INSCRIBE SHORTCUT PROGRAM USING "ASR-ENHANCED" SHORTCUTS WITH STRUCTURED

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Week 6: CTRL + X, CTRL + C, CTRL + V, CTRL + DELETE, CTRL + BACKSPACE

SUMMARY	
Description	**Shortcut**
Cut selected text	CTRL + X
Copy selected text	CTRL + C
Paste selected text	CTRL + V
Delete one whole word to right of edit cursor	CTRL + DELETE
Delete one whole word to left of edit cursor	CTRL + BACKSPACE

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

By now you should be getting comfortable with the shortcuts learned thus far. We will continue building on those and will reference them indirectly in the exercises that come. For the shortcuts you already know, it will be assumed you know what shortcut to use to complete parts of these exercises.

CTRL + X   (Cut selected text)

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:

a) Using the best shortcut, navigate to the phrase "mixed connective tissue disorder". Highlight the word "mixed" and use CTRL + X to cut that word.

b) Using the best shortcut, navigate to the title Review of Systems, then navigate to the word Systems. Highlight this word and use CTRL + X to cut that word.

c) Using the best shortcut, navigate to Assessment section, find the phrase "Chronic Kidney disease". Highlight this phrase and use CTRL + X to cut it.

d) Navigate the edit cursor to the last line. Using the best shortcut, highlight the entire line. Use CTRL + X to cut that line.

e) Use CTRL + 0 to show all panels again. Using the best shortcut to jump the edit cursor to the Name field. Change the patient's name to "Trenisha Milam" and hit ENTER, if you get the Search for Patient dialog, click "yes". Jump to the CC, search for the name "Aguilar". Select "Carolos Aguilar", then move back to the body. Locate the word "Imuran" under the Medications section, highlight it and cut it. Using the best shortcut, delete the CC. Jump to the Patient ID field, then to the body. Find the first occurrence of the word, "dyspnea", highlight and cut that.

CTRL + C (Copy selected text)

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:

a) Using the best shortcut, navigate to the word "woman", In the History of Present Illness section. Highlight it and use CTRL + C to copy it.

b) Use CTRL + 0 to display the demographic panels. Using the best shortcut, jump to the patient name field. Highlight the name and use CTRL + C to copy it. Jump to the comment box using the best shortcut. Type the comment "I copied the name." then jump back into the body.

c) Using the best shortcut, navigate to the Heart subsection highlight that entire line and use CTRL + C. Preview the transcription using the appropriate shortcut, then close the preview. Jump to the Document Type drop down using the best shortcut then jump back to the body. Use CTRL + 0 to hide all demographics panels.

d) Using the best shortcut, navigate to the Medications section, select everything in that content box and use CTRL + C to copy it, hit your right arrow once. Using the best shortcut, add a new section called "Immunizations".

e) Navigate to the Subjective section, using the best shortcut, move the edit cursor to the word "denies". Position the cursor so it's on the word "d" in denies. Using the best shortcut, highlight the entire line from the word "denies" to the beginning (Hint we used this in week 4). The use CTRL + C to copy the text.

f) Navigate to the Immunizations section, and type "I'm using these exercises to practice the copy. The correct way to do the copy is to, select or highlight what I want to copy, hold CTRL with my right hand and hit "C" with my left.

CTRL + V (Paste selected text)

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, navigate to the Assessment section, highlight the first line use CTRL + C to copy it.

b) Navigate back one section to the Diagnostic Data section, place the edit cursor at the end of the line then use CTRL + V to paste the line from the Assessment section. Hit your BACKSPACE key once.

EXERCISE 2:

a) Using the best shortcut, navigate to the Extremitates subsection and delete that section. Use CTRL + 0 to display the demographics panels. Jump to the comment and type "I just used the most efficient shortcut to delete the Extremities subsection". Jump back to the body. Use CTRL + 0 to hide the demographic panels. Rename the Abdomen subsection title to "GI". Copy the text in the new GI section.

b) Move the edit cursor to the end of the GI subsection then create a new subsection after GI called, "Lower GI" and use CTRL + V to paste the "GI" content into the new "Lower GI" subsection.

c) Navigate to the last line of the Assessment section. Place the edit cursor at the end of that section after the word "nephrotoxins". Using the best shortcut, highlight the last line and next two paragraphs above that line.

After you've completed this step the last line of text that should be highlighted will read "The patient has anemia…". Use CTRL + C to copy those selected lines.

d) Using the best shortcut, navigate to the Reason for Consultation section, rename the title of that section to Chief Complaint, select all the text in that section then use CTRL + V to paste the text from the Assessment section. Using the best shortcut, preview the transcription. Notice the new Chief Complaint section and the text you pasted. Close the preview.

