INSCRIBE SHORTCUT PROGRAM USING "ASR-ENHANCED" SHORTCUTS

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Week 15: ALT + D, CTRL + T, CTRL + W, CTRL + TAB, SHIFT + CTRL + TAB

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INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load all topics for Lesson 15.

Note: For these exercises be sure to have a web browser open along with InScribe.

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

ALT + D   (Highlight navigation bar in web browser)

EXERCISE 1:

   a) Assuming a web browser is open, using the best shortcut, switch to your web browser (hint use ALT + TAB). If you do not have the web browser open, open one now.

   b) Use ALT + D to select the address bar type webmd.com and hit ENTER.

   c) Use ALT + D to select the address bar again, this time type drugs.com and hit ENTER.

   d) Use ALT + D again, this time type onelook.com and hit ENTER.

   e) Use ALT + D and type vocabulary.com and hit ENTER.

   f) Use ALT + D, and type google.com and hit ENTER, Use ALT + D and type Emdat.com.

EXERCISE 2:

   a) Switch to InScribe. Using the best shortcut, move to "Exercise: Using the voice cursor" in the dictation queue.

   b) Jump to the location and change that to Willobrook. Jump to the body. Hide all panels. if you get the New Document Template prompt, select "Keep Text". Hide all panels.

   c) Navigate to the MEDICATION section. Switch to your web browser, use ALT + D to select the address bar.

   d) Type Drugs.com. In the drug search, look up dosaging for MiraLax. When you've found the dosage, using the best shortcut, switch back to InScribe.

e) Add the dosaging instructions to the MiraLax item in the medications list. Preview the transcription, close the preview.

f) Highlight the word Lisinopril, copy that word to the clipboard, using the best shortcut switch back to your web browser drug website, look up some of the most common side-effects for this drug. Keep those in mind. Switch back to InScribe.

g) On line 3 of the MEDICATIONS section, after the word daily. Add the word "Side effects:" and list some of the common side effects. If you need to, switch back to the web browser to reference the side effects to complete this part of the exercise. Show all panels.

EXERCISE 3:

a) Copy the following web address, for the American Medical Association doctor finder, https://apps.ama-assn.org/doctorfinder/ to your clipboard.

b) Using the best shortcut, switch back to your web browser, use ALT + D to select the address bar. Paste this address in the address bar.

c) Go through the short Usage Verification process. Next click on the "For Patients" button. Finally click on the "DoctorFinder" link and accept the terms.

d) In the DoctorFinder search, use TAB to position the edit cursor on the "Last name" field (if it's not there already) and add "Miller", use TAB again to move forward until you've selected the state drop down, and choose Illinois. Use TAB to move forward to the checkbox "Perform a 'sound-alike' search, use your SPACE BAR to select this box. Use TAB to move forward to the "Quick Search" button. When this button is highlighted hit ENTER to perform the search.

e) Find the first physician whose last name is "Miller". Click on this name link and note the Medical School. Switch back to InScribe, change the REFERRING PHYSICIAN to the name of the physician you looked up.

   i. After the physician name, hit ENTER type a new subsection called "Medical School:"

   ii. Type this doctor's medical school, then hit ENTER. Switch back to the DoctorFinder website as needed to complete this exercise.

f) Using the best shortcut, switch back to the browser to find out if this physician is excepting new patients.

   i. Switch back to InScribe, at your cursor position add a new subsection called "Accepting Patients:"

   ii. After that title add what you found in the web browser.

g) Hit ENTER, add a new subsection called "Location Information:", switch back to the website and note the City and Phone number, switch back to InScribe and add that information as content of the "Location Information" subsection.

EXERCISE 4:

a) Using the best shortcut, move to "Topic 5: Looping playback Exercise" in the dictation queue. Hide Panels.

b) Position the edit cursor on the word "Shortness" in the CHIEF COMPLAINT section start playback. Attach the edit cursor to the voice cursor. Speed up the playback until you get close to the date 03/05/2015. Detach the edit cursor and change the date to 03/25/2015. Stop the playback.

c) Using the best shortcut, jump to the word "Pneumonia" in the IMPRESSION section. Copy that word to the clipboard.

d) Using the best shortcut, switch to your web browser, use ALT + D to select the address bar and type webmd.com. When site comes up, in the search paste the word from the clipboard and do a search.

e) Click on the "Viral Pneumonia" link. Scroll to the "Viral Pneumonia Overview" section. Find the sentence that reads "Pneumonia is caused by viruses, bacteria, fungi…" and make note of that. Switch back to InScribe and after the word Pneumonia, add a comma and type, DO NOT copy, the first sentence of the Viral Pneumonia Causes section. If you don't remember everything from the WebMD site, switch back as needed to finish typing the cause in InScribe.

f) In InScribe, navigate to the third item, Hyperkalemia. Copy this word to the clipboard.

g) Switch back to the web browser and use ALT + D to select the address bar. This time type in onelook.com. In the search paste the word from your clipboard and hit ENTER. Note the Quick definitions box to the right. Make note of the definition.

h) Switch back to InScribe, show all panels, add a dash after the word Hyperkalemia, then type, DO NOT copy, that definition. If you don't remember everything from the onelook site, switch back to that site as needed to complete this part of the exercise.

i) Close the web browser when finished.

