



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

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Week 9: F2, CTRL + SPACE, CTRL + → or ←, SHIFT + CTRL + SPACE

SUMMARY	
Description	Shortcut
Play/Pause audio	F2
Attach edit cursor to voice cursor	CTRL + SPACE
Detach edit cursor	CTRL + → or ←
Start audio playback at edit cursor	SHIFT + CTRL + SPACE

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

F2 (Play/Pause audio)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises.

EXERCISE 1:

- a) Use F2 to start playback, return your hands to the home row keys, let the audio play for 3 seconds then use F2 to stop the playback.
- b) Repeat step “a.” 3 more times.

EXERCISE 2:

- a) Jump to the appointment date field, change the appointment date to 12/1/2015.
- b) Jump to the body and add a new title called Appointment Date above Referring Physician.
 - i. Position the edit cursor in the “Referring Physician” content box, make sure the edit cursor is after the last word and add the new Appointment Date section.
 - ii. Use the date from the demographics and type that in the Appointment Date content box.
 - iii. Using the best shortcut, move the Appointment Date content box above the Referring Physician.
- c) Use F2 to start playback. Let the audio playback 5 seconds. Use F2 to stop the playback.
- d) Using the best shortcut, jump to the CC’s box type in “s” and hit enter. When the list of CC’s comes up select the first one and hit enter.
- e) Jump back to the body use F2 to start playback. Let the audio play a few seconds then use F2 to stop. Jump to the Patient ID field, jump back to the body.

EXERCISE 3:

- a) Use F2 to start playback. Listen to 3 seconds of the audio, then use F2 to stop playback. Using the best shortcut, move the edit cursor to the bottom of the document to the Plan section. Add a third list item. Type: "X-Rays to be taken in 3 weeks."
- b) Use F2 to start playback, listen to the audio. While the audio is playing navigate up to the "Diagnostic Data" section. Position the edit cursor at the end of that section, after "PTH is pending" and add "TSH is 3.6". Use F2 to stop playback.
- c) Jump to the Author, jump to the Patient Name, jump to the body.

EXERCISE 4:

- a) Using the best shortcut, navigate to the Physical Examination section. After the Lungs subsection add a new "Back" subsection. Type "Normal rotation and supine flexion".
- b) Use F2 to start audio playback. While the audio is playing jump to the Addl Auth field and add an "David Daughtry" as an additional authenticator.
- c) Jump back to the body. Use F2 to stop playback. Jump to the birthdate field and change that to 11/11/1979.
- d) Jump back to the body. Jump to the document type, change that to t-H&P. Jump back to the body. If you get the "New Document Template" prompt hit overwrite transcription. Notice how the transcription is replaced with the t-H&P template, which is blank.

CTRL + SPACE (Attach edit cursor to voice cursor)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third "Consult type draft" for these exercises.

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" and prefer the edit cursor automatically be attached on play, remember to re-enable this.

EXERCISE 1:

- a) Use F2 Start the audio playback from beginning, in about 10 seconds you will see the voice cursor start moving over the words.
- b) Let the audio play 2 seconds then use CTRL + SPACE to attach the edit cursor to the voice cursor. When the two are attached the voice cursor will turn into a blue highlighter color.
- c) Let the audio play 2 more seconds then stop the playback. Your edit cursor will still be attached to the voice cursor. Use CTRL + → or ← or just the → or ←, to separate your edit cursor from the voice cursor.

EXERCISE 2:

- a) Start playback then use CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio play back for 3 seconds. Stop the audio, separate your edit cursor using CTRL + → or ←, type the word “test”.
- b) Jump to the patient ID field and type 1234. Jump back to the body. Start playback, use CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio playback for 4 seconds. Stop the playback. Use CTRL + → to detach the edit cursor.

EXERCISE 3:

- a) Using the best shortcut, navigate to the Subjective section, if the edit cursor is not in that section already.
- b) Put the edit cursor in front of the word “stable.” Start playback, use CTRL + SPACE to attach your edit cursor to the voice cursor. Notice how your edit cursor is immediately moved to the location of the voice cursor.
- c) Stop playback. Using the best shortcut, navigate to the top of the document to the Referring Physician section. Start playback, use CTRL + SPACE to attach the edit cursor to the voice cursor. Your edit cursor is immediately moved to the location of the voice cursor. Let the audio playback 2 seconds, stop the audio.
- d) Jump to the birthdate field, jump to the Author field, switch the author to “Test, Bob” and jump back to the body. If you get the warning prompt about the clinician field changing hit ENTER to select OK. If you get the new Document Template window, select “Keep Text” and hit ENTER to make that selection. Jump to the Document Type field, jump to the body.
- e) Navigate the edit cursor to the Assessment section. Place your edit cursor on the word “history” in that section. Start Playback, use CTRL + SPACE to attach the edit cursor to the voice cursor. Immediately the edit cursor is moved to the location of the voice cursor. Let the audio play 3 seconds, then stop the audio.

