



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

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Week 13: CTRL + ALT + X, CTRL + ALT + ↑, CTRL + ALT + ↓, F12 or CTRL + SHIFT + ENTER

SUMMARY	
Description	Shortcut
Toggle Document Type name from short to long	CTRL + ALT + X
Move up one job in dictation queue	CTRL + ALT + ↑
Move down one job in dictation queue	CTRL + ALT + ↓
Get next dictation from server	F12 or CTRL + SHIFT + ENTER

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

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load ALL topics for Lesson 10.

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 + X (Toggle Document Type name from short to long)

Make sure you're on “Lesson 10: Topic 1: Adding/removing sections and subsections efficiently” for this exercise.

EXERCISE 1:

- Use CTRL + ALT + X to change the document type name from the short name to the long name, move your hands to the home row keys. Use CTRL + ALT + X to change the document type name from the long name back to the short name, move your hands to the home row keys.
- Repeat step “a.” 7 times.

EXERCISE 2:

- Place the edit cursor after the word ORIF in the CHIEF COMPLAINT section, use CTRL + ALT + X to change the Document Type to the long name.
- Jump to the Patient ID field and change that to 1176 and jump back to the body, when the appointment search appears select the second appointment and hit enter. Use CTRL + ALT + X to switch the Document Type to the short name. Hide all the panels.
- Using the best shortcut, position the edit cursor before the “H” in the HISTORY section. Delete the whole line.
- Show all the panels, use CTRL + ALT + X to switch the document type to the long version. Jump to the comment and type “I just switched the document type name to the long version”.
- Jump back to the body use CTRL + ALT + X to switch the document type to the short name.

- f) Jump to the Document Type field, jump to the Birthdate field, jump back to the body use CTRL + ALT + X to change the Document Type name to the long name. Use CTRL + ALT + X to change the Document Type name to the short name.

EXERCISE 3:

- a) Using the best shortcut, position the edit cursor at the bottom of the document. Hide all panels. Hit ENTER twice to make room for a new line. Add the section title "PAST SURGICAL HISTORY", add the content "Tonsillectomy, June 2011."
- b) Show all panels. Use CTRL + ALT + X to change the Document Type name to the long name.
- c) Jump to the CC's section, type a "j" in the CC box and hit enter. When the search results appear select "Jason Howard" and hit ENTER. Jump to the Addl Auth section using the best shortcut, select "Terry Rose" and add this person as an Addl Auth. Jump back to the body. Mark the job for Review.
- d) Use CTRL + ALT + X to switch the Document Type name back to the short name. Hide all panels.
- e) Navigate up to the POST OPERATIVE DIAGNOSIS title, edit this into a separate title so it appears on a separate line with the text that follows. Show all panels.
- f) Use CTRL + ALT + X to switch the Document Type name to the long name. Jump to the comment, jump back to the Body.
- g) Jump to the Document Type drop down, Jump to the appointment date. Use CTRL + ALT + X to switch the Document Type name to the short name. Jump back to the body.

EXERCISE 4:

- a) Open the InScribe Keyboard Shortcuts window. Expand the Additional Options section. Locate the shortcut "List Document Types by Description" Double click on the shortcut so it's highlighted in blue, close the InScribe Keyboard Shortcuts window.
- b) Use CTRL + ALT + X to change the document type name to the long name.
- c) Open up the InScribe Keyboard Shortcuts window. Take note of the name on this window. It's called "List Document Types by Description". This is synonymous with "Toggle doc type name from short name to long name". Double click on the "List Document Types by Description" to unhighlight. Close the InScribe Keyboard Shortcuts window.
- d) Use CTRL + ALT + X to switch the document type name back to the short name.
- e) Position the edit cursor on the first line of the CHIEF COMPLAINT section. Using the best shortcut highlight that line and copy it to the clipboard.
- f) Navigate the edit cursor below the last line of the POSTOPERATIVE DIAGNOSIS section, hit ENTER twice, and paste the content you just copied.
- g) Use CTRL + ALT + X to switch the document type back to the long name. Hide the panels.
- h) Position the edit cursor on the word "patient's" in the POSTOPERATIVE DIAGNOSIS section. Start playback from that point. Attach the edit cursor to the voice cursor. Show all the panels. Stop playback when it gets to the word Hydromorphone, use CTRL + ALT + X to switch the document type back to the short name.

