DeliverHealth
SOLUTIONS

INSCRIBE SHORTCUT PROGRAM USING "ASR-ENHANCED" SHORTCUTS

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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.

At this point you should have a better comfort level when editing with the shortcuts thus far. From week 8 on we will continue to add on more shortcuts to increase your knowledge and efficiency.

ALT + R   (Jump to author (aka clinician) drop down)

EXERCISE 1:

a) Use ALT + R to jump to the Author field. Use CTRL +; to jump back to the body. After each shortcut return your fingers to the home row keys.

b) Repeat step "a." 9 times.

c) Jump to the author drop down change the author to a different one. If you get a warning prompt about the value of the clinician changing click ok. If you get the new document prompt select keep text.

d) Jump to the CC's box, then jump back to the body.

EXERCISE 2:

a) Using the best shortcut, jump to the patient ID field. Change the patient ID to X333 jump back to the body.

b) Use ALT + R to jump to the clinician drop down. Jump to the appointment date field, change the date to 8/3/2015. Jump back to the body and update the DATE OF VISIT date so it's the same as the appointment date.

c) Use ALT + R to jump back to the Author drop down. Jump to the comment box and type "I was just in the Author drop down field". Jump back to the body.

EXERCISE 3:

a) Use ALT + R to jump to the Author field, change the Author to a different one then jump to the body. If you get a warning prompt about the value of the clinician changing, click ok. If you get the new document prompt, select keep text.

b) Use the best shortcut and move the edit cursor to the word "abdominal" in the GASTROINTESTINAL section. Delete that word. Use CTRL + Z to undo then CTRL + Y to redo. Select the rest of the line and type. "I recall using SHIFT + END will select the text on the line to the right of my edit cursor".

c) Jump to the birthdate field, Jump to the CC's field, Jump to the comment. Jump to the Author field with ALT + R. Jump back to the body.

EXERCISE 4:

a) Jump to the patient ID, jump back to the body. Jump to the Name, jump back to the body. Jump to the birthdate, jump back to the body.

b) Jump to the Author using ALT + R, jump back to the body. Jump to the appointment date, jump back to the body. Jump to the Author with ALT + R. Jump to the CC, jump to the body. Jump to the Author with ALT + R, jump to the comment and type "I'm done with exercise 4.

ALT + Z   (Jump to authorization (aka Addl Auth))

EXERCISE 1:

a) Use ALT + Z to jump to the Addl Auth drop down. Change the authenticator to another person different from the dictator of the report. Jump back to the body, Jump back to the Addl Auth.

b) Repeat jumping to the body and back to the Addl Auth 9 times, after each shortcut use return your fingers to the home row.

EXERCISE 2:

a) Jump to the Author drop down with ALT + R, switch the author to a different person other than the Addl Auth person.

b) Jump to the Addl Author drop down. Jump to the body.

c) Navigate the edit cursor to the word "Objective" and change that to Physical Exam.

d) Use ALT + Z to jump to the Addl Auth. Use SHIFT + CTRL + ↓ to select a different authenticator. Jump back to the body.

EXERCISE 3:

a) Using the best shortcut, position your edit cursor on the word PLAN in the plan section. Use the best shortcut to change the plan title to lower case. Jump to the patient ID field, jump to the Addl Auth field, jump to the body.

b) Using the best shortcut, navigate the edit cursor to the LABORATORY section, change the WBC 9.6 to 10.8. Jump to the Addl Auth field, jump back to the body.

EXERCISE 4:

    a)   Using the best shortcut, navigate to the top of the body.

    b)   Navigate to the GASTROINTESTINAL subsection title, change that title to GI. Jump to the comment and type "I just converted the gastrointestinal title into GI" jump back to the body of the GASTROINTESTINAL subsection.

    c)   Use the best shortcut to select all lines above the GI section up to the REVIEW OF SYSTEMS title then hit DELETE. Do an undo followed by redo.

    d)   Use ALT + Z to jump to the Addl Auth, Jump to the appointment date field. Jump to the body. Jump to the birthdate field change the birthdate to 11/7/1967.

    e)   Jump to the body, use ALT + Z and jump to the Addl Auth. Jump to the body.

CTRL + W   (Mark for Review)

EXERCISE 1:

    a)   Use CTRL + W to mark the job for Review. Use CTRL + W to unmark the job for review.

    b)   Jump to the Addl Auth, jump to the body. Use CTRL + W to mark the job for review. Use CTRL + W to unmark the job.

    c)   Use CTRL + W to mark the jump and CTRL + W to unmark the job. Repeat marking and unmarking the job 3 times after each shortcut return your fingers to the home row keys.

EXERCISE 2:

    a)   Jump to the Patient ID and clear that field, jump to the name and clear that field, use CTRL + W to mark the job for review.

    b)   Jump to the comment and type "No matching demos". Jump back to the body.