EXERCISE 4:

- a) Use the best shortcut and navigate the edit cursor to the word “potassium” in the Diagnostic Data section. Change “4.7” to “5.1”.
- b) Start playback, use CTRL + SPACE to attach your edit cursor to the voice cursor, immediately the edit cursor is taken to the location of the voice cursor. Let the audio play a 3 seconds and stop the audio.
- c) Start the audio. While the audio is playing navigate up to the Review of Systems section. Change “Systems” to “Symptoms”. Use CTRL + SPACE to attach the edit cursor to the voice cursor and immediately the edit cursor is moved to the location of the voice cursor in the document.
- d) Stop the audio, use CTRL + ← to detach. Type “I just detached my edit cursor from the voice cursor”. Hit CTRL + Z to undo your typing of the line “I just detached my edit cursor...” Hit CTRL + Y 6 times.
- e) Jump to the document type field, jump back to the body. Using the best shortcut to position the edit cursor to the top of the document.

CTRL + → or ← (Detach edit cursor)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises.

EXERCISE 1:

- a) Use F2 to start audio playback from beginning. Wait about 5 seconds and you’ll see the voice cursor appear.
- b) Use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play for 3 seconds then, keeping the audio playing and use CTRL +← to detach the edit cursor. Stop the audio. Type “I just detached the edit cursor while the audio was playing”.

EXERCISE 2:

- a) Start play back again, use CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio play for 3 seconds. Use CTRL + → or ← to detach the audio. Stop the audio.
- b) Repeat step “a.” 7 times. After each shortcut return your fingers to the home row.

EXERCISE 3:

- a) Navigate to the Medications section. Edit this section so it is correctly numbered according to each medication. Remember you will not use actual numbers, each list item will have a bullet. Playback the audio and rewind as needed to make the corrections. After all medications have been corrected stop the playback. Place the edit cursor after the word “acetaminophen” and add the words “as needed”.
- b) Start playback use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play 3 seconds, then detach using CTRL + → or ←, type the word “test”. Stop playback.
- c) Start playback use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play 3 seconds, stop the audio.
- d) Jump to the DOB and change that to 5/7/1960. Jump to the body. Jump to the CC’s, search for “Benny Cabrera” and add this person as a CC. Jump back to the body.
- e) Navigate to the Allergies section, be sure to position the edit cursor after the last word in this section. Use the best shortcut add the section title Immunizations type “Chickenpox, Measles, Mumps.”
- f) Start playback use CTRL + SPACE to attach the edit cursor to the audio. Use CTRL + → to detach, then stop the audio and type “test”.

EXERCISE 4:

- a) Using the best shortcut navigate your edit cursor to the top of the document. Use CTRL + F5 to start playback from beginning. After about 10 seconds you’ll see the voice cursor. Use CTRL + SPACE to attach your edit cursor to the voice cursor. Let the audio play.
- b) Jump to the Patient ID and change that to 1176 and hit TAB, when the Appointment Search window appears, select the second appointment. Jump to the comment box, jump to the Addl Auth and add “Miller, James”. Jump back to the body, stop playback.

- c) Start playback use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play back 4 seconds. Use CTRL + → or ← to detach, type the word “test”. Stop playback.
- d) Start playback, use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play about 3 seconds, Use CTRL + → or ← to detach, type “I’m done with exercise 4.” Stop the audio. Using the best shortcut, position the edit cursor to the top of the document.

SHIFT + CTRL + SPACE (Start audio playback at edit cursor position)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “Consult type draft” for these exercises.

