



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

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Week 12: ALT + G, ALT + L, F11 or SHIFT + CTRL + P, CTRL + 0, ALT + TAB

SUMMARY	
Description	Shortcut
Jump to Gender	ALT + G
Jump to Location	ATL + L
Show work pool	F11 or SHIFT + CTRL + P
Hide all panels and only show editor	CTRL + 0 (the number zero)
Switch between windows programs	ALT + TAB

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.

ALT + G (Jump to Gender)

EXERCISE 1:

- Use ALT + G to jump to the Gender field, then jump back to the body. After each shortcut return your hands to the home row keys. Repeat this 7 times.
- Use ALT + G to jump to the Gender field. Change the gender from M to “F” then jump back to the body. Place the edit cursor on the word “Chronic” in the REASON FOR CONSULTATION. Start playback from that word. Attach the edit cursor to the voice cursor.
- Speed up the audio as fast as it will go till you get to the Allergies section. Stop the audio.
- Open up the InScribe Keyboard Shortcuts dialog, expand the Jump category to display the jump keyboard shortcuts. Double click on the “Jump to Patient Gender” then close the InScribe Keyboard Shortcuts window.
- Use ALT + G to jump to the gender and change it to “M”. Jump to the CC’s, jump to the appointment date field, jump back to the body.

EXERCISE 2:

- a) Use ALT + G to jump to the Gender. Use TAB to move to the birthdate field, then TAB again to move to the appointment date field.
- b) Jump back to the body. Add a new CHIEF COMPLAINT section above the REFERRING PHYSICIAN section. After the title type "Left hip pain".
- c) Use ALT + G to jump to the Gender, jump to the CC's jump back to the body. Jump to the birthdate and change that to 3/22/2010. Jump back to the body.
- d) Above the CHIEF COMPLAINT section add a DOB section and use the birthdate you added from the demographics.
- e) Using the best shortcut, navigate to the PHYSICAL EXAMINATION section. Highlight all the titles, Lungs, Heart, Abdomen, and Extremities and delete these titles. Use ALT + G to jump to the Gender. Change that to "F". Jump back to the body and undo the deletion of titles.

EXERCISE 3:

- a) Use ALT + G to jump to the Gender field, jump back to the body. Jump back with ALT + G to the Gender field, jump back to the body. Use ALT + G to jump to the Gender field.
- b) Jump to the comment box. Jump to the body.
- c) Using the best shortcut, navigate to the word "Followup" in the ASSESSMENT section. Use the best shortcut to delete 7 words to the right of the edit cursor.
- d) Using the best shortcut to jump to the top of the document. Delete the CHIEF COMPLAINT section. Use ALT + G to jump to the Gender field. Jump back to the body.
- e) Use ALT + G to jump to the gender field, change that to "C". Jump to the document type, jump to the Add Auth, jump to the body.

EXERCISE 4:

- a) Jump to the patient ID field, change that to X213, change the patient name to Ryan Doe. Jump back to the body.
- b) Using the best shortcut, navigate the edit cursor to the DIAGNOSTIC DATA section. Using the best shortcut, navigate to each word and change the case to title case. Do this for all the words in this section.
- c) Position the edit cursor on the word "Sodium" start playback, attach the edit cursor to the voice cursor. When playback gets to the ASSESSMENT section stop the audio, use ALT + G to jump to the Gender field, change that to Z. Jump back to the body.
- d) Jump to the bottom of the body and a new section title "CONCLUSION:" add the content "in conclusion, the patient has been following his treatment regimen and is doing much better as a result. I hope to see him again in 6 weeks' time."
- e) Use ATL + G to jump to the Gender field change that to "S", jump back to the body. Use ALT + G to jump to the Gender field change that to A, jump to the CC's field, jump back to the body. Use CTRL + R to set playback to normal.

ALT + L (Jump to Location)

EXERCISE 1:

- a) Use ALT + L to jump to the location drop down, then jump back to the body.
- b) Repeat step “a.” 7 times.

EXERCISE 2:

- a) Use ALT + L to jump to the location. Using the best shortcut, switch the location to Homewood. Jump back to the body.
- b) Use ALT + L to jump to the location. Using the best shortcut, switch the location to Willowbrook. Jump back to the body.
- c) Position the edit cursor on the word “Chronic” in the REASON FOR CONSULTATION section. Start playback from that word, attach the edit cursor to the voice cursor. When the cursor gets into the HISTORY OF PRESENT ILLNESS section, make corrections to this section fixing misrecognitions and other errors. When finished stop the playback.
- d) Use ALT + G to jump to the gender field change that to “B”. Jump back to the body.
- e) Navigate to the ALLERGIES section. Highlight the content of that section and delete it. Create an indented numbered list with three allergies as follows: 1. Norco, 2. Amoxicillin, 3. Shell Fish. Hint: Use ALT + O + 5, to start the list.
- f) Use ALT + L to jump to the location. Switch the location to Kentwood then jump back to the body.
- g) Place the edit cursor in front of the “P” in PHYSICAL EXAMINATION, using the best shortcut, highlight all the content from that point to the top of the document and delete it. Then undo the deletion.
- h) Jump to the Addl Auth, jump to the CC’s jump back to the body. Tap the either the → or ← to unselect.

