INSCRIBE SHORTCUT PROGRAM USING "ASR-ENHANCED" SHORTCUTS

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Week 9: F2, CTRL + SPACE, CTRL + → or ←, SHIFT + CTRL + SPACE

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Detach edit cursor	CTRL + → or ←
Start audio playback at edit cursor	SHIFT + CTRL + SPACE

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

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load "Lesson 15: Learn to Use the Voice Cursor Exercise: Using the voice cursor" for these exercises.

F2   (Play/Pause audio)

EXERCISE 1:

    a)   Use F2 to start playback, return your hands to the home row keys, let the audio play for a 3 seconds then use F2 to stop the playback.

    b)   Repeat step "a." 3 more times.

EXERCISE 2:

    a)   Jump to the appointment date field, change the appointment date to 12/1/2015.

    b)   Jump to the body and add a new title called APPOINTMENT DATE above REFERRING PHYSICIAN. Use the date you filled in from the demographics for the date in the body and it ENTER.

    c)   Use F2 to start playback. Let the audio playback 5 seconds. Use F2 to stop the playback.

    d)   Using the best shortcut, jump to the CC's box type in "s" and hit enter. When the list of CC's comes up select the first one and hit enter.

    e)   Jump back to the body use F2 to start playback. Let the audio play a few seconds then use F2 to stop. Jump to the Patient ID field, jump back to the body.

EXERCISE 3:

    a)   Use F2 to start playback. Listen to 3 seconds of the audio, then use F2 to stop playback. Using the best shortcut, move the edit cursor to the bottom of the document to the PLAN section. Add a third list item. Type: "X-Rays to be taken in 3 weeks.

    b)   Use F2 to start playback, listen to the audio. While the audio is playing navigate up to the DIAGNOSTIC DATA section. Position the edit cursor at the end of that section, after "Ferritin is 73" and add "TSH is 3.6". Use F2 to stop playback.

c) Jump to the Author, jump to the Patient Name, jump to the body.

EXERCISE 4:

a) Using the best shortcut, navigate to the PHYSICAL EXAMINATION section. After the Lungs section add a new "Back" section. Type "Back: normal rotation and supine flexion".

b) Use F2 to start audio playback. While the audio is playing jump to the Addl Auth field and add an additional authenticator.

c) Jump back to the body. Use F2 to stop playback. Jump to the birthdate field and change that to 11/11/1979.

d) Jump back to the body. Jump to the document type. Jump back to the body.

CTRL + SPACE   (Attach edit cursor to voice cursor)

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.

EXERCISE 1:

a) Using the best shortcut, navigate the edit cursor to the top of the body. Use CTRL + F5 Start the audio playback from beginning, in about 20 seconds you will see the voice cursor start moving over the words.

b) Let the audio play 2 seconds then use CTRL + SPACE to attach the edit cursor to the voice cursor. When the two are attached the voice cursor will turn into a blue highlighter color.

c) Let the audio play 2 more seconds then stop the playback. Your edit cursor will still be attached to the voice cursor. Use CTRL + → or ← or just the → or ←, to separate your edit cursor from the voice cursor.

EXERCISE 2:

a) Start playback then use CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio play back for 3 seconds. Stop the audio, separate your edit cursor using CTRL + → or ←, type the word "test".

b) Jump to the patient ID field and type X177. Jump back to the body. Start playback, use CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio playback for 4 seconds. Stop the playback. Use CTRL + → to detach the edit cursor.

