



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS WITH STRUCTURED

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Week 8: ALT + R, ALT + Z, CTRL + W, CTRL + Q, SHIFT + CTRL + H, CTRL + ALT + , CTRL + ALT + .

SUMMARY	
Description	Shortcut
Jump to author	ALT + R
Jump to authorization (aka Addl Auth)	ALT + Z
Mark for review	ALT + W
Mark for QA	CTRL + Q
Find and Replace	SHIFT + CTRL + H
Move Section Up	CTRL + ALT + ,
Move Section Down	CTRL + ALT + .

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

ALT + R (Jump to author (aka clinician) drop down)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the first “Consult type draft” for these exercises.

EXERCISE 1:

- Use ALT + R to jump to the Author field. Use CTRL + ; to jump back to the body. After each shortcut return your fingers to the home row keys.
- Repeat step “a.” 9 times.
- Jump to the author drop down change the author to a different one and hit ENTER. If you get a warning prompt about the value of the clinician changing click ok. If you get the new document prompt select “keep text”.
- Jump to the CC’s box, then jump back to the body.

EXERCISE 2:

- Using the best shortcut, jump to the patient ID field. Change the patient ID to 1111, then best shortcut to jump back to the body. If the Appointment Search window appears, select the first appointment after selection the edit cursor should be positioned in the body.
- Use ALT + R to jump to the clinician drop down. Jump to the appointment date field, change the date to 8/3/2016. Jump back to the body, move to the top of the History of Present Illness section content box and type “The patient was seen on 8/3/2016”.

- c) Use ALT + R to jump back to the Author drop down. Change the Author to “Miller, James” and hit ENTER. If you see the warning prompt about the value of the clinician changing, click ok. If you get the new document prompt select “keep text” Jump to the comment box and type “I was just in the Author drop down field”. Jump back to the body.

EXERCISE 3:

- a) Use ALT + R to jump to the Author field, change the Author to “Rosen, Mary” then jump to the body. If you get a warning prompt about the value of the clinician changing click ok. If you get the new document prompt select keep text.
- b) Use the best shortcut and navigate the edit cursor to the words “Examination Wallstent” in the Neurologic subsection. Delete those words. Use CTRL + Z to undo then CTRL + Y to redo. Select the rest of the line and type. “I recall using SHIFT + END will select the text on the line to the right of my edit cursor”.
- c) Jump to the birthdate field, Jump to the CC’s field, Jump to the comment. Jump to the Author field with ALT + R. Jump back to the body.

EXERCISE 4:

- a) Jump to the patient ID, switch the ID to 1114 and hit ENTER. When the Appointment Search window appears select the 2nd appointment. Jump to the Appointment date and switch that to today’s date, jump back to the body, navigate to the Physical Examination section and type “The date of the physical exam was [type today’s date].
- b) Jump to the Author using ALT + R, jump back to the body. Jump to the appointment date, jump back to the body. Jump to the Author with ALT + R. Jump to the CC, jump to the body. Jump to the Author with ALT + R, jump to the comment and type “I’m done with exercise 4.

ALT + Z (Jump to authorization (aka Addl Auth))

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the first “Consult type draft” for these exercises.

EXERCISE 1:

- a) Use ALT + Z to jump to the Addl Auth drop down. Change the authenticator to “Rosen, Mary” and hit ENTER. Jump back to the body, Jump back to the Addl Auth.
- b) Repeat jumping to the body and back to the Addl Auth 9 times, after each shortcut use return your fingers to the home row. You do not need to hit ENTER each time.

EXERCISE 2:

- a) Jump to the Author drop down with ALT + R, switch the author to “Test, Bob” and hit ENTER. If you get a warning prompt about the value of the clinician changing click ok. If you get the new document prompt select keep text.
- b) Use ALT + Z to jump to the Addl Author drop down and select “David Daughtry” and hit ENTER to add David as an additional authenticator. Jump to the body.

- c) Navigate the edit cursor to the “Medications” section and change that title to “Current Medications” using the best shortcut.
- d) Use ALT + Z to jump to the Addl Auth. Use SHIFT + CTRL + ↓ to select “Rose, Terry”. Jump back to the body. Navigate to the “Neurologic” subsection. Using the best shortcut, delete the last sentence in that section that starts with “Again, this testing...”

EXERCISE 3:

- a) Navigate to the “Assessment and Plan” section. Find the word “Exercises” using the best shortcut, change that word to upper case. Jump to the patient ID field, jump to the Addl Auth field, jump to the body.
- b) Using the best shortcut, navigate the edit cursor to the “History of Present Illness” section, change the patient’s age to 42. In that same section find the phrase “He will get a second poling type of pain”. Highlight the word “second” and change that to “third”. Jump to the Addl Auth field, jump back to the body.

