



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

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Week 10: CTRL + ALT + S, CTRL + SHIFT+ Y, CTRL + T, CTRL + E, CTRL + R

SUMMARY	
Description	Shortcut
Split transcription at cursor position	CTRL + ALT + S
Copy transcription	CTRL + SHIFT + Y
Speed up audio playback	CTRL + T
Slow down audio playback	CTRL + E
Return audio playback to normal	CTRL + R

Legend: White – InScribe Core or Windows Shortcut; Green – Navigation; Purple – Editing; Tan – 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 + S (Split transcription at cursor position)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

Note: Split transcription at cursor position will not fully work in training mode. For the purposes of these exercises, it is not necessary to fully work since you are just practicing the shortcut.

EXERCISE 1:

- Using the best shortcut, navigate your edit cursor to the Review of Systems section. Use CTRL + ALT + S to split the transcription. The “Split this transcription” prompt will appear, hit ENTER. At this point the split will not work, but you will have practiced the keyboard shortcuts.
- Repeat using CTRL + ALT + S, 7 times. Each time use CTRL + ALT + S followed by the ENTER key to close the “Split this Transcription” prompt, return your hands to the home row keys.

EXERCISE 2:

- Position your edit cursor on the word “subjective” in the Review of Systems section and start playback from that word. Let the audio play for 2 seconds.
- Stop the audio and use CTRL + ALT + S to initiate the split. After you hit enter and close the “Split this Transcription” prompt, resume playback. Use CTRL + SPACE to attach the edit cursor to the voice cursor.
- When you get to the Medications section, edit that section so the medications are correct and bulleted in the correct order. After the section has been edited, position the edit cursor at the top of the section.

- d) Start playback, move the edit cursor to the voice cursor. When the cursor is at the end of the fifth item in the Medications section, stop the audio, making sure your edit cursor is at the end of the line, use CTRL + ALT + S to do another split. Hit ENTER to simulate the split and close the split this transcription prompt.
- e) Navigate to the Physical Examination title. Using the best shortcut, rename the title to “Exam”. Start playback from the word “Patient” in the “General” subsection and attach the edit cursor to the voice cursor. Let the audio play until you come to the beginning of the DIAGNOSTIC DATA section, stop the audio, use CTRL + ALT + S to split the transcription. Hit ENTER to simulate the split and close the split this transcription prompt.

EXERCISE 3:

- a) Using the best shortcut, position the edit cursor just in the Plan content box. Rename the Plan to “Plan and Recommendations”. Use CTRL + ALT + S to split the transcription. Hit ENTER to simulate the split and close the split prompt.
- b) Unhide the demographics panels, jump to the Document Type drop down, jump back to the body, jump to the appointment date change the date to 12/23/2015. Jump back to the body.
- c) Using the best shortcut navigate to the Review of Systems section and start playback from that section. Attach your edit cursor to the voice cursor.
- d) Let the cursor navigate to the allergies section, stop the playback and change the content in that section to read “Penicillin and Shellfish.” Bring the playback highlighter back to the edit and start playback, attach the edit cursor to the voice cursor.
- e) Let the audio play until you reach the end of the 2nd line item of the MEDICATIONS section. Stop the audio and use CTRL + ALT + S to split the transcription at cursor. After you hit enter to close the split transcription prompt, start playback. Attach your edit cursor to the voice cursor.
- f) Let the cursor navigate to the Lungs subsection of the Exam section, change the word “Symmetric” to “Asymmetric”, stop the audio.

EXERCISE 4:

- a) Jump to the birthdate field, change the birthdate to 6/11/2000. Jump back to the body.
- b) Using the best shortcut, position the edit cursor in the Reason for Consultation section on the word “kidney” and start playback from that word. Attach your edit cursor to the voice cursor.
- c) Let the cursor navigate to the word “Hypertension” in the History of Present Illness section, stop the audio use CTRL + ALT + S to split the transcription. Hit enter to close the split prompt.
- d) Jump to the CC’s area, add the cc “Alissa Jacobs” jump to the Patient ID, change the ID to 1147, and jump back to the body. Jump to the Addl Auth and add “Test, Bob”. Then add “Miller, James”. Add another CC, add “Mike Johnson”, jump back to the body.
- e) Start playback, attach the edit cursor to the voice cursor when you get to the Subjective section listen to the first few sentences and make the correction to the duplicate “dyspnea” word. Stop the audio then do CTRL + ALT + S to split the transcription. After you hit enter to close the split prompt, jump to the Patient Name, jump back the body.

CTRL + SHIFT + Y (Copy transcription)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

Note: Copy transcription at cursor position will not fully work in training mode. For the purposes of these exercises, it is not necessary to fully work since you are just practicing the shortcut.