CTRL + T, CTRL + W   (Open New web browser tab, Close web browser tab)

EXERCISE 1:

a) Open a web browser, use ALT + D to select the address bar type wikipedia.org, hit ENTER.

b) Use CTRL + T to open a new web browser tab. Type webmd.com, hit ENTER.

c) Use CTRL + T to open a new tab, type onelook.com.

d) Use CTRL + T to open a new tab type drugs.com.

e) Use CTRL + T to open a new tab type, Emdat.com.

EXERCISE 2:

a) Use CTRL + W to close the current tab, which is Emdat.com.

b) Use CTRL + W to close the current tab, which is onelook.com.

c) Use CTRL + W to close all remaining tabs, once all tabs are closed you'll notice the web browser closes also.

d) Re-open your web browser.

EXERCISE 3: Repeat Exercises 1 and 2 again. In exercise 1 start by typing Wikipedia.org and follow the rest of this exercise and exercise number 2.

EXERCISE 4:

a) Switch back to InScribe, hide all panels, position the edit cursor on the last word of the HISTORY OF PRESENT ILLNESS section, "disease". Start playback from that word. Attach the edit cursor to the voice cursor. While the audio is playing, edit the "Review of systems" words into a section. After that edit, bring the voice cursor back to the edit cursor and attach the voice cursor to the edit cursor. Play the audio until you get to the word "Photophobia".

b) Switch to your web browser, use ALT + D to select the address bar, type onelook.com. Look-up the quick definition for that word. Make note of the definition, the one that describes pain in the eye. Switch back to InScribe and after the word "photophobia" add open parenthesis and type, DO NOT copy, the definition of that word, close parenthesis when the definition is complete. Switch back to the website as needed to get the complete definition while typing it into InScribe.

c) Show all panels. Mark the job for Review, jump to the comment and type "demos do not match". Jump back to the body and edit the rest of the REVIEW OF SYSTEMS section.

d) Switch back to your web browser, use CTRL + T to open a new tab and type webmd.com. Use CTRL + T to open a new tab and type drugs.com. On the drugs.com site, search for Celexa, click on the Side Effects link and find the first three Less common side effects. Switch back to InScribe, find the word "Celexa" after that word, type in the three side effects, switch back to the web browser as needed to help you complete this part of the exercise.

e) Switch back to the web browser use CTRL + T, open a new tab and type webmd.com. Search for the word "adenoidectomy". Use CTRL + T, open a new tab. Type in Emdat.com click on the "Solutions" link. Use CTRL + W to close the Emdat.com, webmd.com, and drugs.com tabs.

f) Switch back to InScribe. Jump to the birthdate field and switch that to 11/14/2000. Jump back to the body. Jump to the document type change that to "t-cons" jump back to the body. If you get the New Document Template window, select "Keep Text". Switch back to the web browser use CTRL + W to close any remaining tabs which closes the browser.

CTRL + TAB, SHIFT + CTRL + TAB   (Move forward between open tabs, Move backward between open tabs)

EXERCISE 1:

a) Open a web browser, use ALT + D to select the address bar type wikipedia.org, hit ENTER. Use CTRL + T to open a new web browser tab. Type webmd.com, hit ENTER. Use CTRL + T to open a new tab, type onelook.com. Use CTRL + T to open a new tab type drugs.com. Use CTRL + T to open a new tab type, Emdat.com.

b) Use CTRL + TAB to move forward to the next tab, because there are no other browser tabs open after the current one, this will bring you to the first tab that you opened up which is the Wikipedia site. Use CTRL + TAB to move forward to the next tab. Use CTRL + TAB to keep moving forward until you get back to the Wikipedia site.

c) Use CTRL + TAB to move to the drugs.com site. Use SHIFT + CTRL + TAB to move back to the Wikipedia site. Keep using SHIFT + CTRL + TAB and you'll cycle back to the last tab which is the Emdat.com tab.

