-click the typist).
5. The job will be sent to that typist.

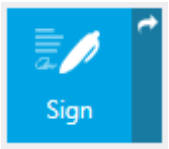
## Save

Click the **Save** button to save the job as a draft (to be completed later).

If no other jobs are currently open, the author will return to the starting screen, where the job will be listed in the drafts folder.

## Sign

**Note**: This button will only appear if the author is configured for *Esig*.




Click the **Sign** button to mark the job as signed and complete.

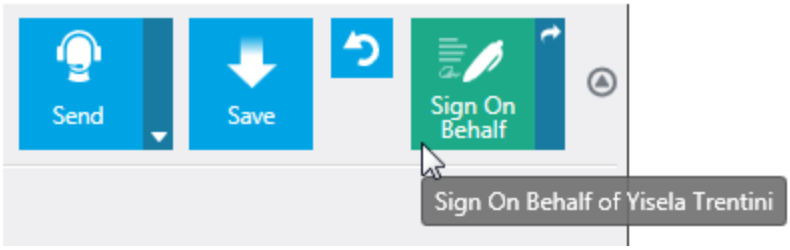
In a typical workflow, once a document is signed, it is distributed through HL7, fax, secure email, printing or digital transfer — the specific configuration is made by the system administrator.

**Note**: This button may be toggled to the **Sign / Next** button, so that once a job is signed, the next job waiting review will open automatically:

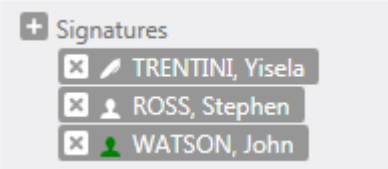
## Sign on behalf of another Clinician

**Note**: Clinicians may only sign documents on behalf of other clinicians provided they belong to a security group that is enabled for Document: Sign Others.

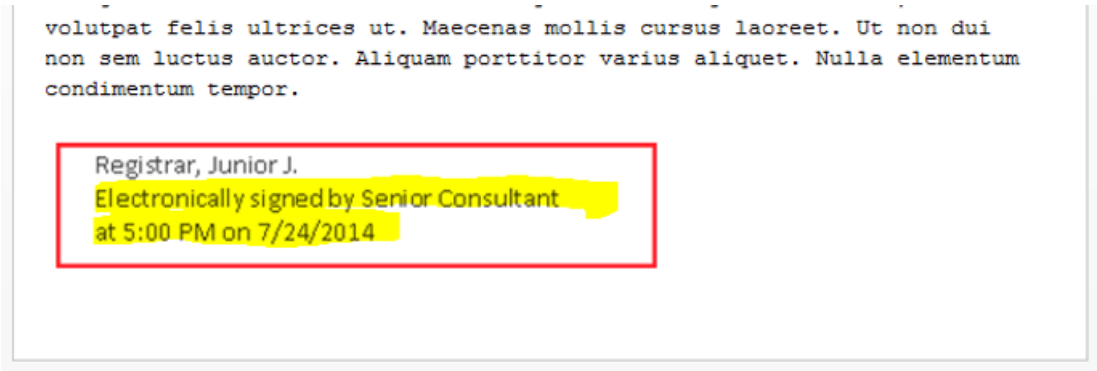
Other clinician's documents may be opened for signing from their Review Queue, or from a document search.



In a document opened for signing, the pen icon indicates the signatory for whom the clinician is signing on behalf of — it will match the tooltip displayed on the **Sign On Behalf** button.




**Note**: The document's template may display both names (i.e. the responsible clinician and the signing clinician), depending upon its configuration by the system administrator:



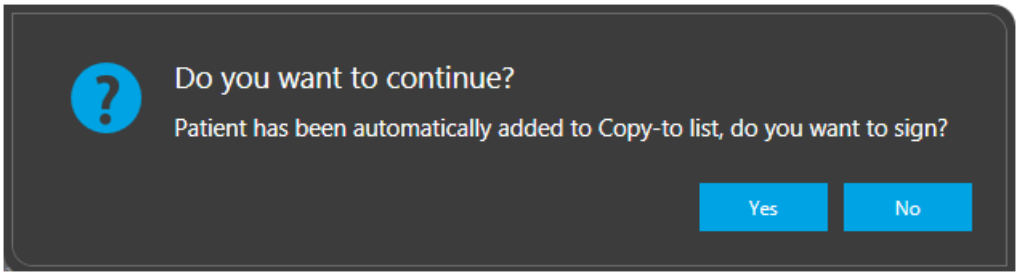

## Auto-Copied Patient

When signing a document, where a patient has been automatically *copied-to*, the clinician receives a warning that this is the case. This gives the clinician the option to send the letter, or to postpone the sending, so as to first remove the patient from the copy-to field.

Letters often contain sensitive information that shouldn't be sent directly to a patient. For example, if a patient has cancer, he/she should be told in person by their doctor, rather than by a letter received in the post.

1. Patient record has been edited to automatically *copy-to*:

2. Author clicks to **Sign** a document for the patient, and is asked to confirm sending:

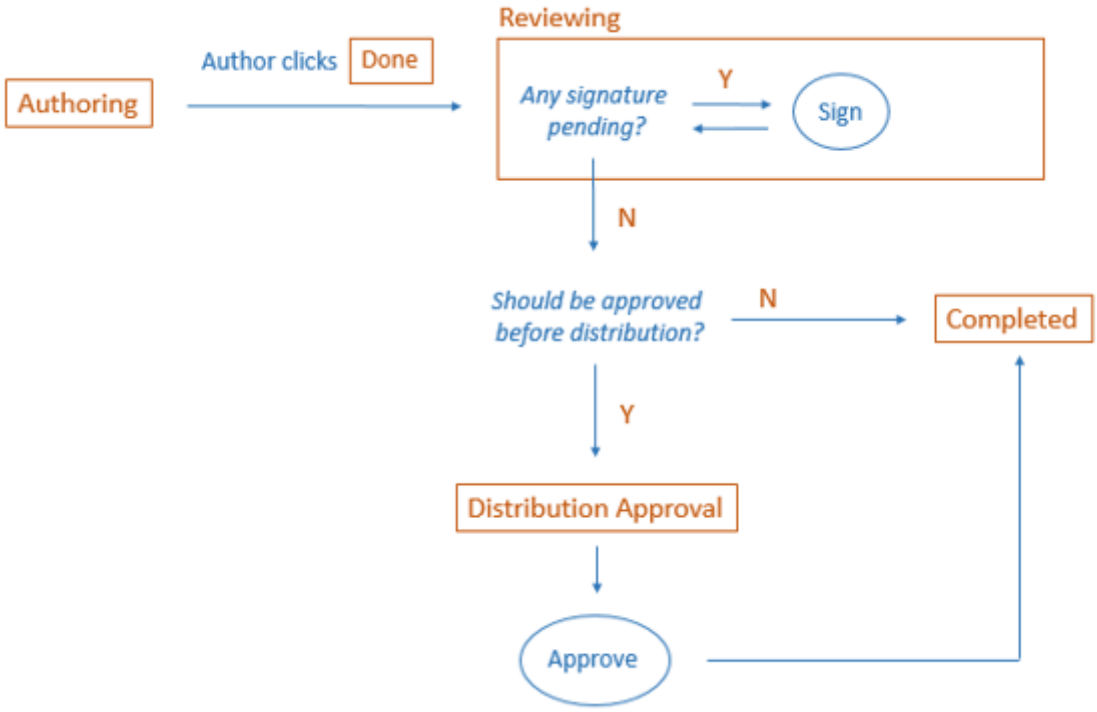



## Done

**Note**: This button will only appear if the author is *not* configured for *Esig*.

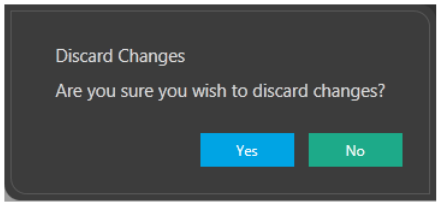
Click the **Done** button to skip the typist and send the correspondence to the next step in your workflow (ask your system administrator, if you don't know).

The following flowchart outlines a document's potential path toward completion:



## Discard Changes

Click the **Discard Changes** button to undo any changes made to the job since it has been opened (or reopened).




Click **Yes** to discard changes. Click **No** to cancel.

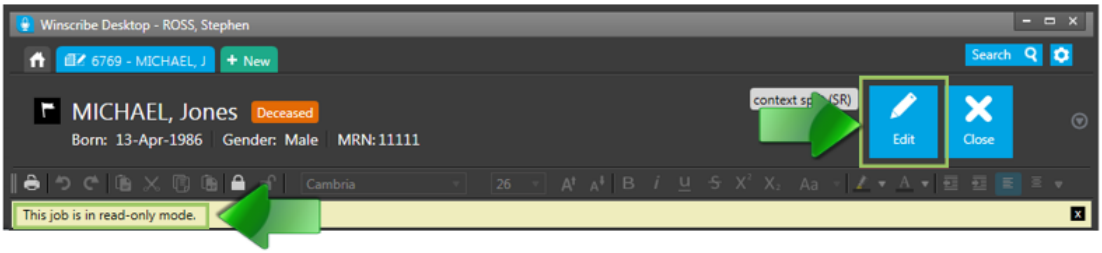
## Delete Job

Click the **Delete Job** button to delete the job.

# Pulling Back Signed Documents Before Distribution

Authors may pull back a signed document before its distribution, provided the document's Document Type is configured for **Distribution Approval** and its status in the Sent Queue is *Distribution*.

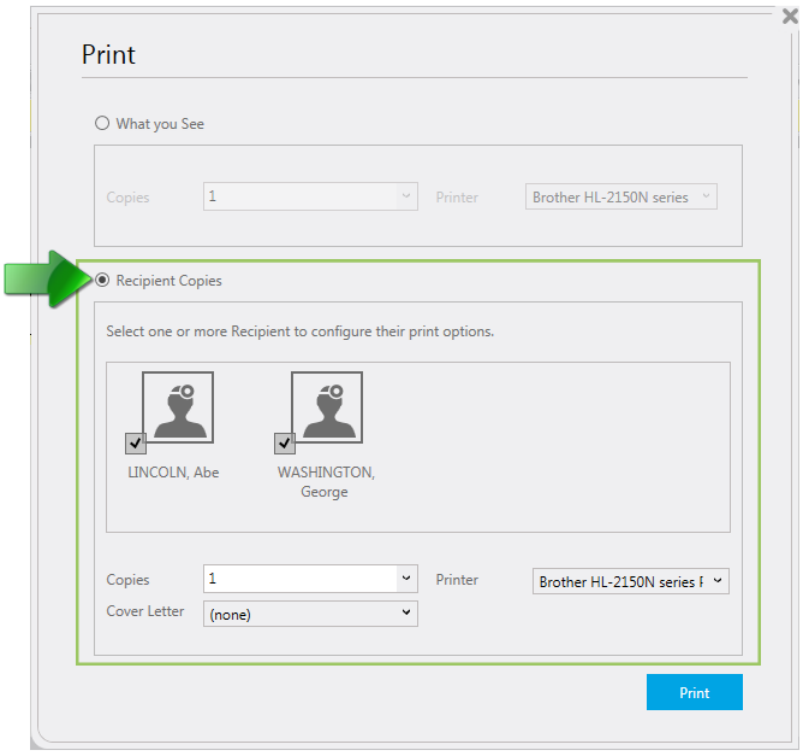
Documents can be opened *Read-Only* from either the Sent Queue or a Search, and then clicking **Edit** will pull them back.



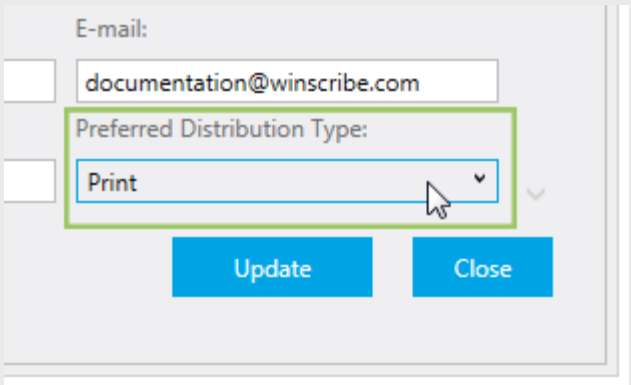

After editing, the document is sent/signed as new. If there are multiple signatories, ALL will need to sign (regardless of any having signed the original document).

# Ad Hoc Printing: Cover Letter

When performing immediate local printing of completed documents, selecting **Recipient Copies** enables users to include a cover letter with the document (so that recipient/s have some context of why they are receiving the letter).

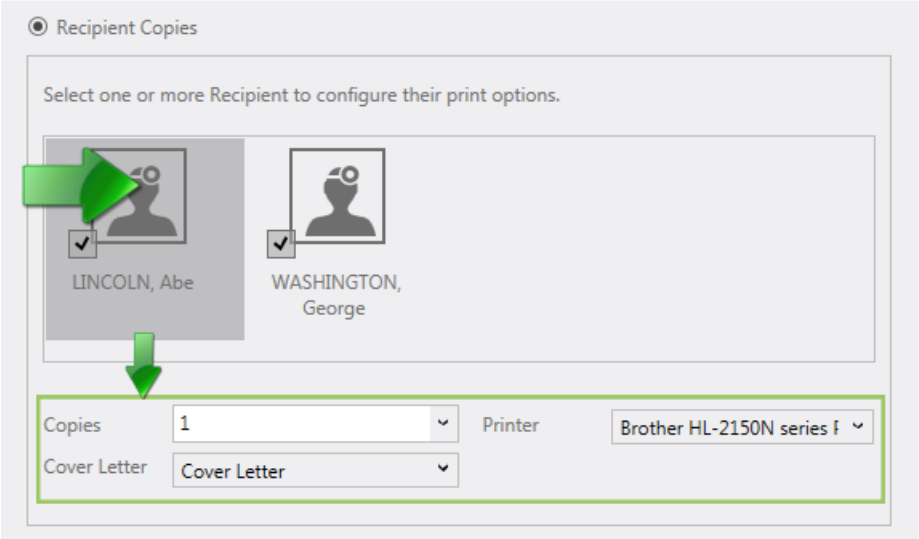



**Note**: Recipients must be configured for *Print* in their **Preferred Distribution Type**:



### Set Output per Recipient

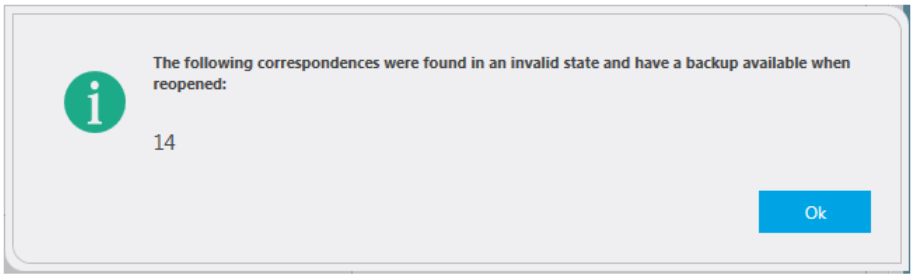
When printing, users can click on each recipient's icon (highlighting it) and then individually select for each recipient the number of *Copies*, a specific *Printer*, and a specific *Cover Letter*.



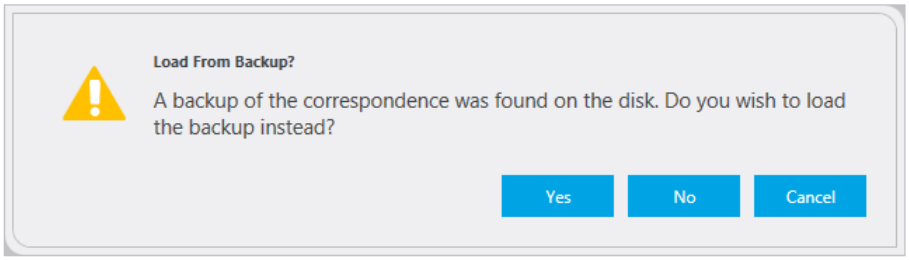

# Autosave

Desktop automatically saves a user's current documents (i.e. documents opened in the Job Screen) every thirty seconds. This enables the user to recover these documents in the event of a crash, power failure, etc.

Upon restarting Desktop, the user will see the following dialog window, informing him/her of the job numbers that were autosaved (to the Drafts folder):




Upon reopening a job autosaved into the Draft's folder, the user will see a dialog window asking him/her if he/she wishes to load the backup or not:

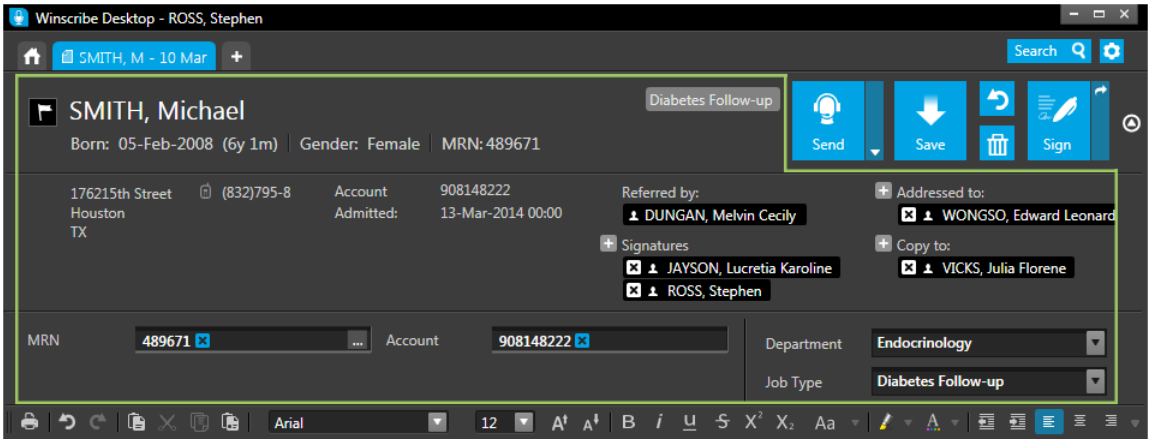



**Note**: Autosave saves locally to the user's PC.

# Job Elements

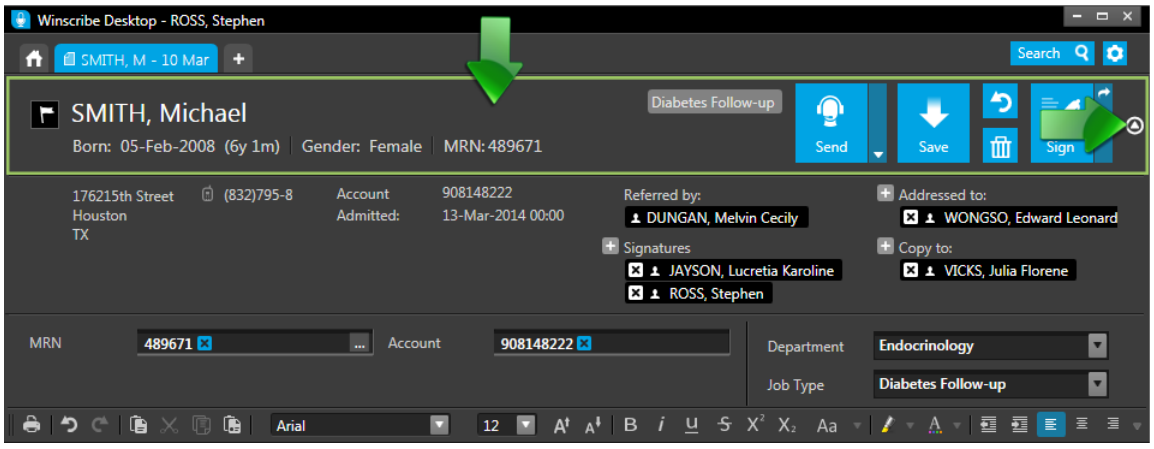
## Patient Banner

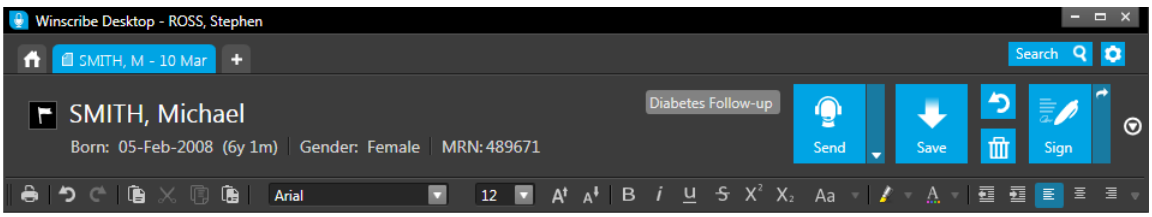
The Patient Banner sits at the top of the Job Screen. It displays the patient data specific to the job currently opened. This ensures the physician is always aware of which patient he or she is recording dictation for.




### Banner Collapse/Reopen

For convenience, clicking the top banner area of the Job Screen, or the icon (at the right-hand end of the banner), will collapse the patient banner:



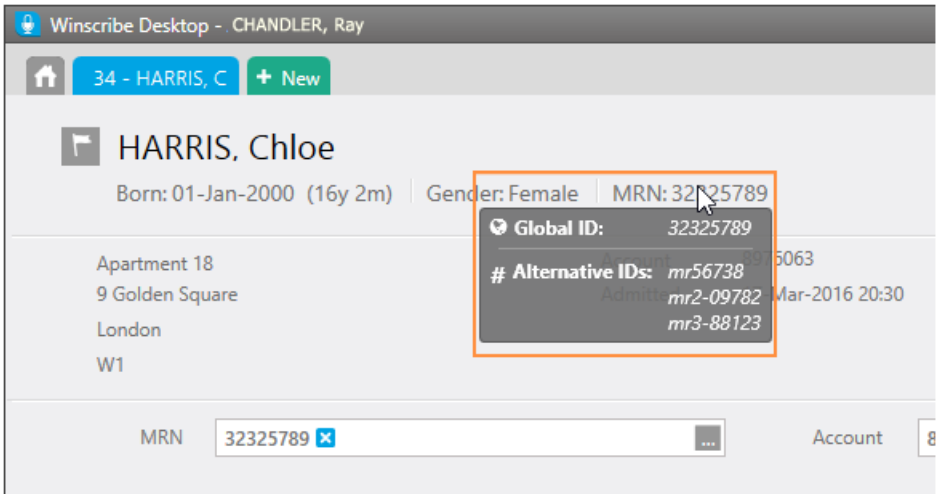

Clicking either of these again will then reopen the banner.

**Note**: Draft jobs reopen with the banner collapsed.

# Multiple Patient IDs

**Note**: The following is only applicable where the Winscribe server has been configured for Alternative IDs (multiple patient IDs).

Hovering the mouse over a patient's MRN will popup a list of his/her Alternative IDs:



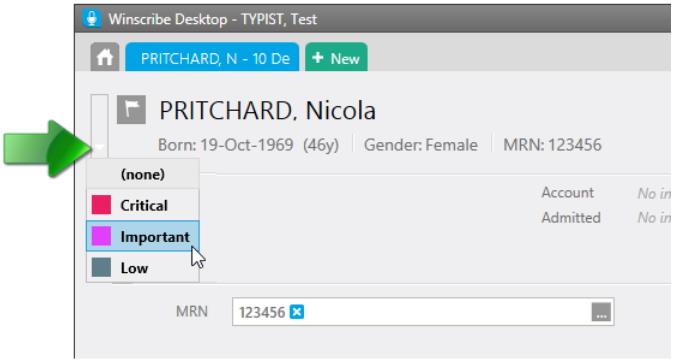

Patients can also be searched for using any of their alternative IDs.

# Categories

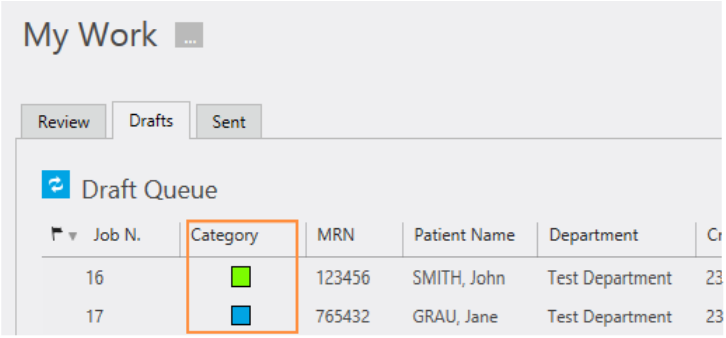
Categories are a practical and useful way for Desktop users to organize and prioritize their queues, and to highlight important and urgent documents.

**Note**: The availability of categories, their naming and color coding, are set by the administrator.

A category can be assigned to a job:



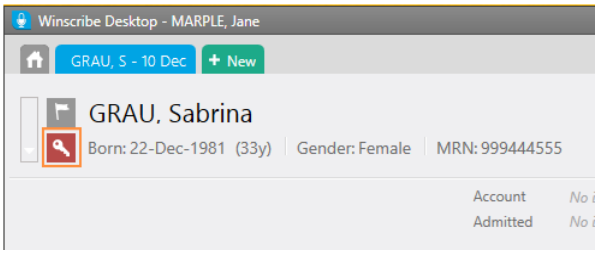

And this will then display in the *Category* column in the job queues:



# Confidentiality

Documents containing findings for patients that are deemed "sensitive" can be restricted as to who may view them, e.g., restricted to specific typists within a department, or perhaps to a senior typist and any clinicians who are senior within the organization.

Users configured for *confidentiality* by the site administrator may view documents marked as "confidential", and will be able to toggle ON/OFF a document's confidentiality:




Documents made confidential will be indicated in queues with a key icon:

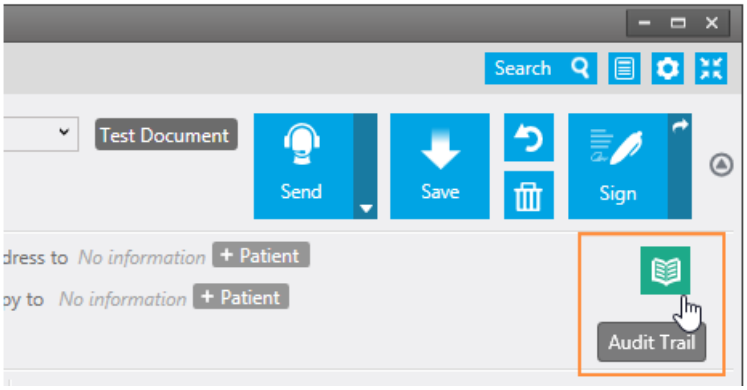
**Important note**: Users who do not have permission to work with confidential documents will see them in job queues, but will not be able to open them (including any confidential documents assigned to them).

# Audit Trail

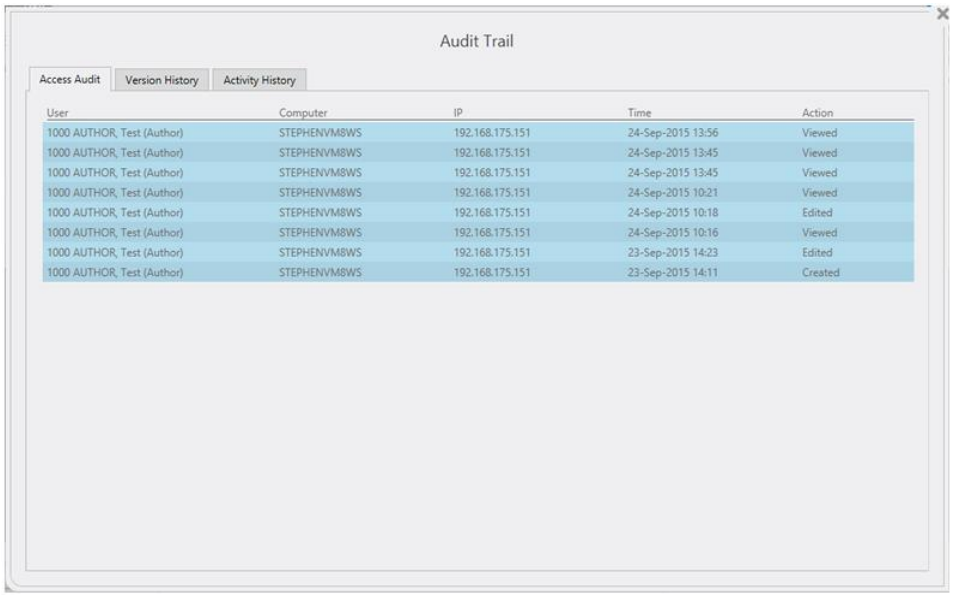
**Note**: The user requires the Department Permission **Documents: View Audit Trail** for viewing document audit trails.

The Audit Trail feature enables users to examine a document's history.

Click the **Audit Trail** button in the Patient Banner to launch the Audit Trail window:




The Audit Trail window has three tabs:




| | |
|---|---|
| **Access Audit** | Lists details about the users who have accessed the document and the action they performed (e.g. viewed, edited). |
| **Version History** | Lists the document's versions and details about when saved, etc.<br>Note: Double-clicking a version will open a read-only copy of that version. |
| **Activity History** | Lists details about the users who have worked on the document. |

# Patient History

**Important Note**

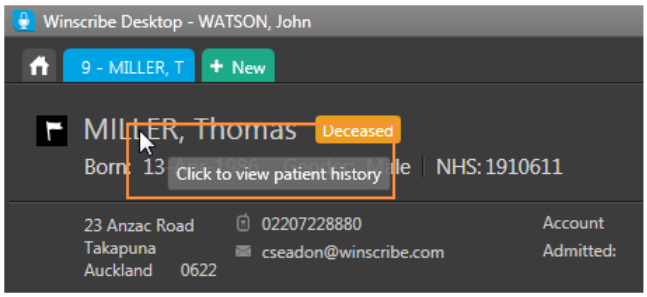
*Patient History* is a Text module and must be enabled for use by the system administrator.

When creating a document for a patient (and from the Appointments List), it is possible for a doctor to view that patient's history — i.e., documents previously created for that patient.

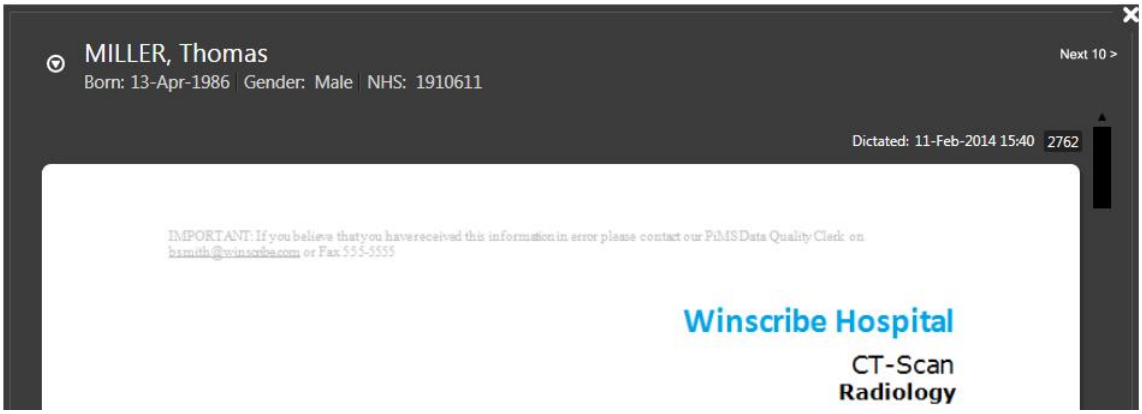
A doctor is able to view an historical patient document if he/she meets one of the following criteria:

- The doctor authored the document
- The doctor signed the document
- The doctor is the recipient (addressee) of the document
- The doctor is a *Copy To* for the document
- The document is associated with a department the doctor has access to

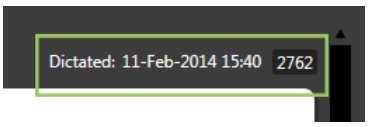
1. Click the patient name on the patient banner:



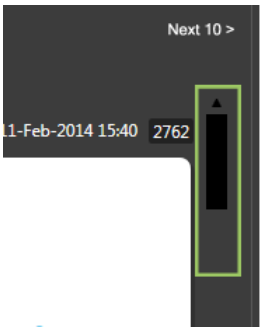

This opens the Historical Documents window:




2. Each document is displayed in full with its **Dictated Date** and **Job Number** as a heading:



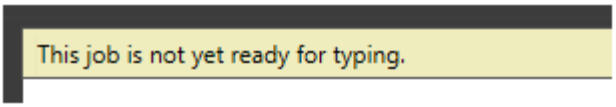

Use the *scroll bar* to scroll through 10 jobs at a time:



If there are more than 10 jobs, click **Next 10** to retrieve the next 10:

## Incomplete Documents

Documents in the patient history not yet completed will be indicated as such by a heading banner, for example:



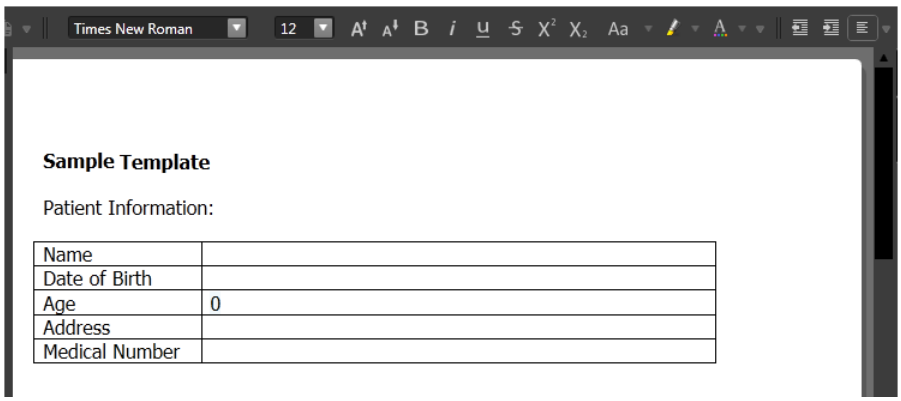

# Templates

Each job type will have a template created (a custom-designed document, in most instances with preformatted fields). Document templates are created by a Winscribe Text administrator.

