



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

Table of contents

Week 3: ALT + C, CTRL + D, ALT + W, CTRL + ↑ or ↓, CTRL + ← or → , CTRL + F6 2

ALT + C (Jump to CC's)..... 2

CTRL + D (Delete CC)..... 3

ALT + W (Jump to Document Type drop down)..... 3

CTRL + ↑ OR ↓ (Move edit cursor up or down paragraphs at a time within content box) 4

CTRL + ← OR → (Move edit cursor left or right whole words at a time) 5

CTRL + F6 (Edit Section Name)..... 5

Week 3 - QUIZ..... 7

Week 3: ALT + C, CTRL + D, ALT + W, CTRL + ↑ or ↓, CTRL + ← or →, CTRL + F6

SUMMARY	
Description	Shortcut
Jump to CC's	ALT + C
Delete CC	CTRL + D
Jump to document type drop down	ALT + W
Move edit cursor up or down paragraphs at a time WITHIN content box	CTRL + ↑ or ↓
Move edit cursor whole words at a time	CTRL + ← or →
Edit Section Name	CTRL + F6

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

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

ALT + C (Jump to CC's)

EXERCISE:

- Use ALT + C to jump to cc field then use ALT + ; to jump back to the body, return your hands to the home row keys after you use the shortcut. Repeat this 9 more times.
- Put your cursor anywhere in body using ALT + ; then use any of the navigation shortcuts (CTRL + ↑ or ↓ and/or CTRL + → or ←) to randomly move to a spot in the body. Then use ALT + C to jump to CCs. Repeat this 5 times.
- Put your cursor in the Patient Name field using the appropriate shortcut and use ALT + C to jump to the CCs.
- Put your cursor in the Birthdate, select a date, then use ALT + C to jump to the CCs. Type in “s” and hit ENTER. Hit ESC to close the Associate Search window.
- Put your cursor in the Comment box then use ALT + C to jump to the CCs.
- Use the appropriate shortcut to jump to the Patient ID field. Use ALT + C to jump to the CCs then type "smith" hit tab to do a CC search, when the associate listing window appears select the first associate and hit enter. Then use ALT + ; to jump back to the body. Then use ALT + C to jump back to CCs.

CTRL + D (Delete CC)

EXERCISE:

- a) Use ALT + C to jump to the CCs. Type the letter “a” to search for a list of CCs and hit ENTER or TAB. Select a CC from the list and hit ENTER. Use CTRL + D to delete the CC. When the “Are you sure” prompt appears hit ENTER to delete the CC. Hit ALT + ; to jump back to the body.
- b) Use ALT + C to jump to CCs. Type the letter “a” to search for a list of CCs and hit ENTER or TAB. Select a CC from the list and hit ENTER. Type the letter “a” again to search for another CC and hit ENTER or TAB. Select a different CC from the list and hit ENTER. Type the letter “a” again to search for another CC and hit ENTER or TAB. Select a different CC from the list and hit ENTER. Now use CTR + D to delete the last CC you added. Hit ENTER on the “Are you sure” prompt. Use CTRL + D again to delete another CC.
- c) Place your cursor in the Patient Name field using ALT + N. Use CTRL + D to delete the CC. Use ALT + ; to jump to the body.
- d) Repeat Exercises a – c again.

ALT + W (Jump to Document Type drop down)

EXERCISE:

- a) Use ALT + W to jump to the Document Type drop down. Use ALT + ; to jump back to the body, after using each shortcut be sure to return your hand to the home row keys. Repeat this 9 times.
- b) Use ALT + ; to jump back to the body.
 - a. Put your edit cursor at the bottom of the document using CTRL + ALT + END.
 - b. Use ALT + W to jump to the Document Type drop down. Use SHIFT + ALT + ↓ to open the document list. Select a different document type by using any of the arrow keys and hit ENTER. If you get the New Document Template dialog select the overwrite option. Use ALT + ; to jump back to the body.
- c) Use ALT + W to jump to the Document Type drop down.
 - a. Use SHIFT + ALT + ↓ to open the document list.
 - b. Type a few characters of the t-Xray document name, which moves the focus to that document type. Hit ENTER. If you get the New Document Template dialog select the overwrite option. Use ALT + ; to jump back to the body.
- d) Repeat c, selecting a different document type.
- e) Place your edit cursor in the comments box. Use ALT + W to jump back to the Document Type drop down. Use ALT + I to jump to the Patient ID. Use ALT + W to jump back to the document type. Change the document type using either type to find or arrows and hit ENTER. If you get the New Document Template dialog select the overwrite option. Use ALT + ; to jump back to the body.

