



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

Table of contents

Week 2: ALT + ; ,ALT + N, ALT + I, ESC or ALT + F4, CTRL + F 2

ALT + ; (Jump to body) 2

ALT + N (Jump to Patient Name)..... 2

ALT + I (Jump to Patient ID)..... 3

ESC or ALT + F4 (Close open windows)..... 3

CTRL + F (Using the Find)..... 3

Week 2 - QUIZ..... 4

Week 2: ALT + ; ,ALT + N, ALT + I, ESC or ALT + F4, CTRL + F

SUMMARY	
Description	Shortcut
Jump to body	ALT + ;
Jump to Patient Name	ALT + N
Jump to Patient ID	ALT + I
Close open windows	ESC or ALT + F4
Using the find	CTRL + F

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.

ALT + ; (Jump to body)

EXERCISE:

- Put your cursor in the Patient ID field, use ALT + ; to jump to the body.
- Put your cursor in the Patient Name field, use ALT + ; to jump to the body.
- Change the document type to “t-cons” and use ALT + ; to jump to the body. If you get the “New Document Template” prompt select the “Keep Text” option.
- Put your cursor in the CC box and use ALT + ; to jump to the body.
- Put your cursor in the Comment box and use ALT + ; to jump to the body.
- Put your cursor any place you like in the demographics, or CCs, Addl Auth, etc and use ALT + ; to jump to the body.

ALT + N (Jump to Patient Name)

EXERCISE:

- Put edit cursor in transcription body. Use ALT + N to jump to the patient Name field. Use ALT + ; to jump back to the body.
- Repeat using ALT + N to jump to the Patient Name field and ALT + ; to jump back to the body 8 times.
- Jump to the Patient Name field and change the name to “Mickey Mouse”. Use ALT + ; to move back to the body. If the prompt appears “Do you want to search for this patient” click cancel or hit ESC.

ALT + I (Jump to Patient ID)

EXERCISE:

- a) Put edit cursor in transcription body. Use ALT + I to jump to the Patient ID field. Use ALT + ; to jump back to the body.
- b) Repeat using ALT + I to jump to the Patient ID field and ALT + ; to jump back to the body 8 times.
- c) Jump to the Patient ID field and change the ID to 1. Use ALT + ; to move back to the body. If the Appointment Listing window appears hit ESC to close.
- d) Put your cursor in the Order field. Use ALT + I to jump to the Patient ID field. Use ALT + ; to jump back to the body. Put your cursor in the comment box. Use ALT + I to jump to the Patient ID field. Use ALT + ; to jump back to the body.
- e) Repeat steps a – d again.

ESC or ALT + F4 (Close open windows)

EXERCISE:

- a) Open the Patient Search window using the best shortcut, hit ESC to close it. Open the Patient Search dialog again, use ALT + F4 to close it. Repeat this exercise 5 more times.
- b) Open the Shortcuts Dialog, hit ESC to close it. Open the Shortcuts Dialog again, use ALT + F4 to close it. Repeat this 5 more times.
- c) Change the document type to one that has a document template. If the “New Document Type” dialog appears, use either ESC or ALT + F4 to close it.
- d) Repeat exercise b again.

CTRL + F (Using the Find)

EXERCISE:

- a) Use CTRL + F to find the “Laboratory” title. Use the best shortcut to close the find dialog. In the rest of the exercises use the best shortcut to close the dialog.
- b) Use CTRL + F to find the word “sharp”. Close the dialog.
- c) Use CTRL + F to find JVD. Close the dialog.
- d) Use CTRL + F to find the “Plan” title. Close the dialog.
- e) Use CTRL + F to find the word “abdominal”. Close the dialog.
- f) Repeat exercise a - e again.

Week 2 - QUIZ

1. What shortcut is used to jump to the Patient Name field?
 - a) CTRL + ALT + N
 - b) ALT + CTRL + C
 - c) ALT + N
 - d) CTRL + N
2. What shortcut is used jump to the Patient ID field?
 - a) ALT + SHIFT + I
 - b) ALT + ;
 - c) ALT + I
 - d) ALT + P
3. What shortcut is used to jump from a field in the demographics to the body of the report?
 - a) ALT + :
 - b) ALT + }
 - c) ALT + K
 - d) ALT + ;
4. What shortcut is used to find a word or phrase?
 - a) ALT + F
 - b) CTRL + S
 - c) CTRL + H
 - d) CTRL + F
5. Which statement about the "find" is true?
 - a) The find is a powerful tool to use when editing.
 - b) The find is a quick way to jump around the document without using the mouse.
 - c) The mouse is more efficient than using the find.
 - d) Both a and b