CTRL + ALT + ↑ (Move up one job in dictation queue)

For these next set of exercises, expand your dictation queue so you see all of the topics.

EXERCISE 1:

- a) Use CTRL + ALT + ↑ to get to the last lesson in the dictation queue “Lesson 10: Working with Sections, Subsections, and Lists; Exercise lists part I and II – answers”. Use CTRL + ALT + ↑ to move to the previous job in the queue. Use CTRL + ALT + ↑ again, to move to the previous job in the queue. Keep using CTRL + ALT + ↑ until you get to the first job in the queue. Use CTRL + ALT + ↑ until you get to “Topic 3: Working with lists flush left”. Hide all panels.
- b) Using the best shortcut, navigate to the REFERRING PHYSICIAN section, change “Brown” to “McLellen”.
- c) Show all panels, jump to the comment box, jump to the body.
- d) Use CTRL + ALT + ↑ until you get to “Topic 2, Working with missing sections”. Jump to the comment box and type “Missing Demos”, jump back to the body.
- e) Position the edit cursor on the word “above” in the PAST SURGICAL HISTORY section. Start playback. Attach the edit cursor to the voice cursor and make the edit on the line that reads “The patient lives in a house.” You’ll need to change the text “6 beers center”. Edit this to the correct phrase listening to the audio and using the best shortcuts.
- f) Stop the audio. Use CTRL + ALT + ↑ to move up to the first Topic.

EXERCISE 2:

- a) Use CTRL + ALT + ↑ until you get to “Topic 6 Working with partial lists indented”.
- b) Jump to the Patient Name field, search for the patient who has a last name of “Davis”. When the search for Patient dialog appears select YES and hit ENTER. When the list appears select “Chenmila Davis”, jump to the birthdate field, jump back to the body.
- c) Use F4 to position the playback so that its 0:46 seconds. Move the edit cursor on the word “Influenza” and start playback.
- d) Edit the ASSESSMENT section using the best shortcuts to transform the text into the correct list items, feel free to rewind the audio as needed. When the list items have been edited, stop the audio.
- e) Jump to the comment box and type “I’ve edited the list items”. Jump back to the body.
- f) Use CTRL + ALT + ↑ until you get to the topic titled “Exercise: Walkthrough adding sections/subsections”. Hide the panels. Using the best shortcuts, edit the words “Date of service” into a section title.
- g) Show the panels, jump to the appointment date field set that date to match the date in the body. Jump to the Document Type drop down, jump to the body.

EXERCISE 3:

Continue with the same topic, Lesson 10: Working with Sections, Subsections, and Lists; Exercise: Walkthrough adding sections and subsections, for these exercises.

- a) Jump to the patient name field and change this to “Frank Doe” Jump back to the body, if you get the “Search for Patient” prompt select “No”.
- b) Use CTRL + ALT + ↑ once to get to “Topic 2: Working with missing sections”.
- c) Position the edit cursor at the end of the MEDICATIONS section. Hit ENTER twice to make space for a new section you’re going to add “IMMUNIZATIONS”. Add this section and for the content of this section type “Up to date”.
- d) Position the edit cursor on the word “Naproxen” in the ALLERGIES section, convert these allergies into 3 separate indented list items. Hint Use ALT + O + 5.
- e) Using the best shortcut, position the edit cursor on the word “glipizide” in the MEDICATIONS section, delete that word.
- f) Navigate the edit cursor to the word “general” Under the Physical Exam section. Using the best shortcut, edit that so it’s a properly formatted subsection. Use CTRL + ALT + X to change the document type to the long name. Use CTRL + ALT + X to change the document type to the short name. Use CTRL + ALT + ↑ to get to the first topic.

EXERCISE 4:

- a) Use CTRL + ALT + ↑ until you get to the topic titled “Exercise: Walkthrough adding sections/subsections”.
- b) Jump to the Addl Auth and add James Miller, jump back to the body. Hide the panels.
- c) Use the best shortcut to preview the transcription. Close the preview window.
- d) Use the best shortcut to highlight the entire REASON FOR CONSULTATION section and copy it to your clipboard.
- e) Show the panels. Use CTRL + ALT + ↑ once to get to the topic titled “Topic 2: Working with missing sections”.
- f) Hide the panels, position the edit cursor at the end of the PAST SURGICAL HISTORY section, so it’s after the word “above”.
- g) Hit ENTER twice to make space and paste the content you copied on the previous job onto this one. Show all panels. Use CTRL + ALT + ↑ until you get to the topic titled “Exercise lists part II”.