EXERCISE 3:

a) Use CTRL + 0 to show all demographic panels. Jump to the CC field, locate the cc "Ronda Jones" and hit ENTER to add that CC to the transcription. Jump back to the body. Use CTRL + 0 to hide all demographic panels. Navigate to the Subjective section, using the best shortcut convert that section into plain text. Once completed the Subjective section and its content will appear in the History of Present Illness section. Select the word "Subjective" and the rest of the text after that word in the History of Present Illness section and use CTRL + X. Hit the BACKSPACE key once.

b) Navigate your edit cursor to the Physical Examination section use CTRL + V to paste the text just copied. Using the best shortcut position the edit cursor at the top of the Physical Examination content box. Using the best shortcut select the word "Subjective" and hit DELETE.

c) Using the best shortcut to open of the InScribe Keyboard Shortcuts window. Expand the editing section, if it's not already expanded. Highlight the shortcuts for Cut, Copy, and Paste by double clicking on them. Close the InScribe Keyboard Shortcuts window. Navigate down to the "Lower GI" subsection and convert that into a main section. Copy everything in that main section.

d) Navigate the edit cursor to the Plan section place the edit cursor after the last word of the second bullet. Hit ENTER, a new bullet will be created, hit CTRL + V to paste the text copied from the Lower GI subsection. Hit your BACKSPACE key once.

EXERCISE 4:

a) Use CTRL + 0 to show all demographic panels. Jump to the Patient ID field, jump back to the body. Use CTRL + 0 to hide all demographic panels. Find the word "Procrit" in the Medications section, copy that with CTRL + C.

b) Create a new section after the Medications section titled "Internal Medications". In the new section use CTRL + V to paste the word "Procrit" into that section. Navigate back to the Medications section, using the best shortcut correct that section so that each medication has a bullet.

c) Navigate to the Allergies section, using the best shortcut highlight the words "No Known" then type "The patient's" followed by a space. Using the best shortcut, position the edit cursor at the end of the Allergies section, change the period to a colon and type "tetracycline, amoxicillin, and Sulfa drugs". Find the word "Metoprolol" in the Medications section and copy it.

d) Use CTRL + 0 to show all demographic panels. Jump to the patient ID field then jump back to the body. Jump to the comment and paste that word into the comment. Jump back to the body. Use the best shortcut, to navigate to the "Lower GI" subsection. Place the edit cursor after the word "sounds" and use CTRL + V to paste the word "Metoprolol" after it followed by a space.

CTRL + DELETE   (Delete one whole word to right of edit cursor)

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, navigate to the word "Levofloxacin" in the CURRENT MEDICATIONS section.

    b)   Position your edit cursor so it's touching the "L". Use CTRL + DELETE to delete this word. Type "I just deleted my first word to the right of my edit cursor".

EXERCISE 2:

    a)   Navigate to the phrase "My recommendation is to continue…" in the Assessment section. Position your edit cursor in front of the word "with" as in "with current management" and use CTRL + DELETE to remove the word "current". Use CTRL + DELETE again to delete the word "management". Type "sleeping 8 hours and eating acidic fruit."

    b)   In the same section, navigate to the words "Segmental" Use CTRL + DELETE again to remove that word followed by the word "glomerulosclerosis". Using the best shortcut, highlight everything to the right of the edit cursor (the rest of that line) and use CTRL + X to cut those words.

    c)   Navigate to the Extremities section. Position the edit cursor after the word "No" and use CTRL + V to paste the text copied from the Assessment section.

EXERCISE 3:

    a)   Navigate to the Medications section, find the word "acetaminophen" and copy it.

    b)   Navigate up to the SUBJECTIVE section find the word "facial" position the edit cursor after this word.

    c)   Move your edit cursor past the word "or" so that it's positioned after the "r". Hit space and paste the words you copied.

    d)   Navigate up one line to History of Present Illness section. Copy the last word, "followup" of that section. Navigate to the Review of Systems section, position the edit cursor after the first occurrence of the word "were" use CTRL + DELETE to delete all the rest of the words, to the right of the edit cursor, in that line. Use CTRL + V to paste the word "followup" and edit that word to be "followed-up".

EXERCISE 4:

    a)   Navigate to the Abdomen section.

    b)   Position edit cursor in front of the word "Bowel" use CTRL + DELETE to remove the word "sounds" and "present". Then type "good".

    c)   Navigate up to the General section. Change that title to read "SUBJECTIVE".

    d)   Navigate to VITAL SIGNS line, to the number 93 as in "heart rate 93". Position edit cursor in front of 93, use CTRL + DELETE to remove the 93 and change it to 87.

EXERCISE 5:

a) Using the best shortcut, navigate up to the main Subjective section. Find the word "recently" as in the phrase "that has not changed recently". Position your edit cursor in front of the word use CTRL + DELETE, then type "at all".

b) Navigate to the word Allergies section use the correct shortcut to promote or change that section into a subsection. Copy all the text in that subsection. Add another section right after the Allergies section called Historical Allergies. Paste the text just copied into that new section.

CTRL + BACKSPACE   (Delete one whole word to left of edit cursor)

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) If you hid the demographic panels, use CTRL + 0 to show them. Jump to the comment box, type "now I'm working with CTRL + BACKSPACE". Jump back to the body. Navigate the edit cursor to the Referring Physician section. Position the edit cursor after the word "Jones", use CTRL + BACKSPACE to delete this word and type "Carlton".

b) Navigate to the Reason for consultation section. Using the best shortcut, position the edit cursor at the end of that section then use CTRL + BACKSPACE to delete the words "disease" and "kidney". Type "Obstructive Pulmonary Disease.