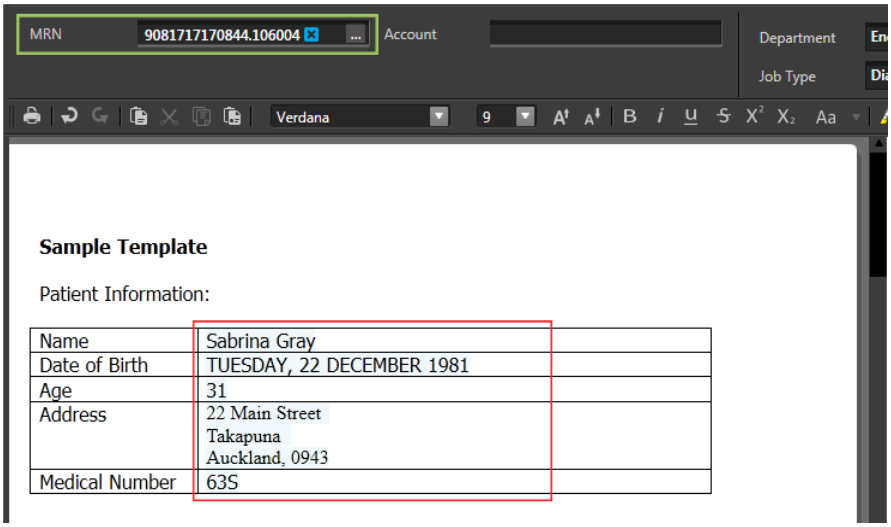
## Preformatted Fields

These are template fields preset to be populated with data when a patient is selected (e.g. patient name, age, address).

When a new job is started, all preformatted fields in the document will be empty:




These fields are then populated automatically when an MRN is entered:




**Note**: In the event the MRN is changed, the fields in the document will be updated with the correct patient content.

# Navigating Fields

Authors may navigate through a document, from field to field, using voice commands (as such, this method of navigation only functions in speech recognition jobs).

The first field position in a document is automatically selected when starting a new speech recognition job.

When a job first loads, and when dictation is commenced, the dictation hints (the bookmark names) for any other fields will be displayed for a short time.

The author records dictation in the normal manner.

### Navigation between Fields

The author navigates between fields by using one of the following commands:

- Move sequentially between field by saying:
  - "next field" or "previous field"
- Jump to a specific field by saying one of the following:
  - the name of that field (e.g. "vital signs")

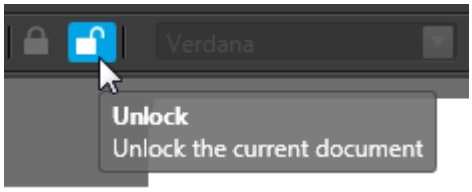
- "go to *FIELD NAME*"
- "jump to *FIELD NAME*"

## Locked Templates

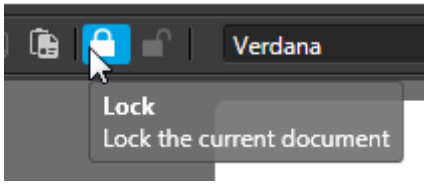
If a template is locked, authors are prevented from entering content outside of the editable sections predetermined by the template's creator.

In the rare event an author needs to enter content outside of the editable sections, he/she can unlock the document by clicking the **Unlock** button in the toolbar, and then clicking the **Lock** button once finished.

**Unlock**




**Lock**

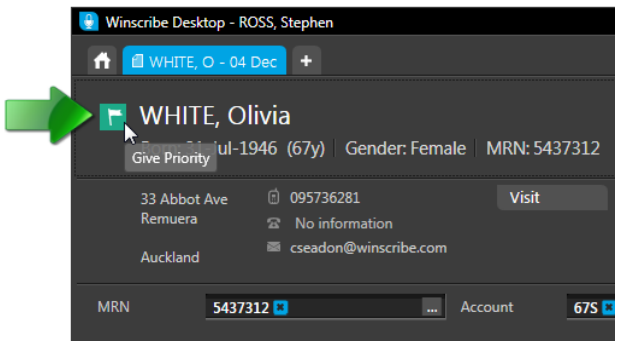



# Priority Flag

To mark the job as a priority job, click the flag to toggle the flag red.

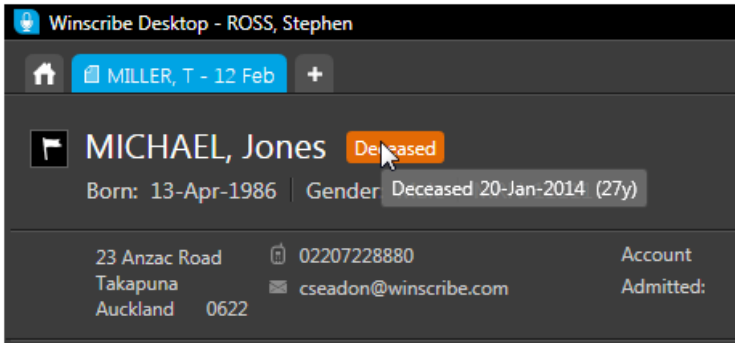
*Not Priority Job*

*Priority Job*



# Deceased Patients

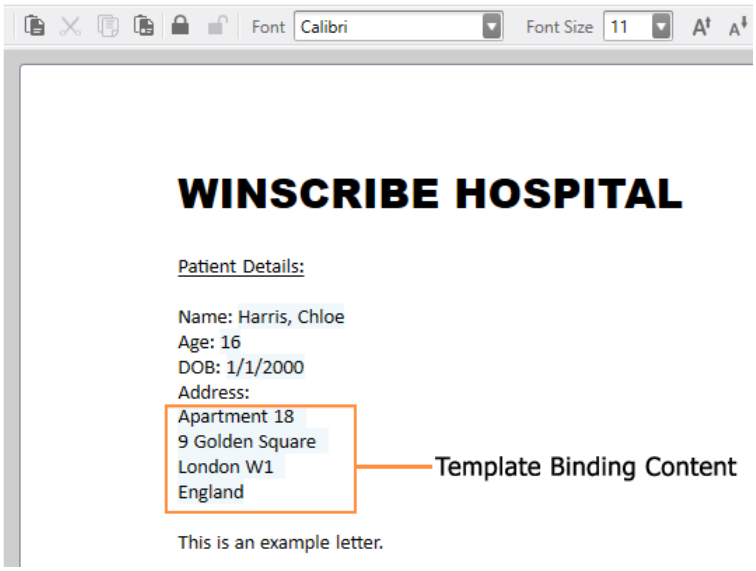
A deceased patient is indicated by a "Deceased" flag displayed after the name.




Run the mouse over the flag and the date of death will be displayed as a tooltip.

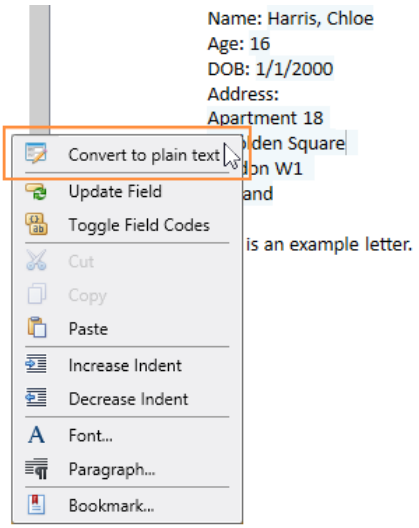
# Editing Template Bindings

It is sometimes necessary for a user to take control and edit the content of a document's binding (i.e., automatically bound document data). For example, a patient living at a temporary address:

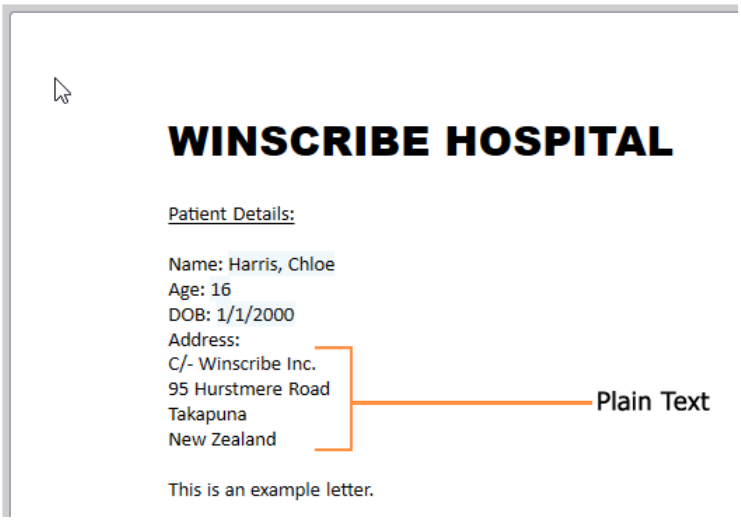



If the binding is edited directly, then its record in the database will be updated, and any changes made will be permanent.

To overcome this, the user can simply convert the binding to plain text. The user selects the binding, right-clicks, and selects **Convert to plain text** from the context menu:




The user can freely edit the plain text without invoking any changes to the binding's record.



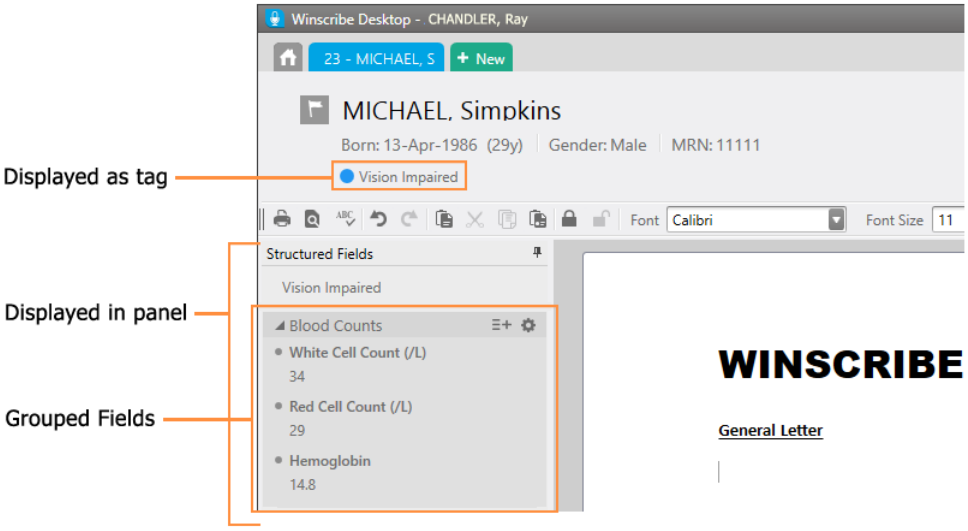
# Structured Fields

Structured Fields are administrator-defined database fields, custom created to suit your organization's requirements.

There are two structured field types:

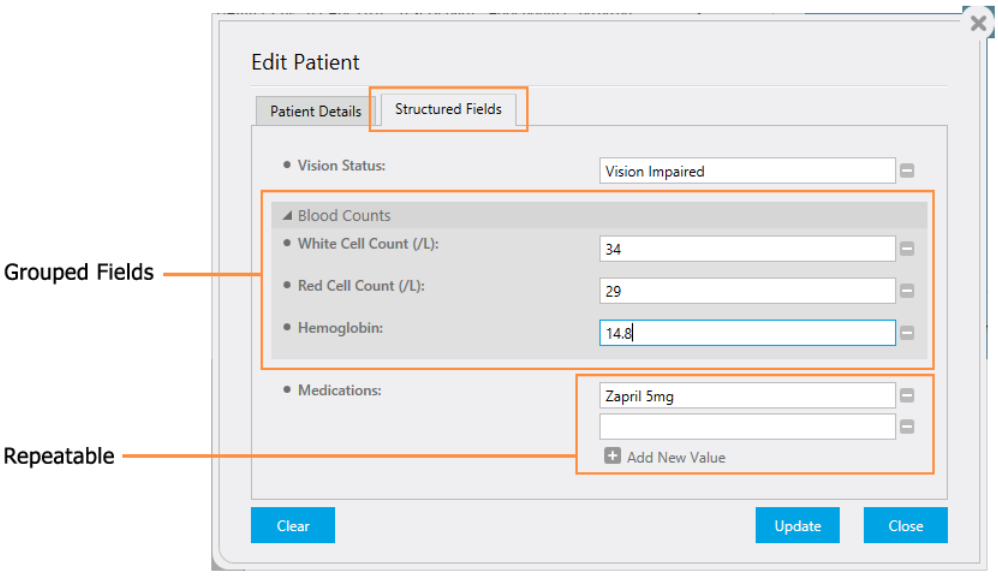
- Patient
- Visit

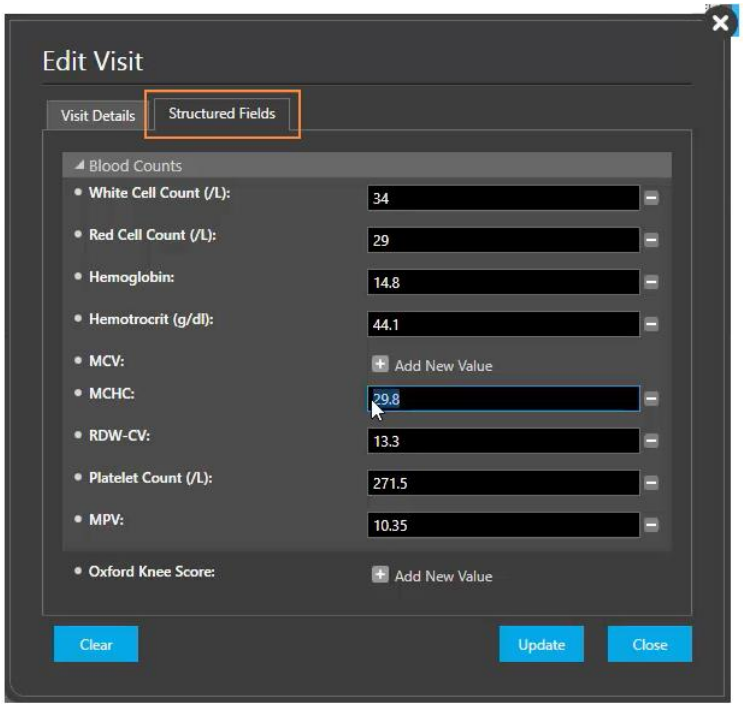
Structured fields will display in the Job Screen when a patient is attached to a document, and when there is existing content contained in the field.



# User Editable Fields

When a structured field has been enabled for editing by the administrator, the user may edit its content on the *Structured Fields* panel in the *Edit Patient* and *Edit Visit* dialog screens (depending on the field's type):

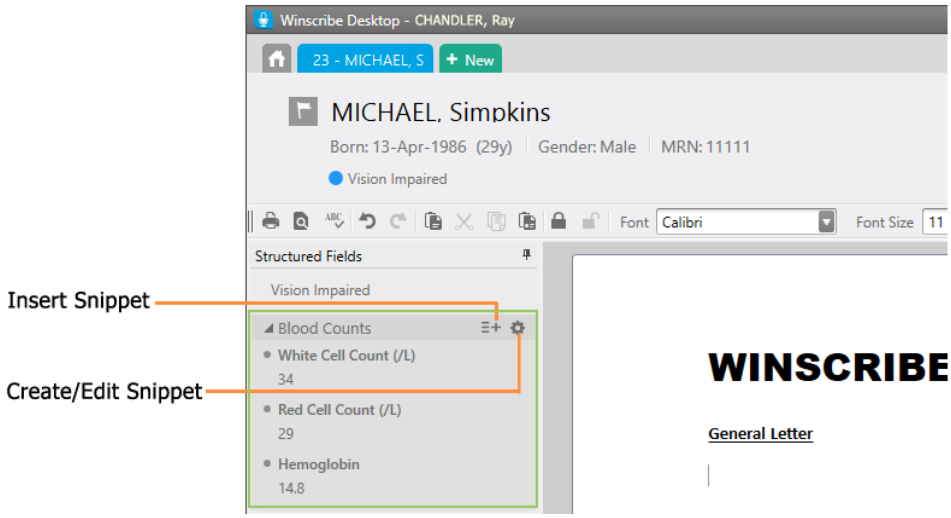


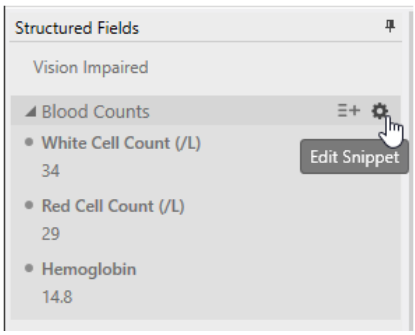

When editing fields, be sure to click **Update** to save any changes.

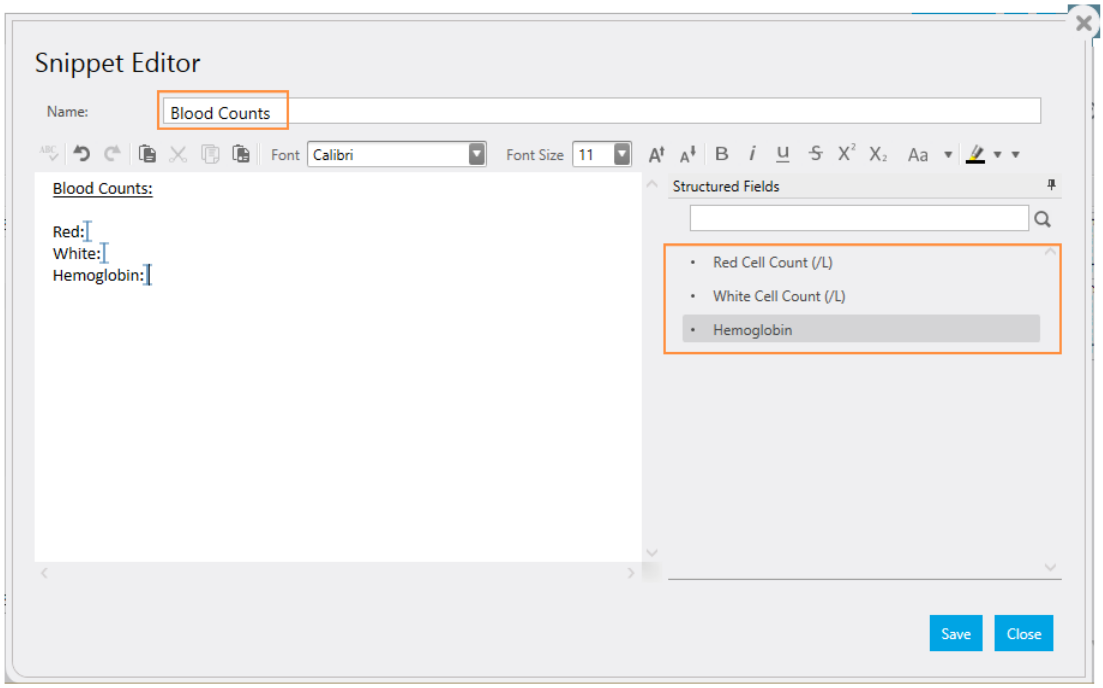
# Group Fields Snippets

Snippets can be created from Group Fields and inserted into documents.

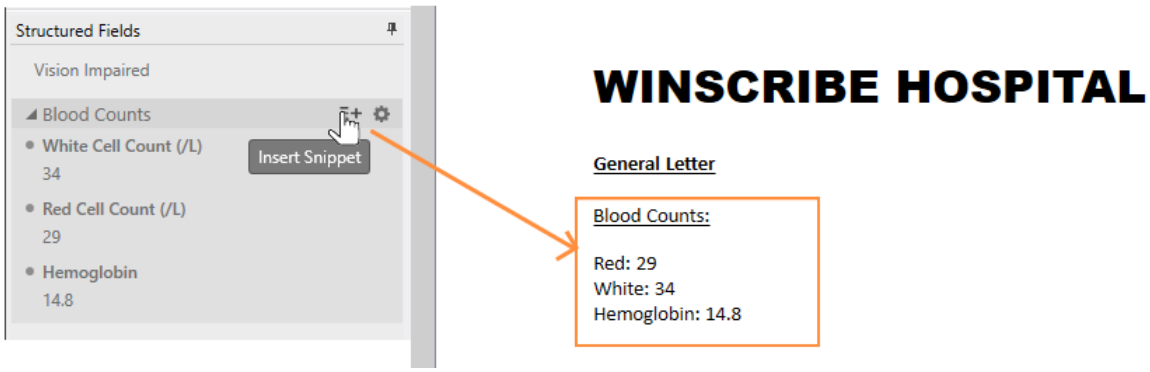



Click the **Edit Snippet** icon to open a Group Field for snippet creation or editing:



When a snippet has been created, click the **Insert Snippet** icon to insert the snippet into the document at the current location of the cursor:




**Note**: Speech Recognition voice insertion is not available for Structured Fields snippets.

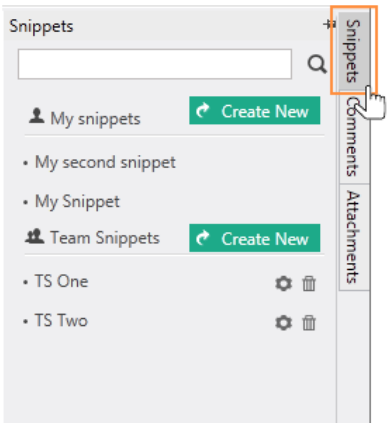
# Snippets

**Important Note**

*Team Snippets* is a Text module and must be enabled for use by the system administrator. Additionally, only users with "Team Snippets" enabled in one, or more, of their roles may create or edit Team Snippets.

Snippets are frequently used units of text (a sentence, paragraph, or more) that can be quickly and easily inserted into a document.

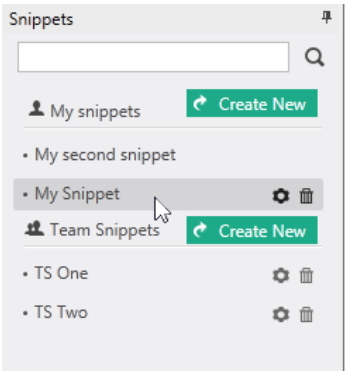
Click, or run your mouse over the **Snippets** tab at the right of the Job Screen to open the Snippets window:




There are two types of snippets:

| | |
|---|---|
| **My Snippets** | Snippets the individual user creates and manages for him/herself. |
| **Team Snippets** | Snippets available for use by all users in the site or department. |

# Insert



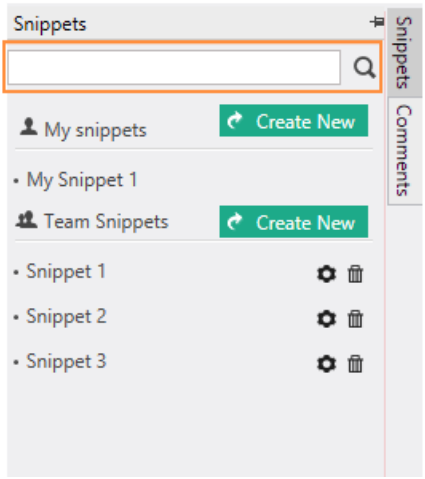

There are three methods available to authors for inserting snippets into a document.

In all methods, the snippet will be inserted at the current location of the cursor.

| | |
|---|---|
| **Double-click to Insert** | Double-click the snippet you wish to insert. |
| **Type to Insert** | Types in the snippet's name (into the document) and press [F3]. The snippet's name will be replaced with the snippet's content. |
| **Spoken Command to Insert** | Use the spoken command "*insert SNIPPET NAME*" to automatically insert the snippet.The snippet name must always be preceded by the command **Insert**.<br>For example: "Insert *my snippet*"<br>**Note**: Spoken command insertion is only available when a document is being created using speech recognition. |

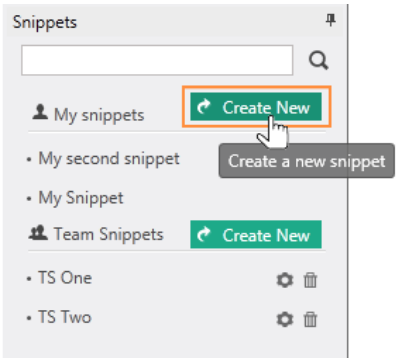
# Search Snippets

A snippet search box enables quick searches for snippets (most useful in instances where a user or site has a large volume of snippets).

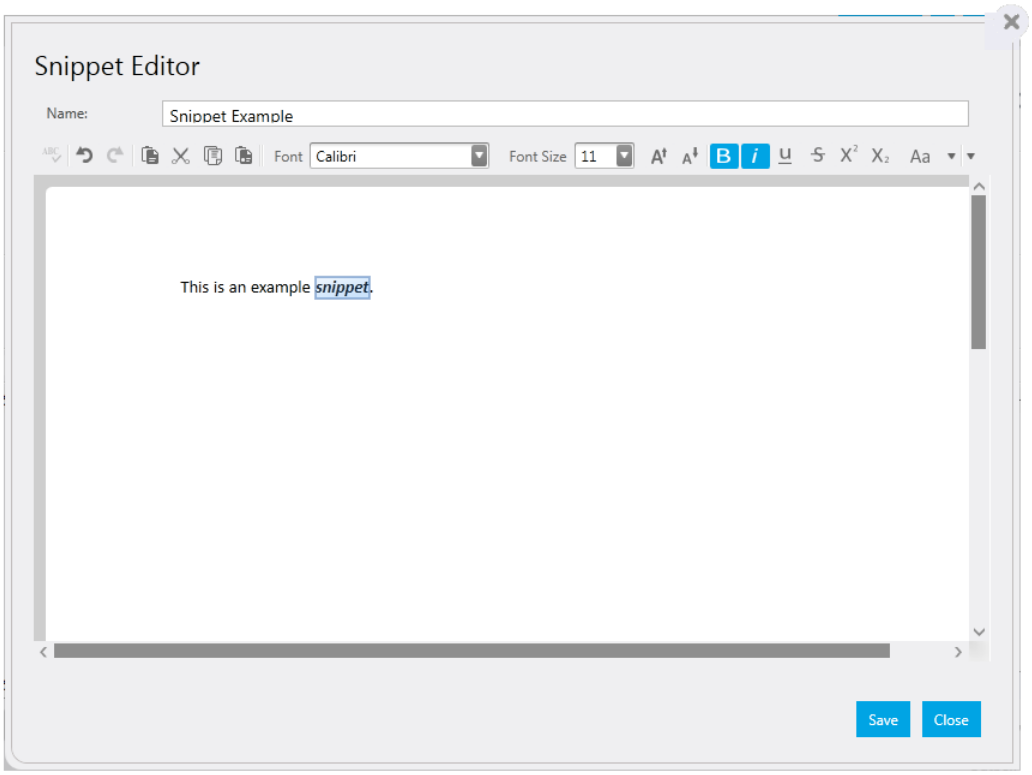


# Create

1. To create a snippet, click **Create New**.



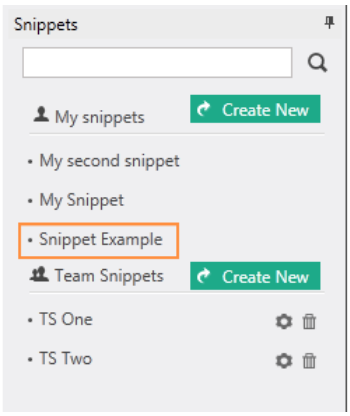

2. The Snippet Editor window will open:




   a. Type in a **Name** for the snippet.
   b. Below that, in the **Content** field, type in the snippet text, formatting it as you require using the text editing toolbar.
   c. If you are creating a *Team Snippet*, you will have the extra option to select the Site/Department you wish to make the team snippet available to:

   d. Click **Save.**

3. The new snippet will be added to the snippet list and will be ready to use:



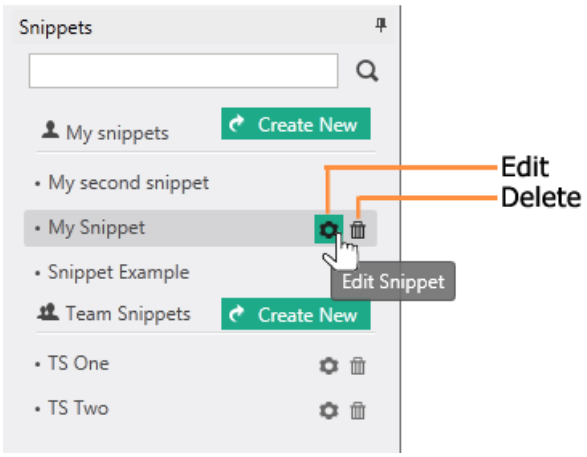

**Note**: An alternative method for creating a *My Snippet* is to select a block of text in the document and press `Alt+F3`. The Snippet Editor will open with that block of text loaded to the **Content** field. Type in a **Name** for the new snippet and click **Save**.

## Edit

Once a snippet has been created it can easily be modified.

Run your mouse over the snippet to display its controls:

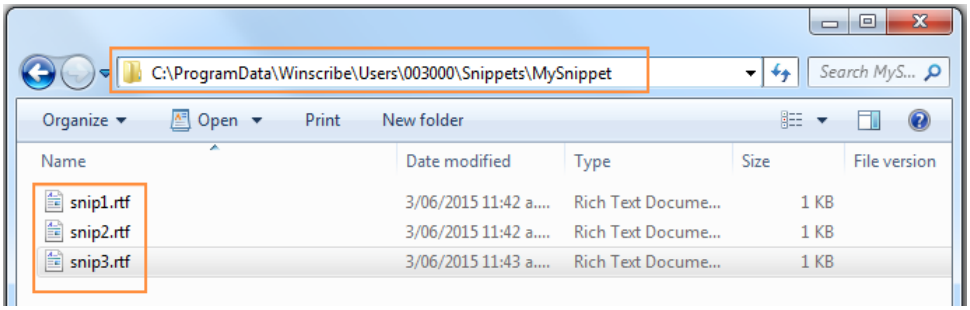
| | |
|---|---|
| **Edit** | Opens the snippet for editing |
| **Delete** | Deletes the snippet |



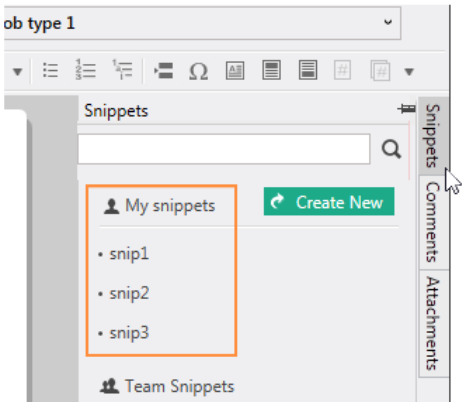

## Bulk Create Personal Snippets

It is possible to "bulk" create personal snippets (*My Snippets*).