CTRL + ALT + ↓ (Move down one job in dictation queue)

For these next set of exercises, expand your dictation queue so you see all of the topics.

EXERCISE 1:

- a) Use CTRL + ALT + ↓ to get to the last lesson in the dictation queue titled “Exercise lists part I and II – answers”. Use CTRL + ALT + ↓ to move to the first job in the queue. Use CTRL + ALT + ↓ again, to move to the next job in the queue. Keep using CTRL + ALT + ↓ until you get to the last job in the queue. Use CTRL + ALT + ↓ until you get to “Exercise: Walkthrough adding sections/subsections”. Hide all panels.
- b) Using the best shortcut, move to the word “RECOMMENDATION” change that to lower case.
- c) Position the edit cursor on the word “REOCCURRENCE”, change the case to lower and fix the spelling on this word. Show all panels.
- d) Jump to the comment box, jump to the body.
- e) Use CTRL + ALT + ↓ until you get to “Exercise lists part II”.
- f) Position the edit cursor on the word “gentleman” start playback from that word, attach the edit cursor to the voice cursor. Stop playback when you get to the word “examiner”. Change “examiner” to the word “person”.
- g) Jump to the comment box and type “I just made an edit”, jump back to the body, hide all panels.
- h) Start playback, using the best shortcut, edit the list in the PAST MEDICAL HISTORY section so its content is correct and a properly numbered (start/stop audio as needed to edit this). Use indent formatting. Once the list has been corrected, stop the audio, show all panels.
- i) Use CTRL + ALT + ↓ to move up to the second topic, “Working with missing sections”.

EXERCISE 2:

- a) Use CTRL + ALT + ↓ until you get to “Topic 5: Working with partial lists flush left”. Edit the title ASSESSMENT to be ASSESSMENT AND PLAN.
- b) Use CTRL + ALT + ↓ until you get to the last topic titled “Exercise list part I and II – answers”.
- c) Position the edit cursor on the word “examiner” in the HISTORY OF PRESENT ILLNESS section. Using the best shortcut, change that word to upper case.
- d) Jump to the bottom of the report. Jump to the birthdate field and change that to 5/13/2000. Jump to the comment box, type “I just changed the birthdate”. Jump back to the body.
- e) Position the edit cursor at the top of the document, change the patient’s age from 90 to 80.
- f) Use CTRL + ALT + ↑ until you get to “Topic 3: Working with lists flush left”.
- g) Use CTRL + ALT + ↓ until you get to the first topic “Topic 1: Adding/removing sections and subsections efficiently”.
- h) Using the best shortcut, position your edit cursor on the word “sarcoidosis”. Highlight and delete that word and all words to the left up to the CHIEF COMPLAINT section.

- i) Position your edit cursor on the word “patient” as in “the patient developed second toe...”. Using the best shortcut, copy this entire paragraph to your clipboard.
- j) CTRL + ALT + ↓ until you get to “Topic 3: Working with lists flush left”. Jump to the bottom of the document, hit ENTER twice then paste the paragraph in step “i.”.

EXERCISE 3:

- a) Use CTRL + ALT + ↑ to move to the first topic “Topic 1: Adding/removing sections and subsections efficiently”.
- b) Use CTRL + ALT + ↓ until you get to “Topic 6: Working with partial lists indented”.
- c) Jump to the Document Type drop down, switch the document type to t-cons. If you get the New Document Type prompt, select “Keep Text”. Jump back to the body.
- d) Position the edit cursor at the bottom of the document and add a PLAN section. In the PLAN section create 3 indented list items as follows “1. Continue protein therapy”, “2. Repeat blood test in 2 weeks”, “3. Follow-up with me in 3 weeks”. Hint: use ALT + O + 5
- e) Use CTRL + ALT + ↑ and move to “Topic 4: Working with lists Indented”. Hide all panels.
- f) Position the edit cursor after the last word in the MEDICATIONS section. Hit ENTER twice, add the section title “PAST MEDICAL HISTORY”. Hit ENTER twice, add the title “SOCIAL HISTORY”. Using the best shortcut, copy these two titles.
- g) Unhide the panels, use CTRL + ALT + ↓ till you get to “Exercise lists part II”. Mark this job for QA.
- h) Jump to the patient ID change it to 1171, you should see Leanya Letcher appear, Jump to the CC’s, jump back to the body. Hide all panels.
- i) Using the best shortcut, position the edit cursor on the 10 in the PAST MEDICAL HISTORY section and delete 10 and 11. Show all panels.
- j) Use CTRL + ALT + ↓ until you get to “Topic 3: Working with lists flush left”.

