



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

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Week 14: CTRL + ALT + Q, ALT + V, ALT + [, ALT +], ALT + SHIFT + L, ALT 1 - 5

SUMMARY	
Description	Shortcut
View QA Feedback	CTRL + ALT + Q
Jump to, Add/Remove Comment Tag	ALT + V, ALT +], ALT + [
Get Appointment listing	ALT + SHIFT + L
Jump to user fields (ALT + 1 jump to use field 1, ALT + 2 jump to user field 2, etc.)	ALT + 1 – 5

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

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load BOTH “Lesson 9: Learn the Basics of Editing Topic 10 Navigation shortcuts walkthrough” AND “Lesson 15 Learn to Use the Voice Cursor Topic 6: Editing during playback”.

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 in your normal working environment.

CTRL + ALT + Q (View QA Feedback)

Note: these exercises refer to viewing QA Feedback. This feature does not work in training mode currently. For the full experience, we suggest practicing this on a new blank transcription in the production environment, with a transcription that uses the QA Feedback. Check with your supervisor to see if this is possible

EXERCISE 1:

- Use CTRL + ALT + Q to bring up the feedback window. Hit ESC to close the feedback window. Use CTRL + ALT + A Q to open the feedback window. Hit ESC to close the feedback window.
- Repeat opening and closing the feedback window 7 more times. Each time you open the feedback window, be sure to return your fingers from the home row keys. Each time you hit ESC be sure you return your fingers to the home row.

EXERCISE 2:

- Navigate to the DATE OF VISIT and change the date to 11/22/1955.
- Navigate to the bolded word “hematocrit” and delete that word. Navigate to the bolded word “morning” and delete that word. Jump to the comment and type “I just deleted two words”. Jump back to the body.
- Use CTRL + ALT + Q to bring up the QA feedback window. After the window appears hit ESC to close it.

- d) Use CTRL + ALT + ↓, to move to the next job. Place the edit cursor on the word “patient” start playback from that word. Speed up the playback till you get to the bolded word “ship” return playback to normal. Stop the dictation.
- e) Use CTRL + ALT + Q to view the QA feedback window. Hit the TAB key until the edit cursor is in the Date Transcribed drop down, select Today's date, select Feedback to be “From Client” change the Modified drop down to “yes” and put a rating of 5.0 in the rating box. Hit ESC or ALT + C to close the window.
- f) Use CTRL + ALT + Q to bring up the QA feedback window. Change the Date Transcribed to 11/30/2015. Change Feedback Type to from QA. Hit ESC to close the window.

EXERCISE 3:

- a) Use CTRL + ALT + Q to bring up the feedback window. Hit ESC to close the feedback window.
- b) In the HISTORY OF PRESENT ILLNESS section place the edit cursor on the word “he” as in “He denies any numbness or tingling...” Start playback from that word. Attach the edit cursor to the voice cursor, let the audio play 2 seconds. Detach the edit cursor stop the playback.
- c) Jump to the patient ID field change the ID to X8394. Jump to the CC's field, jump to the comment.
- d) Jump back to the body. Start playback. Attach the edit cursor to the voice cursor. Navigate to the words “chest pain” near the end of the HISTORY OF PRESENT ILLNESS section. Start playback from those words, attach the edit cursor to the voice cursor. Use CTR + T to speed up the audio till the edit cursor gets to the letters “UAPC”. Stop the edit cursor on those letters.
- e) Use the best shortcut to change those letters to lower case.
- f) Use CTRL + ALT + Q to bring up the QA Feedback window. Hit ESC to close that window. Use CTRL + ALT + Q to bring up the QA Feedback window. This time use ALT + C to close the window.

