



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

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### **Introduction**

Welcome to the ShadowScribe ASR Shortcut Program! If you're looking at this document then you are ready to take the next step to improving your productivity and becoming a better editor. We all know that Automated Speech Recognition (ASR) technology isn't perfect. Working on a draft requires not only edits to the body, but may also involve other tasks such as patient searches, adding CC's, adding comments, and more. All of this work is done to turn the draft into the final version the customer sees.

Many MTs and MLS's prefer the mouse when editing and utilizing different parts of InScribe. While this does get the job done, it's not always the most efficient. The goal with drafts is to make your work better and more productive. One of the best ways to do this is to improve your efficiency with how the work gets done, and using keyboard shortcuts provides one of the biggest efficiency gains. With this program, you will become less reliant on the mouse and more efficient. We are confident if you follow and practice the exercises, and continue to use them on the job, your work will become better and you will be a more efficient editor.

### **How to Use this Program**

This program works with both the “InScribe 6 Practice drafts structured training files” located on the <https://www.escription-one.com/software> software pages. Be sure to have these installed before using the exercises.

This is a 16 week program designed to increase your knowledge and skills using both InScribe and a few Windows shortcuts to improve editing productivity. Each week will have of a set of shortcuts to learn and will build on the previous lessons. At the beginning of each week there will be a summary of the shortcuts to learn followed by the specific finger exercises for each shortcut. At the end of each week there will be a short quiz to test your knowledge. Your trainer or supervisor will grade the quiz.

It is recommended to practice one or two shortcuts per day for a minimum of 15 minutes, preferably before the start of the work day. During the work day, continue to use the shortcuts practiced as much as possible. The next day, practice one or two more so that by the end of the week, you've worked on them all. With continual use, you will train your fingers where these shortcut keys are and when to best use them, gaining finger muscle memory.

Like anything new, you are not going to become an expert overnight, it takes time for your brain to develop and adapt to this new behavior. Your brain learns through repetition. Repetition comes through practice and utilization of these skills on the job every day. It does no good to practice the exercises and then never use them on the job. You know the saying “Practice makes perfect”, actually it should be “Practice makes permanent”. So since you're serious about becoming a better editor, and we know you are, practice, practice, practice!

**Note:** These exercises in this program are intended to work your fingers and help gain finger muscle memory. They may not necessarily reflect how they will be used in a live production environment.

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## WEEK 1: SHIFT + CTRL + S, ALT + SHIFT + P, ALT + SHIFT + N, tab and shift + tab, ctrl + n, ctrl + shift + \

SUMMARY	
Description	Shortcut
Show Shortcuts	SHIFT + CTRL + S
Search by Patient ID	ALT + SHIFT + P
Search by Patient Name	ALT + SHIFT + N
Move edit cursor between content boxes	TAB (move forward) SHIFT + TAB (move backward)
Insert section	CTRL + N
Convert text into section	CTRL + N
Remove current section (convert section into text)	CTRL + SHIFT + \

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

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

### SHIFT + CTRL + S (Show Shortcuts)

#### EXERCISE 1:

- Use SHIFT + CTRL + S to open up Keyboard Shortcut dialog. Make sure you’re on the Navigation and Selection section.
- Use the TAB key followed by the ENTER key to expand the section. Hit ENTER key to close that section.
- Hit TAB to move forward to next section. Hit ENTER to expand the section. Hit ENTER again to close the section.
- Hit TAB to move forward to the next section. Repeat until you have opened and closed all of the sections.
- Hit ESC to close the Dialog.

#### EXERCISE 2:

- Open the dialog again using SHIFT + CTRL + S. Close the dialog with ESC.
- After each shortcut return your hands to the home row. Repeat opening and closing this dialog 5 times.

## EXERCISE 3:

- a) Use SHIFT + CTRL + S to open up Keyboard Shortcut dialog.
- b) Use TAB to navigate to the "Editing" section. Hit ENTER to expand this section.
- c) Use your mouse arrow (yes, you need the mouse here) to position it over the shortcut titled "Delete Next Word" then double click and the line is highlighted.
- d) Do the same for Delete Previous Word and Remove Content after Cursor. Close the dialog using ESC.
- e) Open the dialog again, the editing section should be expanded, un-highlight the three shortcuts by moving your cursor to the highlight and double clicking to remove the highlight.
- f) Close Editing section, close the dialog using ESC.

**ALT + SHIFT + P (Search by Patient ID)**

## EXERCISE 1:

- a) If you know a patient ID, enter it in the Patient ID field and use ALT + SHIFT + P to search for patient.
- b) Look at the status bar in the bottom left to see the search take place. If Appointment Search list appears hit the ESC key to close.
- c) With cursor in Patient ID field, delete patient ID and type a new patient ID use ALT + SHIFT + P to search for patient. Look at the status bar in the bottom left to see the search take place. If the Appointment Search list appears hit the ESC key to close.
- d) Change the Patient ID to a different ID and use ALT + SHIFT + P to search for the patient. Look at the status bar in the bottom left to see the search take place. If the Appointment Search list appears hit the ESC key to close.