EXERCISE 3:

a) Using the best shortcut, navigate to the MEDICATIONS section.

b) Put the edit cursor at the end of the first line item #1. Your edit cursor should now be after the word "daily." Start playback, use CTRL + SPACE to attach your edit cursor to the voice cursor. Notice how your edit cursor is immediately moved to the location of the voice cursor.

c) Stop playback. Using the best shortcut, navigate to the top of the document to the appointment date section. Start playback, use CTRL + SPACE to attach the edit cursor to the voice cursor. Your edit cursor is immediately moved to the location of the voice cursor. Let the audio playback 2 seconds, stop the audio.

     d)   Jump to the birthdate field, jump to the Author field, Jump to the Document Type field, jump to the body.

     e)   Navigate the edit cursor to the ASSESSMENT section, place your edit cursor in front of the "A" in Assessment. Start Playback, use CTRL + SPACE to attach the edit cursor to the voice cursor. Immediately the edit cursor is moved to the location of the voice cursor. Let the audio play 3 seconds, then stop the audio.

EXERCISE 4:

     a)   Use the best shortcut and navigate the edit cursor to the word "potassium" in the DIAGNOSTIC DATA section. Change "4.6" to "5.1".

     b)   Start playback, use CTRL + SPACE to attach your edit cursor to the voice cursor, immediately the edit cursor is taken to the location of the voice cursor. Let the audio play a 3 seconds and stop the audio.

     c)   Start the audio. While the audio is playing navigate up to the REVIEW OF SYSTEMS section. Change "SYSTEMS" to "SYMPTOMS". Use CTRL + SPACE to attach the edit cursor to the voice cursor and immediately the edit cursor is moved to the location of the voice cursor in the document.

     d)   Stop the audio, use CTRL + ← to detach. Type "I just detached my edit cursor from the voice cursor". Hit CTRL + Z to undo your typing of the line "I just detached my edit cursor…" Hit CTRL + Y 6 times.

     e)   Jump to the document type field, jump back to the body. Using the best shortcut to position the edit cursor to the top of the document.

CTRL + → or ←   (Detach edit cursor)

EXERCISE 1:

     a)   Use CTRL + F5 to start audio playback from beginning. Wait about 20 seconds and you'll see the voice cursor appear.

     b)   Use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play for 3 seconds then, keeping the audio playing and use CTRL +← to detach the edit cursor. Stop the audio. Type "I just detached the edit cursor while the audio was playing".

EXERCISE 2:

     a)   Start play back again, use CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio play for 3 seconds. Use CTRL + → or ← to detach the audio. Stop the audio. After each shortcut return your fingers to the home row.

     b)   Repeat step "a." 7 times.

EXERCISE 3:

a) Navigate to the MEDICATIONS section, to item #2. Put your edit cursor after the word "MiraLax" and add the words "as needed".

b) Start playback use CTRL + SPACE to attache the edit cursor to the voice cursor, let the audio play 3 seconds, then detach using CTRL + → or ←, type the word "test". Stop playback.

c) Start playback use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play 3 seconds, stop the audio.

d) Jump to the CC's section. Jump to the body.

e) Navigate to the ALLERGIES section. Use the best shortcut to put your edit cursor at the end of the line. Hit ENTER twice to make room for a new section. Add the section title IMMUNIZATIONS: type "Chickenpox, Measles, Mumps."

f) Start playback use CTRL + SPACE to attach the edit cursor to the audio. Use CTRL + → to detach, then stop the audio and type "test".

EXERCISE 4:

a) Using the best shortcut navigate your edit cursor to the top of the document. Use CTRL + F5 to start playback from beginning. After about 20 seconds you'll see the voice cursor. Use CTRL + SPACE to attach your edit cursor to the voice cursor. Let the audio play.

b) Jump to the Patient ID and change that to X876, Jump to the comment box, jump to the Addl Auth. Jump back to the body, stop playback.

c) Start playback use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play back 4 seconds. Use CTRL + → or ← to detach, type the word "test". Stop playback.

d) Start playback, use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play about 3 seconds, Use CTRL + → or ← to detach, type "I'm done with exercise 4." Stop the audio. Using the best shortcut, position the edit cursor to the top of the document.

SHIFT + CTRL + SPACE (Start audio playback at edit cursor position)

Instructions: Reload Lesson 15: Learn to Use the Voice Cursor Exercise: Using the voice cursor.