EXERCISE 4:

- a) Keeping on Lesson 15 topic 6, jump to the comment. Type in “No DOS”. Hide all panels.
- b) Position the edit cursor at the beginning of the HISTORY OF PRESENT ILLNESS section. Hit enter twice to make space for a new section. Add the section CHIEF COMPLAINT with the content of “Hip pain”. Mark the job for review.
- c) Move to the last sentence in the HISTORY OF PRESENT ILLNESS section. Using the best shortcut, highlight that entire sentence and copy it to the clipboard.
- d) Show panels, move back to the previous job. Position the edit cursor after the last word in the SUBJECTIVE section and paste the contents from your clipboard.
- e) Use CTRL + ALT + Q to bring up the feedback window. Hit TAB until you reach the Date Transcribed. Change the date to January 3rd 2016. Hit ESC to close the feedback window.
- f) Use CTRL + ALT + Q to bring up the feedback window. Hit TAB until the Feedback Type drop down is highlighted, change the type to “From QA and Client”. Hit ESC to close the window.
- g) Use CTRL + ALT + Q to bring up the feedback window. Hit TAB until the modified drop down is highlighted, change this to “no” TAB to the rating and change that to 3.2. Hit ESC to close the QA window.

ALT + V, ALT + [and ALT +] (Jump to and Add / Remove Comment Tag)

EXERCISE 1:

- a) Use ALT + V to jump to the comment tag drop down. Use ALT + ; to Jump back to the body.
- b) Repeat step “a” seven times. Remember to return your hands to the home row keys after using ALT + V and ALT + ;.

EXERCISE 2:

- a) Use ALT + V to jump to the comment tag drop down. Using the best shortcut, select the first comment tag. (HINT: use the down arrow, or SHIFT + ALT + ↓). Use ALT + [to add it to the transcription. Select the newly added comment tag then use ALT +] to remove the comment tag.
- b) Jump back to the body. Use ALT + V to jump to the comment drop down. Using the best shortcut, select the first comment and add that to the transcription with ALT + [.
- c) Jump to the patient name field change that to “Jim Doe”. Jump back to the body, if the Search for Patient window appears select “No”.
- d) Use ALT + V to jump to the comment tag drop down. Select the newly added comment tag and use ALT +] to remove it and jump back to the body.
- e) Use CTRL + ALT + Q to bring up the QA feedback window. Hit ESC to close the feedback window.
- f) Jump to the CC’s field, jump back to the body.
- g) Use ALT + V to jump to the comment tab. Select the first comment tag. This time use ENTER to add it. ENTER to add is an alternative to using ALT + [. Jump back to the body.

EXERCISE 3:

- a) Change the patient ID to 1176. Use ALT + SHIFT + P to search by patient ID. When the Appointment Search screen appears, select the last report and hit ENTER. Jump back to the Body and type “this is a test”.
- b) Use ALT + V to move to the comment tags. Highlight the comment tag added in EXERCISE 2g (Hint: use Page up), use ALT +] to remove the comment tag.
- c) Jump back to the body. Jump to the Document Type drop down, jump to the comment box, type “I’m going to add two new comment tags”.
- d) Use ALT + V to jump to the comment tag drop down, use SHIFT + ALT + ↓ to highlight the first comment, use SHIFT + ALT + ↓ again to select it, and then use ALT + [to add it. Repeat the steps again starting with SHIFT + ALT + ↓ to add the second comment tag. Mark the job for QA. Preview the Job then close the preview.
- e) Using the best shortcut, reload the document template. If you get the New Document Template prompt, select overwrite. If your document type doesn’t have a template that’s OK.
- f) Use ALT + V to jump to the comment tag field. Hit TAB followed by ↓ to highlight the second tag and remove it with ALT +]. Highlight the First tag and remove it with ALT +]. Jump to the body.

- g) Position the edit cursor at the top of the document and add a new HISTORY OF PRESENT ILLNESS section. Add to that section: "The patient is a 32-year-old male, who complains of chest pain, which becomes worse when he coughs."
- h) Jump to the CC's. Jump to the Birthdate field. Jump to the Appointment Date, change the date to 11/25/2015.
- i) Jump to the comment tag using ATL + V. Using the best shortcut, add the first and second comment tags. Jump back to the body.
- j) Under the HISTORY OF PRESENT ILLNESS section, add a new section PAST MEDICAL HISTORY, add the content "unable to obtain".
- k) Jump to the document type, jump back to the body. Toggle the document type name to the other version (either the long or short depending on your situation).
- l) Use ALT + V to move to the comment tag box, select the first comment tag use ALT +] to remove it. Use ALT +] to remove the second comment tag. Jump back to the body.