CTRL + ↑ OR ↓ (Move edit cursor up or down paragraphs at a time within content box)

EXERCISE: Make sure you have the 2nd “Consult type draft” loaded for this exercise.

For this exercise please do the following: 1) place the edit cursor in the History of Present Illness section. 2) Use CTRL + A to highlight that entire section. Use CTRL + C to copy that section. 3) Place your edit cursor after the last word in that section, “distally”. 4) Hit your enter key once. 5) use CTRL + V to paste. 6) Hit ENTER again use CTRL + V to paste again. Hit ENTER followed by CTRL + V to paste one more time. You should now have duplicated the History of Present Illness paragraph four times. Move your edit cursor to the beginning of the first paragraph.

- a) Use CTRL + ↓ to navigate down to the 3rd paragraph. Use CTRL + ↑ to navigate back to the first paragraph.
- b) Use CTRL + ↓ to navigate down to the 4th paragraph. Use CTRL + ↑ to navigate to the 2nd paragraph. Delete the words “This” and change it to “He”.
- c) Use CTRL + ↓ to navigate down to the 3rd paragraph change “20-year-old” to “40-year-old”. Use CTRL + ↓ to navigate down to the last paragraph. Change the word “snowboarding” to “motorcycle”. Use CTRL + ↓ again notice you are unable to move to the next section Review of Systems. This is because CTRL + ↑ and CTRL + ↓ only work with in the content box that you are currently working on. Think of each content box like its own mini-transcription. To move to the next section you need to use TAB and then you could use CTRL + ↑ and CTRL + ↓ again.
- d) Using the best shortcut move the edit cursor to the Review of Systems section. Change “12 point” to “25 point”. Navigate back to the History of Present Illness section. Navigate back to the first paragraph. Delete the first sentence and type “I used SHIFT + TAB and quickly navigated to the first paragraph”.
- e) Use CTRL + ↓ to navigate down to the 3rd paragraph. Use CTRL + ↑ to navigate to the 2nd paragraph. Use CTRL + ↓ to navigate down to the 4th paragraph. Use CTRL + ↑ to navigate to the 1st paragraph.
- f) Using the best shortcut, navigate to the “Imaging” section. Use CTRL + ↓ to position the edit cursor at the end of the last word in the content box. Delete the words “long-term” and replace with “short-term”. Using the best shortcut, jump to the patient name field search for “Sarah Jones” and select the first appointment. Using the best shortcut, jump back to the body.
- g) Using the best shortcut, navigate back to the History of Present Illness section. Use CTRL + ↓ to navigate the edit cursor to the bottom of the content box. Add a new section titled “Chief Complaint”. Type five sentences, with each sentence being on a new line. E.g. you could type “This is sentence one.” ENTER, “This is sentence two.” ENTER and so on. When you finish typing out to the fifth sentence, don’t hit ENTER. Use CTRL + ↑ to navigate back to the first sentence. Use CTRL + ↓ to navigate to the fourth sentence.
- h) Repeat a – c using the glide technique. To use the glide, hold down the CTRL plus up/down arrow key simultaneously until the edit cursor moves to the spot you desire (up or down), then immediately let go of the arrow key.

CTRL + ← OR → (Move edit cursor left or right whole words at a time)

EXERCISE: Make sure you have the 2nd “Consult type draft” loaded for this exercise.