EXERCISE 3:

- a) Use ALT + L to switch the location to Homewood.
- b) Jump to the ID field and change that to X594. Jump to the Comment box; jump back to the body. Use ALT + L to switch the location to Willobrook. Use ALT + G to jump to the Gender and change that to M.
- c) Jump to the body, using the best shortcut navigate to the ASSESSMENT section, move to the second paragraph to the words “At present”. Place the edit cursor on the word “At”. Using the best shortcut, highlight the rest of that line then type “At present, there may be cause for secondary hypothyroidism”.
- d) Position the edit cursor on the word “At” again. Using the best shortcut, highlight all of the words to the left up to the word “Recommendations” and delete them.
- e) Convert the word “Recommendations” into a section title. Use ALT + L to switch the location to Kentwood. Jump to the birthdate and change that to 4/22/1968. Jump back to the body.

EXERCISE 4:

- a) Use ALT + L to switch the location to Willbrook. Jump to the CC's jump to the body. Do a preview transcription then close the preview.
- b) Use ALT + L to switch the location to Homewood. Jump to the document type, switch the document type to "t-cons". If the New Document window appears choose "Keep Text".
- c) Jump to the gender using ALT + G, change the gender to "F". Jump to the location change that to "Kentwood". Jump to the body.
- d) Position the edit cursor at the top of the document on the word "Smith" in the REFERRING PHYSICIAN section. Start playback from that word. Fast forward the audio until playback gets to the REVIEW OF SYSTEMS section. Stop the audio.
- e) Use ALT + G to jump to the gender and change that to "M". Use ALT + L to jump to the location and change that to "Kentwood". Jump back to the body.
- f) Jump back to the top and delete the DOB section and content.

F11 or SHIFT + CTRL + P (Show work pool)

EXERCISE 1:

- a) Use F11 to open the Transcriptions in pool window hit ENTER or ESC to close the window. Once the window is closed, return your hands to the home row.
- b) Repeat step "a." 7 times alternating between using the ENTER key and ESC each time.

EXERCISE 2:

- a) Use SHIFT + CTRL + P to open the Transcriptions in pool window hit ENTER or ESC to close the window. Once the window is closed, return your hands to the home row.
- b) Repeat step "a." 7 times alternating between using the ENTER key and ESC each time.

EXERCISE 3:

- a) Jump to the body of the document. Using the best shortcut, position the edit cursor at the top of the document. Add a CHIEF COMPLAINT section, with the content reading "Kidney pain".
- b) Use SHIFT + CTRL + P to open the Transcriptions in pool window. Close the pool window with ENTER or ESC.
- c) Jump to the birthdate field and change to 12/7/1990. Jump back to the body.
- d) After the CHIEF COMPLAINT section. Hit ENTER twice to make room for a new title. Add the title DOB and use the date of birth you just added in the demographics for the body.
- e) Use F11 to open the Transcriptions in pool window. Close the pool window using either ENTER or ESC. Use CTRL + SHIFT + P to open the Transcriptions in pool window.

EXERCISE 4:

- a) Start playback from the word “Smith” in the REFERRING PHYSICIAN section. Let the audio play until you get to the 2nd paragraph in the HISTORY OF PRESENT ILLNESS section. Stop the audio.
- b) Use F11 to open the Transcriptions in pool window. Close the pools window.
- c) Using the best shortcut to jump to the ALLERGIES section. Using the best shortcut, delete the content of that section and type “Penicillin”.
- d) Position the edit cursor at the bottom of the document, use SHIFT + CTRL + P to open the Transcriptions in pool window. Close the window. Use F11 to open the Transcriptions in pool window. Close the window.

CTRL + 0 (Hide all panels and only show editor)

EXERCISE 1:

- a) Use CTRL + 0 (the number zero) to hide all the panels, return your hands to the home row keys. Use CTRL + 0 to show the panels, return your hands to the home row keys.
- b) Repeat step “a.” 7 times. After your last time you should have all the panels showing.

EXERCISE 2:

- a) Jump to the CC's, jump to the patient ID, jump to the body. Use CTRL + 0 to hide all the panels.
- b) Using the best shortcut to position the edit cursor at the end of the last line of the MEDICATIONS section. Add a sixth medication “Omeprazole 20 mg daily”.
- c) Unhide the panels using CTRL + 0.
- d) Jump to the Appointment Date field. Change the date to 11/30/2015. Jump back to the body hide all panels using CTRL + 0. Use CTRL + 0 to show all panels.

EXERCISE 3:

- a) Jump to the CC's field; Jump to the body; jump to the comment, jump back to the body. Use CTRL + 0 to hide all panels.
- b) Using the best shortcut, position the edit cursor on the word “Subjective” in the REVIEW OF SYSTEMS section and start playback from that point. Attach the edit cursor to the voice cursor. Speed up the playback a bit then slow it down when you get into the PHYSICAL EXAMINATION section. Stop the audio.
- c) Edit the General subsection to read “The patient is awake, alert, and oriented x3.” Use CTRL + 0 to show all panels.
- d) Jump to the Document Type drop down. Use CTRL + 0 to hide all panels. Use CTRL + 0 to show all panels. Jump back to the body.