EXERCISE 4:

- a) Using the best shortcut, navigate to the last section. Navigate back to the “Neurologic” subsection, using the best shortcut convert that section into a main section.
- b) Navigate to the Physical Exam section, add a new subsection called “General”. In that section type “The patient is awake, alert, and oriented x3”. Jump to the comment and type “I just added the general subsection”. Jump back to the body.
- c) Use the best shortcut position the edit cursor at the top of the document in the first section. Preview the transcription, then close the preview window. Navigate to the “Past Surgical History” section delete the text “positive for cancer”.
- d) Use ALT + Z to jump to the Addl Auth, Jump to the appointment date field. Jump to the body. Jump to the birthdate field change the birthdate to 11/7/1967.
- e) Jump to the body, use ALT + Z and jump to the Addl Auth. Jump to the body. Navigate to the “Allergies” section and change that to ready “Allergic to penicillin”
- f) Remove all of the Addl Auth using CTRL + ALT + D. When you get the confirm prompt click “yes”.

CTRL + W (Mark for Review)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the first “Consult type draft” for these exercises.

EXERCISE 1:

- a) Use CTRL + W to mark the job for Review. Use CTRL + W to unmark the job for review.
- b) Jump to the Addl Auth, select “Terry Rose” and hit ENTER, jump to the body. Use CTRL + W to mark the job for review. Use CTRL + W to unmark the job.
- c) Use CTRL + W to mark the job and CTRL + W to unmark the job. Repeat marking and unmarking the job 5 times after each shortcut return your fingers to the home row keys.

EXERCISE 2:

- a) Bring up the patient search window and search for patient last name of “jones”. Select “Earl Jones” from the list, jump to the comment and type “s/l Earl Jones”. The use CTRL + W to mark the job for review.
- b) Jump to the body, using the best shortcut jump to the bottom of the document. Add a new section titled “Recommendations” copy and paste the last sentence from the “Assessment and Plan” section into the “Recommendations” section. Hit ENTER and add a list. The list should be as follows: 1. Continue with current medications 2. Schedule EEG in 2 weeks. 3. Call the office sooner if symptoms worsen.

EXERCISE 3:

- a) Jump to the CC field and search for the CC “Gloria Ivy” and add her as a CC.
- b) Jump to the Patient Name and type “Sam Pilton”. Use CTR + W to unmark the job for review. Use CTRL + W to mark the job for review, jump to the CC box, If you get the Search for Patient prompt select “No”. Use CTRL + W to unmark the job for review. Jump back to the body.
- c) Using the best shortcut, navigate the edit cursor to the “Neurologic” subsection. Delete the entire subsection and all its contents. Navigate to the “Past Medical History” section and convert that into a subsection. Navigate to the “Past Surgical History” section and convert that into a subsection. Use CTRL + W to mark the job for review.

CTRL + Q (Mark for QA)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the “Operative report draft” for these exercises.

EXERCISE 1:

- a) Use CTRL + Q to mark the job for QA. Use CTRL + Q to unmark the job for QA. Repeat marking and unmarking the job for QA 4 more times. After each shortcut, return you fingers to the home row keys.
- b) Jump to the body to the “Operative Findings” section, find the word “echocardiogram” delete that or highlight it and add a time stamp. Use CTRL + AL T+ T to insert the time stamp. Use CTRL + Q to mark the job for QA.

EXERCISE 2:

- a) Jump to the Author drop down and change the author to “Miller, James” Jump to the Patient ID, If you get a warning prompt about the value of the clinician changing click ok. If you get the new document prompt select keep text. Jjump back to the body.
- b) Using the best shortcut, jump to the DATE OF VISIT change that to 11/17/2015. Mark the job for review, then use CTRL + Q to unmark the job for QA. Using the best shortcut jump to the time stamp. Delete the time stamp using the best shortcut.
- c) Unmark the job for review with CTRL + W. Navigate to the “Indications for Procedure section” and change the patient’s age to 75. In the same section locate the phrase “identified to have a 6.5 cm abdominal...” Change 6.5 to 5.5. Jump to the comment and type “draft has 6.5 but dictated 5.5. Please check”. Use CTRL + Q to mark the job for QA.

EXERCISE 3:

- a) Jump to the appointment date, change that to 2/11/2016. Jump into the body.
- b) Navigate the edit cursor to the “Procedure” section and delete the first paragraph. Jump to the birthdate field, change the date to 5/11/1973. Jump back to the body. Navigate to the “Operative Findings” section and change the word “approximately” to “mostly”.
- c) Navigate to the “Indication for Procedure” section. Highlight acronym “LAD” and add a time stamp. Use CTRL + ALT + T to insert the time stamp. Mark the job for Review using CTRL + W.