1. Logout of Desktop (if it is running).
2. Browse to your Desktop user folder, e.g., if you are user "3000":
   `C:\ProgramData\Winscribe\Users\003000`
3. Inside this folder, create the subfolder **Snippets** (if it does not yet exist).
4. Inside **Snippets**, create the subfolder **MySnippet** (if it does not yet exist).
5. Inside **MySnippet**, create the personal snippets needed (Rich-Text Files), using the *file name* as the *snippet name*, e.g.:




6. Login to Desktop again.
7. Create a new document, or open a draft, and then open the *Snippets* tab:




The new snippets will now appear and will be available for use.

**Note**: The new snippets will be imported into the database and will be available to you on every workstation you log into Desktop on.

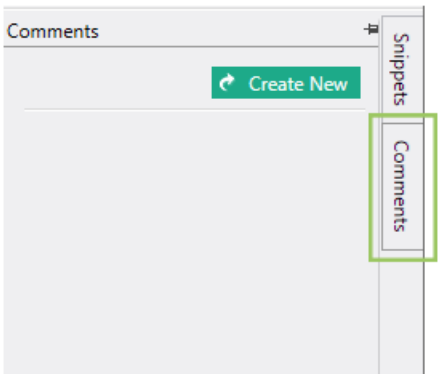
# Comments

**Important Note**

*Comments* is a Text module and must be enabled for use by the system administrator.

Authors can attach comments (multiple if required) to a document, e.g. questions/instructions, which will be read and acknowledged by the typist.

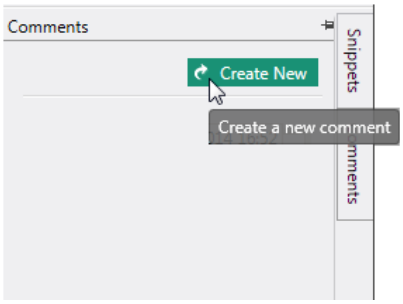
Click, or run your mouse over the **Comments** tab at the right of the Job Screen to open the Comments window:



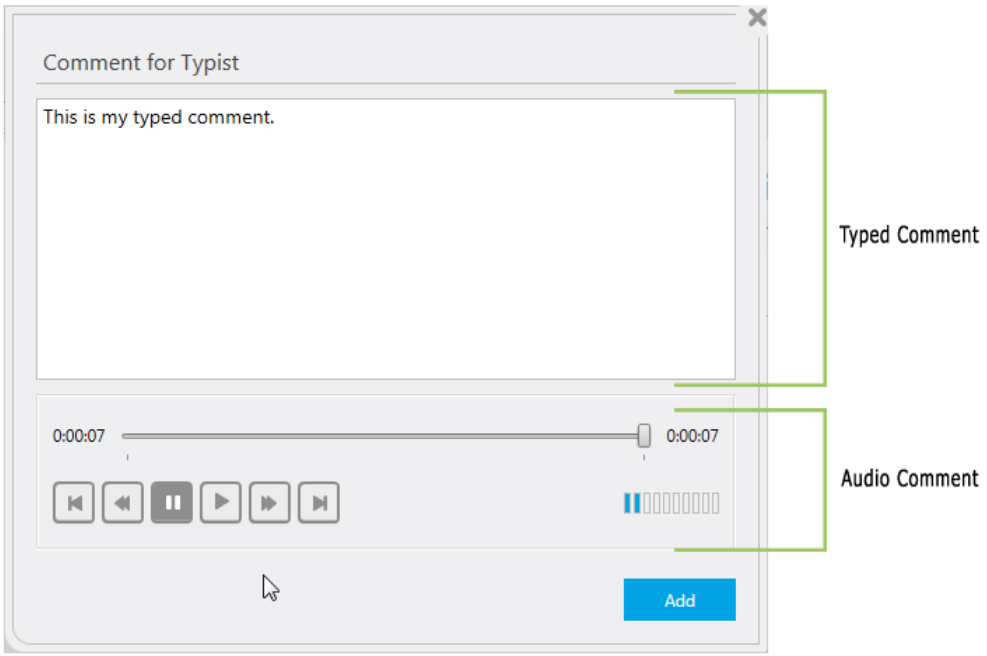

**Note**: Previously, authors were able to create "Notes" and attach them to jobs. As of v8, this feature has been replaced by "Comments". Any existing notes attached to jobs will be converted to Comments.

# Create a Comment

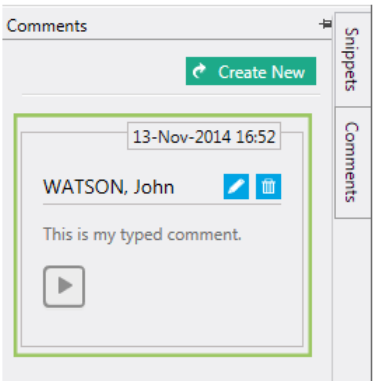
1. To create a new comment, click **Create New**:




2. Type in or record your question or instruction using the comment window, and click **Add** to save.

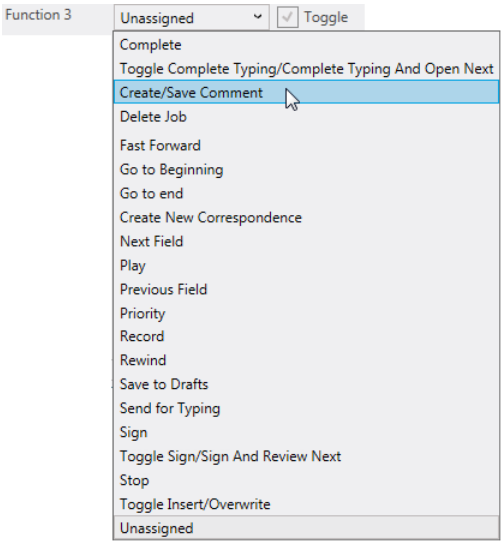



3. The new comment will then appear listed (with the date and time of creation, and the name of the creator — i.e. the logged-in user):



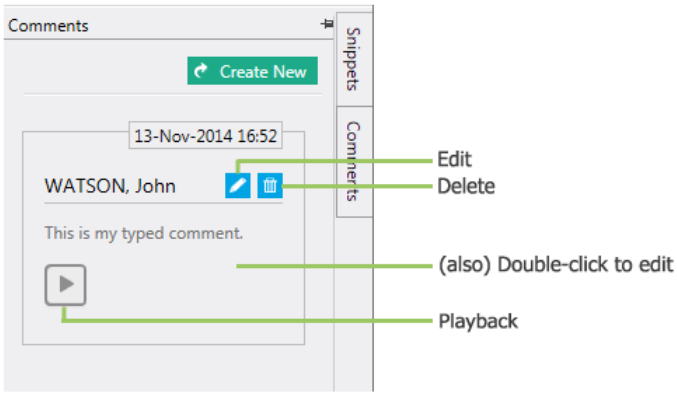
## Hardware Button

There is a hardware button available that can be configured for creating and saving comments (look under **Settings|Hardware**):



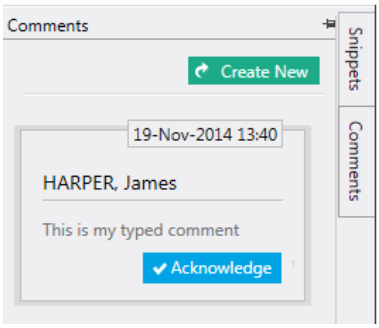

# Modify a Comment

Before a document is sent or saved, any new comments attached may be edited (both text and/or recording) or deleted.

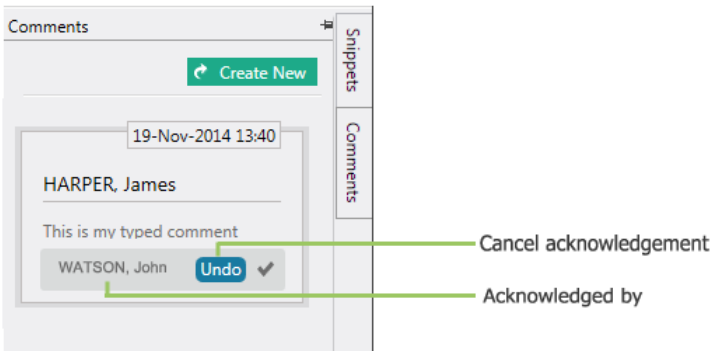



# Acknowledge a Comment from a Typist

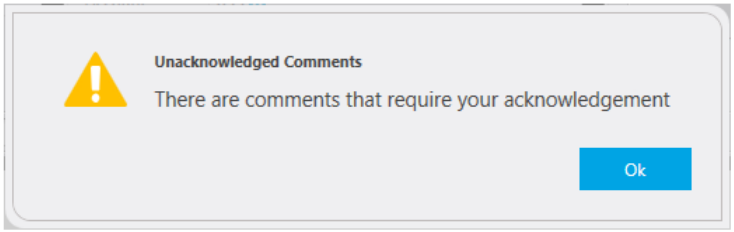
When a document containing comments is received, there is a requirement that these comments are acknowledged. Click **Acknowledge** to acknowledge a comment:



Once acknowledged, your name (the name of the logged-in user) will appear, together with an **Undo** button enabling the canceling of the acknowledgment.




Note: Attempting to complete a document that has unacknowledged comments produces an error message:

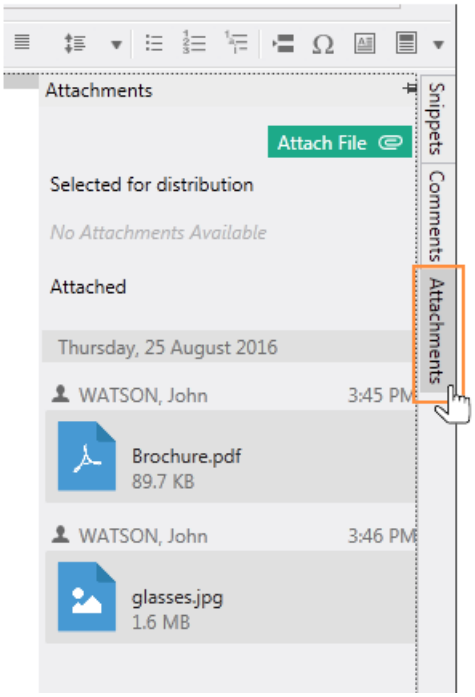



# Attachments

**Important Note**

*Attachments* is a Text module and must be enabled for use by the system administrator.

Attachments enables Desktop users to add attachments to documents at any point during the workflow (e.g., images, or other media about the encounter). Additionally, when a patient's *Preferred Distribution Type* is set to Print, a subset of attachable content can be included for distribution to the patient (e.g., brochures).

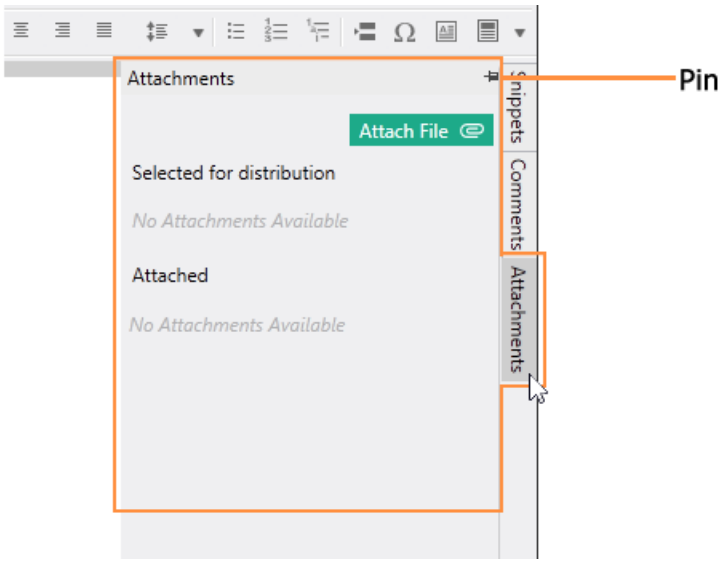


In order to add or delete attachments to a document, users must belong to a role which has the Documents **Edit** permission enabled. No permission is required to view a document's attachments.

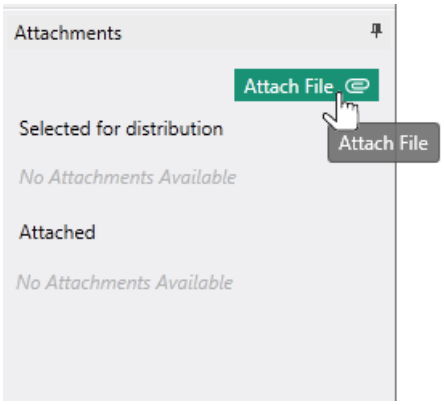
# Add Attachment

**Note**: Your system administrator controls the list of file types may be attached to documents. If a file type is not listed in the administrator's whitelist, you will be unable to attach it.

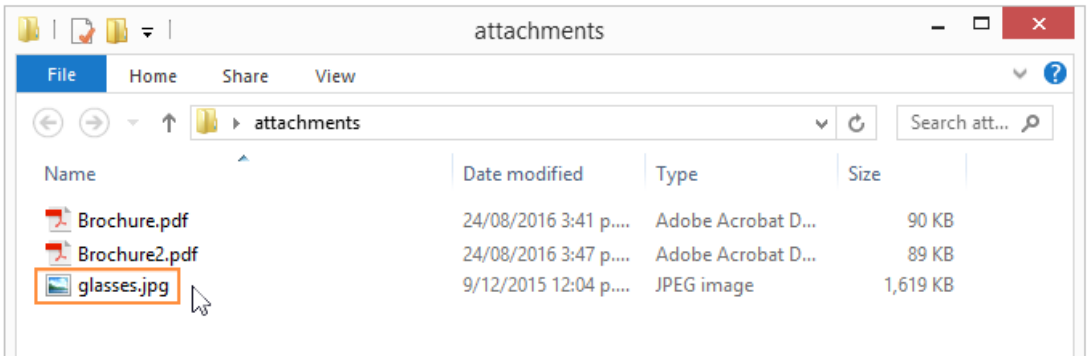
1. To attach a file to a document, select Attachments in the Job Screen right-side menu to open the Attachments panel (the panel can be pinned to keep it open):




2. Click **Attach File**:




3. Windows Explorer will open, and you may locate and select the file/s you wish to attach:



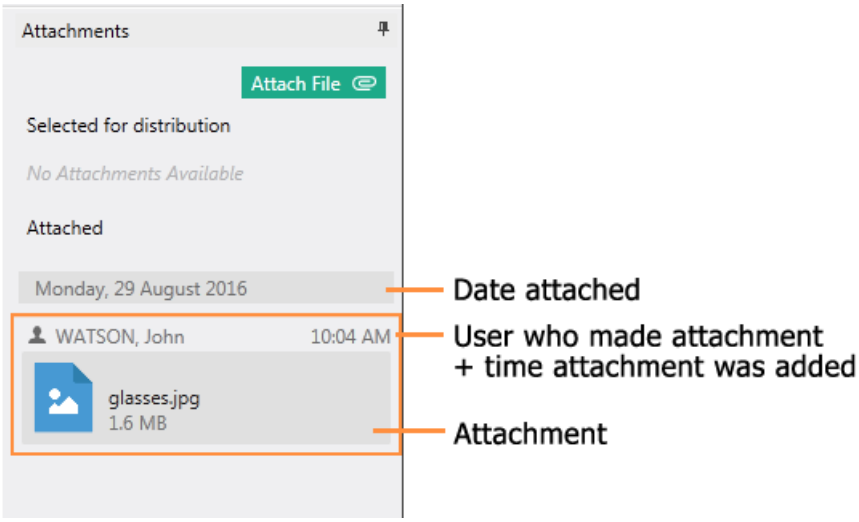
**Drag-and-Drop**: You may drag-and-drop file/s from Windows Explorer directly to the Attachments panel. You may also drag-and-drop folders (the first-level contents of which will be added as individual attachments); non-permitted file types will not be attached.

File Restrictions:

The system administrator may load certain restrictions to document attachments:

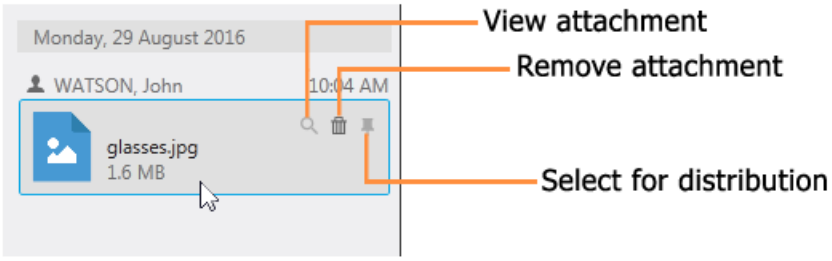
- *Number of attachments* — the number of files that can be attached to a document
- *File types* — the types of files that can be attached
- *Folder path* — the location from where files can be sourced
- *File size* — the maximum file size
- *Total attachments size* — the maximum collective file size for a document's attachments

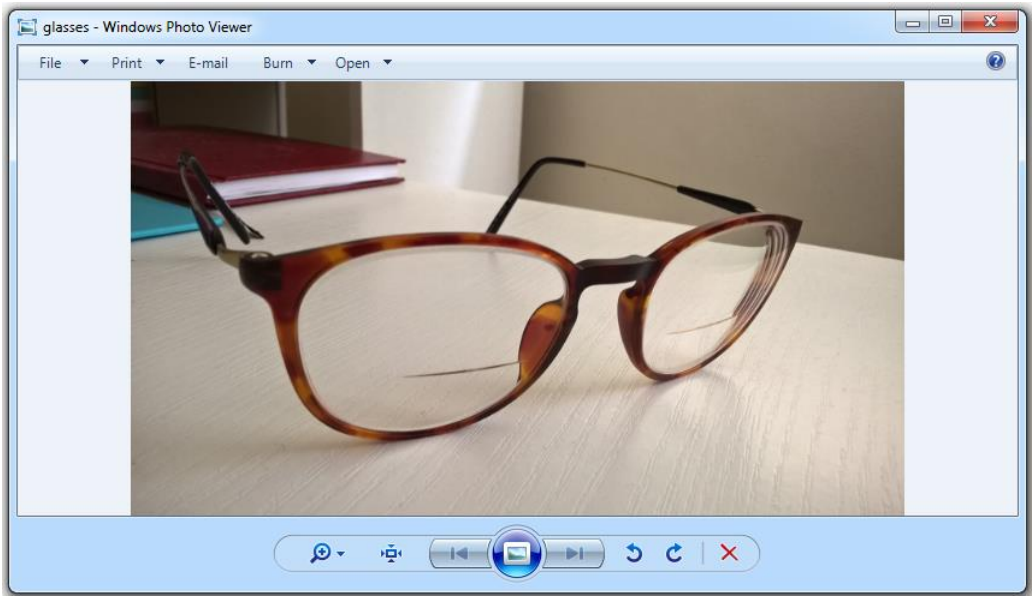
4. Once selected, the file/s will be displayed in the *Attached* list:



# Attachment Controls

Run your mouse over an attachment in the Attachments list to display its control options:




| | |
|---|---|
| **View attachment** | The attachment will open in the default application for the file type (attached files may only be viewed after the document has been saved). |
|  | |
| **Remove attachment** | Removes the attachment from the list (does not delete the source file). |
| **Select for distribution** | Select the attachment for distribution to the patient (*see next section*). |

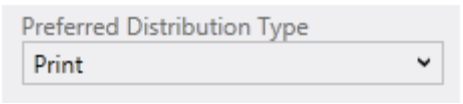


# Select for Distribution

A subset of attachable content can be printed and distributed to the patient (e.g., brochures).

Distribution Restrictions:

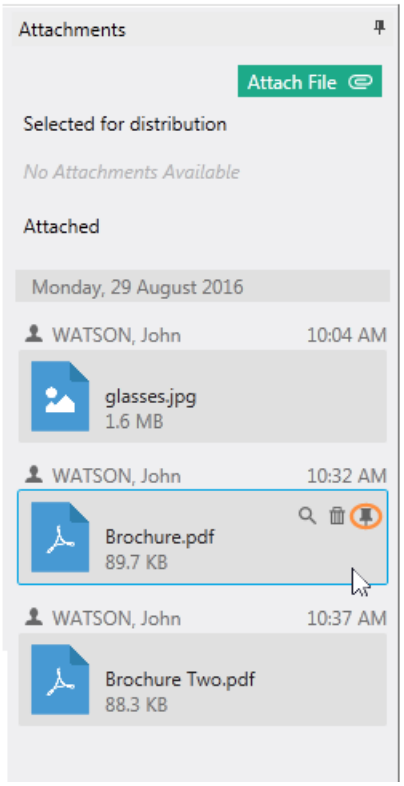
- The document must have a patient
- The patient's **Preferred Distribution Type** must be set to *Print*



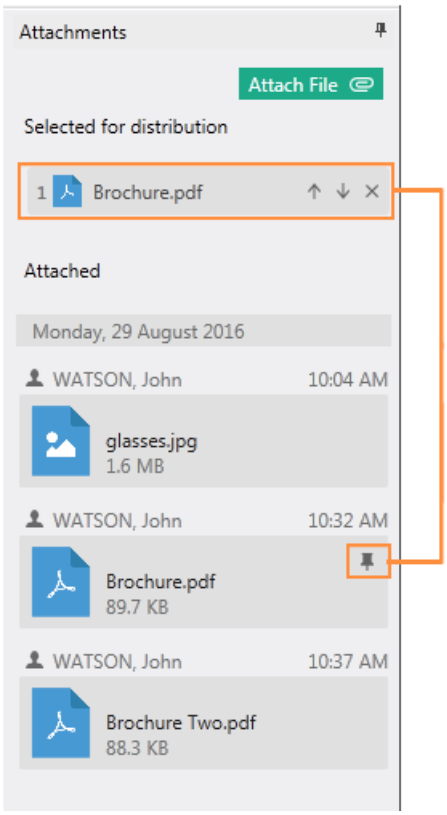

- The patient must be *Addressed To* or *Copied To*

- The attached file must of one the following types: `.pdf, .doc, .docx, .epub, .html, .mht, .odt, .txt, .rtf, .xml`

1. To select an attachment for distribution, click its *add for distribution* button (if an attachment is not distributable, this button will be disabled):

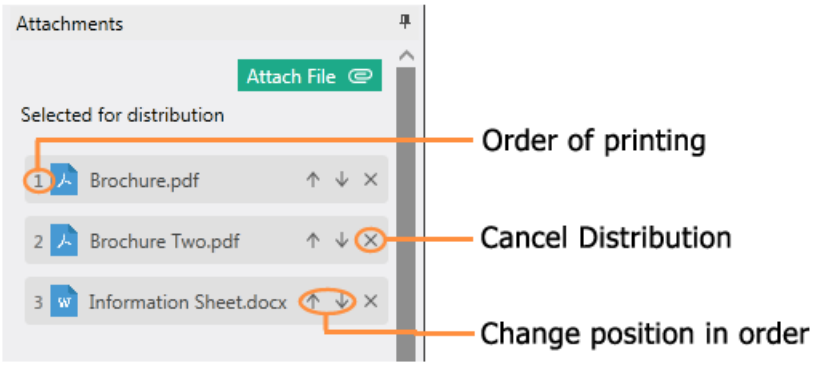



2. The attachment will then be listed above in the *Selected for distribution* list, and its Selected status will be indicated in the *Attachments* list:



## Distribution List Controls

Attachments selected for distribution appear listed in the *Selected for distribution* list, and are printed after the document they are attached to in the order they are listed in.



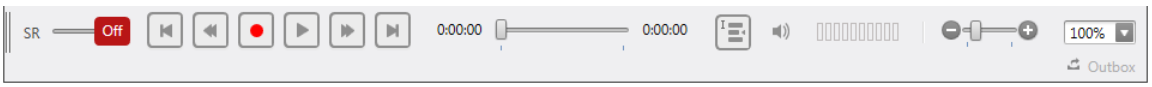

- To remove an attachment from the list, click its **Cancel Distribution** button.
- To change an attachment's position in the list, click **UP** or **DOWN** in its navigation controls.

# Playbar Controls

The Playbar controls sit at the bottom of the Job Screen.

**Speech Recognition Jobs:**

**Non Speech Recognition Jobs:**




## Speech Recognition

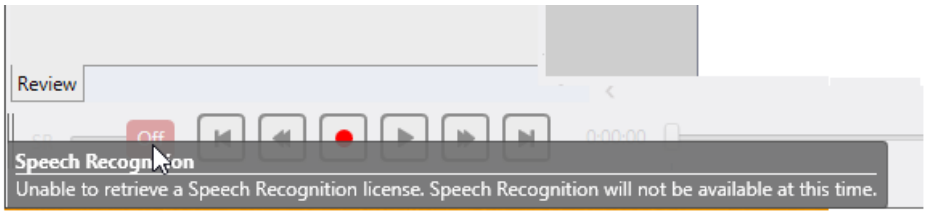
If the author is configured for speech recognition, the SR control, by default, will be **On**.

Clicking SR to **Off** will convert the job to regular dictation:

**Note**: When converting from regular dictation to speech recognition, the current recorded audio is discarded.

**Note**: Desktop remembers whether the author has speech recognition toggled ON or OFF, and uses this value as its default when creating the next document.

If Speech Recognition is *not* available, move the mouse over the SR toggle button to "pop-up" a message outlining why it is unavailable.:



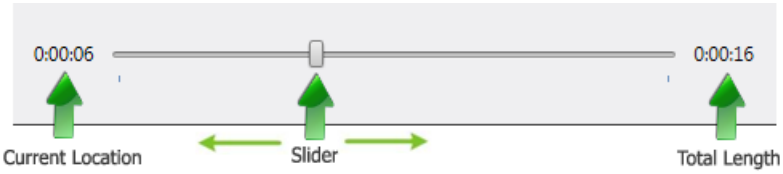

## Play/Record Buttons

| | | |
|---|---|---|
| | **Go to Beginning** | Moves the position slider to the beginning of the recording. |
| | **Rewind** | Rewinds the recording, moving the position slider back to the beginning, highlighting the text as it is rewound. |
| | **Record** | Click this button to start recording dictation. |
| | **Record Stop** | When recording, the record button changes to the Record Stop button. Click this button to stop recording. |
| | **Play** | Plays the recording back (from the current location of the position slider) |
| | **Fast Forward** | Forwards the recording, moving the position slider toward the end, highlighting the text as it is forwarded. |
| | **Go to End** | Moves the position slider to the end of the recording. |

**Note**: When recording, only the **Record Stop** button and the **Play** button will be enabled:

## Position Slider

The position slider can be dragged to any time position in the recording.




- The left-hand time display indicates the current time location of the position slider in the dictation.
- The right-hand number indicates the total time-length of the dictation.

## Insert/Overwrite Recording

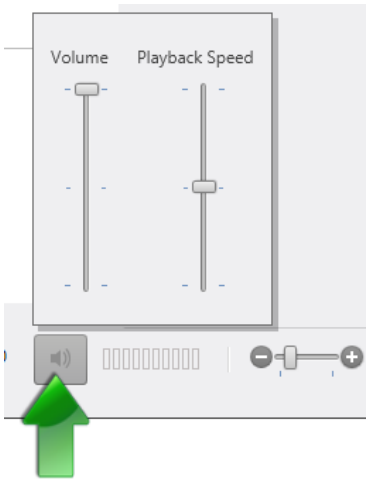
The button to toggle between Insert and Overwrite (dictation in the recording) is only available in non speech recognition jobs.

**Overwrite** *on*

**Insert** *on*

## Playback Settings

Click the speaker icon to open the controls for adjusting the playback volume and speed. Drag the sliders up/down to positions that suit you and your hardware.



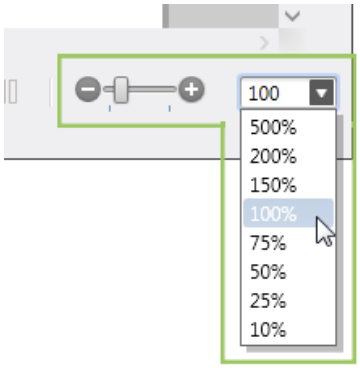

**Note**: The volume slider does not change the recording volume.

## VU Meter

The VU meter indicates the dictation volume of both SR and non SR jobs.

## Page Zoom

The page zoom controls enable the author to adjust the display size of the document. Use the slider to adjust, or select a preset size from the drop-down menu.




# Text Editing Toolbar

At the top of each job sits an array of text editing tools that enable the author to edit and customize the look of a document.

The tools available will be familiar to anyone who has used a Word Processor (e.g. MS Word).

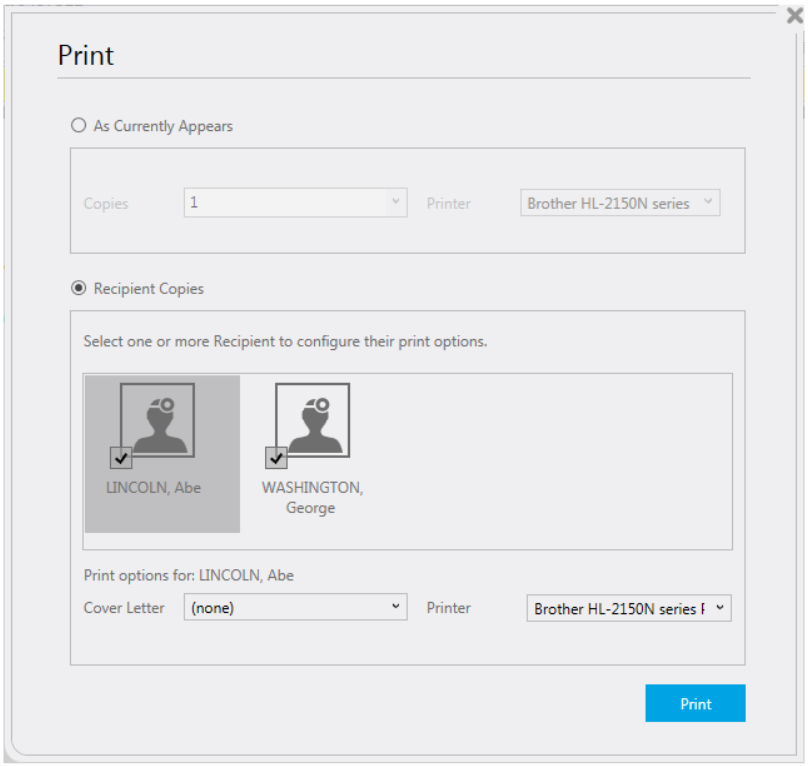
The tools include controls for:

- Printing
- Undo/Redo
- Cutting, copying, and pasting
- Font styles
- Paragraph alignment
- Bullet points
- And more

Following is an explanation of the tools' use.