EXERCISE 4:

- a) Position the edit cursor below your newly added PAST MEDICAL HISTORY section and add a PAST SURGICAL HISTORY section. For the content of that section add "Hysterectomy 2004."
- b) Jump to the Author field, change the author to "James Miller". If you get the warning prompt about the clinician field changing, hit ENTER. Jump to the CC's type "Rebecca Smith" and hit ENTER to add her as a CC. Jump back to the body.
- c) Use ALT + V to jump to the comment tag box. Use SHIFT + ALT + ↓ to select the first comment and hit ENTER to add it. Use SHIFT + ALT + ↓ again, find the second comment tag and add it using the same method. Jump back to the body.
- d) Place the edit cursor on the word "complains" in the HISTORY OF PRESENT ILLNESS section using the best shortcut, select the rest of the text to the end of the line and copy that text to the clipboard.
- e) Navigate to the PAST SURGICAL HISTORY section. Place the edit cursor at the end of that section paste the content you just copied.
- f) Jump to the Patient ID field add the ID 1168 and hit ENTER to add patient "Antonio Martinez". Jump to the Comment Tags drop down with ALT + V, select and remove the first comment tag with ALT +].
- g) Jump to the CC's field, type "Miller", and hit ENTER. When the search results come up, select "Wade Miller" and hit ENTER. Jump back to the body. Jump to the document Type. Switch the document type to "t-cons" and jump back to the body. If you get the New Document Template prompt select "Keep Text".
- h) Using the best shortcut, position the edit cursor at the bottom of the document. Add an ASSESSMENT AND PLAN section. For the content add "right painful plantar fibroma. We discussed risks, benefits, complications, and alternatives of cortisone shot versus custom orthotic with an accommodative service versus surgical resection and he elected to proceed with a cortisone shot."
- i) Jump back to the comment tag remove the last comment.

ALT + SHIFT + L (Get Appointment Listing (aka dictator's appointment listing))

For these exercises, make sure you have the date of service set to 8/19/2015 and the Author set to "Terry Rose".

EXERCISE 1:

- a) Use ALT + SHIFT + L to bring up the Appointment Search window. Hit ESC to close the window. Use ALT + SHIFT + L to open up the Appointment Search window again. Return your hands to the home row. Use ESC to close the window. Return your hands to the home row again.
- b) Repeat step "a." 7 times.
- c) Use ALT + SHIFT + L to open up the Appointment Search window. This time use ALT + C to close the window.
- d) Repeat step "c." 7 times.

EXERCISE 2:

- a) Use ALT + SHIFT + L to open up the Appointment Search window. Using the arrow keys, select the first appointment and hit enter. The patient name and appointment information update the demographics.
- b) Jump to the Addl Auth, Jump to the CC's Jump to the body. Type "I'm learning the ALT + SHIFT + L shortcut to open up the dictator's appointment listing.
- c) Use ALT + SHIFT + L to open up the Appointment Search window, select the third appointment this time use ALT + O to select the OK button and close the window.
- d) Use ALT + SHIFT + L to open up the Appointment Search window. Use the → to scroll the window all the way to the far right. Notice the additional columns of information. Use the ← to scroll the window back to the far left. Select the last appointment and hit Enter. Hint: use CTRL + ↓ to get to quickly jump to that appointment.
- e) Use ALT + SHIFT + L to open up the Appointment Search window. This time to close the window use ALT + N, to select the "No Appointment" button. Notice when you do the patient name and all appointment information is removed from the demographics.

EXERCISE 3:

- a) Set the appointment date to 8/19/2015. Use ALT + SHIFT + L to open up the Appointment Search window. Select the first appointment and hit ENTER. Jump to the CC's field, Jump to the body.
- b) Using the best shortcut, position the edit cursor at the top of the document and add a CHIEF COMPLAINT section. Add the content: "back pain and leg pain".
- c) Navigate to the HISTORY OF PRESENT ILLNESS section find the patient's age and change it to 42.
- d) Jump to the comment and type "Bad audio at 2:40, cuts in and out". Jump back to the body.
- e) Change the PAST MEDICAL HISTORY section content to "The patient has no past medical history".