EXERCISE 4:

- a) Unmark the job for QA using CTRL + Q. Jump to the Addl Auth. Jump to the comment and type “This job unmarked for and QA”. Jump back to the body then Use CTRL + W to unmark the job for review.
- b) Navigate to the “Preoperative Diagnosis” section, convert the words “Postoperative Diagnosis” into a section using the best shortcut. Copy the content from the Preoperative Diagnosis section and paste it into the Postoperative Diagnosis section. Using the best shortcut remove the last bullet in the list.
- c) Mark the job for QA using CTRL + Q and mark the job for Review using CTRL + W.

SHIFT + CTRL + H (Find and Replace) TBD

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the “Operative report draft” for these exercises.

EXERCISE 1:

- a) Use SHIFT + CTRL + H to bring up the find dialog. Use ESC to close the find, and return your hands to the home row keys.
- b) Repeat step “a.” 8 times.

EXERCISE 2:

- a) Use SHIFT + CTRL + H to find all the occurrences of the word “artery” and change them to the word “vessel”. Use ESC to close the Find and Replace dialog. When all “vessel” words are replaced, use CTRL + Z to undo all the replacements.
- b) Use CTRL + Y to redo 1 of your replacements.

EXERCISE 3:

- a) Using the best shortcut, navigate to the “Assistant” section and convert that section into text. When finished you should see the words “Assistant” and the rest of the content appear in the “Surgeon” content box.
- b) Navigate to the “Preoperative Diagnosis” section, find the word “Diagnosis” and convert that into a section. Mark the job for QA. Jump to the comment and type “Diagnosis” was converted into a section.
- c) Jump back to the “Preoperative Diagnosis” section, navigate to the word “abdominal”. Highlight this word and use SHIFT + CTRL + H to replace all the words “abdominal” with the word “Stomach” use ESC to close the Find and Replace dialog.

EXERCISE 4:

- a) Jump to the birthdate field and change the date to 10/21/2015.
- b) Jump to the appointment date field and change the date to 11/17/2015.
- c) Jump to the body and rename the “Complications” section title to “Operative Complications”.
- d) Navigate to the “Indications for Procedure” section change the word “gentleman” to “lady” in the phrase “The patient is a very pleasant 69-year-old gentleman”. Navigate the edit cursor to the right until you locate the first occurrence of the word “He”. Highlight that word then use SHIFT + CTRL + H to find and replace all the “He’s” with “She’s” in that section. Hit ESC to close the Find and Replace dialog.

CTRL + ALT + , (Move section up)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the third “Consult type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Using the best shortcut, navigate to the “Past Surgical History” section, use CTRL + ALT + , (comma) to move that entire section and its contents above the “Review of Systems” section. Navigate to the “Allergies” section, use CTRL + ALT + , to move that entire section below the “Past Surgical History” section.
- b) Using the best shortcut, jump to the bottom of the document into the last section, the “Plan” section. Use CTRL + ALT + , to move that section to the top of the document so it’s the first section of the report. Convert the list items into a paragraph format by removing the bullets and putting the two sentences on the same line.
- c) Using the best shortcut, preview the transcription then close the preview when done. Navigate to the “General” subsection. Use CTRL + ALT + , to move that subsection below the “Allergies” section. Notice when you move this section it remains indented as a subsection.

EXERCISE 2:

- a) Navigate to the “Physical Examination” section, use Shift + ALT + , to move that section below the “Review of systems section” section. Notice the difference here with “Shift + ALT + , this will move a main section and it subsections together but with CTRL + ATL + , that only moves single sections. To contrast, use CTRL + ALT + , to move just the “Physical Examination” title above the “Review of Systems” section.
- b) Use CTRL + 0 to unhide the demographics panels. Jump to the CC field and add these two CC’s: “Marcia Cruz” and “Rosie Fox”. Jump back to the body, navigate to the “Assessment” section find the word “Recommendations” and convert that into a main section title. Use CTRL + ALT + , to move that section above the “Assessment” section.
- c) Using the best shortcut, change the patient to “Teresa Martinez” and hit ENTER. If you get the Search for Patient prompt select “No”. Change the appointment date to today’s date then jump back to the body into the “Recommendations” section, use CTRL + ALT + , to move that section to the top of the document so it’s below the “Plan” section. Using the best shortcut delete the two CC’s that were added.

