



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

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

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

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load “Lesson 15: Learn to Use the Voice Cursor Exercise: Using the voice cursor” 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”, 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)

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:

- a) 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.
- b) Repeat step “a.” 7 times. Each time use CTRL + ALT + S, followed by the ENTER key to close the Split this transcription window, return your hands to the home row keys.

EXERCISE 2:

- a) 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.
- b) 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.
- c) When you get to 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.
- d) Navigate to the beginning of the PHYSICAL EXAMINATION title. Using the best shortcut, highlight the whole line and type “EXAM:”. Start playback and attach the edit cursor to the voice cursor.
- e) 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 after the PLAN section title. Add the words “AND RECOMMENDATIONS” so the title reads PLAN AND RECOMMENDATIONS. Use CTRL + ALT + S to split the transcription. Hit ENTER to simulate the split and close the split prompt.
- b) 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 to read “Penicillin and Shellfish.”
- e) Start playback and attach your edit cursor to the voice cursor. 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 normal to abnormal, 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 words “Last time” 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, jump to the Patient ID, and jump back to the body.
- e) Start playback, attach the edit cursor to the voice cursor when you get to the # 6 as in “6 months”, use the best shortcut, to edit to 9 months. 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)

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, 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 steps “a.” and “b.” 5 times. Each time you 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 “Recommendations” as in “Recommendations continue with current...” after the assessment section, stop the audio and use toggle case to upper case and bold this word.
- 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) Jump to the Author, jump back to the body, jump to the comment box, and jump back to the body.

EXERCISE 3:

- a) Using the best shortcut, position the edit cursor on the word “Last” in the HISTORY OF PRESENT ILLNESS section as in “Last time I had the opportunity...”. With the best shortcut, select that entire paragraph and hit delete. Use CTRL + ALT + S to split the transcription. Hit ENTER to close the split prompt.
- b) Jump to the Addl Auth, jump to the document type, jump back to the body.
- c) Use CTRL + SHIFT + Y to copy the transcription. Hit ENTER on the copy transcription prompt to close.
- d) Start playback, attach the edit cursor to the voice cursor, let the audio play about 3 seconds. Detach the edit cursor, stop the audio.
- e) 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.
- f) Use CTRL + ALT + S to split the transcription. After you hit enter to close the split prompt, 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.
- c) 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.
- d) 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.
- e) Jump to the appointment date, jump back to the body.

CTRL + T (Speed up audio playback)

Reload Lesson 15: Learn to Use the Voice Cursor Exercise: Using the voice cursor.

EXERCISE 1:

- a) Position the edit cursor at the top of the document on the word “Smith” 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 “Last” in the HISTORY OF PRESENT ILLNESS section as in “Last time I had...”. 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) Jump to the Patient ID, jump to the 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 PLAN section, stop the audio and add the words “and RECOMMENDATIONS”, so the title reads PLAN and RECOMMENDATIONS. 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 “Smith” 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 “He missed his appointment...” in the HISTORY OF PRESENT ILLNESS section. Use CTRL + R to return audio to normal. Stop the audio and change that sentence to “He didn’t miss his appointment as originally thought, there was a scheduling error in the system.”
- d) Jump to the CC’s, jump to the comment, jump back to the body.

- e) Start playback attach the edit cursor to the voice cursor, when you get to the sentence in the HISTORY OF PRESENT ILLNESS section that reads “The patient denied any...” edit this sentence (using the best shortcut) removing the words “difficulty breathing, nausea”. 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)

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 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.

EXERCISE 3:

- a) Using the best shortcut position the edit cursor at the top of the document on the word “Chronic” in the REASON FOR CONSULTATION section. Start playback from the word “Chronic”. 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 “opportunity” in the 2nd paragraph of the HISTORY OF PRESENT ILLNESS section. Start playback from that word. Attach the edit cursor to the voice cursor then use CTRL + E once to slow down the playback.
- c) 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.
- d) Jump to the CC’s field then jump back to the body.
- e) Stop the audio and mark the job for QA.
- f) 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.

CTRL + R (Return audio playback to normal)

EXERCISE 1:

- a) Using the best shortcut, position the edit cursor at the top of the document on the word “Kidney” in the REASON FOR CONSULTATION section.
- b) Start playback from that word. 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.
- c) 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 at 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 at 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 at the top of the document on the word “Kidney” in the REASON FOR CONSULTATION 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. Use CTRL + R.
- c) Stop the audio, jump to the Patient ID, 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.

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 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.