- f) Using the best shortcut, position the edit cursor at the beginning of the PAST MEDICAL HISTORY section title and add the words "PATIENT X".
- g) Use ALT + SHIFT + L to open up the Appointment Search window. Scroll to the right, close the window using ESC. Use ALT + SHIFT + L to open up the Appointment Search window. Select the last appointment and hit ENTER.
- h) Jump to the document type change that to "t-cons" then jump back to the body. If you get the New Document Type prompt, select "Keep text" option. Jump back to the body.

EXERCISE 4:

- a) Use ALT + SHIFT + L to open up the Appointment Search window. Use ALT + C to close the window.
- b) Jump to the Comment Tags, add the first comment tag.
- c) Jump to the date of birth and change that to 5/7/1955. Jump to the document type.
- d) Use ALT + SHIFT + L to open up the Appointment Search window. Using the best shortcut, quickly move to the bottom of the appointment list, select the last appointment and hit ENTER. Use ALT + SHIFT + L to open up the Appointment Search window. Hit ESC to close the window.
- e) Jump to the Comment Tags drop down. Remove the comment tag. Jump to the comment box, type "I just removed a comment tag".
- f) Jump back to the body. Position the edit cursor at the top of the document above CHIEF COMPLAINT. Add a new section called DOB. Add the date from the demographics to the new DOB section as content for that section.
- g) Jump to the bottom of the document. Use ALT + SHIFT + L to open up the Appointment Search window. Use ESC to close the window. Use ALT + SHIFT + L to open up the Appointment Search window, use ALT + C to close the window. Use ALT + SHIFT + L to open up the Appointment Search window. Use ESC to close the window.

ALT + 1 – 5 (Jump to user fields (ALT + 1 jump to use field 1, ALT + 2 jump to user field 2, etc.))

For this Exercise, load the ShadowScribe Edit Training – Unstructured training program. Load all the topics for Lesson 15.

Also, make sure you have the date of service set to 8/19/2015 and the Author set to “Terry Rose”.

EXERCISE 1:

- a) Using the best shortcut, select “Topic 5: Looping playback Exercise”.
- b) Use ALT + 1 to jump to the “Reference Type” text box. Use ATL + ; to jump back to the body. Repeat this 5 times, each time you complete the shortcut be sure to return your hands to the home row keys.
- c) Use ALT + 2 to jump to the “Appt Type” text box. Use ATL + ; to jump back to the body. Repeat this 5 times, each time you complete the shortcut be sure to return your hands to the home row keys.
- d) Use ALT + 3 to jump to the “Reason for Visit” text box. Use ATL + ; to jump back to the body. Repeat this 5 times, each time you complete the shortcut be sure to return your hands to the home row keys.
- e) Use ALT + 4 to jump to the “Referring Physician” text box. Use ATL + ; to jump back to the body. Repeat this 5 times, each time you complete the shortcut be sure to return your hands to the home row keys.
- f) Use ALT + 5 to jump to the UF 5 text box. Use ATL + ; to jump back to the body. Repeat this 5 times, each time you complete the shortcut be sure to return your hands to the home row keys.

EXERCISE 2:

- a) Use ALT + 1 to jump to the “Reference Type” text box in the demographics, ALT + 3 to jump to the “Reason for Visit” text box in the demographics, ALT + 2 to jump to the “Appt Type” text box in the demographics, ALT + 5 to jump to the “UF5” text box in the demographics, Alt + 4 to jump to the “Referring Physician” text box in the demographics.
- b) Repeat step “a.” 3 times, each time you complete a shortcut be sure to return your hands to the home row keys.

EXERCISE 3:

- a) Use ALT + 3, to jump to the “Reason for Visit” field in the demographics, type in Bone Graft. Jump to the body, mark the report for review.
- b) Position the edit cursor on the word “This” in the HISTORY OF PRESENT ILLNESS section, start playback. Attach the edit cursor to the voice cursor. When you get to the words “Dr. Smith” change that to “Dr. Jones-Johnson”.
- c) Jump to the “Reference Type” field and type in Dr. Jones-Johnson.
- d) Jump back to the body. Attach the edit cursor to the voice cursor. Hide all panels. Position the edit cursor on the word “Review”, second paragraph in the HISTORY OF PRESENT ILLNESS section. Edit the words “Review of systems” in to a section. Stop playback. Show all panels.
- e) Use ALT + 5 to jump to UF 5. Type “MRI and CT” jump back to the body.