CTRL + ALT + . (Move section down)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the second “Consult type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Position the edit cursor in the “History of Present Illness” section use CTRL + ALT + . (period) once to move the section down below the “Review of Systems” section. Continue using the CTRL + ALT + . to move that section down to the bottom of the document. Using the best shortcut, navigate back up to the top of the document. You should now be in the “Review of Systems” section. Use CTRL + ALT + . to move that section to the bottom of the document, so that it’s below the “History of Present Illness” section.
- b) Navigate to the “Physical Examination” section and this time use SHIFT + ALT + . once. Notice the “Physical Examination” AND its corresponding subsections are moved. Continue using SHIFT + ALT + . to move the section and all of its subsections to the bottom of the document. When finished the “Physical Examination” section should appear below the “Review of Systems” section.
- c) With the edit cursor positioned in the “Physical Examination” content box, use SHIFT + ALT + , (comma) to move the “Physical Examination” section and it’s subsections up so it appears below the “History of Present Illness” section.
- d) Use CTRL + ALT + . to move the “Physical Examination” section down below the “General” subsection. Notice when you use this shortcut ONLY the main section moves and not the subsections. Use CTRL L+ ALT + . to move the Physical Examination” section below the “HEENT” subsection.
- e) Use CTRL + ALT + , to move the “Physical Examination” up above the “General” subsection again.

EXERCISE 2:

- a) With the edit cursor in the “Physical Examination” content box, use SHIFT + ALT + , to move that section and all corresponding subsections above the “Social History” section.
- b) Navigate to the “Medications” section use CTRL + ALT + . to move this section below the “Social History” section. Navigate to the “Allergies” section use CTRL + ALT + . to move this section below the “General” subsection of the “Physical Examination” section. Now watch what happens when you use SHIFT + ALT + , to move the section up above the “Family History” section. Notice how it takes the “HEENT” subsection. Why? Because when we moved “Allergies” above the “HEENT” section that immediately made it a subsection of the “Allergies” main section.
- c) Use SHIFT + ALT + . to move Allergies and the subsection “HEENT” back below the “General” subsection. Use CTRL + ALT + . to move Allergies below the “Medications” section.
- d) Using the best shortcut, navigate to the “Past Surgical History” section. Use CTRL + ALT + . to move that section below the “Family History “ section. Use the best shortcut to convert “Past Surgical History” into a subsection. Position the edit cursor in the “Family History” section. Use SHIFT + ALT + . to move the “Family History” and it’s new “Past Surgical History” down below the “Social History” section.

EXERCISE 3:

- a) Using the best shortcut, jump the edit cursor to the bottom of the document and navigate into the “History of Present Illness” section. Use CTRL + ALT + , to move that section to the top of the document. Jump back to the bottom into the “Review of System” section. Use CTRL + ALT + , to move that section below the “History of Present Illness” section.
- b) Navigate to the “Past Surgical History” subsection and convert that back into a main section. Move the “Past Surgical History” section above the “Past Medical History” section with CTRL + ALT + ,.
- c) Using the CTRL + ALT + , and CTRL + ALT + . as well as the SHIFT + ALT + , and SHIFT + ALT + ., correct the order of the document so that the titles appear in this order:

History of Present Illness

Review of Systems

Past Medical History

Past Surgical History

Medications

Allergies

Family History

Social History

Physical Examination

General

HEENT

Imaging

Plan

Week 8 - QUIZ

1. What shortcut is used to jump to the Author drop down?
 - a) SHIFT + R
 - b) CTRL + C
 - c) CTRL + R
 - d) ALT + R
2. What shortcut is used to jump to the Addl Auth field?
 - a) SHIFT + A
 - b) CTRL + Z
 - c) CTRL + A
 - d) ALT + Z
3. True or False? CTRL + W marks the job for QA.
4. What shortcut would you use if you want the customer to review the transcription before the clinician sees it?
 - a) CTRL + R
 - b) ALT + SHIFT + Q
 - c) CTRL + Q
 - d) None of the above
5. What shortcut is used to find and replace text in the transcription?
 - a) ALT + F + H
 - b) ALT + O + H
 - c) SHIFT + CTRL + H
 - d) b or c

6. What shortcut is used to move content boxes up?
 - a) CTRL + ALT + ;
 - b) CTRL + ALT + , (comma)
 - c) ALT + U
 - d) CTRL + U

7. What shortcut is used to move content boxes down?
 - a) CTRL + ALT + D
 - b) SHIFT + 0
 - c) SHIFT + Z
 - d) CTRL + ALT + . (period)

8. True or False? SHIFT + CTRL + . moves both sections and subsections down (at the same time) in a document.

9. True or False? SHIFT + CTRL + , moves only subsections up in a document.

10. True or False? CTRL + ALT + . and SHIFT + ALT + . both can be used to move sections around but only CTRL + ALT + . will move main sections that have corresponding subsections around.