EXERCISE 1:

    a) Navigate to the top of the document, position the edit cursor in front of the "R" in REFERRING PHYSICIAN. Hit ENTER twice, and up arrow once. Add the section APPOINTMENT DATE:, followed by the date "12/21/2015."

    b) Using the best shortcut, navigate to the REVIEW OF SYSTEMS title, change SYSTEMS TO SYMPTOMS.

EXERCISE 2:

    a) Navigate the edit cursor to the word "Smith" in the REFERRING PHYSICIAN section. Use SHIFT + CTRL + SPACE to move the voice cursor to that word, playback will automatically start from that word.

    b) Use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play a 3 seconds, then CTRL + → or ← to detach. Stop the audio.

    c) Repeat steps "a." and "b." 7 times.

EXERCISE 3:

    a) Using the best shortcut, navigate to the word "Last" as in "Last time I had the opportunity" in the HISTORY OF PRESENT ILLNESS section. Use SHIFT + CTRL + SPACE to start playback from that word, let the audio play for 2 secs. Stop the audio.

    b) Navigate to the word "rescheduled" (also in the HISTORY OF PRESENT ILLNESS) as in "he was rescheduled for his…" place the edit cursor on this word use SHIFT + CTRL + SPACE to start playback from that word, let the audio play 2 seconds then stop the audio.

    c) Navigate to the word "drug" in the ALLERGIES section. Use SHIFT + CTRL + SPACE to start playback from that word. Let the audio playback 2 seconds then stop the audio.

    d) Use the best shortcut to navigate to the word "patient" in the PHYSICAL EXAMINATION section, use SHIFT + CTRL + SPACE to start playback from that word. Let the audio play back 2 seconds then stop.

    e) Navigate to the ASSESSMENT section find the word "Blood" as in "blood pressure is controlled" position the edit cursor on that word use SHIFT + CTRL + SPACE to start playback from that word. Let the audio playback 2 seconds then stop the audio.

    f) Navigate to the 1st item in the PLAN section, put the edit cursor on the word "Continue" use SHIFT + CTRL + SPACE to start playback from that word. Let the audio play 2 seconds then stop the playback.

EXERCISE 4:

    a) Using the best shortcut, navigate to the top of the document. Highlight the APPOINTMENT DATE line and delete it.

    b) Navigate to the word "Chronic" in the REASON FOR CONSULTATION section. Then use CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio playback until you get to the patient's age in the

HISTORY OF PRESENT ILLNESS section, stop the audio, detach the edit cursor using   CTRL + →, change 81 to 85.

c) Position the edit cursor on the word "year" as in "year-old man" use SHIFT + CTRL + SPACE to start playback from that word. Then use CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio play until you come to the date "June 2014". Stop the audio, detach the edit cursor and change the 2014 to 2015.

d) Position the edit cursor on the word "At" as in "at that time", use SHIFT + CTRL + SPACE to start playback followed by CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio playback until you get to the line "The patient denied any chest pain…". Detach your edit cursor and position it so it's at the beginning of the line, stop the audio. Using the best shortcut, highlight the entire line and delete it.

EXERCISE 5:

a) Using the best shortcut, navigate to the medications section. Position your edit cursor on the word Aspirin, use SHIFT + CTRL + SPACE to start playback from that word, use CTRL + SPACE to attach your edit cursor to the voice cursor. Let the audio play until you get to the end of the fifth line item. Stop the audio. Add a 6th line and type "6. Tylenol as needed".

b) Start playback, use CTRL + SPACE to re-attach the edit cursor to the voice cursor. When the voice cursor gets to the Heart section detach the edit cursor, while the audio is playing replace "No rubs" with "No S1, S2. No murmur".

c) Keeping the audio playing, position the edit cursor on the word "Soft" in the Abdomen subsection use SHIFT + CTRL + SPACE to start playback from that word. Use CTRL + SPACE to attach the edit cursor to the voice cursor.