- f) Jump to the patient ID change it to 1174. Jump to the “Appt Type” field, using ALT + 2. Jump back to the body.
- g) Position the edit cursor in the PAST MEDICAL HISTORY SECTION. Edit misrecognized content of that section. Stop the audio when done.
- h) Jump to the Comment Tags drop down. Use ALT + 4 to jump to the “Referring Physician Field” type “Michael Fisher”.
- i) Jump back to the body. Use ALT + 2 to jump to the “Appt Type” field and type “Wellness Visit”.
- j) Jump back to the body. Using the best shortcut, select the SOCIAL HISTORY section and its content and copy that to the clipboard.
- k) Move to “Topic 4: Playback Accuracy”. Position the edit cursor at the end of the document. Hit ENTER twice to add two spaces and paste the content from your clipboard.
- l) Use ATL + 1, to jump to the “Reference Type” field, ATL + 2, to jump to the “Appt Type” field, ATL + 3, to jump to the “Reason for Visit” field, ALT + 4, to jump to “Referring Physician” field, ALT + 5 to jump to UF 5. Jump back to the body.

EXERCISE 4:

- a) In the Dictation Queue, move to the “Exercise: Using the voice cursor”. Hide all panels.
- b) In the HISTORY OF PRESENT ILLNESS section, position the edit cursor on the word “Last” as in “Last time I had...” start playback from that word. Attach the edit cursor to the voice cursor, speed up the playback as fast as possible in until the voice cursor gets to the MEDICATION section. Slow down the audio as slow as possible until you reach the end. Stop the Audio. Show all panels.
- c) Copy the first medication name to the clipboard. Use ALT + 1 to jump to the Reference Type field paste the medication from the clipboard.” Jump back to the “Medications” section, copy the second medication to the clipboard. Use ALT + 2 to jump to the “Appt Type” field and paste the medication from the clipboard. Continue in the same manner until you’ve used all of the ALT + number shortcuts. When finished you the “Reference Type, Appt Type, Reason for Visit, Referring Physician, and UF 5 should be filled in with a medication copied from the body. When finished Jump back to the body.
- d) Using the best shortcut, move to the topic in the dictation queue titled “Topic 6: Editing during playback walkthrough”. For each bold word you see add that to the UF field up to 5. For example the word “left” is bolded use ATL + 1 to jump to “Reference Type” and type the word “left”. The next bolded word is “She” use ATL + 2 to jump to “Appt Type” and type in the word She. Keep doing this until all 5 UF fields are filled. Jump back to the body.

Week 14 - QUIZ

1. What shortcut is used to open the QA Feedback window?
 - a) CTRL + ALT + A
 - b) SHIFT + ALT + Q
 - c) CTRL + ALT + Q
 - d) ALT + A
2. What statement is true about the comment tag shortcuts?
 - a) The alternative shortcut is CTRL + C + T to add a comment and CTRL + C + D to delete a comment
 - b) ALT +] is a quick method to add a comment tag and ALT + [is a quick method to remove a comment tag
 - c) Comment Tags are the same as using the Comment box
 - d) ALT + [will jump the edit cursor to the comment box
3. What shortcut is used to open the Appointment Search window, to look at the dictator's scheduled appointments?
 - a) ALT + SHIFT + L
 - b) SHIFT + ALT + A
 - c) ALT + A and CTRL + A
 - d) None of the above
4. True or False? ALT + 3 jumps the edit cursor to user field 2 and ALT + 5 jumps the edit cursor to user field 1.
5. Which statement is false about ALT + 1 - 5?
 - a) Each ALT + # corresponds to the UF #, in the order the UF fields are listed in InScribe.
 - b) ALT + \$, is an alternate way to move the edit cursor through each UF text box.
 - c) ALT + 1, moves the edit cursor to the first UF text box
 - d) In a production environment, when a particular UF text box is used, the label will be named something relevant to the customer workflow.