EXERCISE 2:

a) Switch back to InScribe, using the best shortcut, find the word "infarct". Copy that word to the clipboard.

b) Switch back to your web browser. Use CTRL + TAB until you get to the onelook.com site. Paste the word from the clipboard into the search. Look up the quick definition for the word.

c) Switch back to InScribe put a dash after the word and type, DO NOT copy, the definition from the onelook.com site. Switch back and forth between the website and InScribe as needed to complete this part of the exercise.

d) Switch back to the web browser, use SHIFT + CTRL + TAB until you get to the webmd.com site. Search for the word Xanax. Under drug results for Xanax, click on Interactions. Under "Severe Interactions of Xanax" click on the first drug listed. Read the section "How the interaction occurs". Make note of this, switch back to InScribe.

e) Use the best shortcut to find the word Xanax. Add parenthesis after that word. Type, DO NOT copy, the sentence from the "How the interaction occurs" on the webmd.com site. Switch back and forth between the website and InScribe as needed to complete this part of the exercise.

f) Switch back to the web browser use CTRL + TAB until you get to the Emdat.com site. In the Search box, type "ShadowScribe" and click "Go". In the search results click on the first ink.

g) Use SHFIT + CTRL + TAB until you get to the Wikipedia site. In the Search type In "Medical Transcription" and hit enter. Use CTRL + TAB to move forward to the drugs.com site. Close all tabs in the browser with CTRL + W. Switch back to InScribe.

For this next exercise, Load "Lesson 13: Use the Draft Itself to Help Edit Topic 1: The draft itself as a tool and Exercise"

EXERCISE 3:

a) Having InScribe open, using the best shortcut, navigate to the PHYSICAL EXAMINATION section. In the "General" subsection, position the edit cursor on the word "This" start playback. Attach the edit cursor to the voice cursor. When you get to the word "adenopathy", copy that word to the clipboard, stop playback, and open up a web browser.

b) Use ALT + D to jump to the address bar, type webmd.com, Use CTRL + T to open up another tab, type pdr.net, Use CTRL + T to open a new tab type empr.com, use CTRL + T to open a new tab, type onelook.com, use CTRL + T to open a new tab, type Wikipedia.com. Use CTRL + T open a new tab, type Emdat.com.

c) Use CTRL + TAB until you get to the onelook.com site. In the search paste the word from your clipboard and hit ENTER. In the quick definitions box, note the definition, then switch back to InScribe, after the word "adenopathy", add parenthesis and type, DO NOT copy, the definition of that word from the onelook.com site. Switch back and forth between the website and InScribe as needed to complete this part of the exercise.

d) Switch back to the web browser. Use CTRL + TAB to until you get to the webmd.com site. Use SHIFT + CTRL + TAB until you get to the Emdat.com site. Use CTRL + TAB until you get to the pdr.net site.

e) Switch back to InScribe. Using the best shortcut position the edit cursor on the MEDICATIONS word, the one in italics. This word isn't properly recognized as a title, edit this into a title. Start playback from the word prochlorperazine, attach the edit cursor to the voice cursor and correctly edit the medications section into list items.

f) Position the edit cursor on the word "Prochlorperazine", copy that to the clipboard. Switch to the web browser, use CTRL + TAB to get to the empr.com site and paste that word into the search, hit ENTER. When the results come back note this medication comes in 10 mg tabs. Switch back to InScribe and change the dosage from 5 mg to 10 mg.

g) Switch back to the web browser use SHIFT + CTRL + TAB until you get to the Wikipedia site. Search for the term "cranial nerves" read the first paragraph.

h) Use CTRL + TAB until you get to Emdat.com site. Use SHIFT + CTRL + TAB to get to the webmd.com site.

i) Switch back to InScribe. Using the best shortcut, navigate to the word Lorazepam, copy that word to the clipboard. Switch back to the web browser use CTRL + TAB to get to the onelook.com site, paste that word in the search and hit ENTER. Under the Quick definitions, make note of the definition, switch back to InScribe after the word Lorazepam and a dash and type, DO NOT copy, the definition of that word from the onelook.com site. Switch back and forth between the website and InScribe as needed to complete this part of the exercise. Switch back to InScribe.

Week 15 - QUIZ

1. With a web browser open, what shortcut is used select the address bar, to type a web address?

    a) SHIFT + D

    b) ALT + A

    c) ALT + D

    d) CTRL + A

2. Which two shortcuts open a new tab and close the current tab?

    a) CTRL + T and CTRL + C

    b) CTRL + T and CTRL + W

    c) CTRL + X, and ALT + A

    d) ALT + A and SHIFT + C

3. Which two shortcuts move forward and backward between open tabs?

    a) CTRL + TAB and SHIFT + CTRL + TAB

    b) ALT + TAB and ALT + SHIFT + TAB

    c) SHIFT + ALT + F and SHIFT + ALT + G

    d) None of the above

4. True or False? ALT + D is another way to open tabs in a web browser.

5. True or False? Once a tab is open, you can only open a new tab in a new web browser.