- Using the best shortcut, navigate the edit cursor to the HEENT subsection. Use CTRL + → to move 7 whole words to the right your edit cursor should now be in front of the word “notable”.
- Use CTRL + ← to move back to the beginning of the HEENT section. Use CTRL + → until you get to the words “right clavicle”, change that to “left clavicle”. Use CTRL + → until you get to the word “tender” change that to “nontender”.
- Repeat b, but use the glide technique. Change “right clavicle” to “left femur” and “nontender” to “soft”. To use the glide, hold down the CTRL plus right/left arrow key simultaneously until the edit cursor moves to the spot you desire (right or left), then immediately let go of the arrow key.
- Using the best shortcut, navigate to the Imaging section. Change “Assessment” into a section. Use CTRL + → until you get to the “1 week out”. Change “1” to “4” and week to “weeks”. Navigate back to the Imaging section. Use CTRL + → and change “grade 2” to “grade 4”. Use CTRL + ←, navigate to the word “X-Ray”, change that to “MRI”.
- Using the best shortcut, navigate to the “General” subsection. Use CTRL + → to move the word “right” change that to “left”. Use CTRL + →, navigate to “sling” change that word to “cast”. Use CTRL + ←, navigate to the words “oriented X3”. Change that to “oriented X2”.
- Navigate to the Social History section. Use CTRL + →, navigate to the word “food”, change that to “auto”. Navigate to the word “unemployed”, change that to “employed”.
- Using the best shortcut, navigate to the HEENT subsection. Promote that to a main section. Add a new main section titled “Studies”. Type “The patient’s studies have been concluded at this visit. I don’t find any significant evidence that warrants another MRI”.
- Open up the InScribe Keyboard Shortcuts dialog, find the CTRL + Right and CTRL + Left shortcuts and highlight them. Using the best shortcut, close the dialog. Navigate to the Allergies section. Use CTRL + →, navigate to the word “known” change that to “unknown”

CTRL + F6 (Edit Section Name)

EXERCISE: Make sure you have the 2nd “Consult type draft” loaded for this exercise.

- Using the best shortcut, navigate to the Imaging section. Use CTRL + F6, to get the Section Properties dialog. Change that title to X-Rays.
- Navigate to the Physical Examination section, Use CTRL + F6 to change that to Review of Systems.
- Navigate to the Family History section, using the best shortcut change “seven drinks and notable Joint” to “2 siblings have notable”. Use CTRL + F6 to change the Family History section to “Patient’s Family History”.
- Use ALT + C to jump to the CC’s field. Add the CC “Lillian Smith”. Jump back to the body, navigate to the Past Medical History section. Use CTRL + F6 to change that to Medical History. Add a new section called “Psychiatric History”.
- Navigate to the Medications section, convert that section into text. Navigate to the Patient’s Family History section using the best shortcut, navigate to “QT” and change that to “CT”. Navigate to the word “maternal”, change that to “paternal”. Use CTRL + D to delete the CC.

- f) Using the best shortcut, navigate to the HEENT section, remove that section. Highlight the word “skin” and change that into a section title. Position the edit cursor after the word “intact” in the newly created Skin section. Add a new section called “Extremities”.
- g) Navigate back to the Skin section, use CTRL + F6 to change the name to “Integument” and add the word “Skin” before the word “Is” as in “Skin is intact”.

Week 3 - QUIZ

1. What shortcut is used to jump to the CC field?
 - a) ALT + CTRL + C
 - b) ALT + C + A
 - c) SHIFT + ALT + Z
 - d) ALT + C
2. What shortcut is used to delete a CC?
 - a) CTRL + D
 - b) DELETE + D
 - c) SHIFT + CTRL + D
 - d) ALT + D
3. What shortcut is used to jump to the Document Type drop down?
 - a) SHIFT + ALT + D
 - b) ALT + W
 - c) ALT + SHIFT + K
 - d) ALT + U
4. What shortcut is used to move the edit cursor up or down a paragraph at a time?
 - a) CTRL + 0
 - b) CTRL + SHIFT + 0
 - c) CTRL + DELETE
 - d) CTRL + ↑ or ↓

5. What shortcut is used to move right or left one full word at a time?
 - a) ALT + R or L
 - b) CTRL + → or ←
 - c) SHIFT + → or ←
 - d) CTRL + Q

6. Which Shortcut is used to change the name of a Title?
 - a) CTRL + F5
 - b) ALT + +F6
 - c) None of these
 - d) CTRL + F6

7. True or False? The glide technique only works with CTRL + ↑ OR ↓.

8. True or False? ALT + Q is another way to quickly switch the document type without using the mouse.