EXERCISE 2:

a) Using the best shortcut and navigate to the subsection Lungs. Place edit cursor after the word "mild". Use CTRL + BACKSPACE to remove that word and type "major". On the same line, navigate the edit cursor after the word "bases". Use CTRL + BACKSPACE to delete word and type "foot".

b) Jump to Patient ID field, jump back to body.

c) Navigate down to Diagnostic Data position edit cursor after the acronym "PTH" use CTRL + BACKSPACE to remove that. Type "Urinalysis". Move edit cursor to the first line of the Assessment section, highlight that line, copy it. Then move back to the Diagnostic Data section, place the edit cursor at the end of that section hit ENTER then use CTRL + V to paste the line from the Assessment section. Hit the BACKSPACE once.

EXERCISE 3:

a) Use CTRL + 0 to hide the demographic panels. Navigate to the Medications section. Use the best shortcut to convert the rest of the medications into bulleted items. Place the edit cursor on the last list item on the word "week" use CTRL + BACKSPACE to delete that word and type "day".

b) Navigate to the Diagnostic Data section. Position the edit cursor at the beginning of the section. Use CTRL + DELETE to delete the words "white blood cell count" and type WBC. Navigate to the word "calcium" on the same line and use CTRL + DELETE to change the number 8.7 to 6.4.

c) On the same line, navigate to BUN 29. Position the edit cursor so it's on the "9" in the number 29. Use CTRL+BACKSPACE to delete all the numbers and words until you get to the word "sodium". Type the number "192".

EXERCISE 4:

a) Using the best shortcut, navigate to the end of the Plan section. Using the best shortcut, to convert that section into text. When finished, you should see the word Plan in the Assessment section along with the text that was in the plan section.

b) With the edit cursor in the Assessment section, change the title of that section to Assessment and Plan. Navigate to the word "Recommendations" within that same section. Using the best shortcut, highlight that word and convert it into a section title.

c) In the Recommendations section. Highlight the First line and the line with the word Plan and type "Recommendations are as follows:" Hide the demographics panels with CTRL + 0.

EXERCISE 5:

a) Using the best shortcut, navigate to the Assessment and Plan section. Using the best shortcut, highlight everything in that section and copy it. Navigate to the first section of the document. Add a new section after the Referring Physician section called "New Section" and paste the text copied from the Assessment and Plan section.

b) Navigate up to the second line of the "New Section" that starts with "Patient has chronic kidney…" place the edit cursor after the word "kidney" use CTRL + DELETE to delete all the words up to the word "patient". Move the edit cursor down to the next line that reads "the patient has anemia…" position the edit cursor after the word "changed" use CTRL + BACKSPACE to delete the remaining words on that line. When finished the line should start with the word "recently" as in "recently over every other week…"

c) Navigate the edit cursor to the Subjective section, using the best shortcut delete that section and it's contents.

d) Unhide the demographic panels with CTRL + 0. Using the best shortcut jump to the Document Type drop down and change the document type from t-Cons to t-Xray and hit tab. When the New Document Template window appears select Overwrite. You will now have just a red box with nothing in it.

e) Use CTRL + N to add the sections: Clinical Indication, Comparison, Findings, and Impression. Place the edit cursor into the comparison section. Using the best shortcut, convert that section into a subsection. Do that same shortcut for the remainder of the sections.

f) Navigate back up to the first section, and type "This concludes exercise 5. I'm now familiar with CTRL + DELETE for removing whole words to the right of my edit cursor and CTRL + BACKSPACE for removing whole words to the left of my edit cursor"

Week 6 - QUIZ

1. What other shortcut is typically used with Cut or Copy?

    a) SHIFT + Q

    b) CTRL + V

    c) F7 + P

    d) ALT + Q

2. Which is the best statement about CTRL + DELETE?

    a) The shortcut deletes whole words to the left of the edit cursor

    b) The shortcut is incorrect, it should be CTRL + D

    c) The shortcut removes whole words to the right of the edit cursor

    d) The shortcut removes single characters to the right and left of the edit cursor

3. True or False? CTRL + DELETE and CTRL + BACKSPACE work outside of InScribe in Microsoft Word.

4. Which statement is false about CTRL + BACKSPACE?

    a) It is not used to delete characters to the left of the edit cursor

    b) It also works in Microsoft Word

    c) It's faster at deleting a whole word to the left of the edit cursor than using just BACKSPACE alone

    d) It can be used with the CTRL key or SHIFT key

5. True or False? CTRL + X copies, CTRL + V Highlights, and CTRL + C cuts.

6. True or False? When deleting whole words, CTRL + DELETE and CTRL + BACKSPACE are more efficient to use than the mouse with the delete key.

7. True or False? You cannot use CTRL + BACKSPACE and CTRL + DELETE in the first content box of a document.