EXERCISE 3:

    a)   Jump to the document type drop down, jump to the Patient ID and type X356.

    b)   Jump to the Patient Name and type "Sam Pilton". Use CTR + W to unmark the job for review. Use CTRL + W to mark the job for review, jump to the CC box, jump to the body. If you get the Search for Patient prompt select "No". Use CTRL + W to unmark the job for review. Jump back to the body.

    c)   Using the best shortcut, navigate the edit cursor to the IMPRESSION section. Using the best shortcut, delete the 5th line item and mark the job for review using CTRL + W. Unmark the jobs for review using CTRL + W.

CTRL + Q   (Mark for QA)

EXERCISE 1:

a)   Use CTRL + Q to mark the job for QA. Use CTRL + Q to unmark the job for QA. Repeat marking and unmarking the job for QA 4 more times. After each shortcut, return you fingers to the home row keys.

b)   Jump to the body to the LABORATORY section, find the word "platelets" delete the 410,000 and add a time stamp. Use CTRL + AL T+ T to insert the time stamp. Use CTRL + Q to mark the job for QA.

EXERCISE 2:

a)   Jump to the CC's box, jump to the Patient ID, jump back to the body.

b)   Using the best shortcut, jump to the DATE OF VISIT change that to 11/17/2015. Mark the job for review, then use CTRL + Q to mark the job for QA. Use CTRL + G to jump to the time stamp. Delete the time stamp using the best shortcut.

c)   Unmark the job for QA with CTRL + Q then unmark the job for Review with CTRL + W.

EXERCISE 3:

a)   Jump to the appointment date, change that to 2/11/2016. Jump into the body.

b)   Navigate the edit cursor to the PLAN section and add a fourth list item. The list item should read "Patient will see us back in 6 weeks for recheck.

c)   Navigate to the 2nd line item, highlight words "heme-positive" add a time stamp. Use CTRL + ALT + T to insert the time stamp. Mark the job for QA using CTRL + Q.

EXERCISE 4:

a)   Mark the job for review using CTRL + W. Jump to the Addl Auth. Jump to the comment and type "This job is both marked for review and QA. Use CTRL + W to unmark the job for review and CTRL + Q to unmark the job for QA.

b)   Jump to the body. Using the best shortcut navigate to the word "morning" in the SUBJECTIVE section. Change morning to "evening". In that same section navigate to the word "inspiration". Using the best shortcut, highlight that word then use CTRL + ALT + T to add a time stamp.

c)   Mark the job for QA using CTRL + Q.

SHIFT + CTRL + H   (Find and Replace)

EXERCISE 1:

    a)   Use SHIFT + CTRL + H to bring up the find dialog. Use ESC to close the find, and return your hands to the home row keys.

    b)   Repeat step "a." 8 times.

EXERCISE 2:

    a)   Use SHIFT + CTRL + H to find all the "No" words and change them to "Yes". When all "No" words are replaced, use CTRL + Z to undo all the replacements.

    b)   Use CTRL + Y to redo 4 of your replacements.

EXERCISE 3:

    a)   Using the best shortcut, navigate to the word PAST of the PAST MEDICAL HISTORY, SOCIAL HISTORY, ALLERGIES section.

    b)   Highlight the word PAST and change that to present. Using the best shortcut, change the word "present" to upper case.

    c)   Navigate to the word "from" on the same line. Highlight this word and use SHIFT + CTRL + H to replace all the words "from" with the upper case version of from "FROM" use ESC to close the Find and Replace dialog.

EXERCISE 4:

    a)   Jump to the birthdate field and change the date to 10/21/2015.

    b)   Jump to the appointment date field and change the date to 11/17/2015.

    c)   Jump to the body and change the DATE OF VISIT date to match the date in the demographics.

    d)   Mark the job for review. Navigate to the "5" in the 2015 highlight the "5". Use SHIFT + CTRL + H to find and replace all the "5's" with "6's". Hit ESC to close the Find and Replace dialog.

Week 8 - QUIZ

1. What shortcut is used to jump to the Author drop down?

   a) SHIFT + R

   b) CTRL + C

   c) CTRL + R

   d) ALT + R

2. What shortcut is used to jump to the Addl Auth field?

   a) SHIFT + A

   b) CTRL + Z

   c) CTRL + A

   d) ALT + Z

3. True or False? CTRL + W marks the job for QA.

4. What shortcut would you use if you want the customer to review the transcription before the clinician sees it?

   a) CTRL + R

   b) ALT + SHIFT + Q

   c) CTRL + Q

   d) None of the above

5. What shortcut is used to find and replace text in the transcription?

   a) ALT + F + H

   b) ALT + O + H

   c) SHIFT + CTRL + H

   d) b or c