EXERCISE 4:

- a) Use CTRL + 0 to hide all panels. Using the best shortcut, position the edit cursor at the beginning of the Extremities line and delete that entire line.
- b) Move the edit cursor up to the word “sounds” in the Abdomen subsection start playback from that point. Speed up the playback let the audio play 2 seconds. Return the playback to normal. Stop the playback. Use CTRL + 0 to show all panels.
- c) Jump to the Addl Auth field, Jump back to the body. Jump to the Addl Auth field again, jump back to the body.
- d) Use CTRL + 0 to hide all panels. Start playback. Play the audio until you get to the ASSESSMENT section. Stop the audio, use CTRL + 0 to show all panels.

ALT + TAB (Switch between windows programs)

Note: for the purposes of this exercise, make sure you have a web browser open to your favorite drug reference site (we use drugs.com) and also have notepad running along with InScribe. That is the minimum amount of programs you should have open for this exercise. It is possible you may have other windows programs open too.

EXERCISE 1:

- a) Make sure InScribe is the active program. Use ALT + TAB to bring up the switch programs window. While holding down the ALT key hit the TAB key until you select the web browser program running the drug reference website, when you have selected that site let go of ALT + TAB. You will now notice the web browser window has become the active one.
- b) Use ALT + TAB to switch back to InScribe. While holding down the ALT keep pressing TAB until the InScribe window becomes the active one again. Once InScribe is active jump to the patient ID field and change that to X1555, jump back to the body.

EXERCISE 2:

- a) Use ALT + TAB to make the notepad program your active window. When notepad is active, type “This is a test. I’m using ALT + TAB to switch between active open Windows.”
- b) Use ALT + TAB to make InScribe the active window.
- c) Using the best shortcut to position the edit cursor on the word “Patient” in the ASSESSMENT section and start playback from that point. Attach the edit cursor to the voice cursor. Speed up the playback, let the audio play for 3 seconds. Return playback rate to normal stop the playback. Hide all panels.
- d) Where you see the word “Recommendations”, as in “Recommendations continue with current management”. Use the best shortcut to highlight that line and delete it. Show all panels.
- e) Jump to the Author field, jump back to the body.

EXERCISE 3:

- a) Position the edit cursor on the word "Lisinopril" in the MEDICATIONS section. Copy that word to your clipboard.
- b) Use ALT + TAB to switch to the drug website. Search for that drug by pasting it into the search box of the site. Look up that drug's dosaging. Find the lowest dosage.
- c) Use ALT + TAB to switch back to the InScribe program and change the dosage from 10 mg to the lowest dosage you just looked up.
- d) Use ALT + TAB to switch to the notepad program, create a new line and type "I just used ALT + TAB to look up a drug dosage and add that to the Medications section in InScribe".
- e) Use ALT + TAB to switch back to InScribe.

EXERCISE 4:

- a) Use ALT + TAB to switch to the drug website.
- b) Hold down ALT tap TAB but keep holding down ALT. Use any of the arrow keys to select the drug website, when it's selected release the ALT key.
- c) Use ALT + TAB to switch programs while holding down ALT use the arrow keys to select Notepad and let go of the ALT key. Type "I just used my arrow key to select the notepad program".
- d) Use ALT + TAB, with the tab to make InScribe the active window again. Hide all panels.
- e) Position the edit cursor on the last line of the PLAN section. Hit ENTER and add a number 3. "Call the office in 2 weeks for results". Show all panels.
- f) Use ALT + TAB to switch to the drug website. Look up the drug, Lyrica.
- g) Use ALT + TAB then use the arrow keys to switch to notepad and type "I just looked up the drug Lyrica".
- h) Use ALT + TAB to switch back to InScribe.

Week 12 - QUIZ

1. What shortcut is used to jump to the Gender field of the demographics?
 - a) CTRL + G
 - b) ALT + P + G
 - c) CTRL + ALT + G
 - d) ALT + G
2. What shortcut is used to jump to the Location drop down?
 - a) ALT + L
 - b) ALT + D
 - c) CTRL + L
 - d) SHIFT + D
3. What shortcut is used to show the Transcriptions in pool window?
 - a) ALT + P
 - b) SHIFT + CTRL + P
 - c) F11
 - d) b and c
4. What shortcut is used to maximize the editor, hiding all of the dictation queue, demographics, cc's Addl Auth, comments panels?
 - a) CTRL + F6
 - b) CTRL + 0
 - c) CTRL + 9
 - d) ALT + 9
5. True or False? ALT + TAB allows you to switch between currently running programs without using your mouse.
6. True or False? When using ALT + TAB, you cannot use the up or down arrow keys while holding down the ALT key.
7. True or False? CTRL + 0 acts as a toggle, that is you can use this shortcut to both show and hide all InScribe panels.