EXERCISE 1:

- a) Using the best shortcut, jump to the bottom of the document to the Plan section. Add a third list item as follows “Call office sooner if complications arise.” navigate your edit cursor to the top of the document at the beginning of the Referring Physician.
- b) Use CTRL + SHIFT + Y to copy the transcription. The “Copy Transcription” prompt will appear, hit ENTER to simulate the copy and close the prompt. At this point the copy will not work, but you will have practiced the keyboard shortcut.
- c) Repeat using CTRL + SHFIT + Y, 7 times. Each time use CTRL + SHIFT + Y followed by the ENTER key press to close the Copy Transcription prompt, return your hands to the home row keys.

EXERCISE 2:

- a) Using the best shortcut, position the edit cursor on the word “Blood” in the Assessment section, as in “Blood pressure is controlled”. Start playback from that point, attach the edit cursor to the voice cursor.
- b) Let the cursor navigate to the word “recommendation” as in “My recommendation is to continue with current...” stop the audio and use toggle case to upper case this word. Stop the audio.
- c) Use CTRL + SHIFT + Y. After hitting ENTER on the copy transcription prompt, navigate the edit cursor to the Diagnostic Data section title. Use CTRL + SHIFT + Y to copy the transcription. Hit ENTER on the copy transcription prompt.
- d) Unhide the demographics panels, jump to the Author, change that to “Rose, Terry” and jump back to the body. If you get the Warning prompt about the clinician field change, select OK (remember don’t use the mouse). If you get the “New Document Template” prompt select “Keep Text” (remember don’t use the mouse). Jump to the comment box, and jump back to the body.
- e) Hide the demographics panels, navigate to the “Abdomen” subsection, using the best shortcut convert that title into text. When finished the title and content will appear as content within the “Lungs” subsection.

EXERCISE 3:

- a) Using the best shortcut, position the edit cursor just after the word “disorder” in the History of Present Illness section. Using the best shortcut select the rest of the words in that section and hit delete. Use CTRL + ALT + S to split the transcription. Hit ENTER to close the split prompt.
- b) Unhide the demographics panels, jump to the Addl Auth, jump to the document type, jump back to the body. Jump to the comment and type “I just deleted all the text after the word ‘disorder’ in the History of Present Illness section”. Jump back to the body.

- c) Use CTRL + SHIFT + Y to copy the transcription. Hit ENTER on the copy transcription prompt to close. Hide the demographics panels, navigate to the word “changed” in the “Subjective” section and start playback from that word, attach the edit cursor to the voice cursor, let the audio play about 3 seconds. Detach the edit cursor, stop the audio.
- d) Use CTRL + SHIFT + Y to copy the transcription. After hitting ENTER on the copy transcription prompt, start playback and attach the edit cursor to the voice cursor, let the audio play for 3 seconds, stop the audio. Using the best shortcut, navigate to the Vital Signs subsection and convert (aka promote) that section into a main section. Navigate to the “Lungs” subsection and convert that into a main section. Change the word “abdomen” into a section.
- e) Using the best shortcut, move the “Abdomen” section above the “Vital Signs” section. Use CTRL + ALT + S to split the transcription. After you hit enter to close the split prompt, unhide the demographics panels, jump to the CC’s field, then jump back to the body.

EXERCISE 4:

- a) Use CTRL + SHIFT + Y to copy the transcription. Hit ENTER on the copy transcription prompt to close.
- b) Using the best shortcut, navigate to the Medications section, use CTRL + ALT + S to split the transcription. Hit Enter to close the split prompt. Using the best shortcut, delete the entire medications section and all of its content.
- c) Using the best shortcut, undo the medications delete. Then redo the delete.
- d) Hide the demographics panel. Navigate to the General subsection in the EXAM section. Start playback from the word “patient” as in “the patient is awake”. Attach your edit cursor to the voice cursor. Let the audio play until you get to the EXTREMITIES section. Stop the audio and use the CTRL + SHIFT + Y to copy the transcription. Hit ENTER on the copy transcription to close the prompt.
- e) Use CTRL + ALT + S to split the transcription. After you hit enter to close the split prompt, use the CTRL + SHIFT + Y to copy the transcription. Hit ENTER on the copy transcription prompt.
- f) Unhide the demographics panels. Jump to the appointment date, change the date to today’s date, and jump back to the body. Navigate to the top of the document. Add a new section after the “Referring Physician” called “DOS”. Copy the date from the appointment date and paste it into the DOS field. Move the DOS above the “Referring Physician”.