# Print

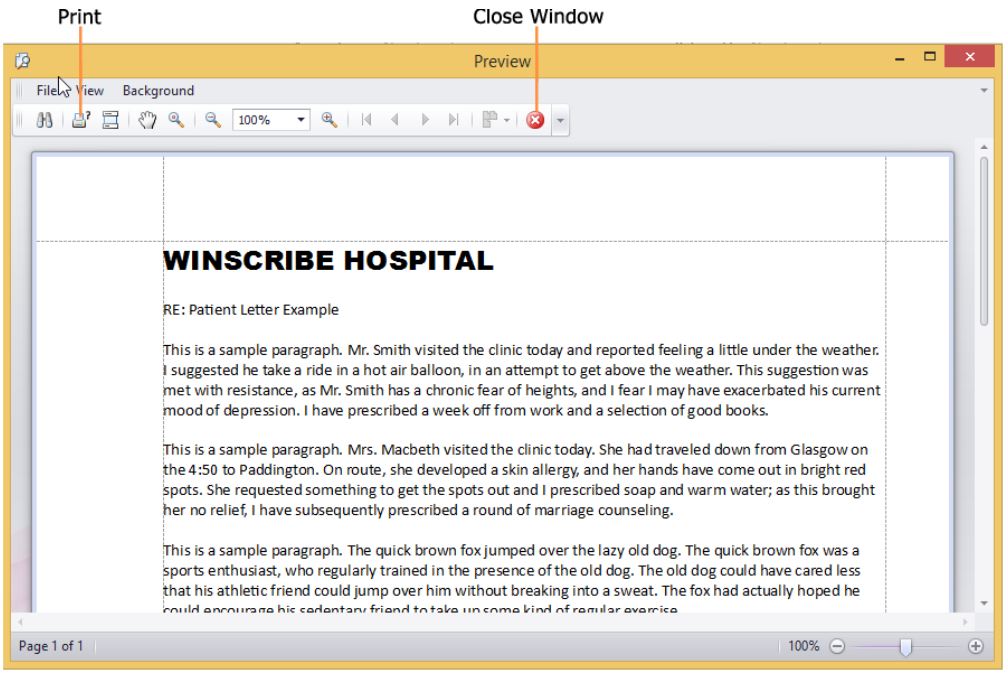
Opens the print dialog screen for the printing of the current document:




**Note**: The availability of this function is determined by the system administrator.

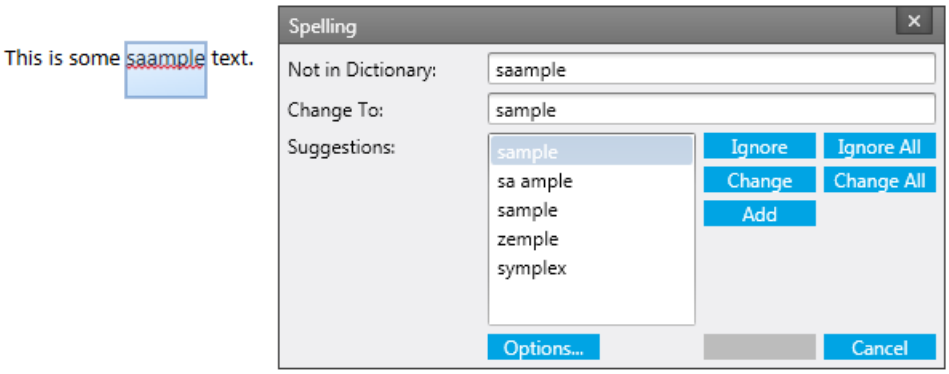
# Print Preview

Preview the current document for printing.



## Spellcheck

Enables the current document to be checked for spelling errors.




## Undo / Redo

**Undo** — Undoes the last action

**Redo** — Redoes the last undone action

## Clipboard

**Paste** — Paste the contents of the clipboard

**Cut** — Cut the selection from the document and put it on the clipboard

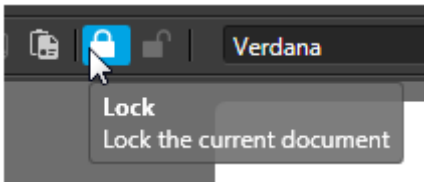
**Copy** — Copy the selection from the document and put it on the clipboard

**Paste Special** — Enables pasting as formatted or unformatted text

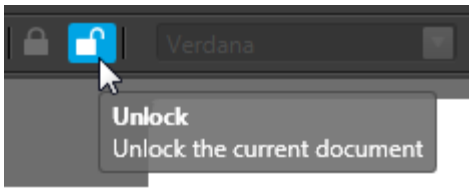
# Lock

Locks/unlocks the current document.

**Lock**



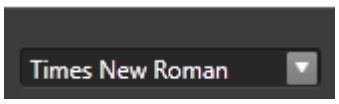

**Unlock**




It is possible to lock a document, to prevent editing.

Additionally, a template may be locked by its creator, so that only editable sections within the template may have content added. In the rare event an author needs to enter content in an area outside of the editable areas, he/she may unlock the whole document to in order to access this.

# Font




**Font**

Change the font face

**Font Size**

Change the font size

**Grow Font** Increase the font size

**Shrink Font** Decrease the font size

**Bold** Make the selected text bold

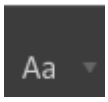
**Italic** Italicize the selected text

**Underline** Underline the selected text

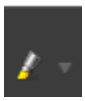
**Strikethrough** Draw a line through the middle of the selected text

**Superscript** Create small letters above the line of text

**Subscript** Create small letters below the line of text



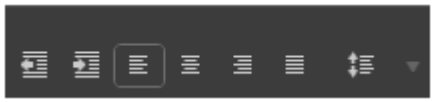
**Change Case** Change the selected text to UPPERCASE, lowercase, or other common formats



**Highlight** Highlight the selected in text in a selected color

**Font Color** Change the font color of the selected text to a selected color

## Paragraph



**Decrease Indent** Decrease the indent level of the paragraph

**Increase Indent** Increase the indent level of the paragraph

**Align Text Left** Aligns selected text to the left

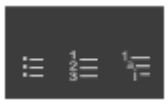
**Center Text** Center aligns selected text

**Align Text Right** Aligns selected text to the right

**Justify** Align text to both left and right margins, adjusting with extra spaces as necessary, to create a uniform, clean-cut look.

**Line Spacing** Change the line spacing (e.g. single spaced, double spaced)

## Bullet Points



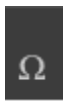
**Bullets** Start a bulleted list

**Numbers** Start a numbered list

**Multilevel** Start a multilevel list

## Misc.

**Page** Start the next page at the current position



**Symbol** Insert symbols that are not on the keyboard (e.g. copyright and trademark symbols)

**Text Box** Insert a text box into the document

**Header** Edit the document's header (content that appears at the top of each page)

**Footer** Edit the document's footer (content that appears at the bottom of each page)

**Page Number** Insert page numbers into the document

**Page Count** Insert total page count into the document

**Bookmark** Create a bookmark (assign a name to a point in the document that can be hyperlinked to)

**Hyperlink** Create a link to a bookmark, a URL, an email address, etc.

| | | |
|---|---|---|
| | **Inline Picture** | Insert an inline picture from a file |
| | **Table** | Insert a table into the document |

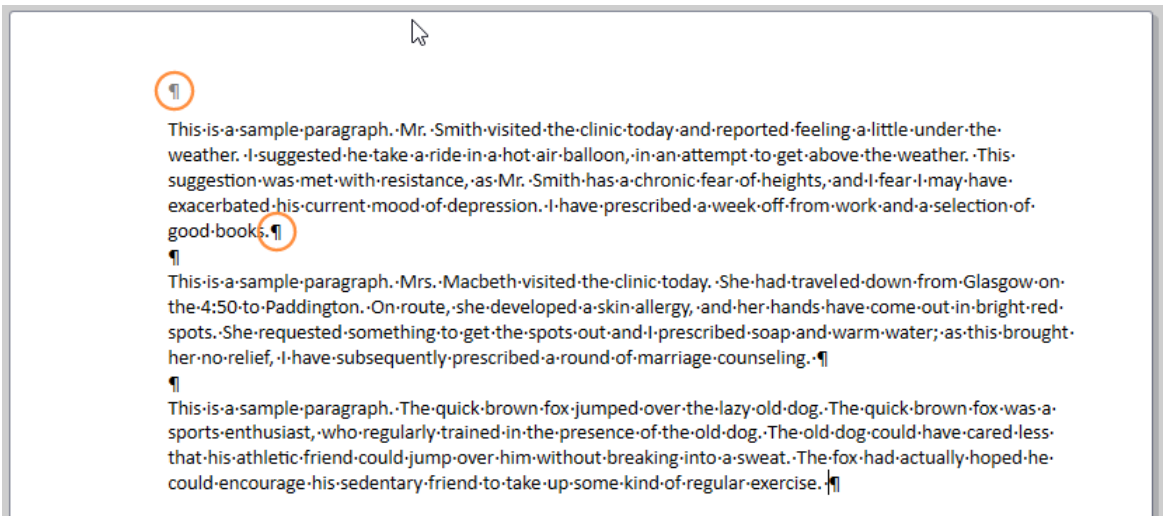
## Misc. 2

| | | |
|---|---|---|
| | **Find** | Search for text strings within the document |
| | **Replace** | Replace text in the document |
| | **Show/Hide Formatting** | Show/hide text formatting in the document (e.g. paragraphs marks) |

## Paragraph Marker

**Ctrl+Shift+8** Show/Hide paragraph marks (and other hidden formatting symbols).

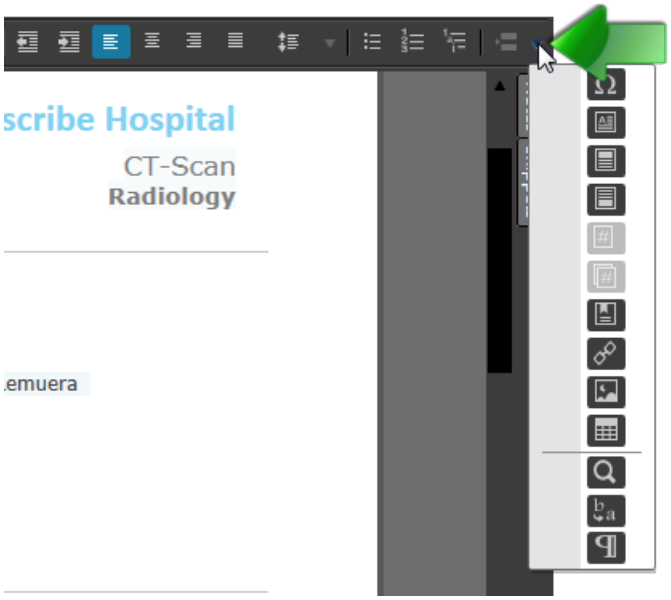
**Note**: This setting is saved and used in the next job.



## Toolbar Overflow Menu

The toolbar contains a large number of controls. If there is insufficient room to display all of the controls, they will overflow into a drop-down menu at the right of the toolbar:

Click the button to reveal the controls:




# Spell Checking

The **Spell Check** settings and range of options are listed and explained in Spell Checker in *Settings*.

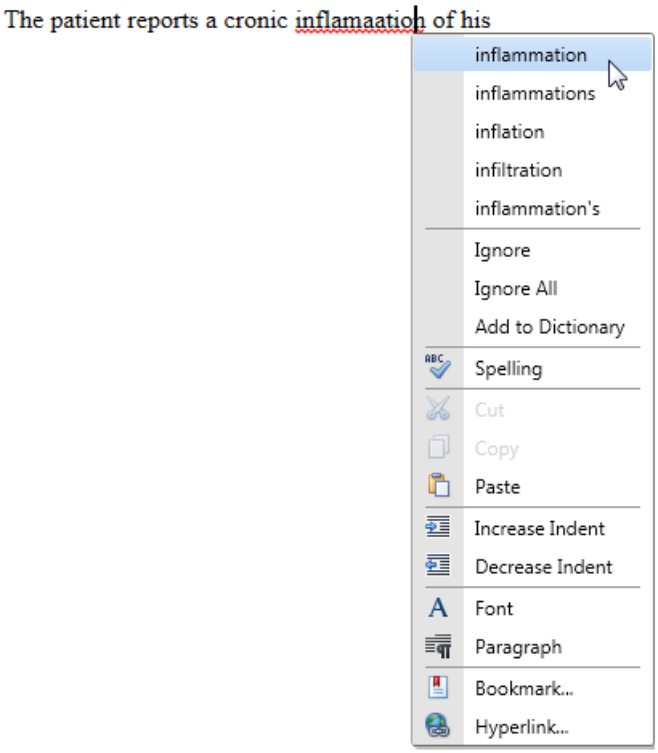
Following is an overview of using Spell Checking while typing a document.

## Check spelling as you type

With the **Check spelling as you type** option ticked (the default setting), words not recognized by the dictionary will be underlined after typing:

Mr Johnson's blood presssure has failed to respond to medication:
Systolic was at 200, Diastolic was

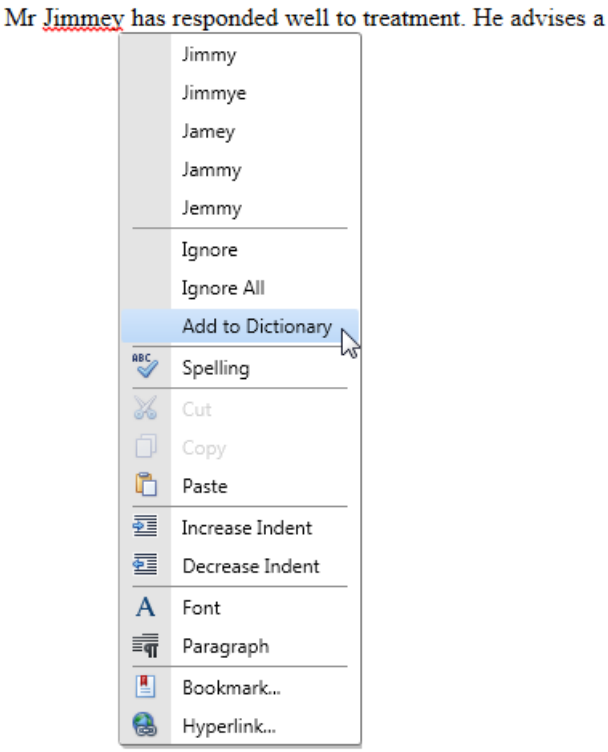
Right-clicking on an error will open the Context Menu, at the top of which will be suggestions for the correct spelling:




Select the correct spelling and left-click on it. The misspelled word will be replaced with the correct one and the underline will disappear.

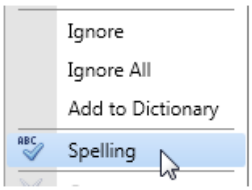
## Custom Dictionary

Desktop maintains its own custom dictionary, so you can add new words as they arise.



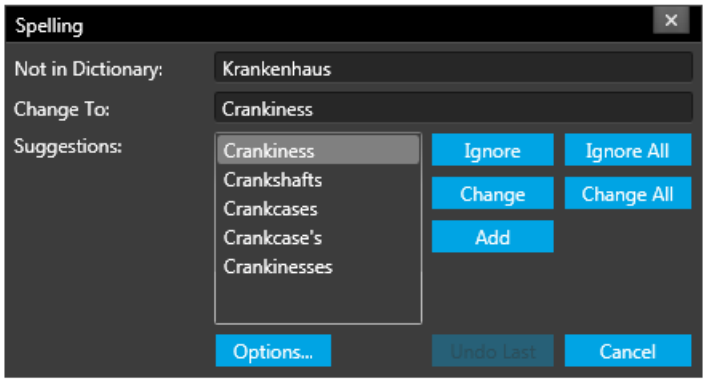

Right-click on the new word (i.e. the word not currently recognized by the dictionary) and click **Add to Dictionary**.

Alternatively, click **Spelling** to open the Spelling dialog window:




The Spelling dialog window also enables you to edit a word (if needed) before adding it to the dictionary:

Mr Smith suffered his injury while on holiday in Frankfurt, where he was admitted to the Frankfurter Krankenhaus for




You can also edit the custom dictionary directly by accessing it in the Custom Settings:

**Custom Settings | Spell Checker | Edit Custom Directory**

**Note**: Desktop also reads the custom dictionary maintained by *MS Word*, so any new words that have been added there (or will be added) will also be recognized by Desktop.

# Automatic Capitalizing "I"

**Note**: This section is relevant only to users typing in English.

When typing a lone, lowercase "i" in Desktop, it will be automatically changed to uppercase "I".

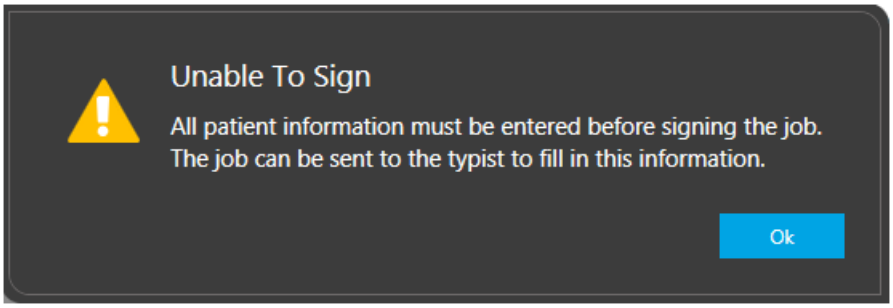
The following is a table of escape characters that enable the auto function to be ignored on the document editor:

| Character | Input | Output | Action |
|---|---|---|---|
| # | #i# | I | Makes uppercase |
| & | &i& | I | Makes uppercase |
| ^ | ^i^ | i | Makes lowercase |
| @ | @i@ | i | Makes lowercase |
| + | +i+ | i | Makes lowercase |
| $ | $i$ | i | Makes lowercase |

# Warnings and Prompts

To ensure documents are set up correctly, Winscribe Desktop is programmed with a variety of user traps and prompts.

For example, if a doctor attempts to sign a document before all the patient's details have been selected, a warning message will be displayed:

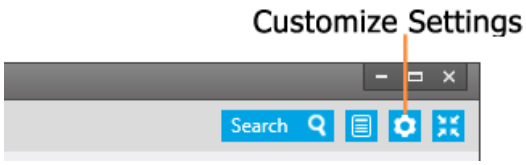



Click OK to close the warning message.

An indicator prompt will be displayed next to any field yet to be completed:

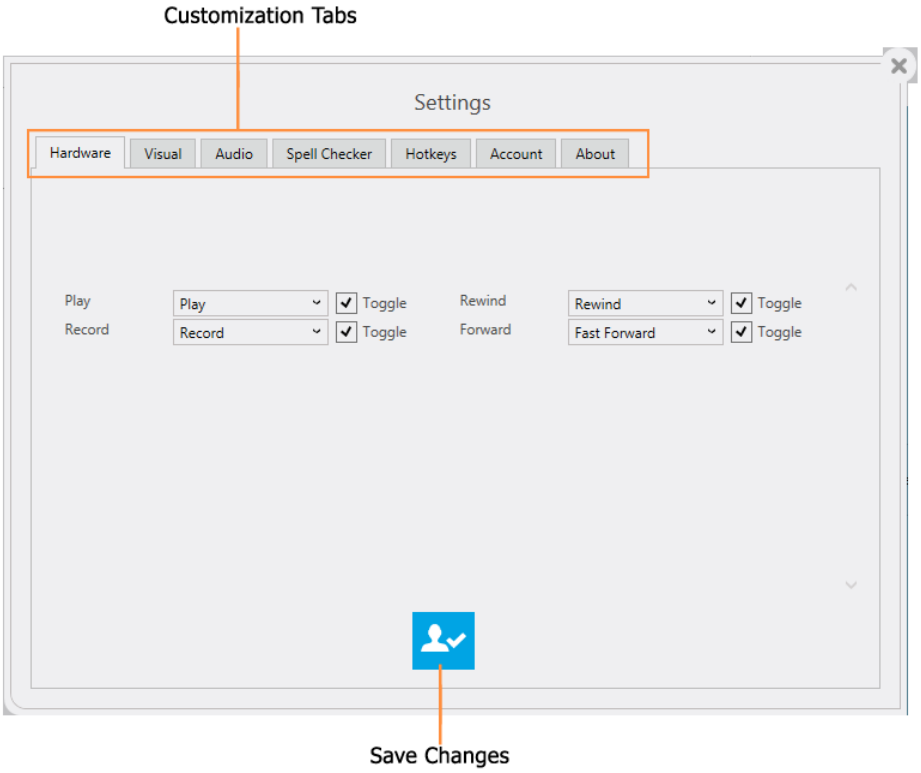
# Settings

The **Settings** option is always available in the top-right corner of the screen (both Home and Job screens):



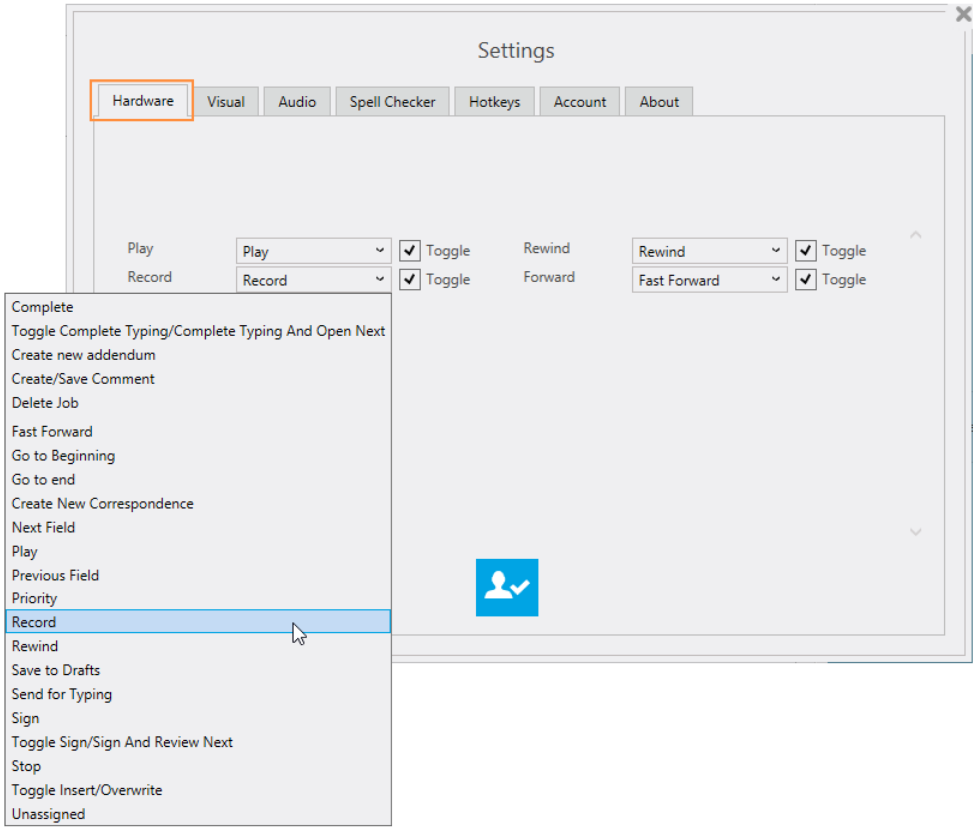

Click this button to display/edit the customization tabs for:

- Hardware
- Visual
- Audio
- Spell Checker
- Hotkeys
- Account
- About



# Hardware

**Hardware** displays the settings for the current connected microphone:

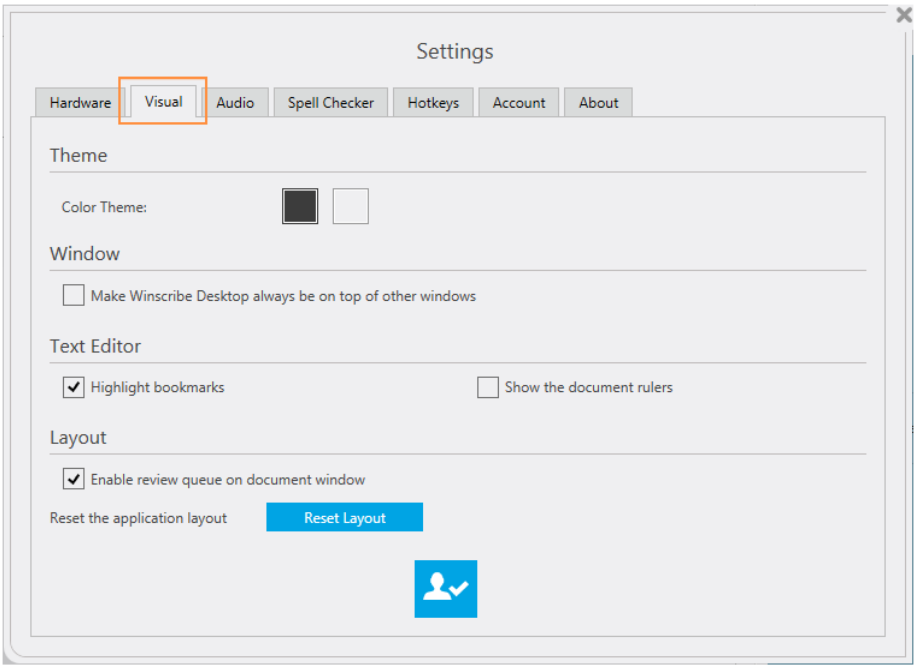



Use the drop-down menus to select commands for each control. Some buttons have the ability to be set to 'Toggle' mode. If toggle mode is turned on, each time you press the button it toggles the action on and off. If toggle mode is turned off, when a button is pressed the action begins, and when it's released the action stops.

**Note**: The range of controls that can be customized is dependent upon the connected device.

# Visual

**Visual** displays the visual settings for the current author:




### Theme

Select a Color Theme from the options (click the one you want).

### Window

Tick the box to keep Winscribe Desktop always *on top*.

### Text Editor

**Highlight Bookmarks**: Toggle bookmark highlighting: ON/OFF (enabled by default). Note: Changing this setting, if a document is open, requires re-opening the document to take effect.

**Show the document rulers**: Toggle the document rulers (disabled by default).

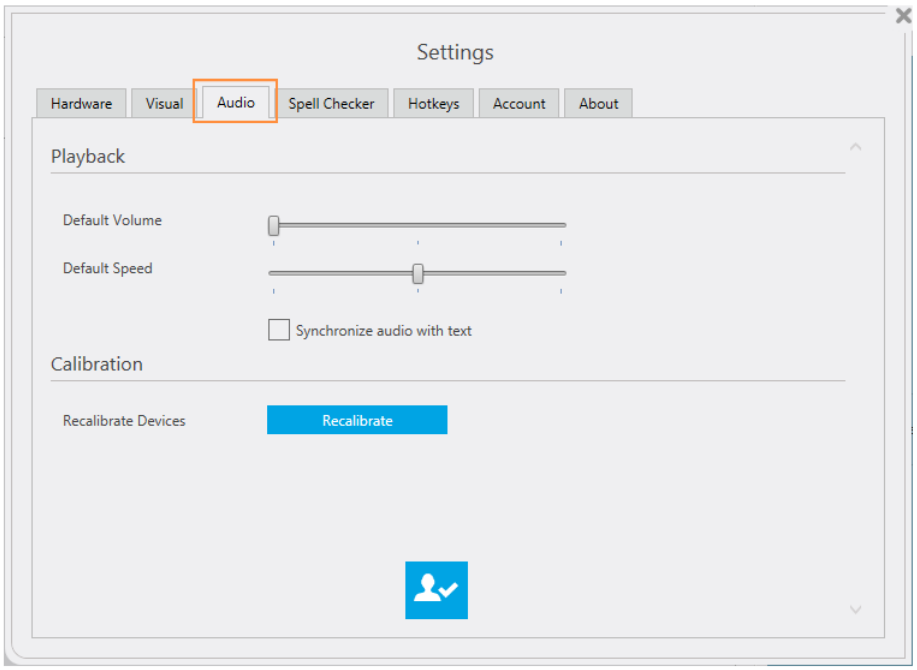
### Layout

**Enable review queue on document window**: By default, the review queue is not shown in the document window. Ticking this will enable it for viewing.

**Reset Layout**: Resets Desktop's layout back to its default.

# Audio

**Audio** displays the playback settings for the current author, together with a facility to recalibrate the connected device:



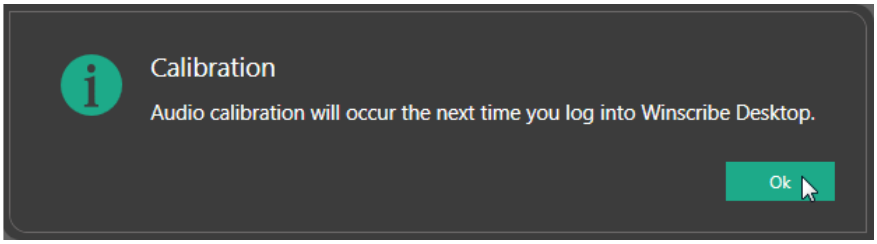

### Playback

*Default Volume*: The author can adjust the playback volume to suit.

*Default Speed*: The author can adjust the playback speed to suit.

### Calibration

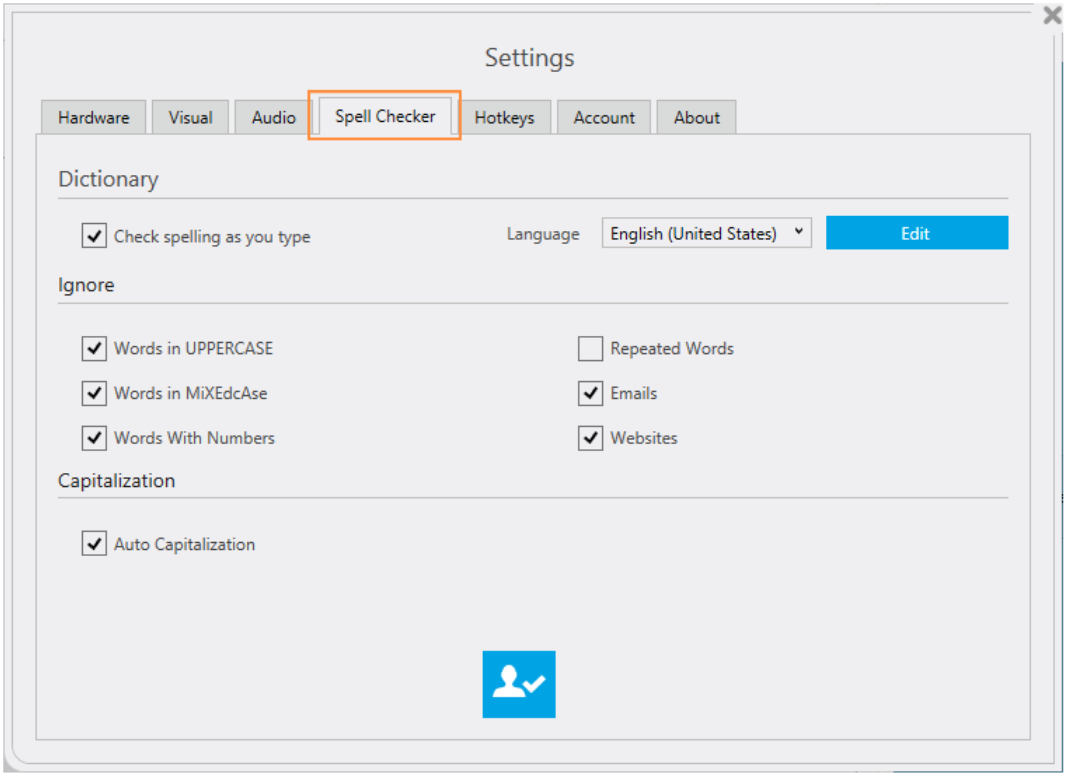
If an author needs to re-run the audio calibration for Winscribe Desktop, clicking **Recalibrate** (at *Recalibrate devices*) will initiate this:

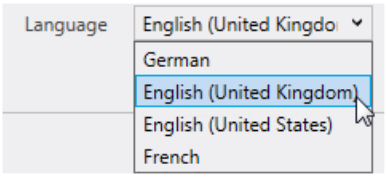



Click **OK** in the pop-up window and restart Desktop.