EXERCISE 1:

- a) Using the best shortcut, navigate to the bottom of the document. Add a new section called Recommendations. Add two new list items type the following: list item 1: “Schedule office visit in 3 weeks.”, list item 2: “Repeat Chest X-Ray in 1 week.”.
- b) Using the best shortcut navigate back to the top of the document. Add an “Appointment Date” section before “Referring Physician”. To do this:
 - i. Position the edit cursor in the “Referring Physician” content box, make sure the edit cursor is after the last word and add the new Appointment Date section.
 - ii. Use the date from the demographics and type that in the Appointment Date content box.
 - iii. Using the best shortcut, move the Appointment Date content box above the Referring Physician.
- c) Using the best shortcut, navigate to the Review of Systems title, change Systems to “Medical History”

EXERCISE 2:

- a) Navigate the edit cursor to the word “Jones” in the Referring Physician section. Use SHIFT + CTRL + SPACE to move the voice cursor to that word, playback will automatically start from that word.
- b) Use CTRL + SPACE to attach the edit cursor to the voice cursor, let the audio play a 3 seconds, then CTRL + → or ← to detach. Stop the audio.
- c) Repeat steps “a.” and “b.” 7 times.

EXERCISE 3:

- a) Using the best shortcut, navigate to the word “hematuria” in the Subjective section as in “She denies hematuria or foamy urine”. Use SHIFT + CTRL + SPACE to start playback from that word, let the audio play for 2 secs. Stop the audio.
- b) Navigate to the word “connective” in the History of Present Illness as in “with a history of mixed connective...” place the edit cursor on this word use SHIFT + CTRL + SPACE to start playback from that word, let the audio play 2 seconds then stop the audio.
- c) Navigate to the word “drug” in the Allergies section. Use SHIFT + CTRL + SPACE to start playback from that word. Let the audio playback 2 seconds then stop the audio.

- d) Use the best shortcut to navigate to the word “patient” in the Physical Examination section, use SHIFT + CTRL + SPACE to start playback from that word. Let the audio play back 2 seconds then stop.
- e) Navigate to the Assessment section find the word “Blood” as in “blood pressure is controlled” position the edit cursor on that word use SHIFT + CTRL + SPACE to start playback from that word. Let the audio playback 2 seconds then stop the audio.
- f) Navigate to the 1st item in the Plan section, put the edit cursor on the word “Continue” use SHIFT + CTRL + SPACE to start playback from that word. Let the audio play 2 seconds then stop the playback.

EXERCISE 4:

- a) Using the best shortcut, navigate to the top of the document. Highlight the Appointment Date line and delete it.
- b) Navigate to the word “Chronic” in the Reason for Consultation section. Use SHIFT + CTRL + SPACE to start playback attach the edit cursor to the voice cursor with CTRL + SPACE. Let the audio playback until you get to the patient’s age in the History of Present Illness section, stop the audio, detach the edit cursor using CTRL + →, change 66 to 70.
- c) Position the edit cursor on the word “year” as in “year-old woman” use SHIFT + CTRL + SPACE to start playback from that word. Then use CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio play until you come to the word “dyspnea” in the Subjective section. Stop the audio, detach the edit cursor and delete the first occurrence of that word and the comma.
- d) Position the edit cursor on the word “peripheral” in the same Subjective section as in “She denies any facial or peripheral edema”, use SHIFT + CTRL + SPACE to start playback from that word followed by CTRL + SPACE to attach the edit cursor to the voice cursor. Let the audio playback until you get to the line “Capitate 15 grams by mouth...” found in the Medications section. Detach your edit cursor and position it so it’s at the beginning of the line, stop the audio. Using the best shortcut, highlight the entire line and delete it. Correct all the remaining medications so they appear as a bulleted list.

EXERCISE 5:

- a) Using the best shortcut, navigate to the Diagnostic Data section. Position your edit cursor on the word “hemoglobin”, use SHIFT + CTRL + SPACE to start playback from that word, use CTRL + SPACE to attach your edit cursor to the voice cursor. Let the audio play until you get to “glucose 94”. Stop the audio and change “94” to “104”.
- b) Using the best shortcut navigate to the “General” subsection of the “Physical Examination” Section Start playback from the word “Patient”, use CTRL + SPACE to re-attach the edit cursor to the voice cursor. When the voice cursor gets to the Heart section detach the edit cursor, while the audio is playing replace “No rubs” with “No S1, S2. No murmur”.
- c) Keeping the audio playing, position the edit cursor on the word “Soft” in the Abdomen subsection use SHIFT + CTRL + SPACE to start playback from that word. Use CTRL + SPACE to attach the edit cursor to the voice cursor.
- d) When the cursor reaches the Diagnostic Data section, keeping the audio playing, detach and change the number of platelets from 256 to 377, position your edit cursor on the word “potassium” use SHIFT + CTRL + SPACE to start playback from that word.