CTRL + T (Speed up audio playback)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Position the edit cursor at the top of the document on the word “Jones” in the “Referring Physician” section start playback from that word.
- b) Hit CTRL + T three times to speed up the audio playback. Keep the audio sped up until you get to the “Review of Systems” section. Use CTRL + R to return the playback rate to normal. Stop the audio.
- c) Position the edit cursor on the word “woman” in the History of Present Illness section as in “66-year-old woman...”. Start playback from that word, attach the edit cursor to the voice cursor.

- d) Hit CTRL + T two times to speed up the playback. Hit CTRL + T two more times, playback should be going very fast now. Use CTRL + R to return playback rate to normal. Stop the playback.

EXERCISE 2:

- a) Using the best shortcut, position the edit cursor on the word "Aspirin" in the Medications section. Start playback from that word, use CTRL + T one time to speed up the audio, attach the edit cursor to the voice cursor. Stop the audio when you get to the Vital Signs subsection of the Physical Examination.
- b) Use CTRL + ALT + S to split the transcription. Hit enter to close the split prompt. Start the audio again. Use CTRL + R to return playback rate to normal. Stop the audio.
- c) Unhide the demographics panels. Jump to the Patient ID, change that to 1119 and hit TAB. When the Appointment Search window appears select the second appointment and hit ENTER. Jump to the comment and type "Patient name 'Latanya Randle' but clinician dictates 'Lanten Randel' please verify". Jump back to body.
- d) Start playback use CTRL + T once to speed up the playback, use CTRL + T again to speed up the playback further. Use CTRL + R to reset the playback to normal. Attach your edit cursor to the voice cursor the use CTRL + T once to speed up the playback.
- e) Let the cursor navigate to the "Assessment" section, while the audio is playing, delete the last two paragraphs from that section. Stop the audio and add a new section called "Records Reviewed". Mark the job for review.

EXERCISE 3:

- a) Unmark the job for review. Using the best shortcut, position the edit cursor at the top of the document on the word "Jones" in the Referring Physician section.
- b) Start playback and attach the edit cursor to the voice cursor. Use CTRL + T once to speed up the audio, use CTRL + T to speed up the audio again.
- c) Let the audio play until you get near the sentence "She has baseline dyspnea" in the Subjective section. Use CTRL + R to return audio to normal. Stop the audio, remove the duplicate word "dyspnea" and in the phrase "dyspnea that has not changed recently..." edit that to read "dyspnea that has changed in the past few weeks".
- d) Jump to the CC's, jump to the comment, jump back to the body.
- e) Start playback from the word "denies" in the Subjective section, attach the edit cursor to the voice cursor, use CTRL + T once to speed up the playback. When you get to the first bullet in the Medications section, use CTRL + R to return playback to the normal rate and listen to the audio to edit it correctly. After editing the first bullet, attach the edit cursor to the voice cursor.
- f) Use CTRL + T to speed up the dictation, use CTRL + T to speed up the dictation again. Keep hitting CTRL + T until the dictation is playing as fast as possible, let that play for 3 seconds. Use CTRL + R to return playback to normal. Stop the audio.

CTRL + E (Slow down audio playback)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Using the best shortcut, position the edit cursor at the beginning of the History of Present Illness section. Start playback from the word “Patient”, use CTRL + E once to slow down the dictation, let the audio play 3 seconds and use CTRL + E to slow down the dictation again. Use CTRL + R to return playback rate to normal.
- b) Use CTRL + E once to slow down the dictation. Attach the edit cursor to the voice cursor let the audio play for 2 seconds. Stop the audio. Select the next 5 words closest to your edit cursor and copy them to the clipboard.
- c) Navigate to the Reason for Consultation section. Place the edit cursor at the end of that section after the word “disease” and paste the text from the clipboard.
- d) Position the edit cursor on the word “Chronic” of the Reason for Consultation section. Start playback use CTRL + E once to slow down the playback. Let the Audio play 3 seconds, use CTRL + R to return playback rate to normal. Stop the playback.

EXERCISE 2:

- a) Using the best shortcut, navigate to the Medications section. Start playback from the word “Aspirin” use CTRL + E once to slow down the playback.
- b) Attach the edit cursor to the voice cursor, when the cursor gets to the General section, stop the audio. Detach the edit cursor from the voice cursor and change the phrase “The patient is awake, alert, in no distress” to “The patient is awake, alert, and oriented x3”.
- c) Use SHIFT + CTRL + S to open up the shortcut dialog. Hit TAB until you get to the Playback section then hit the ENTER key to expand that section double click on the Decrease Playback Rate then hit ESC to close the window.
- d) Move the edit cursor to the word “Blood” in the Vital Signs subsection and start playback from that word. Use CTRL + T once to speed up the playback, Use CTRL + R to return playback to normal, Use CTRL + E two times to slow down the playback. Jump to the bottom of the document, stop playback. Use CTRL + R to return playback rate to normal.