# Spell Checker

**Spell Checker** displays the spell check settings for the current author:



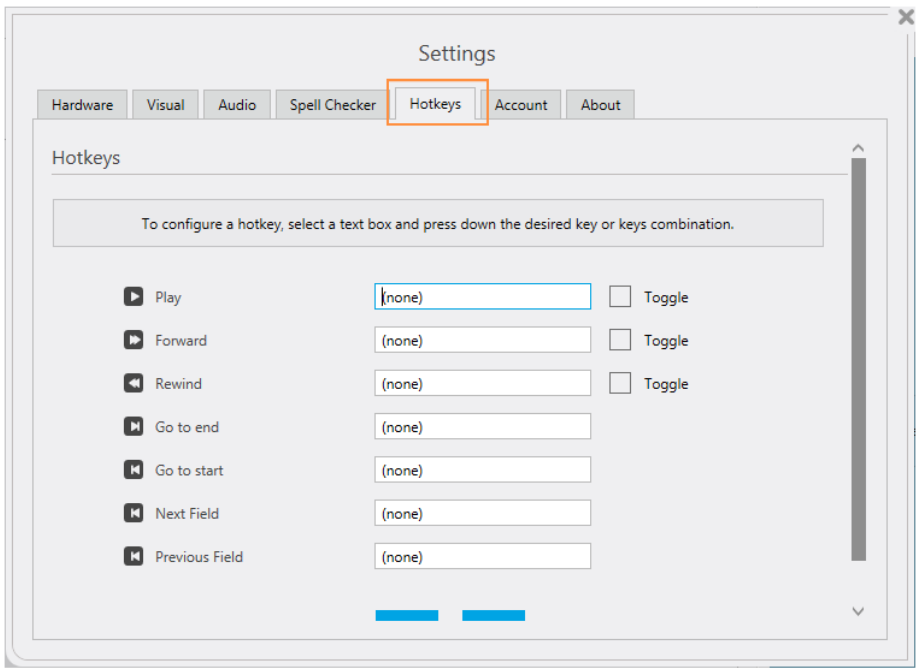

| **Dictionary** | |
|---|---|
| **Control** | **Function** |
| **Check spelling as you type** | Tick to have have spelling errors highlighted as you type, e.g.<br>blood presssure<br>The default setting for this control is on (i.e. ticked).<br>**Note**: The *Ignore* options below are disabled (and not invoked) if this option is not ticked. |
| **Language** | Select the dictionary you wish to work with:<br>  |
| **Edit Custom Dictionary** | Opens the custom dictionary for editing:<br>- New words can be added<br>- Existing words can be modified or deleted |

| Ignore | |
|---|---|
| **Control** | **Function** |
| **Words in UPPERCASE** | Tick to ignore the spelling of WORDS in uppercase. |
| **Words in MiXEDcAse** | Tick to ignore the spelling of WoRdS with a mixture of upper- and lowercase. |
| **Words with Numbers** | Tick to ignore the spelling of words with numbers, e.g. "house2house". |
| **Repeated Words** | Tick to ignore words words that are repeated. |
| **Emails** | Tick to ignore the spelling of email addresses, e.g. "super8@example.com" |
| **Websites** | Tick to ignore the spelling of website addresses, e.g. "www.winscribe.com". |

| Capitalization | |
|---|---|
| **Control** | **Function** |
| **Auto Capitalization** | Tick to enable auto capitalization. |

# Hotkeys

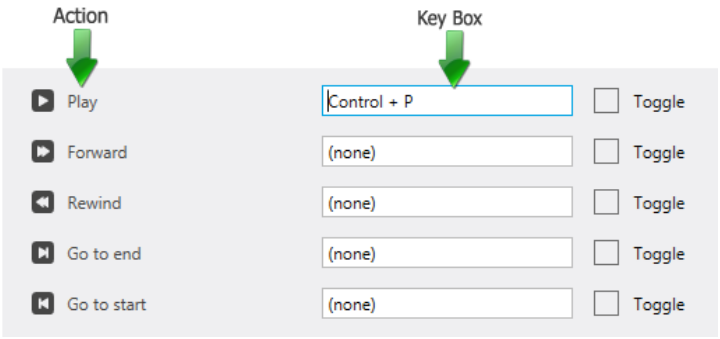
**Hotkeys** displays the hotkey settings for the current author:




Hotkeys can be configured for common audio playback actions.

### Configure a Hotkey

1. Click on a key box to highlight it.




2. On your keyboard, press the key/s you want to associate with the action (he key, or key combination, will be displayed in the key box)

**Note**: The **Tab** key is not a valid hotkey option

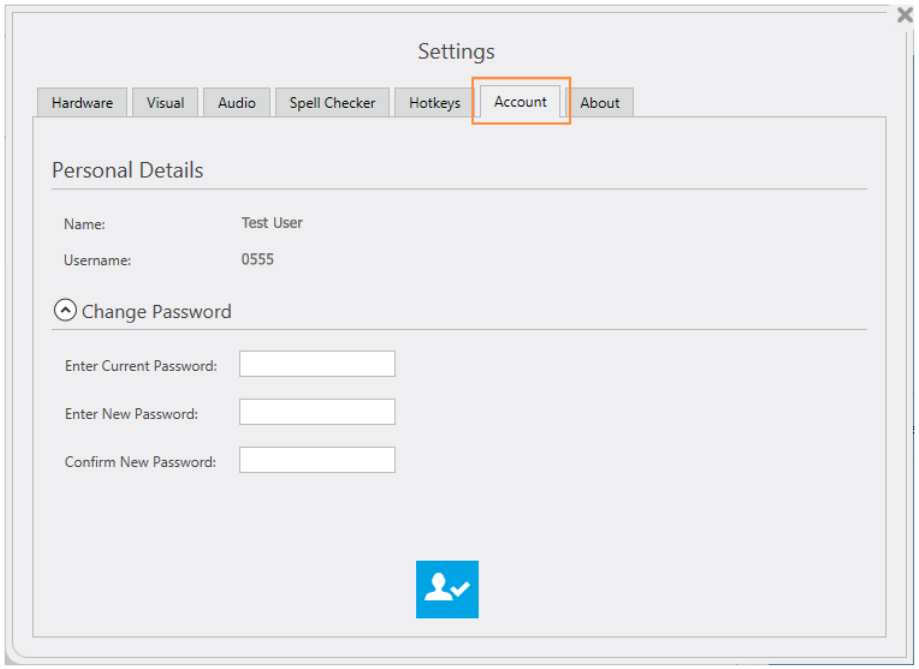
3. Tick the toggle checkbox if you want the same key combination to both initiate and stop the action.

**Note**: To delete or cancel a hotkey configuration, click on the key box and press the **ESC** key.

4. Click **Apply To Me** or **Apply To All** (users of this workstation) to save.

# Account

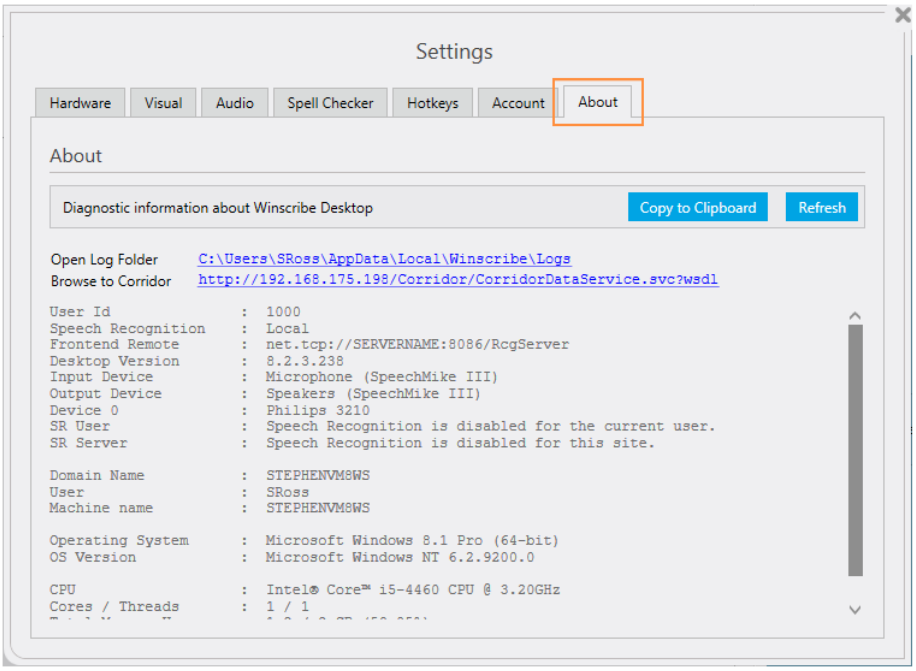
**Account** displays the details of the current user, and provides that user with the facility to change his/her password:



# About

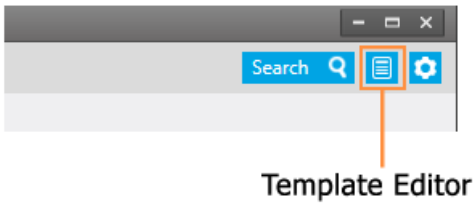
**About** displays live diagnostic information about the user's PC.

The **Copy to Clipboard** button copies the data to the clipboard (for easy pasting into an email message, for example).



# Template Editor

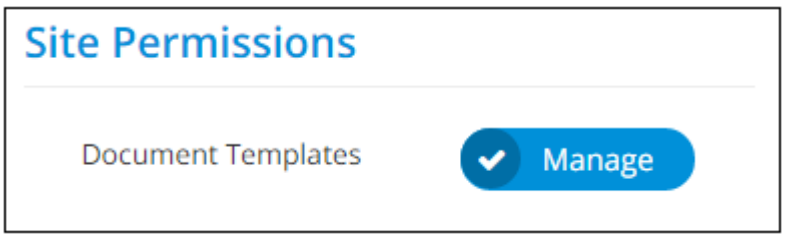
The Template Editor is an administration facility available in *Winscribe Desktop*. It enables the creation and administration of document templates.




### Accessibility

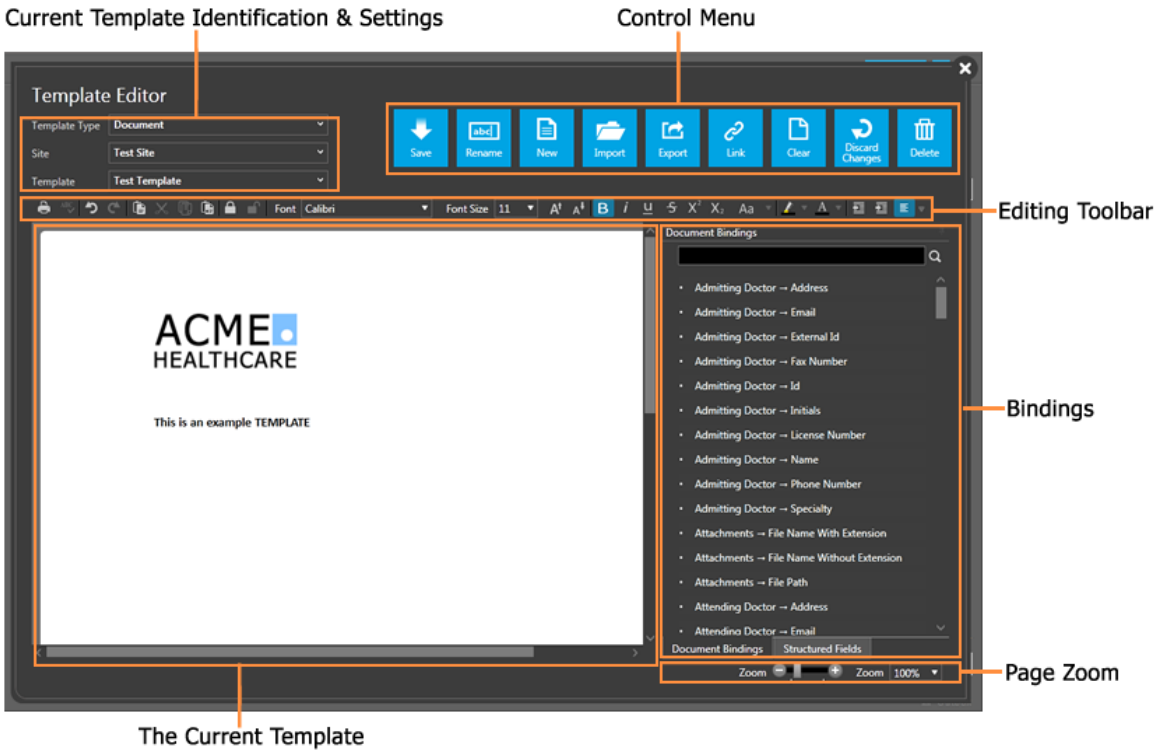
Access to the Template Editor is configured by the system administrator in the **Web Admin**.

The Desktop user requires the *Document Templates* site permission selected in one (or more) of his/her roles:



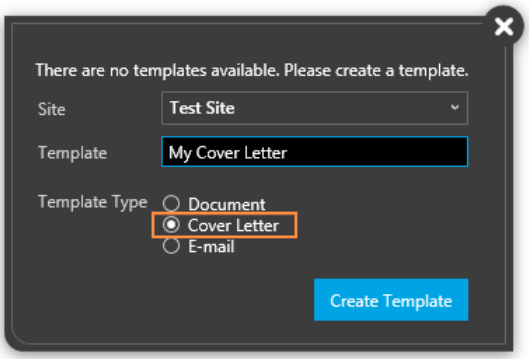

With this permission, the Desktop user can launch the Template Editor and edit templates at the site level.

# Template Editor Overview

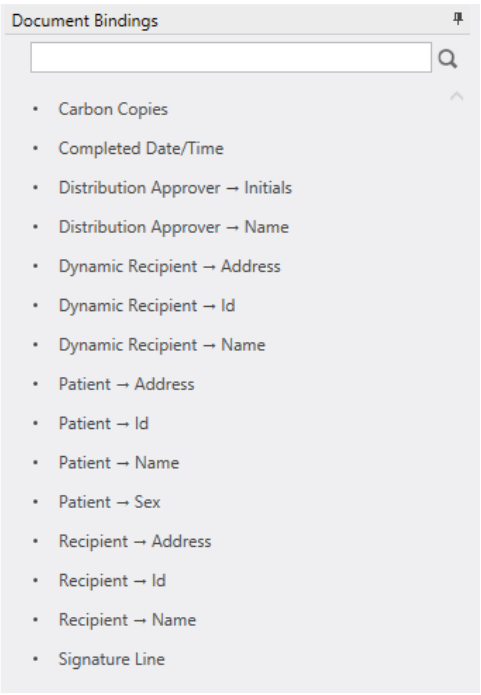


# Cover Letters

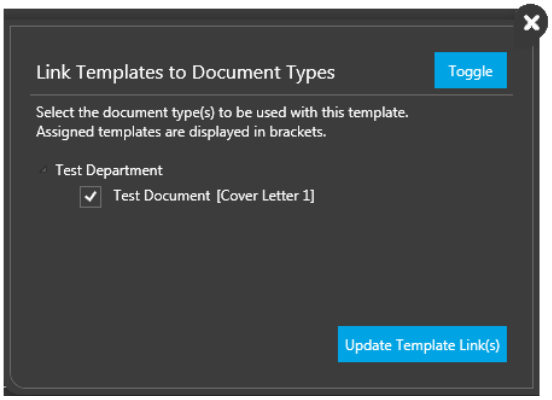
To create a cover letter template, select the *Cover Letter* option when creating a new template:




The bindings list for the template will be filtered to display only those bindings relevant to cover letters:



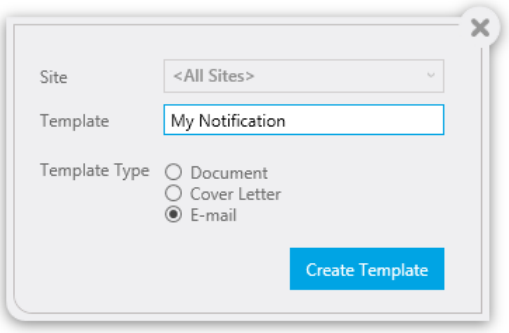

Cover letters can be linked to document types in the template editor.



# Email Templates for Notifications

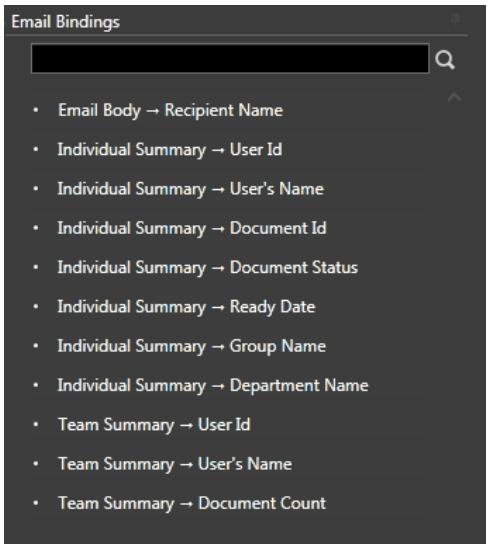
**Note**: This option is available when using the *Notifications* module. For information about the creation and configuration of email Notifications, see the **Notifications** section in this guide.

To create an email template, select the *Email Template* option when creating a new template:




## Design Overview

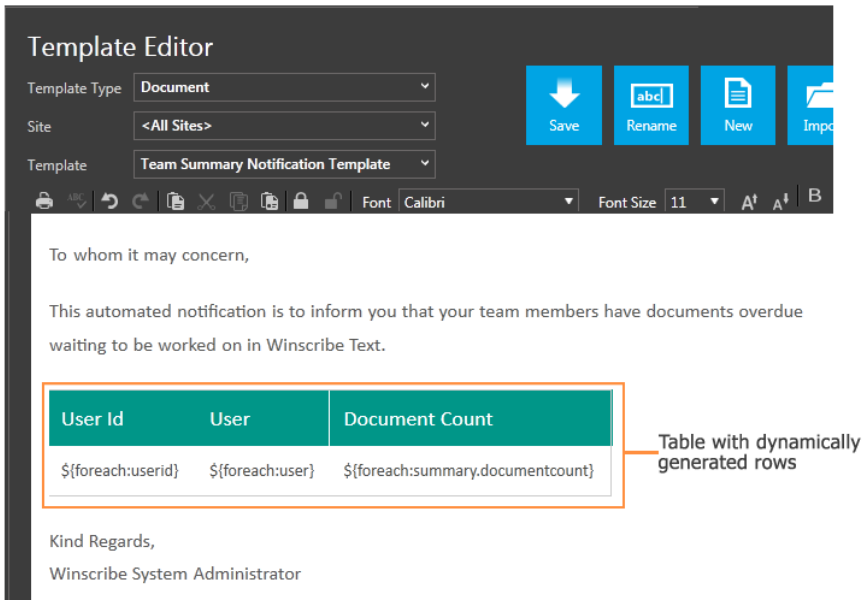
When creating an Email Template, the bindings list will be filtered to display only those bindings relevant to email notifications:




It is important to understand how these bindings are to be used. Template Bindings that contain "**foreach:**" (as *Email Template* bindings do) must be used within a table and must be in the 2nd row of that table, with the 1st row being for a column heading. For example:

| **Heading** | **Heading** | **Heading** | **Heading** |
|---|---|---|---|
| *Binding* | *Binding* | *Binding* | *Binding* |

At the time the email message is sent out, the table's rows will be dynamically generated and populated as per the data content.




## List of Email Templates Bindings

| Name | Binding |
|---|---|
| **Email Body** | |
| **Recipient Name** | *${recipientfirstname}* |
| **Individual Summary**<br>Provides more detailed info about each document assigned to a user | |
| **User ID** | *${foreach:userid}* |
| **User's Name** | *${foreach:user}* |
| **Document ID** | *${foreach:document.documentid}* |
| **Document Status** | *${foreach:document.status}* |
| **Ready Date** | *${foreach:document.readydate}* |
| **Group Name** | *${foreach:document.usergroupname}* |
| **Department Name** | *${foreach:document.departmentname}* |
| **Team Summary**<br>Provides an aggregated summary of the documents per user | |
| **User ID** | *${foreach:userid}* |
| **User's Name** | *${foreach:user}* |
| **Document Count** | *${foreach:summary.documentcount}* |

# Bookmarks

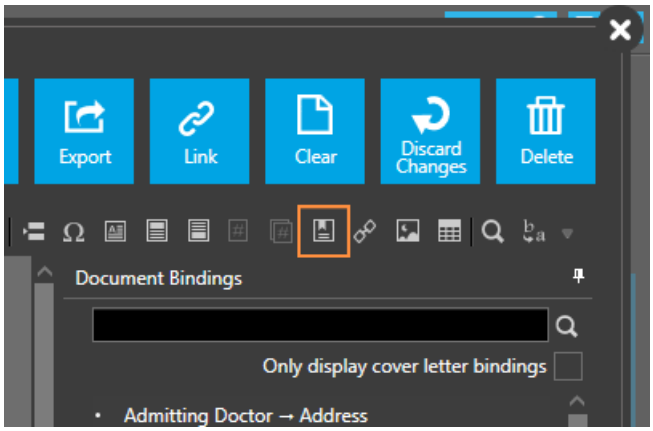
Adding bookmarks to a template enables authors (dictating speech recognition jobs) to navigate between fields using simple voice commands.

When starting a new job, the first field position in the document is automatically selected for the author, and dictation *hints* (the bookmark names) for any other fields are displayed.

The author records dictation in the normal manner, moving sequentially between fields using the "next field" or "previous field" commands, or jumping to a specific field using the "go to *FIELD NAME*" or "jump to *FIELD NAME*" commands.

## Bookmark Editor

To open the Bookmark Editor, click the **Bookmark** button in the document toolbar:



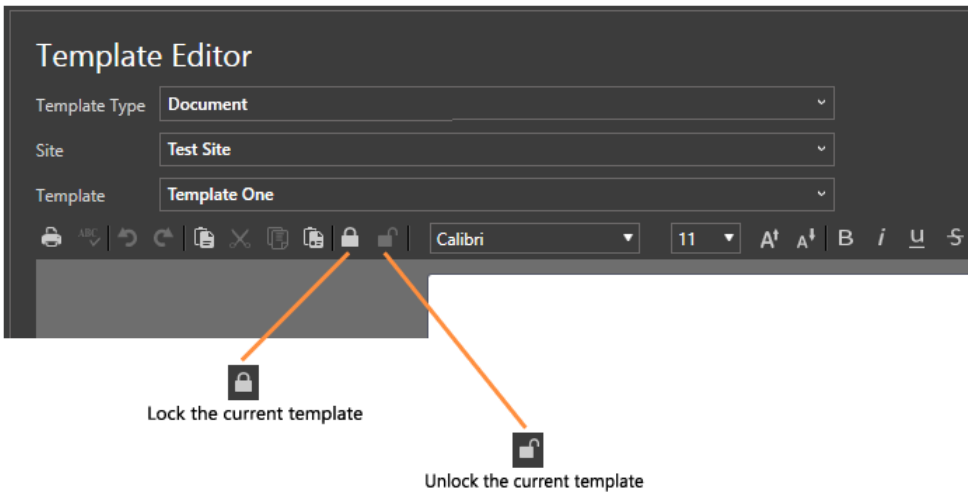

The Bookmark Editor is a dialog window that enables the editing of bookmarks in a template.

## Locked and Unlocked Templates

It is possible to lock a template, so that authors may only enter content into specific, bookmarked sections. Unlocked templates may be freely edited by authors.

**Important Note**: Locked templates require bookmark names to be prefixed with "WS_", e.g. *WS_PatientName*. Without this prefix, authors will not be able to enter content at the bookmarked position.

Locking/unlocking a template is done using its lock control in the document toolbar:



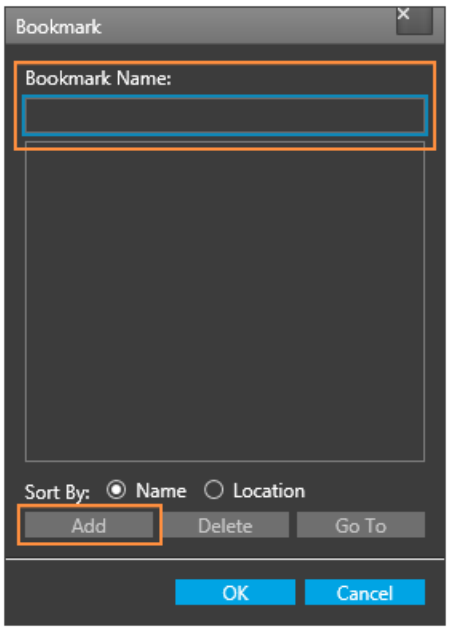

Template currently UNLOCKED: Click to *LOCK*:

Template currently LOCKED: Click to *UNLOCK*:

**Note**: Don't forget to *save* the template when changing its lock setting.

## Bookmark Names

Each bookmark in a template needs to be assigned a unique **name** when created. The name can be any meaningful text (note: the name also appears as a "hint" for the author when he/she creates a job).




Only letters, numbers, and the underscore ("_") symbol may be used in a bookmark name.

Entered name NOT accepted.

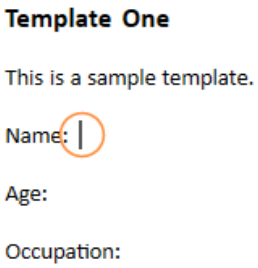
Entered name accepted. Click Add to create bookmark.

### "WS_" Prefix

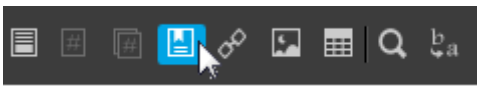
- All bookmarks used as sections in the document should use start with "WS_" to enable navigation between fields.
- Locked templates require bookmark names to be prefixed with "WS_", e.g. *WS_PatientName*. Without this prefix, authors will not be able to enter content at the bookmarked position.

## Create a Bookmark

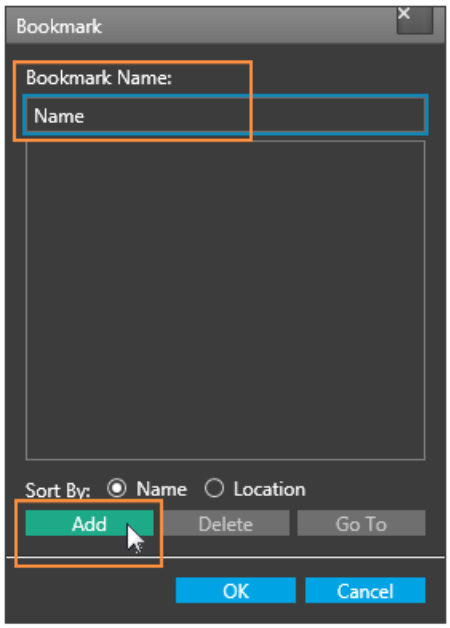
1. Place the cursor at the desired position for the bookmark:




2. Click the **Bookmark** button in the document toolbar to open the Bookmark Editor dialog window:



3. Enter a unique *Name* for the bookmark (prefix with "WS_" if the template is to be locked), and click **Add**:

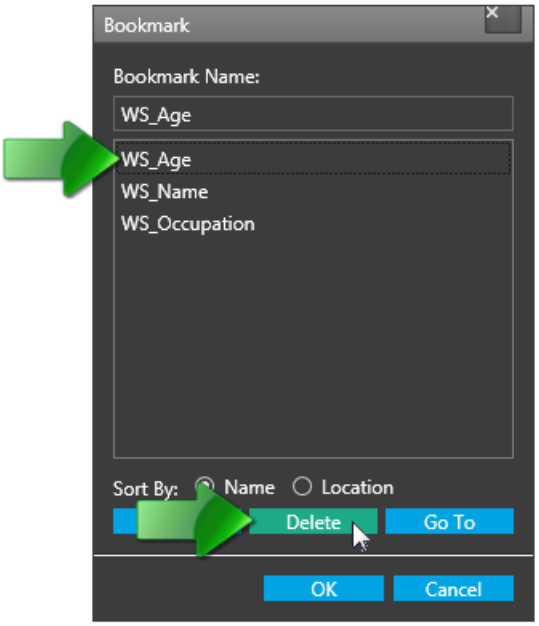



4. A bookmark in that name will now be created at the current position of the cursor.

# Delete a Bookmark

1. Click the **Bookmark** button in the document toolbar to open the Bookmark Editor dialog window:

2. Click the bookmark you wish to delete — it will be displayed in the *Bookmark Name* field.




3. Click **Delete** to remove the selected bookmark.

# "WS_" Prefixed Bookmarks

Locked templates require bookmark names to be prefixed with "WS_", e.g., *WS_PatientName*. Without this prefix, authors will not be able to enter content at the bookmarked position.

Prefixing

Bookmarks prefixed with "WS_" will display a background color to an author's entered content: *purple* in an unlocked template and *yellow* in a locked template.

**Unlocked Template:**

Name: Bob Ratchet

Age: 32

Occupation: Administrative Clerk

**Locked Template:**

Name: Julie Green

Age: 29

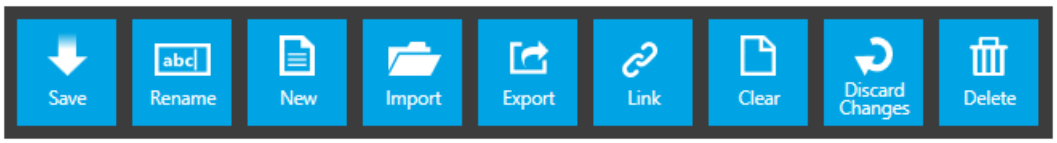
Occupation: Pastry Chef

It is always recommended to have an empty ws_body bookmark where SR is to be inserted. This is also where they curser goes for the typist to start typing when the document is first opened, if header information is already populated (i.e., patient ID and visit ID; when a typist opens a document, the cursor will go first to any empty header fields, if there are no empty header fields, then to the first empty *ws_ bookmark*. If there are no empty *ws_ bookmarks*, then to the end of the ws_body book mark, if there is one, else to the end of the first '*ws_*' bookmark.

## Speech Recognition Jobs

When recording SR jobs, Desktop will look for the bookmarks *ws_bodytext* and *ws_body* first. If they don't exist, the text will be placed in the first empty bookmark. Note that any bookmark containing spaces is counted as an empty bookmark. If there are no bookmarks, then the text is inserted at the first RSDK anchor. If no RSDK anchor is found, then the text will be placed at the end of the document. Text gets placed into RSDK anchors only for client SR jobs.

# Control Menu



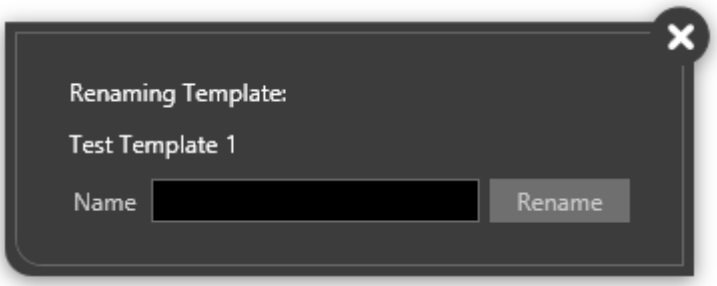

## Save

Saves the current template.

## Rename

Enables the current template to be renamed.

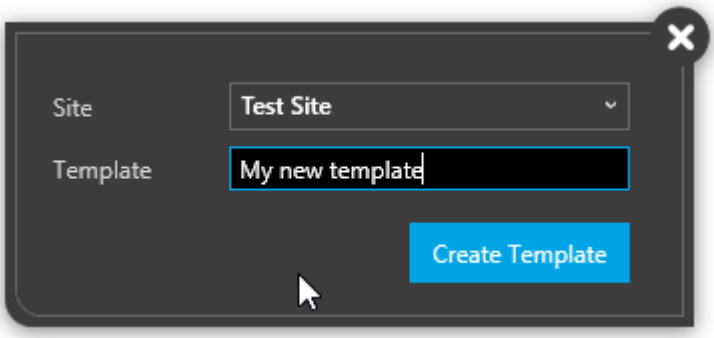
Enter a new *Name* and click **Rename**:




## New

Creates a new template.

Select a *Site* and enter a name for the *Template* and click **Create Template**:




## Import

Imports a rich text file (.rtf) from the user's PC as a new template.

## Export

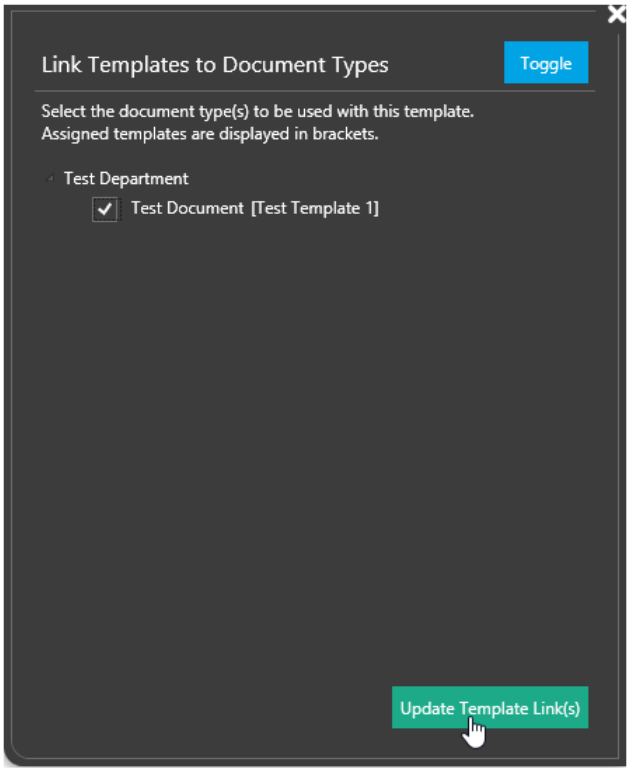
Exports the current template as a rich text file (.rtf) to the user's PC.

