



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

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Week 4: CTRL + ALT + M, CTRL + ALT + B, F1 or CTRL + G, CTRL + HOME, CTRL + END

SUMMARY	
Description	Shortcut
Jump to comment box	CTRL + ALT + M
Preview transcription with template	CTRL + ALT + B
Go to next bracketed field []	F1 or CTRL + G
Move edit cursor to top of document	CTRL + HOME
Move edit cursor to bottom of document	CTRL + END

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

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load “Lesson 9: Learn the Basics of Editing Topic 10: Navigation shortcuts walkthrough” for these exercises.

CTRL + ALT + M (Jump to comment box)

EXERCISE:

- Use CTRL + ALT + M to jump to the comment box. Use ALT + ; to jump back to the body. After each shortcut return your hands to the home row. Repeat this 7 times.
- Use ALT + I to jump to the Patient ID then use CTRL + ALT + M to jump to the comment.
- Use ALT + W to jump to the Document Type drop down. Use CTRL + ALT + M to jump to the comment box.
- Use ALT + C to jump to the demographics. Use CTRL + ALT + M to jump to the comment box. Use ALT + ; to jump to the body. Use ALT + N to jump to the Name text box. Use CTRL + ALT + M to jump back to the comment box.
- Use ALT + ; to jump to the body. Using the best shortcuts, navigate to the top of the document and type this sentence: “The patient is a 32 year-old male who presents with chest pain”.
- Use CTRL + ALT + M to jump to the comment box. Add the comment “Missing Demos”.
- Use CTRL + ; to jump back to body and type this sentence. “The patient was seen by doctor Rosenthal on November 1st and was treated for an ear infection.”
- Use ALT + N to jump to Patient Name field, use ALT + ; to jump back to body. Use CTRL + ALT + M to jump to the comment box. “Add comment: Bad audio at 1:30”.

CTRL + ALT + B (Preview transcription)

EXERCISE 1:

- a) Use CTRL + ALT + B to preview the transcription as it would look to the customer. Close the preview window by hitting the ESC key. Each time you use CTRL + ALT + B return your hands to the home row.
- b) Repeat step "a." this 4 times.

EXERCISE 2:

- a) Jump to the patient name field with ALT + N, change the name to "Mary Doe" then preview the transcription with CTRL + ALT + B. Jump to the body. If you get the Search for Patient prompt, click "No".
- b) Close the preview window using the ESC key.

EXERCISE 3:

- a) Jump to the CC's field, type the letter "a", find any CC, add it to the transcription.
- b) Preview the transcription with CTRL + ALT + B. On the preview find CC you just added. Close preview by hitting the ESC key.

F1 or CTRL + G (Go to next bracketed field [])

For these exercises, Load Lesson 11: Topic 4: Working with dictation templates and Exercise.

EXERCISE 1:

- a) Use F1 to jump to the first bracketed field in the Physical Exam section. Use F1 again to jump to the next bracketed field. Using the best shortcuts, navigate your edit cursor up to the beginning of the REVIEW OF SYSTEMS section.
- b) Use CTRL + G to jump to the first bracketed field in the Physical Exam section. Use CTRL + G to jump to the next bracketed field. Continue using CTRL + G to jump to all the bracketed fields until you've gone full circle.

EXERCISE 2:

- a) Use F1 to jump to the next bracketed field, type the "84" use CTRL + G to jump to the next bracketed field, type "180", use CTRL + G again for the next field, type "70". Use F1 to jump to the next bracket and type "No clubbing or edema".
- b) Use Either F1 or CTRL + G (you pick) to jump to the next bracket and type "5/5". Jump to last bracket (you pick the shortcut), and type "5/5".

EXERCISE 3:

- a) Move to the DIAGNOSIS section put your edit cursor after the word "Lumbar" and add a bracket. Using the best shortcut, navigate to the HISTORY OF PRESENT ILLNESS section delete 71 and replace that with a bracket.
- b) Use the best shortcut, move to the bottom of the document then use F1 or CTRL + G (you pick) to jump to each bracket field, just added, and type "A" in the first bracket and type "B" in the second bracket.

CTRL + HOME (Move edit cursor to the top of the document)

For these exercises, make sure you're using Lesson 9: Topic 10: Navigation shortcuts walkthrough.

EXERCISE 1:

- a) Using best shortcut, navigate the edit cursor to the "GASTROINTESTINAL" subsection of the REVIEW OF SYSTEMS and use CTRL + HOME to jump to your edit cursor to the top of the document.
- b) Return your hands to the home row after each shortcut use. Repeat this 7 times.

EXERCISE 2:

- a) Using best shortcut, Navigate your edit cursor to the word "ALLERGIES" of the PAST MEDICAL HISTORY, SOCIAL HISTORY, ALLERGIES section. Use CTRL + HOME to jump your edit cursor to the top of the document.
- b) Use your END key to jump to the end of the line and change the year to 2014. Hint: use your ← to help you make the edit.

EXERCISE 3:

- a) Navigate the edit cursor to the first list item of the "CURRENT MEDICATIONS SECTION" change that drug to "Tylenol as needed." Use CTRL + HOME to jump to the top of the document.
- b) Navigate your edit cursor to the LABORATORY section, change "WBC 9.6" to 4.5. Use CTRL + HOME to jump the edit cursor to the beginning of the document. Repeat this again, this time change "platelets 410,000" to "platelets 520,000".

CTRL + END (Move edit cursor to the top of the document)

For these exercises, make sure you're using Lesson 9: Topic 10: Navigation shortcuts walkthrough.

EXERCISE 1:

- a) Use CTRL + END to jump to the bottom of the document. Navigate your edit cursor to the beginning of the "LABORATORY" section title and use CTRL + END again to jump to the bottom of the document. After using the shortcut return your hands to the home row.
- b) Repeat step "a." 5 times.

EXERCISE 2:

- a) Navigate your edit cursor to the end of the word "Unfortunately" in the PLAN section, use CTRL + END to jump to the bottom of the document.
- b) Use CTRL + HOME to jump your edit cursor to the beginning of the document. Navigate to the end of the word "hematocrit", type the word "Test" then use CTRL + END to jump to the end of the document and type the word "test" again.

EXERCISE 3:

- a) Use CTRL + HOME to jump to the beginning of the document then use CTRL + END to jump to the end of the document.
- b) Repeat this 4 times. Each time you use the shortcut move your fingers back to the home row position. E.g. CTRL + HOME, move fingers to home row, CTRL + END, move fingers to home row.

Week 4 - QUIZ

1. What shortcut is used to jump to the comment box?
 - a) ALT + M
 - b) CTRL + ALT + M
 - c) CTRL + C
 - d) SHIFT + C
2. True or False? To preview a transcription, as the customer would see it, the shortcut to use is CTRL + ALT + P.
3. What shortcut is NOT used to jump to bracketed fields?
 - a) CTRL + B
 - b) ALT + D + F
 - c) CTRL + G
 - d) F1
4. What two shortcuts quickly moves your edit cursor to the top of and bottom the document?
 - a) ALT + SHIFT + T and ALT + SHIFT + L
 - b) ALT + O + 1 and ALT + O + 2
 - c) CTRL + HOME and CTRL + END
 - d) Both c and b
5. True or False? CTRL + G, is another shortcut to jump to a bracketed field.