EXERCISE 3:

- a) Using the best shortcut, position the edit cursor in the “Lungs” subsection on the word “Symmetric”. Start playback from that word. Let the audio play a few seconds then use CTRL + E once to slow down the playback, let the audio play for 3 seconds. Stop the playback.
- b) Position the edit cursor on the word “cell” in the Diagnostic Data section. Start playback from that word. Attach the edit cursor to the voice cursor then use CTRL + E once to slow down the playback. Let the audio play for 2 seconds. Use CTRL + E to slow down the playback again, let the audio playback for 2 seconds. Use CTRL + T twice to speed up the playback. Use CTRL + T to speed up the playback more. Let the audio play for 3 seconds, use CTRL + E once to slow down the playback.

- c) Unhide the demographics panels, Jump to the CC's field then jump back to the body.
- d) Stop the audio and mark the job for QA.
- e) Start the playback and continue pressing CTRL + E until the audio is playing as slow as possible. Let the audio play 2 seconds, use CTRL + T to speed up the audio, keep using CTRL + T to play as fast as possible. Let the audio play 3 seconds. Use CTRL + R to return the audio playback to normal. Stop the audio.

CTRL + R (Return audio playback to normal)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third "Consult type draft" for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Using the best shortcut, position the edit cursor near the top of the document on the word "Kidney" in the Reason for Consultation section. Start playback from that word. Attach the edit cursor to the voice cursor. Use CTRL + E twice to slow down the playback, let the audio play for 2 seconds. Use CTRL + R to return playback to normal. Stop the audio.
- b) Start the audio, use CTRL + E once to slow down the playback, use CTRL + T once to speed up the playback. Use CTRL + R to return the playback to normal. Stop the playback.

EXERCISE 2:

- a) Using the best shortcut, position the edit cursor near the top of the document on the word "Kidney" in the Reason for Consultation section. Start playback from that word. Use CTRL + T once, let the audio play for 1 second then use CTRL + R.
- b) Repeat using CTRL + T once, let the audio play for 1 second then use CTRL + R. Do this 5 times. Each time you use CTRL + T and CTRL + R make sure to return your hands to the home row keys. When finished stop the audio.

EXERCISE 3:

- a) Using the best shortcut, position the edit cursor near the top of the document on the word "Kidney" in the Reason for Consultation section. Start playback from that word. Use CTRL + E once, let the audio play for 1 second then use CTRL + R.
- b) Repeat using CTRL + E once, let the audio play for 1 second then use CTRL + E. Do this 5 times. Each time you use CTRL + T and CTRL + R make sure to return your hands to the home row keys. When finished stop the audio.

EXERCISE 4:

- a) Using the best shortcut, position the edit cursor on the word “hypothyroidism” in the Assessment section. Start playback from that word.
- b) Use CTRL + E twice, let the audio play for 2 seconds, use CTRL + T twice let the audio playback 2 seconds. Use CTRL + T three times, let the audio play 2 seconds. Use CTRL + R. Use CTRL + E four times, let the audio play 2 seconds. Attach the edit cursor to the voice cursor, Use CTRL + R to return the playback speed to normal.
- c) Unhide the demographic panels, stop the audio, jump to the Patient Name and look for “Maryann Doe”, If the “Appointment Search” window appears select OK. Jump to the Addl Auth, jump back to the body.
- d) Start the audio, attach the edit cursor to the voice cursor, use CTRL + E two times, let the audio play 2 seconds. Use CTRL + R. Use CTRL + T three times, let the audio play 2 seconds. Use CTRL + R. Use CTRL + E 4 times. Use CTRL + R. Use CTRL + T four times, use CTRL + R. Stop the audio. If the voice cursor gets to the end of the dictation restart playback from the word “White” in the Diagnostic Data section.

Week 10 - QUIZ

1. What shortcut is used to split the transcription?
 - a) ALT + T
 - b) SHIFT + S
 - c) CTRL + ALT + S
 - d) None of the above
2. What shortcut is used to copy the transcription?
 - a) ALT + T + C + T
 - b) CTRL + SHIFT + Y
 - c) Both a and b
 - d) ALT + C + T
3. True or False? To speed up the playback use CTRL + E.
4. True or False? CTRL + , is used to return the playback rate to normal.
5. True or False? You can also use ALT + H + S to access the playback menu and increase or decrease the speed.
6. True or False? It's always a good idea to use CTRL + S when you need to slowdown the playback and CTRL + F when you need to speed up the playback.