## Link

Opens the link manager for the current template.

The template can be linked to *Document Types* within the user's sites.

Tick the Document Types you wish to link the template to, then click **Update Template Link(s)**:




To *unlink* a template, remove the tick, and click to update.

## Clear

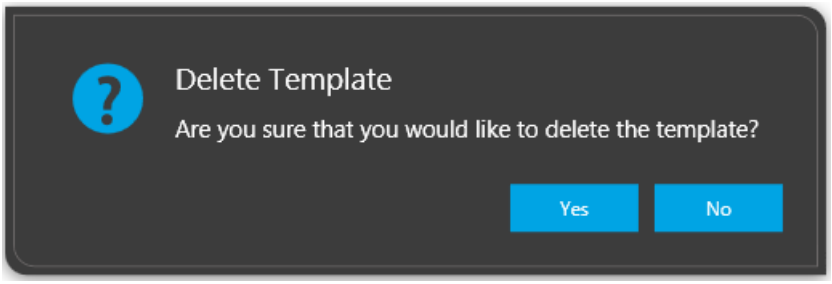
Clears the current template of all content.

## Discard Changes

Restores the previous changes made to the current template.

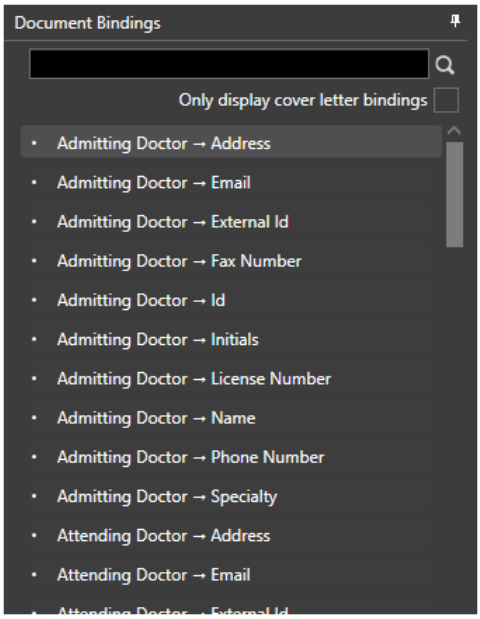
## Delete

Deletes the current template.




# Bindings

Document Bindings are content-rich fields that can be added to templates when created by the administrator. These fields populate with data (e.g. patient information) when a user creates a document.

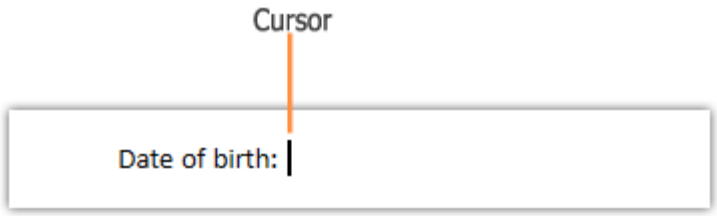



**Bindings Updating:**

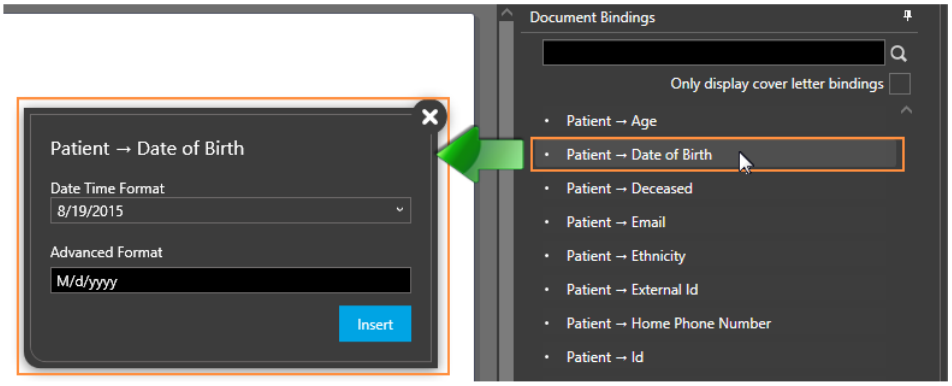
1. Update every time a document is opened for editing
2. Update whenever the patient, visit, order, signatures, addressed to or copies changes

# Inserting Bindings

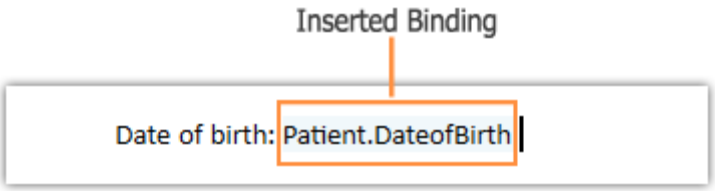
1. To insert a binding into a template:
   - At the current location of the cursor — double left-click on it
   - At a location within the template (currently visible) — right-click, hold, and drag and drop at the desired location




2. In either instance, a dialog window for the binding will open, enabling editing of the binding's format.



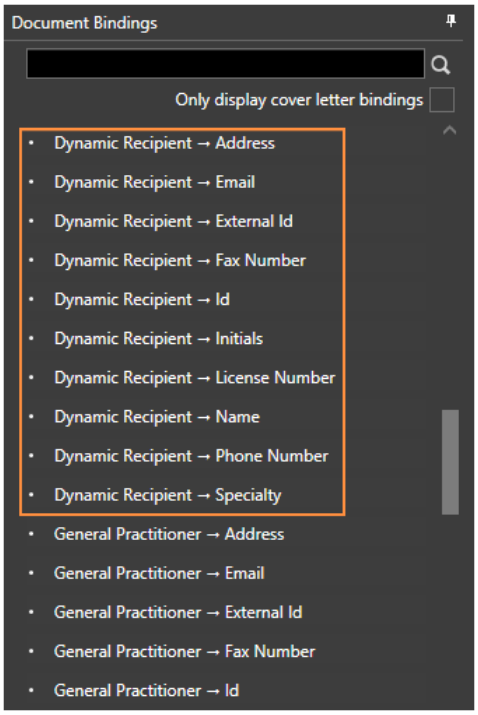

3. You can accept the default formatting, or modify it.
4. Click **Insert** to insert the binding into the template:



# Dynamic Recipient Bindings

Dynamic recipient bindings dynamically create copies of documents for distribution for all recipients.

Dynamic recipient binding allows each distributed copy of a document to include details specific to each recipient of that copy. For example, a letter containing the address recipient dynamic binding that is ADDRESS TO a patient and COPY TO a doctor will result in two printed copies: one with the address of the patient and one with the address of the doctor.




**Recipient** bindings = create one letter to the ADDRESSED TO recipient, with additional copies to the COPY TOs.

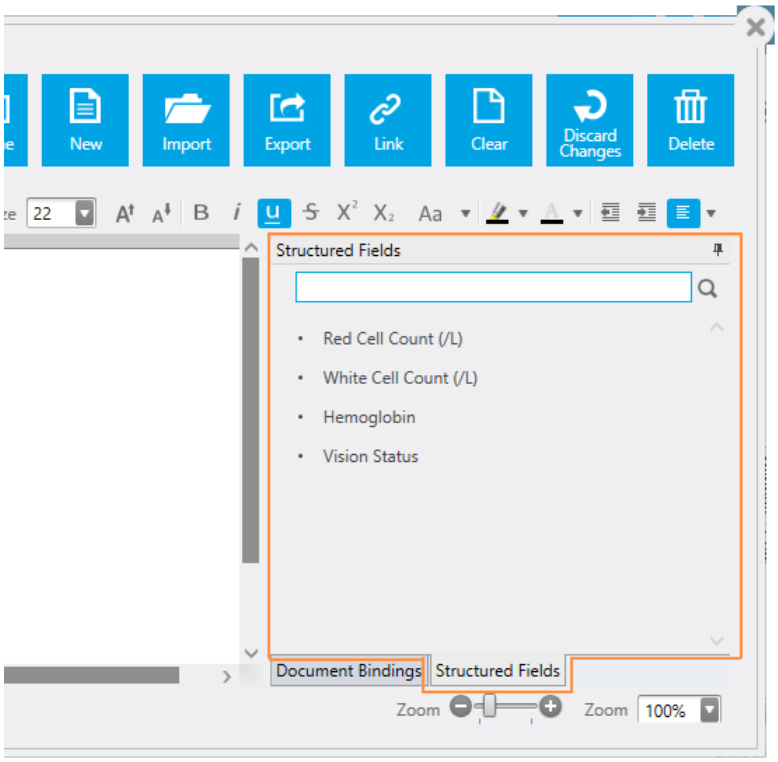
**Dynamic Recipient** bindings = create a letter to the ADDRESSED TO recipient and one to each of the COPY TO recipients.

Note: The functionality of dynamic recipient bindings only work with the Print Module, and electronic distribution via the Distribution Manager.

# Structured Fields

Structured Fields are administrator-defined database fields, custom created to suit your organization's requirements.

The Structured Fields available for use in a template are listed on the *Structured Fields* tab:




Structured Fields are different in the way they update compared to normal bindings.

### Structured Fields (Patient Fields):

1. Insert when the patient is selected
2. Update when the patient is swapped
3. Update when the patient is edited

The user can modify them in the document without fear of them changing except in the above scenarios.

### Structured Fields (Visit Fields):

1. Insert when the visit is selected
2. Update when the visit is swapped
3. Update when the visit is edited

The user can modify them in the document without fear of them changing except in the above scenarios.

### Regular Bindings:

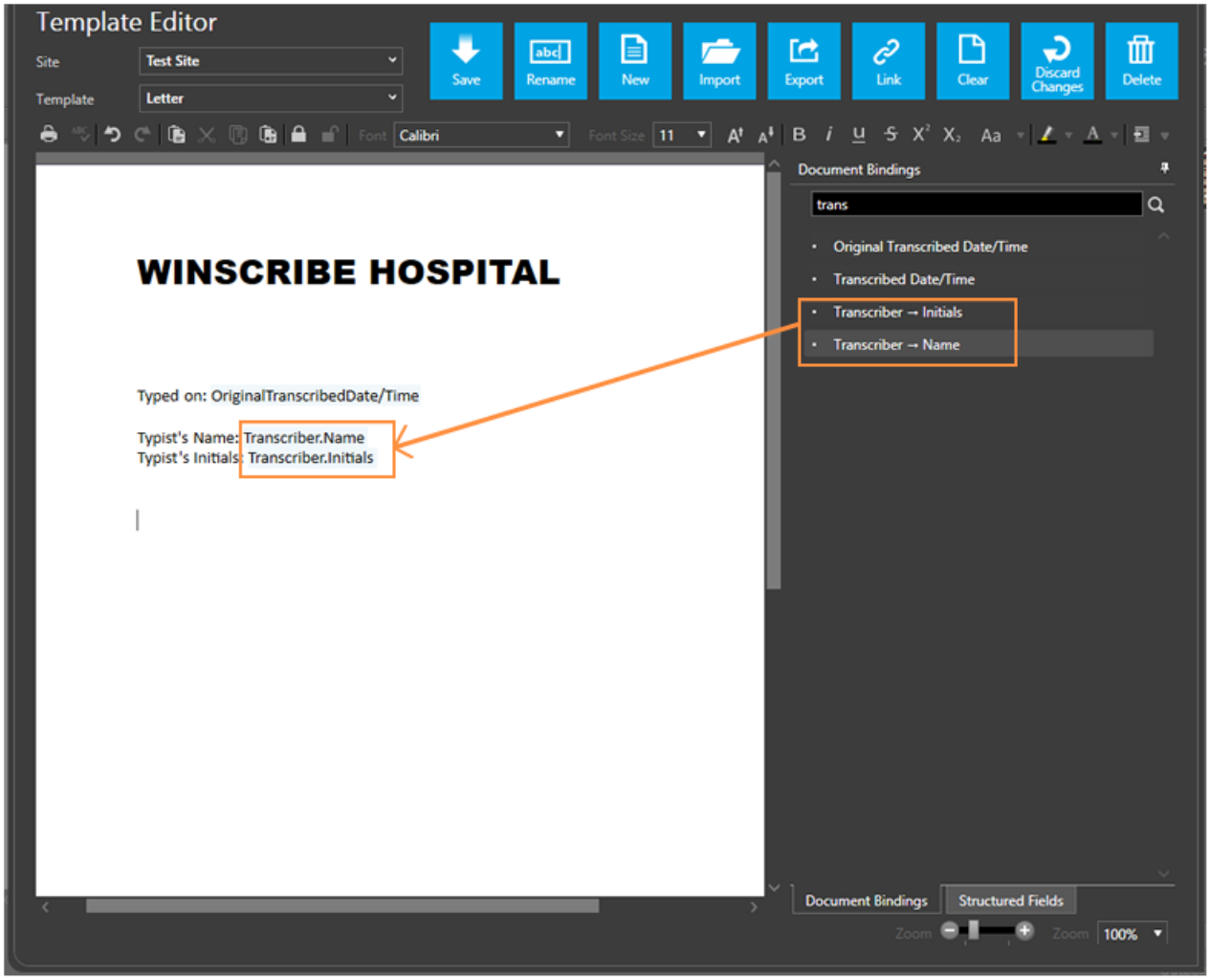
1. Update every time a document is opened for editing
2. Update whenever the patient, visit, order, signatures, addressed to or copies changes

# Transcriber Bindings

Bindings for the transcriber's *name* and *initials* are now available when creating templates.

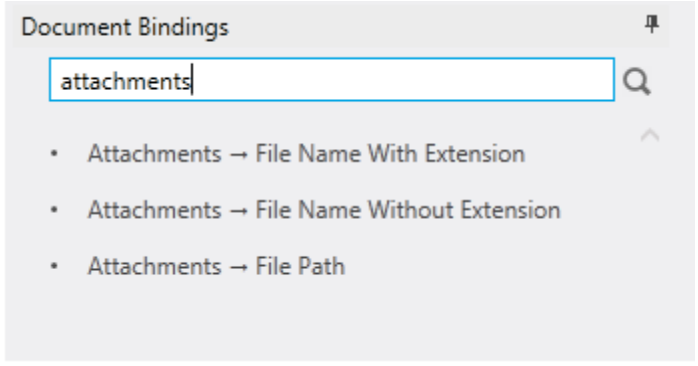
```
Typist's Name: Transcriber.Name
Typist's Initials: Transcriber.Initials
```

Note that the bindings will as appear as placeholders until the typist completes transcription of the document.




# Attachment Bindings

There are three bindings that list details of any document attachments.

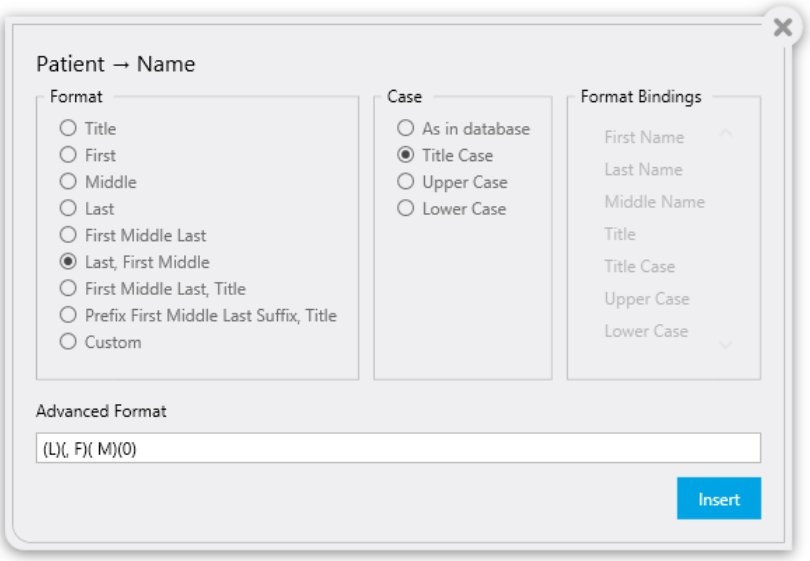


| Binding | Example |
|---|---|
| **File Name With Extension** | Dietary Requirements.pdf<br>Instructions for wound care.pdf |
| **File Name Without Extension** | Dietary Requirements<br>Instructions for wound care |
| **File Path** | \\ShareServer\Attachments\Dietary Requirements.pdf<br>\\ShareServer\Attachments\Instructions for wound care.pdf |

# Format Types

## Names

Select one of the pre-formatted options for the text and the case and your selection will be displayed in the *Advanced Format* field below:




If you select the **Custom** format, the *Format Bindings i*n the right-hand column will become available.

Click **Insert**, to insert your chosen format into the template at the current position of the cursor.

For more information about editing the *Advanced Format* field, see: **Advanced Formatting/Names**.

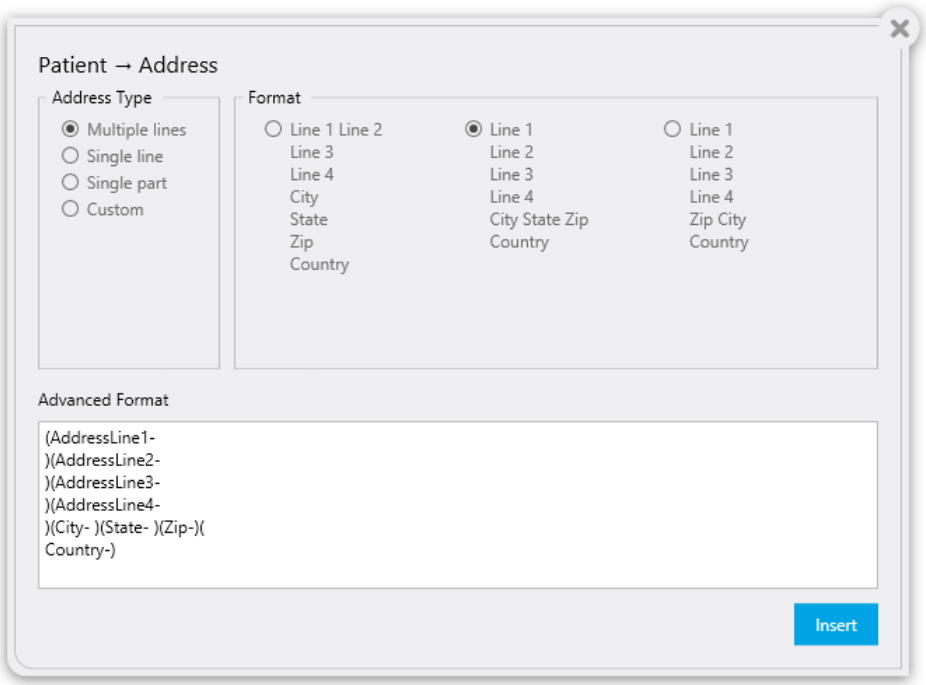
## Addresses

Select one of the pre-formatted Address Type options, and then from one of its available Format options.

If you select the *Single Part* Address Type, you will need to select which single part of the address you wish to appear.

If you select the *Custom* Address Type, you will be able to select the specific address elements you desire, and may format these.

Your selection will be displayed in the *Advanced Format* text box below:

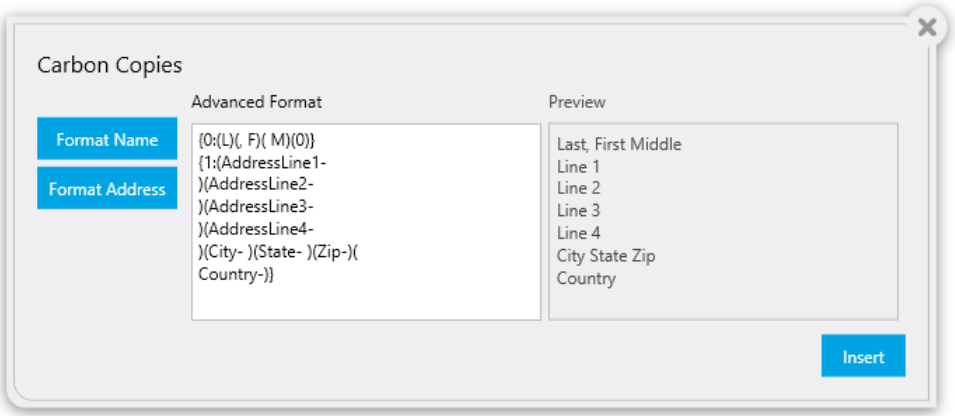



Click **Insert**, to insert your chosen format into the template at the current position of the cursor.

For more information about editing the *Advanced Format* field, see: **Advanced Formatting/Addresses**.

## Carbon Copies

Select a format for the Name and the Address, and your selections will be displayed in the *Advanced Format* text box below:



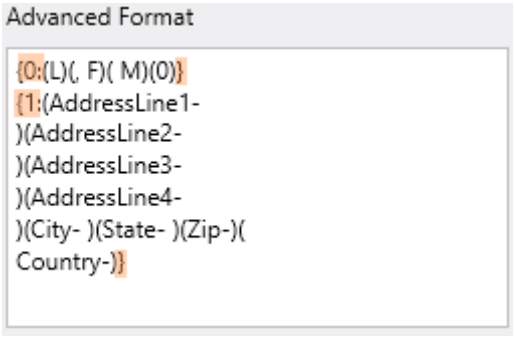

For more information about editing the *Advanced Format* text box, see: **Advanced Formatting/Names** and **Advanced Formatting/Addresses.**

Note the enclosure markers for the name and the address:

{0: *NAME* }

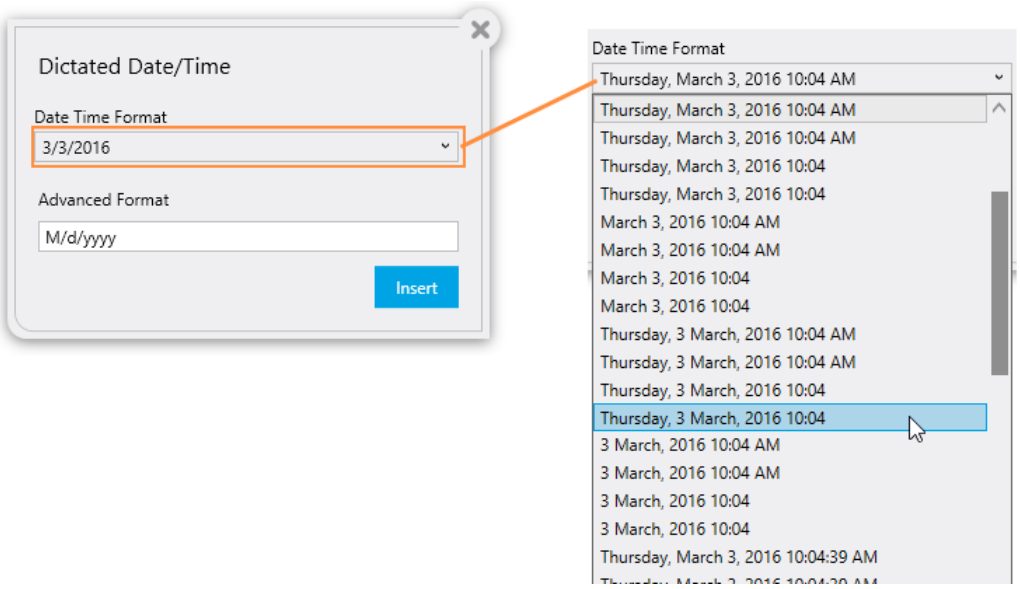
{1: *ADDRESS* }

These remain fixed, with the chosen formatting of their respective content changing to suit the user's selection.




## Date/Time

Select one of the pre-formatted options for the Date/Time from the drop-down menu and your selection will be displayed in the *Advanced Format* field below:

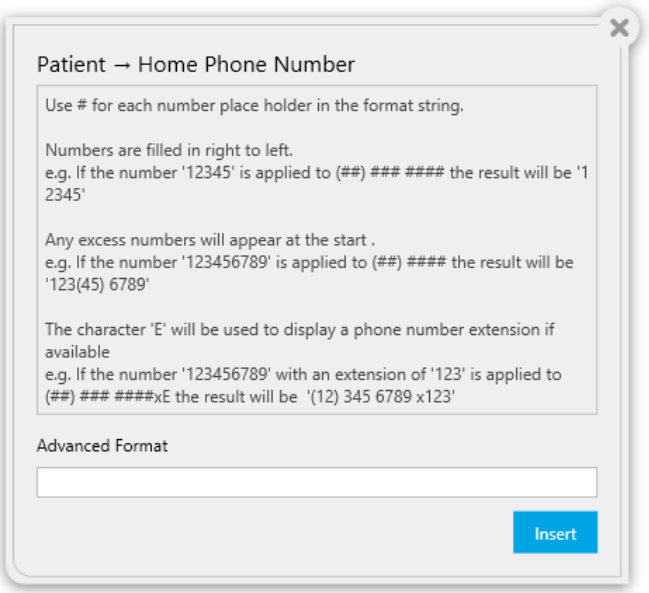



Click **Insert**, to insert your chosen format into the template at the current position of the cursor.

For more information about editing the *Advanced Format* field, see: **Advanced Formatting/Date & Time**.

# Telephone Numbers

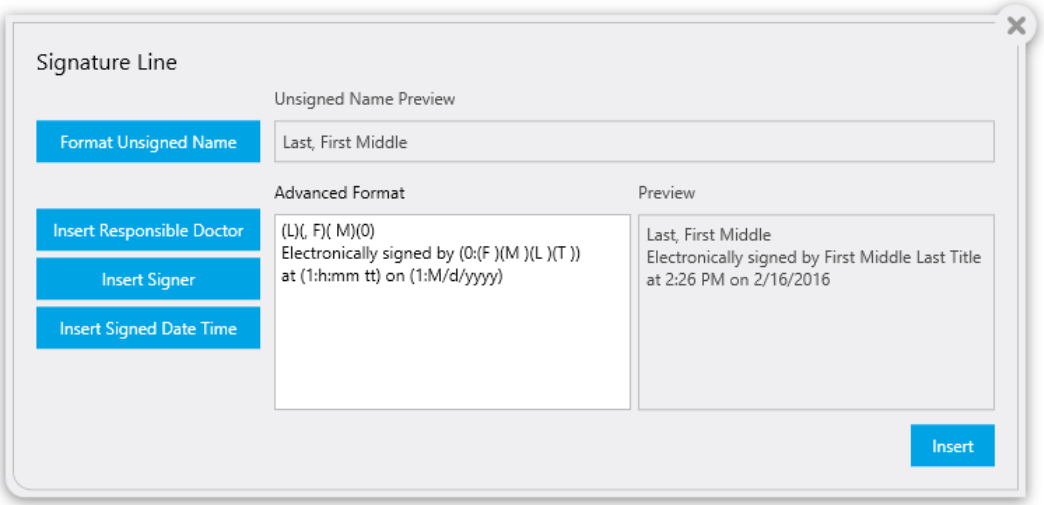
To format a telephone number, follow the instructions that appear in the *Phone Number* dialog window, and type your desire format into the *Advanced Format* field:




Click **Insert**, to insert your chosen format into the template at the current position of the cursor.

# Signature Line

The Signature Line dialog window enables the administrator to custom format the document template's signature line.




For more information about editing the *Advanced Format* text box, see: **Advanced Formatting/Names** and **Advanced Formatting/Date & Time.**

## Signature Appearance

The following examples display and clarify the changing appearance of the "Signature Line" through the work flow.

**Template Editor view:**

SignatureLine

**Document creation/drafts view:**

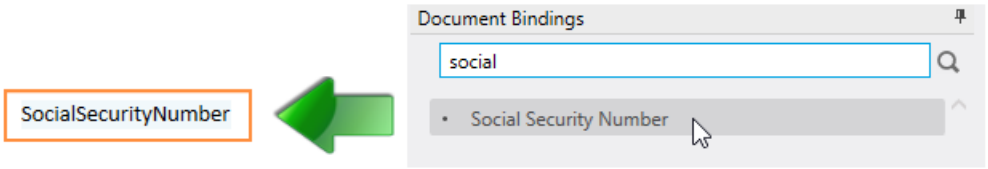
Watson, John

**Completed/signed view:**

Watson, John
Electronically signed by John Watson Dr
at 11:01 AM on 11/7/2016

### Plain text

Plain text bindings permit no formatting, and will be inserted directly into the document at the current position of the cursor:




# Advanced Formatting

## Names

Each LETTER represents a name element, and the NUMBER at the end represents the case in which the name elements (the text) will display.

| TEXT | | | CASE | | |
|---|---|---|---|---|---|
| | | *e.g.* | | | *e.g.* |
| **F** | **First Name** | John | **(0)** | **Title Case** | John Alvin Smith |
| **M** | **Middle Name** | Alvin | **(1)** | **Upper Case** | JOHN ALVIN SMITH |
| **L** | **Last Name** | Smith | **(2)** | **Lower Case** | john alvin smith |
| **T** | **Title** | Dr. | *none* | **As in database** | |
| **S** | **Suffix** | * | | | |
| **P** | **Prefix** | * | | | |

* As defined by the system administrator

Each letter needs to be inside its own parentheses, e.g.: `(P )(F )(M )(L )(S)(, T)`. The parentheses ensure that the constants (e.g. spaces, commas, etc.) are only added if there is a value for that field. It also makes sure you don't end up with unnecessary spaces, e.g. "John Watson".

The case value also needs to be in its own parentheses. Note: leaving out the case value and its parentheses entirely will default to *As in database*, i.e., the text will display in the form as it is stored in the database.

# Addresses

Addresses are created from the following elements:

| Address Elements |
|---|
| AddressLine1- |
| AddressLine2- |
| AddressLine3- |
| AddressLine4- |
| City- |
| State- |
| Zip- |
| Country- |

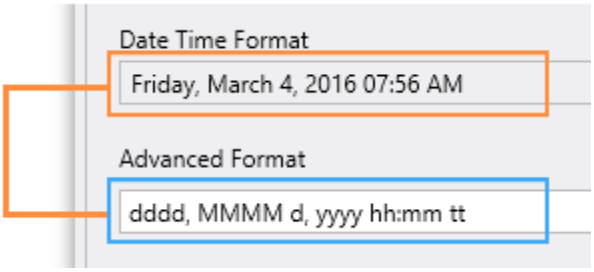
Each address element needs to be inside its own parentheses, e.g.:

The parentheses ensure that the constants (e.g. spaces, commas, etc.) are only added if there is a value for that field. It also makes sure you don't end up with unnecessary spaces, e.g. "John Watson".

To break to a new line, the closing parenthesis must drop down to the next line, e.g.:

## Date & Time

Dates & Times are formatted in strings using the .NET standard.