## EXERCISE 2:

- a) Move your edit cursor to the body of the report. Use ALT + SHIFT + P to search for the patient. Look at the status bar in the bottom left to see the search take place. If the Appointment Search list appears hit the ESC key to close. Notice, your edit cursor doesn't need to be in the Patient ID field to do the search.
- b) Repeat using ALT + SHIFT + P five more times. Each time you use the shortcut be sure to return you hand to the home row keys.

## EXERCISE 3:

- a) Change the Patient ID to a different one, USE ALT + SHIFT + P to search for the patient. Look at the status bar in the bottom left to see the search take place. If the Appointment Search list appears hit the ESC key. Click your mouse into the CC's box.
- b) Use ALT + SHIFT + P to search for the patient. Look at the status bar in the bottom left to see the search take place. If the Appointment Search list appears hit the ESC key to close.

## ALT + SHIFT + N (Search by Patient Name)

### EXERCISE:

- a) If you know some patient names, use the ALT + SHIFT + N to pull up the patient name search and type in a patient last name, or if you don't know a name just type a few letters of a name and hit enter to do the search. When the results come back select a patient with any of your arrow keys, and hit ENTER to load the patient information in the demographics.
- b) Repeat letter a. using this shortcut 5 more times, searching for different patients.
- c) Move your edit cursor to the body and use ALT + SHIFT + N. Notice your edit cursor doesn't have to be in the Name field to do a patient search by name. Type "s" in the last name box and hit ENTER to do the search. Select a patient and hit ENTER.
- d) Move your edit cursor to the comment box and use ALT + SHIFT + N. Hit ESC to close the Patient Search window.
- e) Move your edit cursor anywhere in InScribe and use ALT + SHIFT + N. Hit ESC to close the Patient Search window.

## TAB and SHIFT + TAB (Move cursor forward and backward between content boxes)

### EXERCISE

- a) Use TAB to navigate the edit cursor forward to the Past Medical History section content box. Use TAB to navigate the edit cursor forward to the Allergies content box. To do this, keep pressing TAB until the edit cursor is in the Allergies content box.
- b) Use SHIFT + TAB to move back one content box. The edit cursor should now be in the Past Surgical History content box. Use SHIF T + TAB to navigate back to the first content box, History of Present Illness.
- c) Use TAB to navigate the edit cursor to the last content box Assessment and Plan. Use SHIFT + TAB to navigate the edit cursor to the first content box, History of Present Illness. Notice how quickly you can move between content boxes as you use these shortcuts.
- d) Use TAB to navigate the edit cursor to the Neurologic subsection content box. Use SHIFT + TAB to move one box back to the Physical Examination. Use TAB to move to the last content box, Assessment and Plan.
- e) Use SHIFT + TAB to navigate the Past Medical History content box, but this time use the "glide" technique. To do this hold down the SHIFT KEY and TAB at the same time. Notice how quickly the edit cursor moves backwards. Let go of the SHIFT and TAB when the edit cursor is in the Past Medical History content box. If you move too far, try again this does take a little practice to get used to.
- f) Use TAB, with the glide technique, to navigate the edit cursor to Physical Examination content box. Once the edit cursor is in the Physical Examination content box, type "I just used TAB and the glide technique". Use TAB twice to move the edit cursor into the Assessment and Plan content box.
- g) Use SHIFT + TAB to navigate the edit cursor to the Social History content box. Use TAB to move to the Review of Systems content box and SHIFT + TAB to move the edit cursor to the Past Surgical History content box.

## CTRL + N (Add section at cursor or convert text into a section)

Note: Up to now we've been referring to sections as content boxes. From this point forward, section titles and content boxes mean the same thing. The location of the edit cursor.

### EXERCISE

- a) Place the edit cursor at the end of the last line in the History of Present Illness section. Use CTRL + N to bring up the section properties box. Hit ESC to close it. Repeat this 5 times.
- b) Use CTRL + N and type the letters "ch" to filter the titles to Chief Complaint. Hit ENTER to add the title. Type "I added the Chief Complaint title". Use CTRL + N to add the title "Allergies". Use the same method, type a few chars of the Allergies title to filter and hit ENTER to add. Use CTRL + N to add the title Medications. Use CTRL + Z or the undo on the tool bar to undo all three titles and typing until you get back to the History of Present Illness.
- c) Use TAB to navigate to the Past Medical History section. Place the edit cursor at the end of the last word in that box. Use CTRL + N to add the Medications section title. Add the following Medications: Tylenol, Norco, Plavix. Use CTRL + L to add the medications. To use, hit CTRL + L to get first bullet and type first medication and hit ENTER. Note you will only get bullets not numbers. The bullets are transformed into numbers at time of delivery. When finished typing last medication hit enter and use CTRL + L again to stop numbering.
- d) Use CTRL + N to add the section "Family History". In that section type "the patient's history is unremarkable." Using the best shortcut, navigate to the Allergies section and change that to Allergic to "Shell Fish".
- e) Navigate to the Assessment and Plan section, place the edit cursor at the end of that section and use CTRL + N to insert the section "My Recommendations". Note there is no "My Recommendations" in the drop down but you can still add it manually. When it's added manually the content box will appear red. This is a visual indication that the section title was not part of the drop down.
- f) Navigate up to the Physical Examination section. Replace the text in the Physical Examination content box with "Diagnostic Data". Move back to the History of Present Illness section. Place the edit cursor after the words "Calf Muscle" use CTRL + N to add the section "Chief Complaint". Notice ALL the text to the right of the edit cursor (after the word muscle) is moved into this new section.
- g) Navigate to the Physical Examination section highlight the words "Diagnostic Data" then use CTRL + N. The Section Properties dialog appears and "Diagnostic Data" is already selected. Hit enter and "Diagnostic Data" is added AFTER the entire Physical Exam section. This is because "Diagnostic Data" is a main section not a subsection.
- h) Navigate to the Chief Complaint section you added in exercise "f". Find the word "Guarding" highlight that and use CTRL + N. Notice you can turn any text into a section title, not just titles from the drop down list. Use CTRL + Z or the undo on the tool bar to remove the title.
- i) Place the edit cursor at the end of the Chief Complaint section title, use CTRL + N to add a new Section called "Past History". In this section type the titles "Medications, Allergies, Family History". Navigate to the last section of the document which is now the "Recommendations" section. Use CTRL + L to add the list items 1) "Drink Fluids" 2) "Get plenty of rest".
- j) Navigate back to the "Past History" section. Highlight the text Medications and convert that into a section. The text Allergies and Family history now appear in the Medications sections. Highlight the "Allergies" text