- e) Reattach your edit cursor to the voice cursor, when you get to “albumin 3.5”, keeping the audio playing, detach your edit cursor and change this to “Ferritin 3.7”.
- f) Position your edit cursor on the word “pending” use SHIFT + CTRL + SPACE to start playback from that word, then reattach your edit cursor to the voice cursor detach your edit cursor when you get to the word “woman” in the Assessment section change that to “man”.
- g) Keeping the audio playing, position your edit cursor on the word “patient” in the same Assessment section as in “Patient has chronic...” use SHIFT + CTRL + SPACE to start playback from that word, then attach your edit cursor to the voice cursor. Let the audio playback, using the best shortcut find all the occurrences of the word “stable” and change that to “unstable” only change that for the Assessment section.
- h) Stop the audio, jump to the appointment field and change the date to 12/15/2015. Jump back to the body.

EXERCISE 6:

- a) Using the best shortcut, navigate to the Referring Physician section change “Jones” to “Smith”.
- b) Position the edit cursor back on the word “Dr”, use SHIFT + CTRL + SPACE to start playback and attach the edit cursor to the voice cursor. Let the voice cursor navigate the edit cursor to the Subjective section, stop the audio.
- c) Jump to the Patient ID and change that to 777 to load the patient Bill Doe, then jump back to the body.
- d) Using the best shortcut navigate to the Physical Examination section. Locate the Extremities subsection, place your edit cursor at the end of that section. Add a new subsection titled “Skin”. Type “Warm, moist, and intact”.
- e) Position the edit cursor in the Extremities subsection on the word “edema” use SHIFT + CTRL + SPACE to start playback from that word. Attach your edit cursor to the voice cursor.
- f) While the audio is playing, Jump to the Document Type drop down, Jump to the Author, jump back to the body and attach the edit cursor to the voice cursor again.
- g) When the voice cursor is in the Assessment section, while the audio is playing, edit “GFR is 29” to be “GFR is 39”. Attach the edit cursor to the voice cursor. When the edit cursor gets to the word “management” change that to the word treatment while the audio continues to play. After the edit attach the edit cursor to the voice cursor. When the cursor reaches the word “Recommendations” delete that line.
- h) Let the audio playback until you get to the Plan section stop the audio when playback reaches the word “management” change that word to “treatment”.

EXERCISE 7:

- a) Using the best shortcut, navigate to the History of Present Illness section, place the edit cursor on the word “history” use SHIFT + CTRL + SPACE to start playback from that word. Without moving the edit cursor, let the audio play a few seconds then use SHIFT + CTRL + SPACE again. Without moving the edit cursor, let the audio play a few seconds then use SHIFT + CTRL + SPACE again. As you keep repeating these steps you are looping the audio.
- b) Using the best shortcut, navigate to the Vital Signs subsection. Place the edit cursor on the word “pressure” use SHIFT + CTRL + SPACE to start playback from that word. Without moving the edit cursor, let the audio

play a few seconds then use SHIFT + CTRL + SPACE again. Keep repeating these steps and you're looping the audio in a much more precise manner than using rewind.

- c) To contrast rewind with SHIFT + CTRL + SPACE, do exercise "b" again but use rewind instead. Assuming you don't have the rewind after pause set to zero, you'll notice that using SHIFT + CTRL + SPACE is much more efficient for re-listening to audio.

Week 9 - QUIZ

1. True or False? F2 is normally used to play and pause the audio.
2. What shortcut is used to attach the edit cursor to the voice cursor?
 - a) SHIFT + SPACE + A
 - b) CTRL + A
 - c) SHIFT + CTRL + SPACE
 - d) CTRL + SPACE
3. Which statement(s) is/are false about CTRL + → or ←
 - a) CTRL is not used with + → or ←, it should be SHIFT
 - b) The → or ← is not used to detach the edit cursor
 - c) You must use ← first whenever detaching the edit cursor
 - d) All statements are false
4. Which is the correct shortcut to use for starting the audio playback from the cursor position?
 - a) CTRL + SPACE
 - b) ALT + SPACE
 - c) SHIFT + ALT + SPACE
 - d) SHIFT + CTRL + SPACE
5. True or False? The method order for attaching and detaching the edit cursor to the voice cursor, and making an edit is:
 1. Start playback
 2. Use CTRL + SPACE to attach the edit cursor
 3. Detach using any of the arrow keys
 4. Make an edit
 5. Start playback from a word near the edit using SHIFT + CTRL + SPACE
 6. Use CTRL + SPACE to reattach
6. True or False? You must use F3 to start playback when using CTRL + SPACE to attach the edit cursor to the voice cursor.

7. True or False? SHIFT + CTRL + SPACE can also be used to loop the audio, taking the place of rewind for re-listening to a part of the audio.