For example, in a string (in the *Advanced Format* field) the fourth day of March, 2016 can be expressed in the following ways:

| String | Result | String | Result |
|---|---|---|---|
| d | **4** | M | **3** |
| dd | **04** | MM | **03** |
| ddd | **Fri** | MMM | **Mar** |
| dddd | **Friday** | MMMM | **March** |

For further MSDN documentation of formatting date and time:

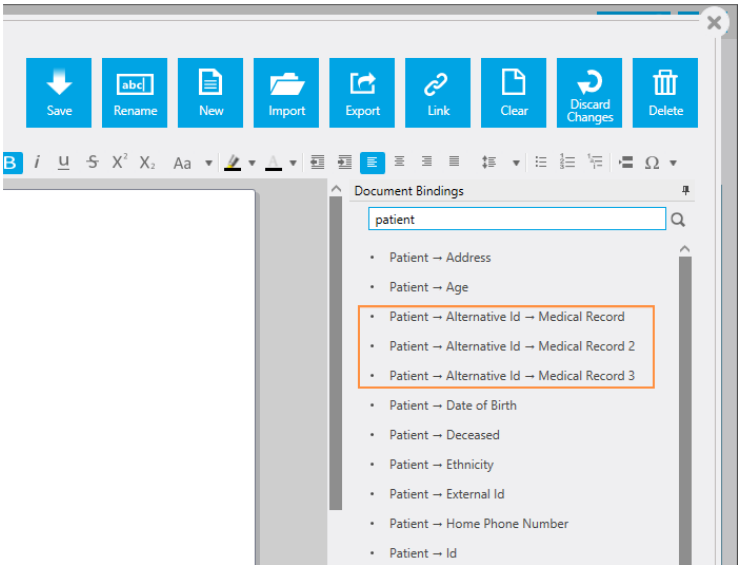
- Custom Date and Time Format Strings:
- *https://msdn.microsoft.com/en-us/library/8kb3ddd4(v=vs.110).aspx*
- Standard Date and Time Format Strings:
- https://msdn.microsoft.com/en-us/library/az4se3k1(v=vs.110).aspx

# Multiple IDs

**Note**: The following is only applicable where the Winscribe server has been configured for Multiple Patient IDs.

A binding for each alternative ID will be available for selection:

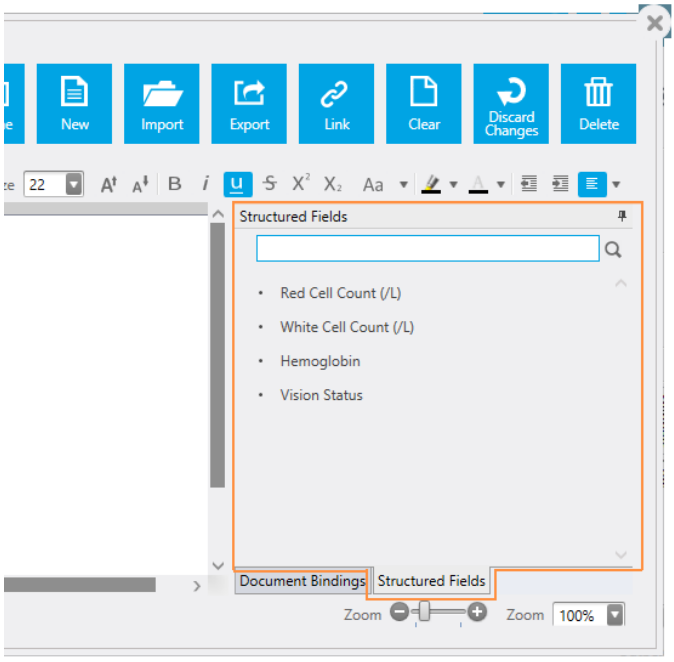
`Patient --> Alternative ID --> [ID DESCRIPTION]`




# Structured Fields

Structured Fields are administrator-defined database fields, custom created to suit your organization's requirements.

The Structured Fields available for use in a template are listed on the *Structured Fields* tab:




Structured Fields are different in the way they update compared to normal bindings.

**Structured Fields (Patient Fields):**

1. Insert when the patient is selected
2. Update when the patient is swapped
3. Update when the patient is edited

The user can modify them in the document without fear of them changing except in the above scenarios.

**Structured Fields (Visit Fields):**

1. Insert when the visit is selected
2. Update when the visit is swapped
3. Update when the visit is edited

The user can modify them in the document without fear of them changing except in the above scenarios.

**Regular Bindings:**

1. Update every time a document is opened for editing
2. Update whenever the patient, visit, order, signatures, addressed to or copies changes

# Best Practices

Following is a list of the suggested best practices for template creation.

- Minimize the use of tables as much as possible.
- Tables should not be used to format narrative text. Tables should only be used for entering lab result data and formatting letter header/footer information.

  NOTE: Typing large amounts of text into a table will result in less than desirable performance.
- If bookmarks are required inside tables for lab results, you must be careful not to select the entire cell when adding the bookmark. Selecting the entire cell will lead the bookmark wrapping around the cell, not inside it, which will cause unexpected results.

  NOTE: To test this, navigate to the bookmark, copy the text and paste it elsewhere in the document. If part of the table is copied with the bookmark, too much has been selected.
- Do not have bookmarks that span multiple cells in a table.
- Do not split a single field binding across multiple rows in a table.

# Speech Recognition Voice Commands

Winscribe Desktop offers a range of Interface and Text Formatting voice commands when using speech recognition.

## Interface Commands

| Spoken Command | Action |
|---|---|
| **Sign Document** | Marks the current job as signed and complete. |
| **Toggle Priority** | Toggles the priority (ON/OFF) for the current job. |
| **Discard Changes** | Undoes any changes made to the current job since it has been opened. |
| **Save Changes** | Saves the current job as a draft (to be completed later). |
| **Send for Typing** | Sends the current job to the server for typing — the job will be moved to the outbox to be uploaded to the server. |
| **Open Search** | Opens the search dialog window, enabling a job search. |
| **New Job** | Opens a new job (if a job is already open, that job will be saved to the drafts folder). |

## Text Formatting Commands

### US Medical

#### Numbers

##### *Cardinal Numbers*

| To make this appear | Say this ... |
|---|---|
| five | five |
| 12 | twelve |
| 34 | thirty four |
| 122 | (one) hundred (and) twenty two |
| 535 | five hundred (and) thirty five |

| | |
|---|---|
| 2,211 | two thousand two hundred (and) eleven |
| 338,945 | three hundred (and) thirty eight thousand nine hundred (and) forty five |
| 241,305,060 | two hundred (and) forty one million three hundred (and) five thousand (and) sixty |

## *Ordinal Numbers*

| **To make this appear** | **Say this …** |
|---|---|
| first | first |
| fifth | fifth |
| 12th | twelfth |
| 56th | fifty sixth |

## *Decimal Numbers*

| **To make this appear** | **Say this …** |
|---|---|
| 3.75 | three point seventy five |
| 37.23 | thirty seven point twenty three |
| 4.359 | four point three five nine |

## *Fractions*

| **To make this appear** | **Say this …** |
|---|---|
| 1/2 | one half |
| 1/3 | one third |
| 2/3 | two thirds |
| 1/4 | one quarter |
| 3/4 | three quarters |
| 1 1/2 | one and a half |

| | |
|---|---|
| 2 1/3 | two and a third |
| 7 2/3 | seven and two thirds |
| 10 1/4 | ten and a quarter |

## *Numeral Affixes*

| **To make this appear** | **Say this ...** |
|---|---|
| +2 | plus two |
| -2.5 | minus two point five |
| -2.5 | negative two point five |
| ±182 | plus (or) minus one hundred eighty two |
| 2+ | two plus |
| 2.5- | two point five minus |
| 2.5- | two point five negative |
| 182± | one hundred eighty two plus (or) minus |
| < 2 | less than two |
| > 4 | greater than four |
| = 5 | equals five |
| 3 + 3 | three plus three |
| 5 > 3 | five greater than three |

## *Ratio*

| **To make this appear** | **Say this ...** |
|---|---|
| 1:5 | one to five |
| 1:250 | one to two hundred (and) fifty |
| 3:1 | three to one |

## *Dictating "by"*

| To make this appear | Say this ... |
|---|---|
| 4 x 4 | four by four |
| 4 x 4 | four times four |
| 3 x 4 cm | three by four centimeters |
| 3 x 4 mg | three times four milligrams |
| 5 mm x 3 cm | five millimeters by three centimeters |
| 2.5 x 3 x 4 mm | two point five by three by four millimeters |

## *Number Range*

| To make this appear | Say this ... |
|---|---|
| 3-4 | three to four |
| 150-200 | one hundred (and) fifty to two hundred |

## *Words triggering cardinal numbers as digits*

| To make this appear | Say this ... |
|---|---|
| block 2 and 5 | block two and five |
| class 8-9 | class eight to nine |
| grade 9 | grade nine |
| level 4 | level four |
| part 2 | part two |
| pattern 6 | pattern six |
| slice 7-8 | slice seven to eight |
| specimen 3 | specimen three |
| type 5 | type five |

## *Words triggering ordinal numbers as digits*

| To make this appear | Say this ... |
|---|---|
| 1st birthday | first birthday |
| 2nd centile | second centile |
| 3rd course | third course |
| 4th cycle | fourth cycle |
| 5th day | fifth day |
| 6th degree | sixth degree |
| 5th finger | fifth finger |
| 7th floor | seventh floor |
| 8th grade | eighth grade |
| 9th month | ninth month |
| 1st nerve | first nerve |
| 2nd percentile | second percentile |
| 3rd pregnancy | third pregnancy |
| 4th rib | fourth rib |
| 5th stage | fifth stage |
| 2nd toe | second toe |
| 6th trial | sixth trial |
| 5th week | fifth week |
| 6th year | sixth year |

## *Spelling of Numbers*

| To make this appear | Say this ... |
|---|---|
| 022156680215 | zero double two one five double six eight zero two one five |

### *Numbering*

| To make this appear | Say this ... |
|---|---|
| 1) | (new line) number one |
| 19) | (new line) number nineteen |

## Date, Time & Currency

### *Date*

| To make this appear | Say this ... |
|---|---|
| July 4, 2002 | July fourth two thousand two |
| 07/04/08 | (zero) seven (slash) (zero) four (slash) zero eight |
| 04/07/08 | (zero) four (slash) (zero) seven (slash) zero eight |
| 04/07 | zero four slash zero seven |
| December 3, 2000 | December third two thousand |
| December 2000 | December two thousand |
| 12/31/2005 - 01/05/2006 | twelve (slash) thirty one (slash) two thousand five to (zero) one (slash) (zero) five (slash) two thousand six |
| 12/31 - 01/05 | twelve slash thirty one to zero one slash zero five |
| December 31 - January 5 | December thirty first to January fifth |
| December 09 - January 10 | December zero nine to January ten |
| April - May 09 | April to May zero nine |

### *Time*

| To make this appear | Say this ... |
|---|---|
| 9:45 | nine forty five |
| 3:30 p.m. | three thirty P M |
| 6 o'clock | six o'clock |
| 2 a.m. | two A M |

| | |
|---|---|
| 0200 hours | zero two hundred hours |
| 12:00-12:50 p.m. | twelve to twelve fifty p.m. |
| 10:50 a.m. - 12:30 p.m. | ten fifty a.m. to twelve thirty p.m. |

## *Decades*

| **To make this appear** | **Say this ...** |
|---|---|
| the 70s | the seventies |
| 1960s | nineteen sixties |
| 1980s | nineteen hundred eighties |

## *Age*

| **To make this appear** | **Say this ...** |
|---|---|
| 2-day-old | two day old |
| 5-week-old | five week old |
| 3-month-old | three month old |
| 10-year-old | ten year old |

## *Currency*

| **To make this appear** | **Say this ...** |
|---|---|
| $ 35.00 | dollar thirty five |
| $ 35.29 | dollar thirty five point twenty nine |
| $ 10,000.00 | dollar ten thousand |
| 35.00 $ | thirty five dollars |
| 35.29 $ | thirty five point twenty nine dollars |
| 35.29 $ | thirty five dollars and twenty nine cents |
| USD 35.00 | US dollar thirty five |

| | |
|---|---|
| 35.00 USD | thirty five US dollars |
| USD 35.00 | American dollar thirty five |
| 35.00 USD | thirty five American dollars |

# Medical Terms

## *Units*

| To make this appear | Say this … |
|---|---|
| 3 mg | three milligrams |
| 10 mEq | ten milliequivalent |
| 10 µmol/L | ten micromole per liter |
| -5°C | minus five degrees Celsius |
| 5% | five percent |

## *Blood Count*

| To make this appear | Say this … |
|---|---|
| Hb 14.2 | H B fourteen point two |
| ALT 195 | A L T (one) hundred (and) ninety five |
| albumin 40 | albumin forty |
| K 4.4 | K four point four |
| CRP 6 | C R P six |
| U&Es | U and Es |
| T < 0.014 | T less than zero point zero one four |
| SO2 93% | S O two ninety three percent |
| amylase = 157 | amylase equals (one) hundred (and) fifty seven |

## *Hyphenated Phrases*

| To make this appear | Say this … |
|---|---|
| a 2-week course | a two week course |
| 2-mm diameter | two millimeter diameter |

## *Times*

| To make this appear | Say this … |
|---|---|
| x3 | times three |
| x5-6 daily | times five to six daily |
| 3 times | three times |
| 5-6 times | five to six times |

## *Scales*

| To make this appear | Say this … |
|---|---|
| 7/9 | seven out of nine |
| 7/9 | seven over nine |
| 6-7/10 | six to seven out of ten |
| 6-7/10 | six to seven over ten |
| 19/28 | nineteen out of twenty eight |
| 19/28 | nineteen over twenty eight |

## *Cardio-thoracic Ratio*

| To make this appear | Say this … |
|---|---|
| CTR 140/285 | CTR (one) hundred (and) forty over two hundred (and) eighty five |
| CTR 140:285 | CTR (one) hundred (and) forty to two hundred (and) eighty five |

## *Dosage*

| To make this appear | Say this … |
|---|---|
| q.4 h. | Q four H |
| q.24 h. | Q twenty four hours |

## *Blood Pressure*

| To make this appear | Say this … |
|---|---|
| 120/90 | (one) hundred (and) twenty over ninety |
| 240/40 mmHg | two hundred (and) forty over forty M M H G |
| 110-120 over 90-80 mmHg | (one) hundred (and) ten to (one) hundred (and) twenty over ninety to eighty millimeters of mercury |

## *French Scale*

| To make this appear | Say this … |
|---|---|
| 5-French | five French |
| #24-French | number twenty four French |

## *Suture Size*

| To make this appear | Say this … |
|---|---|
| 2-0 | two (to) zero |
| 5-0 | five (to) zero |
| 11-0 | eleven (to) zero |

## *Stages*

| To make this appear | Say this … |
|---|---|
| Stage I | stage (Roman) one |
| Stage I-II | stage (Roman) one to (Roman) two |

| | |
|---|---|
| Stage IIa | stage (Roman) two A |

## *Gravida*

| To make this appear | Say this … |
|---|---|
| gravida 2 | gravida two |
| gravida 5, para 4 | gravida five (comma) para four |
| para 2+1 | para two plus one |
| abortus 3 | abortus three |
| TPAL 1-0-1 | T P A L one zero one |
| para 1-2-0-1 | para one two zero one |

## *Apgar Scores*

| To make this appear | Say this … |
|---|---|
| Apgars 8 at 1 and 9 at 5 minutes | Apgars eight at one and nine at five minutes |
| Apgar scores were 8 at 1 minute and 9 at 5 minutes | Apgar scores were eight at one minute and nine at five minutes |

## *Vertebrae*

| To make this appear | Say this … |
|---|---|
| T12 | T twelve |
| L3/L4 | L three four |
| L3/L4 | L three L four |
| L3/L4 | L three (forward) slash L four |
| C1-C5 | C one to C five |

## *V1-V9*

| To make this appear | Say this … |
|---|---|
| V1 through V5 | V one through V five |
| V1 through V5 | V one through five |

## *BI-RADS*

| To make this appear | Say this … |
|---|---|
| BI-RADS 5 | BI-RADS five |
| BI-RADS 0 | BI-RADS zero |

## *TNM Staging*

| To make this appear | Say this … |
|---|---|
| T1N0M0 | T one N zero M zero |
| T0N1M1 | T zero N one M one |
| TXNX | T X N X |
| pT4a | P T four A |
| pT2cN1MX | P T two C N one M X |

## *Cluster of Differentiation*

| To make this appear | Say this … |
|---|---|
| CD121 | C D one hundred twenty one |
| CD73a | C D seventy three A |

## *Palmer Notation*

| To make this appear | Say this … |
|---|---|
| LL1 | L L one |
| UR8 | U R eight |

| | |
|---|---|
| LR2 | L R two |
| UL4 | U L four |

### *Query sign*

| To make this appear | Say this ... |
|---|---|
| ?angina | query sign angina |

## Punctuation Marks & Special Characters

### *Whitespace characters*

| To make this appear | Say this ... |
|---|---|
| Insert a new line in the document | New line |
| Insert a new paragraph in the document | New paragraph; Paragraph |
| Insert a tab | Tabulator; Tabulator key; Tab key |

### *Punctuation marks*

| To make this appear | Say this ... |
|---|---|
| . | Period; Full-stop; Stop; Dot; Point |
| ! | Exclamation mark; Exclamation point |
| ? | Question mark; Question point; Query sign |
| , | Comma |
| : | Colon |
| ; | Semicolon |

### *Dash*

| To make this appear | Say this ... |
|---|---|
| - | Dash; Dash sign |

| | |
|---|---|
| – | En dash; En dash sign |
| — | Em dash; Em dash sign |
| -- | Double dash; Double dash sign |

## *Signs*

| To make this appear | Say this … |
|---|---|
| - | Hyphen; To (with numbers) |
| ' | Apostrophe; Apostrophe sign |
| 's | Apostrophe S; Apostrophe S sign |
| _ | Underscore; Underscore sign |
| ` | Back quote; Grave accent |
| & | And sign; Ampersand; Ampersand sign |
| / | Slash; Forward slash; Forward stroke |
| \ | Backslash |
| // | Double slash |
| ~ | Tilde; Tilde sign |
| ^ | Caret; Caret sign; Circumflex; Circumflex sign |
| @ | At sign; At symbol |
| … | Dot dot dot; Ellipsis sign |
| # | Number sign; Hash sign; Pound sign; Sharp sign |
| % | Percent sign; Percentage sign |
| ‰ | Per mille; Per mille sign |
| ° | Degree sign; Degree symbol |

## *Quotes*

| To make this appear | Say this ... |
|---|---|
| ' | Open single quote(s); Begin single quote(s) |
| ' | Close single quote(s); End single quote(s) |
| " | Open quote(s); Begin quote(s); Open double quote(s); Begin double quote(s); Open inverted comma(s); Begin inverted comma(s) |
| " | Close quote(s); End quote(s); Close double quote(s); End double quote(s); Close inverted comma(s); End inverted comma(s) |
| « | Open angle quote(s); Begin angle quote(s); Open guillemet(s); Begin guillemet(s) |
| » | Close angle quote(s); End angle quote(s); Close guillemet(s); End guillemet(s) |

## *Brackets*

| To make this appear | Say this ... |
|---|---|
| ( | Parenthesis; Open parenthesis; Left parenthesis; Open paren; Left paren |
| ) | Close parenthesis; Right parenthesis; Close paren; Right paren |
| [ | Bracket(s); Open bracket(s); Left bracket(s); Square bracket(s); Open square bracket(s); Left square bracket(s) |
| ] | Close bracket(s); Right bracket(s);Close square bracket(s); Right square bracket(s) |
| { | Brace(s); Curly brace(s); Curly bracket(s); Open brace(s); Open curly brace(s); Open curly bracket(s); Left brace(s); Left curly brace(s); Left curly bracket(s) |
| } | Close brace(s); Close curly brace(s); Close curly bracket(s); Right brace(s); Right curly brace(s); Right curly bracket(s) |
| ‹ | Angle bracket(s); Open angle bracket(s); Left angle bracket(s) |
| › | Close angle bracket(s); Right angle bracket(s) |

## *Mathematical Signs*

| To make this appear | Say this … |
|---|---|
| < | Less than sign |
| > | Greater than sign |
| = | Equal sign; Equality sign |
| + | Plus sign |
| - | Minus sign |
| ± | Plus or minus sign; Plus minus sign |
| * | Asterisk |
| × | Multiplication sign; Times sign |
| ÷ | Division sign |
| \| | Vertical bar; Pipe sign |
| ¬ | Logical not sign; Logical not symbol |
| ƒ | Function sign |
| µ | Micro sign |
| ¼ | Quarter sign |
| ½ | Half sign |
| ¾ | Three quarters sign |
| ¹ | Superscript one sign |
| ² | Superscript two sign |
| ³ | Superscript three sign |

## *Currency*

| To make this appear | Say this … |
|---|---|
| $ | Dollar sign |
| ¢ | Cent sign |
| € | Euro sign |

| | |
|---|---|
| £ | Pound sterling sign |
| ¥ | Yen sign |
| ¤ | Currency sign |

## *Others*

| To make this appear | Say this ... |
|---|---|
| © | Copyright sign; Copyright symbol |
| ® | Registered sign; Registered trademark sign; Registered symbol; Registered trademark symbol |
| ™ | Trademark sign; Trademark symbol |
| ¶ | Paragraph sign; Paragraph mark |
| § | Section sign; Sectional symbol |
| • | Bullet point |
| † | Dagger sign; Cross sign |
| ‡ | Double dagger sign; Double cross sign |
| ª | Feminine ordinal indicator |
| º | Masculine ordinal indicator |
| ¡ | Inverted exclamation mark; Inverted exclamation point |
| ¿ | Inverted question mark; Inverted question point |
| ´ | Acute accent |
| · | Middle dot; Interpunct; Interpoint; Centered dot |
| ¸ | Cedilla sign |
| ¨ | Umlaut sign |
| ¯ | Macron sign |
| ¦ | Broken bar sign |

## Commands

### *Formatting Commands*

The following table shows commands to work with text during dictation. Words in italic font indicate that you can say many different things in place of the example word or phrase and get useful results.

| To make this appear | Say this ... |
|---|---|
| Insert the literal word for the next command<br>(for example, you can insert the word "comma" instead of the punctuation mark) | Literal *word* |
| Insert the numeral form of a number | Numeral *number* |
| Don't insert a space before the next word | No space |
| Capitalize the first letter of the word | Caps *word* |
| Capitalize all the letters of the word | All caps *word* |
| Make all the letters in the word lowercase | No caps *word* |

# UK Medical

## Numbers

### *Cardinal Numbers*

| To make this appear | Say this ... |
|---|---|
| five | five |
| 12 | twelve |
| 34 | thirty four |
| 122 | (one) hundred (and) twenty two |
| 535 | five hundred (and) thirty five |
| 2,211 | two thousand two hundred (and) eleven |

| | |
|---|---|
| 338,945 | three hundred (and) thirty eight thousand nine hundred (and) forty five |
| 241,305,060 | two hundred (and) forty one million three hundred (and) five thousand (and) sixty |

## *Ordinal Numbers*

| **To make this appear** | **Say this ...** |
|---|---|
| first | first |
| fifth | fifth |
| 12th | twelfth |
| 56th | fifty sixth |

## *Decimal Numbers*

| **To make this appear** | **Say this ...** |
|---|---|
| 3.75 | three point seventy five |
| 37.23 | thirty seven point twenty three |
| 4.359 | four point three five nine |

## *Fractions*

| **To make this appear** | **Say this ...** |
|---|---|
| 1/2 | one half |
| 1/3 | one third |
| 2/3 | two thirds |
| 1/4 | one quarter |
| 3/4 | three quarters |
| 1 1/2 | one and a half |
| 2 1/3 | two and a third |

| | |
|---|---|
| 7 2/3 | seven and two thirds |
| 10 1/4 | ten and a quarter |

## *Numeral Affixes*

| **To make this appear** | **Say this …** |
|---|---|
| +2 | plus two |
| -2.5 | minus two point five |
| -2.5 | negative two point five |
| ±182 | plus (or) minus one hundred eighty two |
| 2+ | two plus |
| 2.5- | two point five minus |
| 2.5- | two point five negative |
| 182± | one hundred eighty two plus (or) minus |
| < 2 | less than two |
| > 4 | greater than four |
| = 5 | equals five |
| 3 + 3 | three plus three |
| 5 > 3 | five greater than three |

## *Ratio*

| **To make this appear** | **Say this …** |
|---|---|
| 1:5 | one to five |
| 1:250 | one to two hundred (and) fifty |
| 3:1 | three to one |

## *Dictating "by"*

| To make this appear | Say this ... |
|---|---|
| 4 x 4 | four by four |
| 4 x 4 | four times four |
| 3 x 4 cm | three by four centimeters |
| 3 x 4 mg | three times four milligrams |
| 5 mm x 3 cm | five millimeters by three centimeters |
| 2.5 x 3 x 4 mm | two point five by three by four millimeters |

## *Number Range*

| To make this appear | Say this ... |
|---|---|
| 3-4 | three to four |
| 150-200 | one hundred (and) fifty to two hundred |

## *Words triggering cardinal numbers as digits*

| To make this appear | Say this ... |
|---|---|
| block 2 and 5 | block two and five |
| class 8-9 | class eight to nine |
| grade 9 | grade nine |
| level 4 | level four |
| part 2 | part two |
| pattern 6 | pattern six |
| slice 7-8 | slice seven to eight |
| specimen 3 | specimen three |
| type 5 | type five |

## *Words triggering ordinal numbers as digits*

| To make this appear | Say this … |
|---|---|
| 1st birthday | first birthday |
| 2nd centile | second centile |
| 3rd course | third course |
| 4th cycle | fourth cycle |
| 5th day | fifth day |
| 6th degree | sixth degree |
| 5th finger | fifth finger |
| 7th floor | seventh floor |
| 8th grade | eighth grade |
| 9th month | ninth month |
| 1st nerve | first nerve |
| 2nd percentile | second percentile |
| 3rd pregnancy | third pregnancy |
| 4th rib | fourth rib |
| 5th stage | fifth stage |
| 2nd toe | second toe |
| 6th trial | sixth trial |
| 5th week | fifth week |
| 6th year | sixth year |

## *Spelling of Numbers*

| To make this appear | Say this … |
|---|---|
| 022156680215 | zero double two one five double six eight zero two one five |

### *Numbering*

| To make this appear | Say this ... |
|---|---|
| 1) | (new line) number one |
| 19) | (new line) number nineteen |

## Date, Time & Currency

### *Date*

| To make this appear | Say this ... |
|---|---|
| 4 July 2002 | fourth (of) July two thousand two |
| 04/07/2002 | fourth (of) seventh two thousand two |
| 04/07/08 | (zero) four (slash) (zero) seven (slash) zero eight |
| 04/07 | zero four slash zero seven |
| December 3, 2000 | December third two thousand |
| December 2000 | December two thousand |
| 31/12/2005 - 05/01/2006 | thirty one (slash) twelve (slash) two thousand five to (zero) five (slash) (zero) one (slash) two thousand six |
| 31/12 - 05/01 | thirty one slash twelve to zero five slash zero one |
| 31 December - 5 January | (the) thirty first (of) December to (the) fifth (of) January |
| December 09 to January 10 | December zero nine to January ten |
| April to May 09 | April to May zero nine |

### *Time*

| To make this appear | Say this ... |
|---|---|
| 9:45 | nine forty five |
| 3:30 p.m. | three thirty P M |
| 6 o'clock | six o'clock |
| 2 a.m. | two A M |

| | |
|---|---|
| 0200 hours | zero two hundred hours |
| 10:50-11:30 | ten fifty to eleven thirty |
| 12:00-12:50 p.m. | twelve to twelve fifty p.m. |
| 10:50 a.m. - 12:30 p.m. | ten fifty a.m. to twelve thirty p.m. |

## *Decades*

| **To make this appear** | **Say this …** |
|---|---|
| the 70s | the seventies |
| 1960s | nineteen sixties |
| 1980s | nineteen hundred eighties |

## *Age*

| **To make this appear** | **Say this …** |
|---|---|
| 2-day-old | two day old |
| 5-week-old | five week old |
| 3-month-old | three month old |
| 10-year-old | ten year old |

## *Currency*

| **To make this appear** | **Say this …** |
|---|---|
| £ 35.00 | pound sterling thirty five |
| £ 35.29 | pound sterling thirty five point twenty nine |
| £ 10,000.00 | pound sterling ten thousand |
| 35.00 £ | thirty five pound sterling |
| 35.29 £ | thirty five point twenty nine pound sterling |
| 35.29 £ | thirty five pound sterling and twenty nine pennies |

| | |
|---|---|
| GBP 35.00 | British pound thirty five |
| 35.00 GBP | thirty five British pounds |

# Medical Terms

## *Units*

| To make this appear | Say this … |
|---|---|
| 3 mg | three milligrams |
| 10 mEq | ten milliequivalent |
| 10 µmol/L | ten micromole per liter |
| -5°C | minus five degrees Celsius |
| 5% | five percent |

## *Blood Count*

| To make this appear | Say this … |
|---|---|
| Hb 14.2 | H B fourteen point two |
| ALT 195 | A L T (one) hundred (and) ninety five |
| albumin 40 | albumin forty |
| K 4.4 | K four point four |
| CRP 6 | C R P six |
| U&Es | U and Es |
| T < 0.014 | T less than zero point zero one four |
| SO2 93% | S O two ninety three percent |
| amylase = 157 | amylase equals (one) hundred (and) fifty seven |

## *Hyphenated Phrases*

| To make this appear | Say this … |
|---|---|
| a 2-week course | a two week course |
| 2-mm diameter | two millimeter diameter |

## *Times*

| To make this appear | Say this … |
|---|---|
| x3 | times three |
| x5-6 daily | times five to six daily |
| 3 times | three times |
| 5-6 times | five to six times |

## *Scales*

| To make this appear | Say this … |
|---|---|
| 7/9 | seven out of nine |
| 7/9 | seven over nine |
| 6-7/10 | six to seven out of ten |
| 6-7/10 | six to seven over ten |
| 19/28 | nineteen out of twenty eight |
| 19/28 | nineteen over twenty eight |

## *Cardio-thoracic Ratio*

| To make this appear | Say this … |
|---|---|
| CTR 140/285 | CTR (one) hundred (and) forty over two hundred (and) eighty five |
| CTR 140:285 | CTR (one) hundred (and) forty to two hundred (and) eighty five |

## *Dosage*

| To make this appear | Say this … |
|---|---|
| q.4 h. | Q four H |
| q.24 h. | Q twenty four hours |

## *Blood Pressure*

| To make this appear | Say this … |
|---|---|
| 120/90 | (one) hundred (and) twenty over ninety |
| 240/40 mmHg | two hundred (and) forty over forty M M H G |
| 110-120 over 90-80 mmHg | (one) hundred (and) ten to (one) hundred (and) twenty over ninety to eighty millimeters of mercury |

## *French Scale*

| To make this appear | Say this … |
|---|---|
| 5-French | five French |
| #24-French | number twenty four French |

## *Suture Size*

| To make this appear | Say this … |
|---|---|
| 2-0 | two (to) zero |
| 5-0 | five (to) zero |
| 11-0 | eleven (to) zero |

## *Stages*

| To make this appear | Say this … |
|---|---|
| Stage I | stage (Roman) one |
| Stage I-II | stage (Roman) one to (Roman) two |

| | |
|---|---|
| Stage IIa | stage (Roman) two A |

## *Gravida*

| To make this appear | Say this … |
|---|---|
| gravida 2 | gravida two |
| gravida 5, para 4 | gravida five (comma) para four |
| para 2+1 | para two plus one |
| abortus 3 | abortus three |
| TPAL 1-0-1 | T P A L one zero one |
| para 1-2-0-1 | para one two zero one |

## *Apgar Scores*

| To make this appear | Say this … |
|---|---|
| Apgars 8 at 1 and 9 at 5 minutes | Apgars eight at one and nine at five minutes |
| Apgar scores were 8 at 1 minute and 9 at 5 minutes | Apgar scores were eight at one minute and nine at five minutes |

## *Vertebrae*

| To make this appear | Say this … |
|---|---|
| T12 | T twelve |
| L3/L4 | L three four |
| L3/L4 | L three L four |
| L3/L4 | L three (forward) slash L four |
| C1-C5 | C one to C five |

## *V1-V9*

| To make this appear | Say this … |
|---|---|
| V1 through V5 | V one through V five |
| V1 through V5 | V one through five |

## *BI-RADS*

| To make this appear | Say this … |
|---|---|
| BI-RADS 5 | BI-RADS five |
| BI-RADS 0 | BI-RADS zero |

## *TNM Staging*

| To make this appear | Say this … |
|---|---|
| T1N0M0 | T one N zero M zero |
| T0N1M1 | T zero N one M one |
| TXNX | T X N X |
| pT4a | P T four A |
| pT2cN1MX | P T two C N one M X |

## *Cluster of Differentiation*

| To make this appear | Say this … |
|---|---|
| CD121 | C D one hundred twenty one |
| CD73a | C D seventy three A |

## *Palmer Notation*

| To make this appear | Say this … |
|---|---|
| LL1 | L L one |
| UR8 | U R eight |

| | |
|---|---|
| LR2 | L R two |
| UL4 | U L four |

### *Query sign*

| To make this appear | Say this … |
|---|---|
| ?angina | query sign angina |

## Punctuation Marks & Special Characters

### *Whitespace characters*

| To make this appear | Say this … |
|---|---|
| Insert a new line in the document | New line |
| Insert a new paragraph in the document | New paragraph; Paragraph |
| Insert a tab | Tabulator; Tabulator key; Tab key |

### *Punctuation marks*

| To make this appear | Say this … |
|---|---|
| . | Period; Full-stop; Stop; Dot; Point |
| ! | Exclamation mark; Exclamation point |
| ? | Question mark; Question point; Query sign |
| , | Comma |
| : | Colon |
| ; | Semicolon |

### *Dash*

| To make this appear | Say this … |
|---|---|
| - | Dash; Dash sign |

| | |
|---|---|
| – | En dash; En dash sign |
| — | Em dash; Em dash sign |
| -- | Double dash; Double dash sign |

## *Signs*

| **To make this appear** | **Say this ...** |
|---|---|
| - | Hyphen; To (with numbers) |
| ' | Apostrophe; Apostrophe sign |
| 's | Apostrophe S; Apostrophe S sign |
| _ | Underscore; Underscore sign |
| ` | Back quote; Grave accent |
| & | And sign; Ampersand; Ampersand sign |
| / | Slash; Forward slash; Forward stroke |
| \ | Backslash |
| // | Double slash |
| ~ | Tilde; Tilde sign |
| ^ | Caret; Caret sign; Circumflex; Circumflex sign |
| @ | At sign; At symbol |
| … | Dot dot dot; Ellipsis sign |
| # | Number sign; Hash sign; Pound sign; Sharp sign |
| % | Percent sign; Percentage sign |
| ‰ | Per mille; Per mille sign |
| ° | Degree sign; Degree symbol |

## *Quotes*

| To make this appear | Say this … |
|---|---|
| ' | Open single quote(s); Begin single quote(s) |
| ' | Close single quote(s); End single quote(s) |
| " | Open quote(s); Begin quote(s); Open double quote(s); Begin double quote(s); Open inverted comma(s); Begin inverted comma(s) |
| " | Close quote(s); End quote(s); Close double quote(s); End double quote(s); Close inverted comma(s); End inverted comma(s) |
| « | Open angle quote(s); Begin angle quote(s); Open guillemet(s); Begin guillemet(s) |
| » | Close angle quote(s); End angle quote(s); Close guillemet(s); End guillemet(s) |

## *Brackets*

| To make this appear | Say this … |
|---|---|
| ( | Parenthesis; Open parenthesis; Left parenthesis; Open paren; Left paren |
| ) | Close parenthesis; Right parenthesis; Close paren; Right paren |
| [ | Bracket(s); Open bracket(s); Left bracket(s); Square bracket(s); Open square bracket(s); Left square bracket(s) |
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| ‹ | Angle bracket(s); Open angle bracket(s); Left angle bracket(s) |
| › | Close angle bracket(s); Right angle bracket(s) |

## *Mathematical Signs*

| To make this appear | Say this ... |
|---|---|
| < | Less than sign |
| > | Greater than sign |
| = | Equal sign; Equality sign |
| + | Plus sign |
| - | Minus sign |
| ± | Plus or minus sign; Plus minus sign |
| * | Asterisk |
| × | Multiplication sign; Times sign |
| ÷ | Division sign |
| \| | Vertical bar; Pipe sign |
| ¬ | Logical not sign; Logical not symbol |
| ƒ | Function sign |
| µ | Micro sign |
| ¼ | Quarter sign |
| ½ | Half sign |
| ¾ | Three quarters sign |
| ¹ | Superscript one sign |
| ² | Superscript two sign |
| ³ | Superscript three sign |

## *Currency*

| To make this appear | Say this ... |
|---|---|
| € | Euro sign |
| £ | Pound sterling sign; Pound sign |
| $ | Dollar sign |

| | |
|---|---|
| ¢ | Cent sign |
| ¥ | Yen sign |
| ¤ | Currency sign |

## *Others*

| To make this appear | Say this … |
|---|---|
| © | Copyright sign; Copyright symbol |
| ® | Registered sign; Registered trademark sign; Registered symbol; Registered trademark symbol |
| ™ | Trademark sign; Trademark symbol |
| ¶ | Paragraph sign; Paragraph mark |
| § | Section sign; Sectional symbol |
| • | Bullet point |
| † | Dagger sign; Cross sign |
| ‡ | Double dagger sign; Double cross sign |
| ª | Feminine ordinal indicator |
| º | Masculine ordinal indicator |
| ¡ | Inverted exclamation mark; Inverted exclamation point |
| ¿ | Inverted question mark; Inverted question point |
| ´ | Acute accent |
| · | Middle dot; Interpunct; Interpoint; Centred dot |
| ¸ | Cedilla sign |
| ¨ | Umlaut sign |
| ¯ | Macron sign |
| ¦ | Broken bar sign |

# Commands

## *Formatting Commands*

The following table shows commands to work with text during dictation. Words in italic font indicate that you can say many different things in place of the example word or phrase and get useful results.

| **To make this appear** | **Say this ...** |
|---|---|
| Insert the literal word for the next command<br>(for example, you can insert the word "comma" instead of the punctuation mark) | Literal *word* |
| Insert the numeral form of a number | Numeral *number* |
| Don't insert a space before the next word | No space |
| Capitalize the first letter of the word | Caps *word* |
| Capitalize all the letters of the word | All caps *word* |
| Make all the letters in the word lowercase | No caps *word* |

# Dictation Tips for Better Transcriptions

Whether dictating a speech recognition job or not, the following suggestions will assist in a better transcription of your dictation.