and convert that into a section. The Family History appears in the Allergies section. Do this one last time for the Family History text

## **CTRL + SHIFT + \ (Remove Current Section (convert section into text))**

Note: This next exercise assumes you are starting from completion of “j” in the previous section. Make sure you have completed the steps in the last Exercise “CTRL + N” before moving onto this exercise.

### EXERCISE

- a) Place the edit cursor in the Family History section use CTRL + SHIFT + \, which converts the title into plain text and moves that text into the previous section. Use CTRL + Z or the undo button on the tool bar to get the Family History section back. Repeat this 5 times, each time moving your hands to the home row keys.
- b) With the edit cursor in the Family History section use CTRL + SHIFT + \ to convert the Family History section into text. Use CTRL + SHIFT + \ to convert the Allergies section into text. Use CTRL + SHIFT + \ to convert the Medications section into text. You should now see the text Medications, Allergies, and Family History contained in the “Past History” section. Highlight all that text and hit delete.
- c) Remove the Past History section use CTRL + SHIFT + \, which converts the title into plain text within the Chief Complete section. Highlight the “Pas History” text and delete it.
- d) Navigate to the Assessment and Plan section, Use CTRL + SHIFT + \ to convert that section title into plain text. Highlight Assessment and Plan and use CTRL + N to convert it back into a title. Navigate to the Recommendations section and do the same convert that section into plain text. Again, notice all the text in that section is moved up to the prior section. Highlight Recommendations and convert that back into a section title.
- e) Navigate to the Allergies section. Place the edit cursor at the end of the line. Add a new section called “Immunizations”. In that section type “All records up to date”. Add a new section called “Vaccinations” Type “Rubella, measles, mumps, chicken pox”. Navigate to the Immunizations section and remove that section with CTRL + SHIFT + \. Once the section is converted into text delete it. Then tap the delete and backspace key a few times to remove the extra spaces.

**Tip:** after you convert the title to text, place the edit cursor in front of the text and hit the backspace key so the title appears on the previous line. Highlight it and hit delete twice to remove any extra spaces.

## Week 1 - QUIZ

1. What shortcut is used to open the InScribe Shortcuts Dialog?
  - a) SHIFT + ALT + S
  - b) SHIFT + CTRL + S
  - c) CTRL + ALT + Z
  - d) CTRL + S
2. True or False? In the InScribe Shortcuts Dialog, you can use the TAB to move forward to each section and "L" to expand each section.
3. True or False? In the InScribe Shortcuts Dialog, to highlight a shortcut double click on it.
4. What shortcut is used to search by Patient ID?
  - a) ALT + SHIFT + P
  - b) ALT + ;
  - c) ALT + SHIFT + END
  - d) None of the above
5. What shortcut is used to search by Patient Name?
  - a) ALT + SHIFT + C
  - b) ALT + H
  - c) ALT + SHIFT + N
  - d) SHIFT + CTRL + C
6. What shortcuts are used to move the edit cursor forward and backward in content boxes?
  - a) TAB and ALT + TAB
  - b) SHIFT + T and ALT + T
  - c) TAB and SHIFT + TAB
  - d) CTRL + ↑ or ↓



7. What shortcut is used to insert a section title into the document?
  - a) CTRL + B
  - b) SHIFT + END
  - c) CTRL + S
  - d) CTRL + N
  
8. True or False? CTRL + SHIFT + \ converts section titles into plain text.
  
9. True or False? CTRL + N can also be used to convert text into a section title.
  
10. When navigating to an Edit, what question should you be thinking?
  - a) What's the fastest way to speed up the audio
  - b) What's the quickest way to get to the edit with the least amount of keystrokes
  - c) None of the above
  - d) Both a and b