d) When the cursor reaches the DIAGNOSTIC DATA section, keeping the audio playing, detach and change the number 138, to 119, position your edit cursor on the word "potassium" use SHIFT + CTRL + SPACE to start playback from that word.

e) Reattach your edit cursor to the voice cursor, when you get to "glucose 84", keeping the audio playing, detach your edit cursor and change this to "glucose 99".

f) Position your edit cursor on the word "calcium" use SHIFT + CTRL + SPACE to start playback from that word, then reattach your edit cursor to the voice cursor detach your edit cursor when you get to the word "Ferritin" and change that to "Iron".

g) Keeping the audio playing, position your edit cursor on the word "is" in the ASSESSMENT section as in "The patient is an 81…" use SHIFT + CTRL + SPACE to start playback from that word, then attach your edit cursor to the voice cursor. Let the audio playback, when your cursor gets to the word "function" as in "kidney function remains" detach and delete the rest of the line. Type "I just detached my edit cursor around the same level", remember to use the best shortcut.

h) Stop the audio, jump to the appointment field and change the date to 12/15/2015. Jump back to the body.

EXERCISE 6:

a) Using the best shortcut, navigate to the REFERRING PHYSICIAN section change "Smith" to "Jones".

b) Position the edit cursor back on the word "Dr", use SHIFT + CTRL + SPACE to start playback and attach the edit cursor to the voice cursor. Let the voice cursor navigate the edit cursor to the REVIEW OF SYMPTOMS section, stop the audio.

c) Jump to the Patient ID and change that to X152, jump back to the body.

d) Using the best shortcut navigate to the PHYSICAL EXAMINATION section. Locate the Extremities subsection, place your edit cursor at the end of that section and hit ENTER. Add a new subsection "Skin". Type "Skin: warm, moist, and intact".

e) Position the edit cursor up one line to the word "edema" use SHIFT + CTRL + SPACE to start playback from that word. Attach your edit cursor to the voice cursor.

f) While the audio is playing, Jump to the Document Type drop down, Jump to the Author, jump back to the body and attach the edit cursor to the voice cursor again.

g) When the voice cursor is in the ASSESSMENT section, while the audio is playing, edit "GFR is 29" to be "GFR is 39". Attach the edit cursor to the voice cursor.

h) Let the audio playback until you get to the PLAN section stop the audio when playback reaches the word "management" change that word to "treatment". Then type "I've completed exercise 6".

Week 9 - QUIZ

1. True or False? F2 is normally used to play and pause the audio.

2. What shortcut is used to attach the edit cursor to the voice cursor?

   a) SHIFT + SPACE + A

   b) CTRL + A

   c) SHIFT + CTRL + SPACE

   d) CTRL + SPACE

3. Which statement(s) is/are false about CTRL + → or ←

   a) CTRL is not used with + → or ←, it should be SHIFT

   b) The → or ← is not used to detach the edit cursor

   c) You must use ← first whenever detaching the edit cursor

   d) All statements are false

4. Which is the correct shortcut to use for starting the audio playback from the cursor position?

   a) CTRL + SPACE

   b) ALT + SPACE

   c) SHIFT + ALT + SPACE

   d) SHIFT + CTRL + SPACE

5. True or False? The method order for attaching and detaching the edit cursor to the voice cursor, and making an edit is:

   1) Start playback

   2) Use CTRL + SPACE to attach the edit cursor

   3) Detach using any of the arrow keys

   4) Make an edit

   5) Start playback from a word near the edit using SHIFT + CTRL + SPACE

   6) Use CTRL + SPACE to reattach

6. True or False? You must use F3 to start playback when using CTRL + SPACE to attach the edit cursor to the voice cursor.

7. True or False? SHIFT + CTRL + SPACE can also be used to loop the audio, taking the place of rewind for re-listening to a part of the audio.