## Speak Clearly

Words should be spoken normally, clearly, and your voice should not sound exaggerated or forced.

Accurate results depend on clear speaking. It may help to imagine you are giving a presentation to a group, or reading the news. Words should be spoken normally, clearly, and your voice should not sound exaggerated or forced.

## Pronounce Each Word

Make sure every word you say is pronounced correctly

For an accurate transcription, it is important to make sure every word you say is pronounced. A sentence that is perfectly understandable to a person might not be clear enough to the speech recognition server. This change in speaking style does not mean that you have to slow your natural pace. Just be sure to speak clearly and pronounce each word.

## Speak in Context

Concentrate and think of the correct words, then speak them in a complete sentence — rather than slow, one word at a time speaking.

The computer uses the maximum amount of information to decipher your sounds, so speaking in complete sentences provides the best accuracy. Concentrate and think of the correct words, then speak them as full sentences rather than slower "one word at a time" speaking.

## Ums and Ahs

Verbal pauses such as um or ah are often mistaken for similar sounding words by speech recognition software. Be silent instead, when pausing.

Pauses such as **um** or **ah** are often mistaken for similar sounding words by speech recognition software. You cannot teach the software to ignore these because they sound almost identical to other words or are used in parts of words. Teach yourself to stop saying **um** by being silent instead. In time, practice will minimize your **ums** and **ahs**.

## Speak with Feeling

Don’t mimic the monotone sound of a computerized voice. Speak in natural tones. Imagine you are speaking to family or friends.

You do not need to mimic the monotone sound of a computerized voice to speak to a computer. Speaking in natural tones will increase accuracy, as well as keep you more refreshed and awake. Imagine you are speaking to family or friends.

# Breathing and Posture

Sit straight and breathe normally.

Breathing fully and sitting straight will help you speak clearly. If you slouch while dictating, your lungs will be compressed and your voice constrained, making it harder for the computer to understand your words.

# Think Before You Speak

This is especially necessary when formulating complex documents. To maintain your train of thought, try composing a sentence in your head before saying it. Speak in complete sentences, or at least complete phrases.

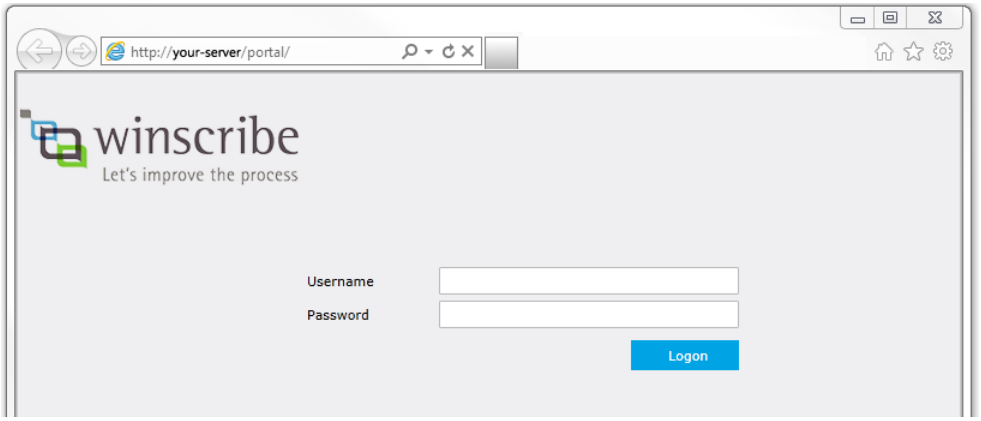
# Portal

The Portal is a browser-based facility enabling clinicians to:

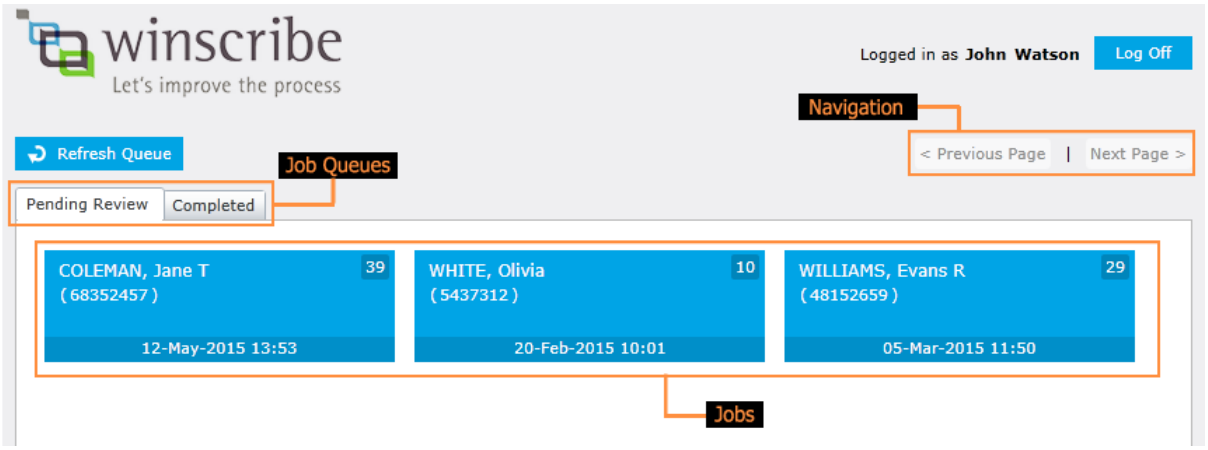
- view and process jobs in their review queue
- view completed jobs

## Log In

You can log into the Winscribe Portal using a web browser. Your system administrator will provide you with the correct URL, e.g. `http://[YOUR-SERVER]/portal/`

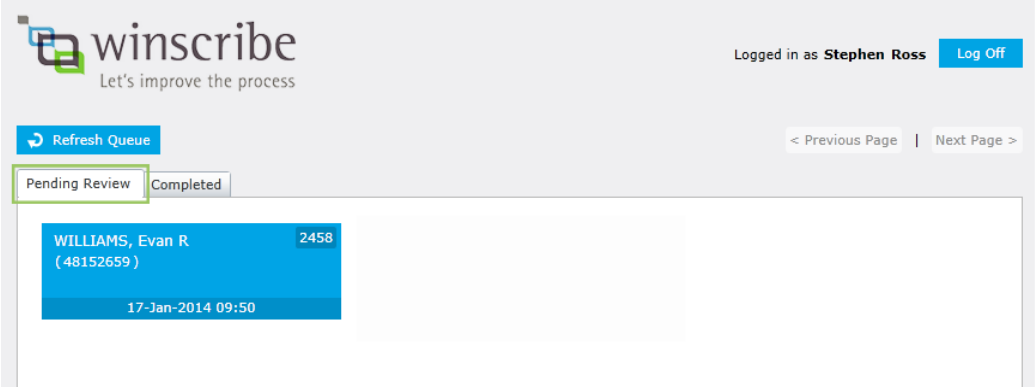



Once the login screen has opened, enter your author credentials (i.e. the credentials you use to log into Winscribe Desktop) to access the Portal:

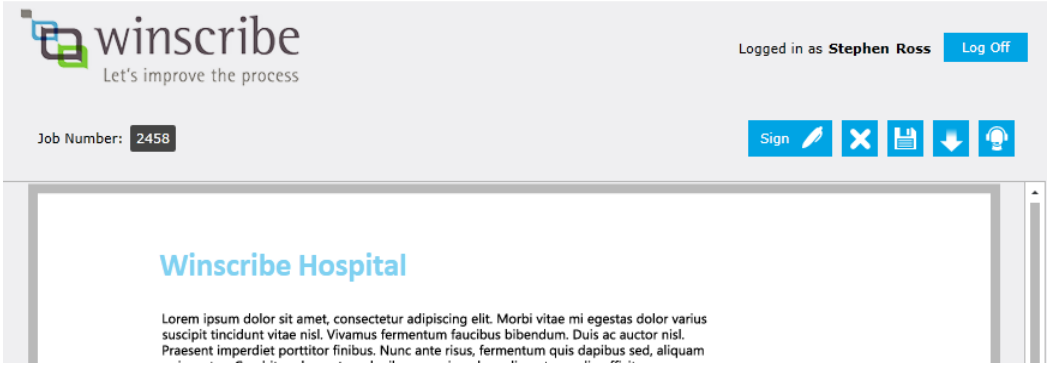


# Pending Review

The **Pending Review** queue displays the jobs currently awaiting review.




Click on a job in the queue to open it:




In addition to viewing the job, you may:

Sign the document

Close the document

Save (any changes made to) the document

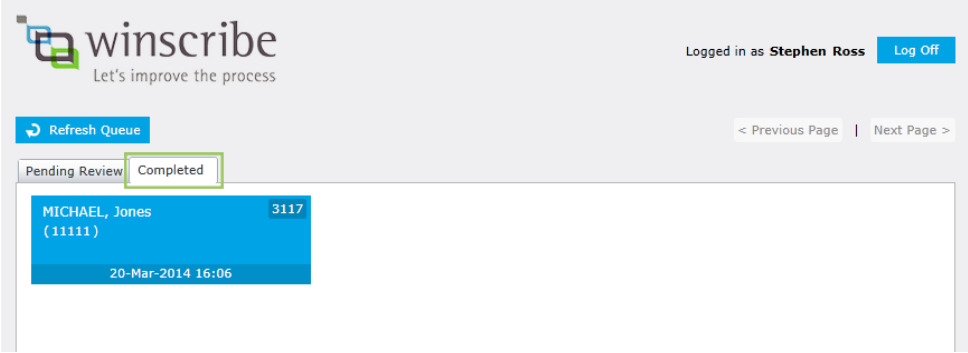
Download a copy of the document to your PC

**Note**: Requires Security Group permission

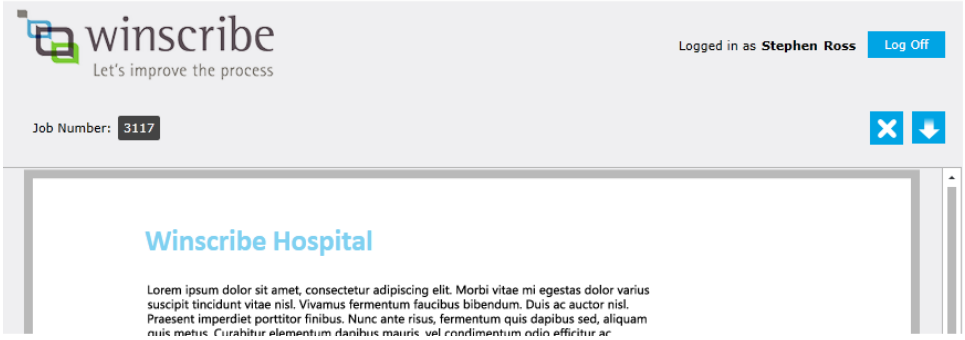
Return the document to the typist

# Completed

The **Completed** queue displays the jobs that have been completed.




Click on a job in the queue to open it:




In addition to viewing the job (read only), you may:

Close the document

Download a copy of the document to your PC

**Note**: Requires Security Group permission

# Comments

Authors may view and acknowledge text comments attached to documents:

The functionality of viewing and acknowledging is the same as found for documents on the Desktop.

**Note**: Audio comments are not currently supported in the portal.

# Troubleshooting

## Speech Recognition Controls

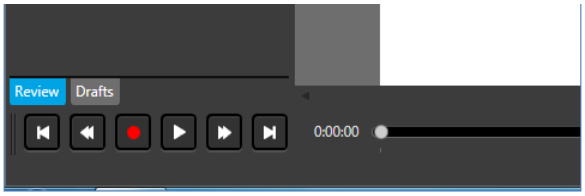
The availability of the Speech Recognition (SR) controls when creating jobs is dependent on three factors:

1. Is the author enabled for SR?
2. Is there a SR license available?
3. Is WSR working?

Following are the different scenarios that may be encountered:

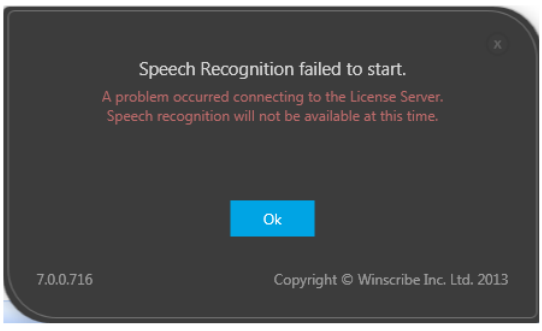
When creating jobs, the author sees the SR switch:

- Author SR-enabled: YES
- SR license available: YES
- WSR is working: YES




When creating jobs, the author does not see the SR switch:

- Author SR-enabled: NO
- SR license available: N/A
- WSR is working: N/A




At logon, the author sees the following message, and when creating jobs does not see the SR switch (same as scenario 2):

- Author SR-enabled: YES
- SR license available: NO
- WSR is working: N/A

When creating jobs, the author sees the SR switch but cannot change it:

- Author SR-enabled: YES
- SR license available: YES
- WSR is working: NO

This scenario may occur after re-installing Winscribe Desktop or WSR Client.

**Note**: If Speech Recognition is not enabled on any authors, then SR Licenses are not required.

# Appendix

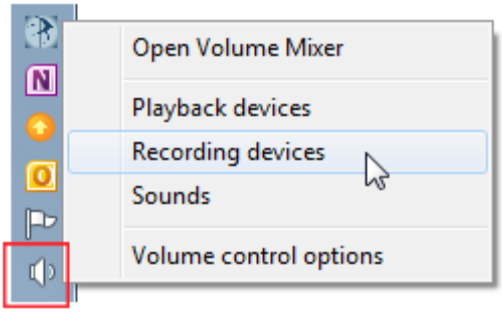
## Philips SpeechMike II

For Philips SpeechMike II devices to work with Speech Recognition in Winscribe Desktop:

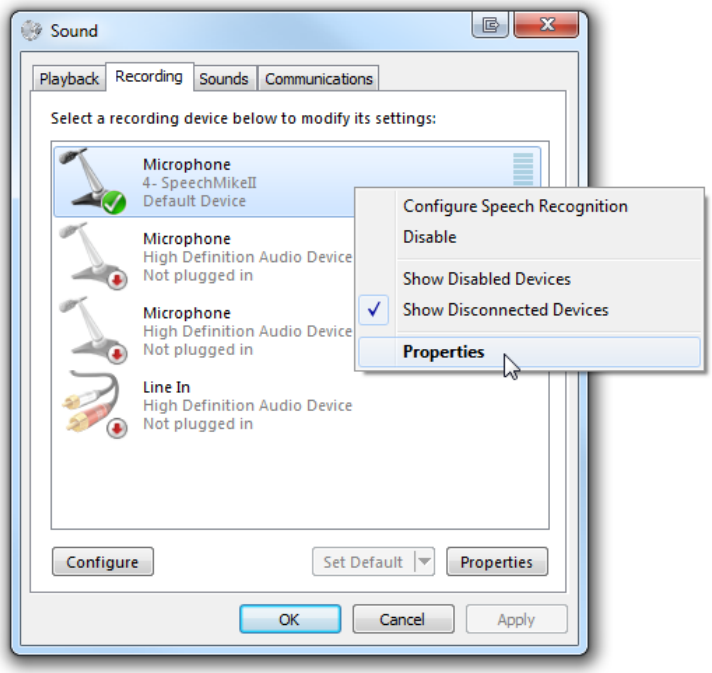
- The SpeechMike firmware needs to be upgraded to v1.26
- The default format of the device needs to be set to 22050 Hz (see following)

### *To change the default format:*

1. Right-click the sound icon on the task bar and choose **Recording Devices**:

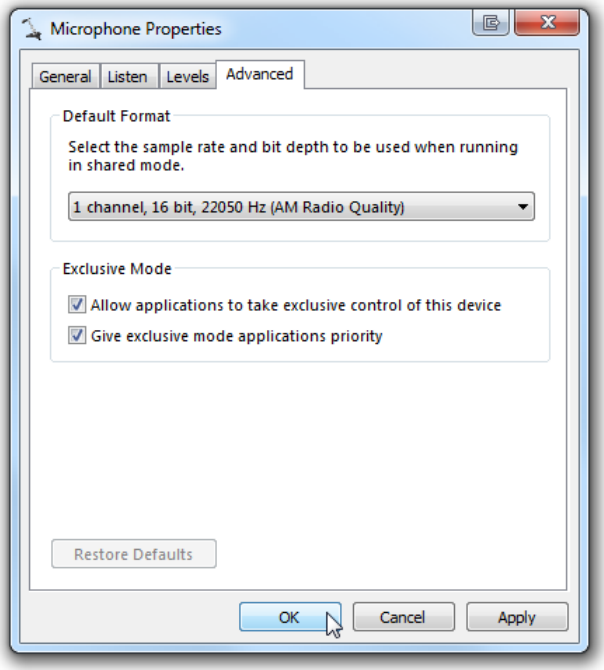



2. The Sound dialog window will open with the Recording tab open:




Right-click your Speech Mike II Device and click **Properties**.

3. The Microphone Properties dialog window will open. Click to open the **Advanced** tab:




4. On the **Advanced** Tab, set the *Default Format* to any of the options that have *22050 Hz* as the sample rate
5. Click **OK**

# Deferred Recognition

**Note**: There is a minimum audio length requirement (5 seconds) for deferred recognition. Any less than that and the submitter will produce an error when trying to submit to the SR service.

# Copying the Calibration File

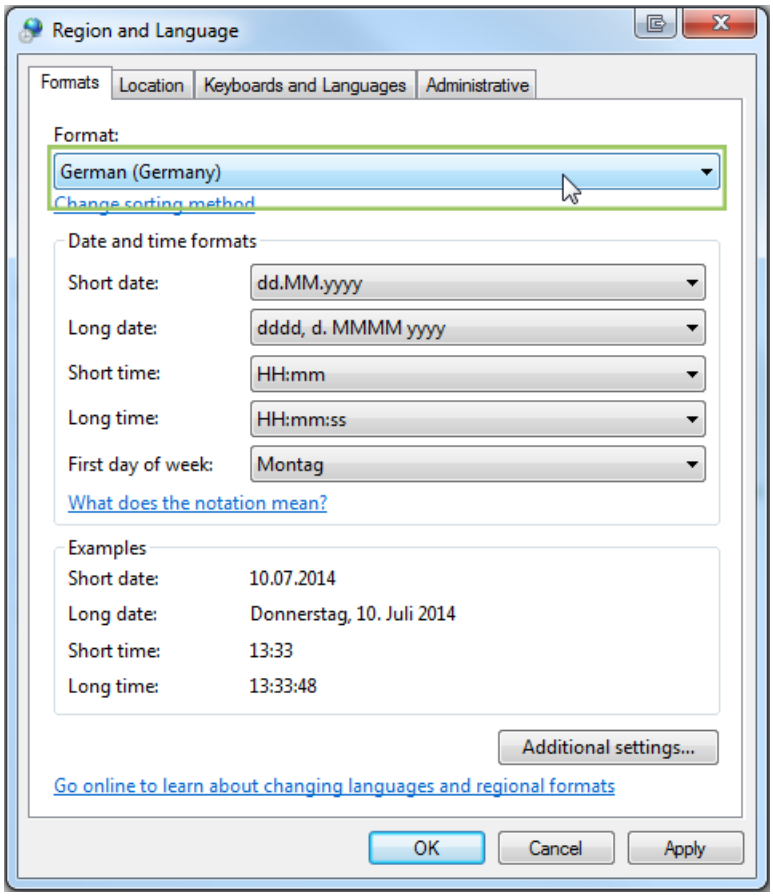
The calibration file for Winscribe Desktop is ordinarily found at:

`C:\ProgramData\Winscribe\Users\001006\DeviceCalibrations.Xml`

Note: While it is possible to copy and paste a calibration file from one computer to another, this is *not* an ideal situation. To ensure accuracy and better transcription, calibration should be run for each user.

# Desktop Internationalization

The language of the user interface (UI) in Desktop is based on the regional setting defined in the operating system (OS). By default, Desktop will use the same language as the OS.




Supported languages:

- English
- German
- French

# Resetting the Home and Job screens

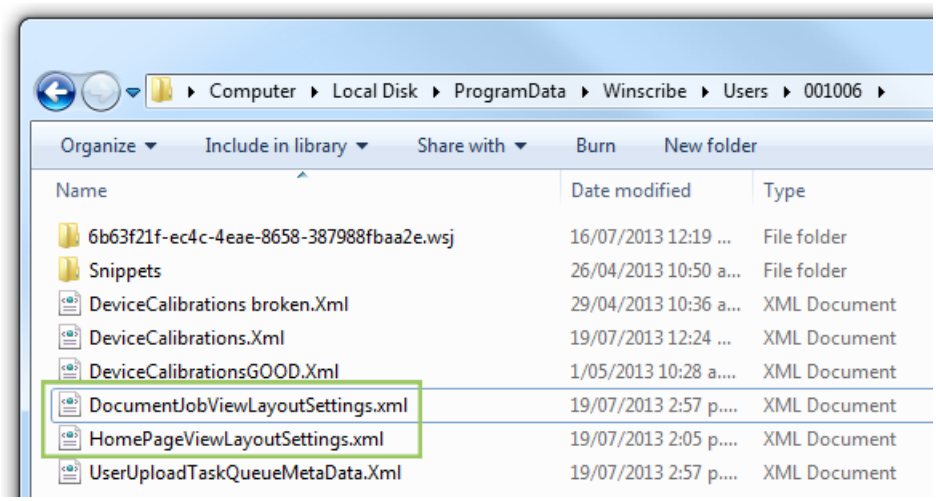
To restore either the Home or Job screen to their default panel configurations, simply delete the relevant layout XML file and restart Winscribe Desktop.

| | |
|---|---|
| **Job Screen** | `DocumentJobViewLayoutSettings.xml` |
| **Home Screen** | `HomePageViewLayoutSettings.xml` |

The XML files for both can be found in the user's folder on the physician's PC:

`C:\ProgramData\Winscribe\users\`*`USER ID`*

For example, author "1006":

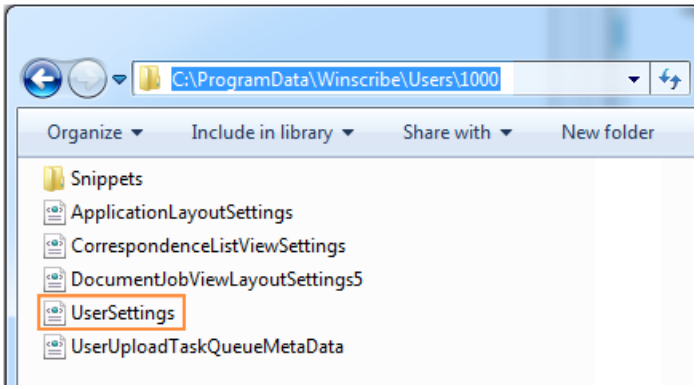



# UserOverrideSettings

The **User Override Settings** facility is a quick procedure that enables users and administrators to override and update the Desktop settings for all users on one or more workstations.

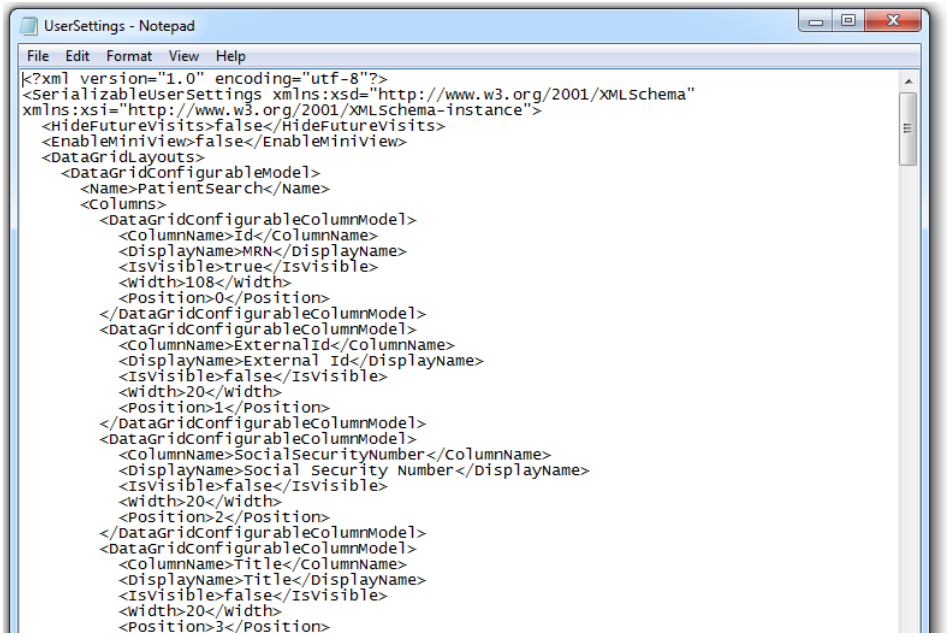
1. Locate a Desktop user's `UserSettings.xml` file.

   For example: `C:\ProgramData\Winscribe\Users\1000\UserSettings.xml`

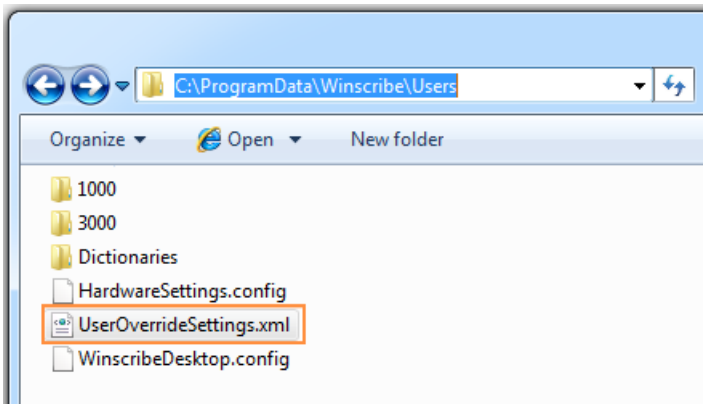



Each Desktop user has a *UserSettings* file that stores their specific, current Desktop configuration details.

2. Copy this file to the computer's desktop, and open it in Notepad (or your favorite XML editor):




3. Reset the values of all the settings you wish to change (and remove the settings of any you don't).
4. When you are done, save and rename the file as `UserOverrideSettings.xml`.
5. Move the file into the *Users* folder: `C:\ProgramData\Winscribe\Users\` (i.e., one step up from where it originated):

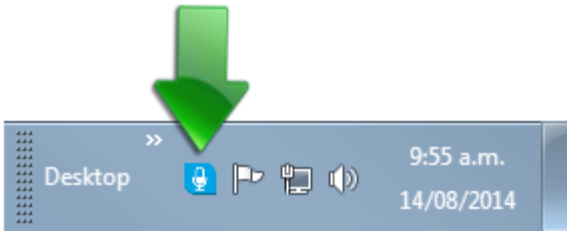



**Deployment Note**: This file can be copied into this location on any workstation, where its updates will be deployed to all of that workstation's Desktop users.

6. When `UserOverrideSettings.xml` exists in `C:\ProgramData\Winscribe\Users`, Winscribe Desktop will overwrite the settings inside of `UserSettings.xml` for all users that are found, plus the default `UserSettings.xml` file, too.
7. Once the settings files have been overridden, then the file `UserOverrideSettings.xml` will be auto-deleted.

# Desktop Remote Launcher

If the Desktop Remote Launcher is installed, an icon appears in the system tray to indicate it is running:




The Desktop Remote Launcher is a facility that enables administrators to remotely pass logon credentials, document details, and additional properties to Desktop and to launch it.

For further information, consult your system administrator.

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