EXERCISE 4:

- a) Keeping with the same topic “Topic 3: Working with lists flush left”. Hide all panels.
- b) Position the edit cursor on the word “No” in the ALLERGIES section. Replace the words “No known drug allergies” with the word “Amoxicillin”. Show all panels.
- c) Use CTRL + ALT + ↑ until you get to the “Exercise: Walkthrough adding sections/subsections”. In the REASON FOR CONSULTATION section, edit the content “History of present illness” so that it appears as a main section title on its own line. Move down to the paragraph that reads “Last time here in the clinic”. Copy that entire paragraph to the clipboard.
- d) Use CTRL + ALT + ↓, till you get to “Topic 5” Working with partial lists”. Move the edit cursor to the bottom of that report and paste the paragraph from the clipboard.
- e) Jump to the comment and type “I just pasted a paragraph”. Jump back to the body. Jump to the birthdate and change that to 4/7/1998. Jump back to the body.
- f) Use CTRL + ALT + ↓, until you get to the “Exercise: Walkthrough adding sections/subsections”.

- g) Use the best shortcut to position the edit cursor at the beginning of the PLAN section. Start audio from the word “we” in that section attach the edit cursor to the voice cursor. Edit the PLAN paragraph so it’s correct. Rewind the audio as needed to complete the edits.
- h) Jump to the document type field, using the best shortcut, change that to the “t-cons” document type and jump back to the body, If the New Document Type window appears select “Keep Text”.
- i) Use CTRL + ALT + ↑ until you get to “Topic 6: Working with partial lists indented”. Copy the entire ASSESSMENT section and lists to the clipboard.
- j) Use CTRL + ALT + ↓, to get to the “Exercise lists part II”. Position the edit cursor before the word PLAN, so that it’s just before the “P” Paste the contents from your clipboard then use ENTER to make a new line after the paste.
- k) Use CTRL + ALT + ↓, until you get to “Topic 1: Adding/removing sections and subsections efficiently”.

F12 or CTRL + SHIFT + ENTER (Get next dictation from server)

Note: for these exercises and training purposes, using the shortcut in training mode will remove lesson job from the queue, but will not load a new lesson. In a normal production environment, a new job would be loaded.

EXERCISE 1:

- a) Use F7 to mark the current job done, spell checker will run, fix any misspellings. Next the Complete Transcription window will appear hit ENTER to activate the complete button. Use F12 to complete the job and move to the next one. Notice the first job has been removed from the dictation queue.
- b) Hit CTRL + SHIFT + ENTER. You will be moved to the next job in the dictation queue. No job will be removed because the job wasn’t marked complete. Continue using CTRL + SHIFT + ENTER until you get to “Exercise Lists part II”.
- c) Use F7, mark job as done, run spell check. Hit ENTER on the Complete Transcription window.
- d) Under the dictation queue, use the mouse to scroll right until you see the Status column. In that column you’ll see the status listed “Completed”. Hit CTRL + SHIFT + RETURN and the job is removed.
- e) Use the mouse to scroll all the way left back to where you can see the lesson column.

EXERCISE 2:

- a) Use CTRL + ALT + ↑, till you reach “Topic 3: Working with lists flush left”. In the HISTORY OF PRESENT ILLNESS section position your edit cursor so it’s in front of the word “The” of the second paragraph as in “the patient denies any chest”.
- b) Hit backspace until that line appears after the word followup. Hit F7, spell check runs, complete spell check, the Complete Transcription window appears. Hit ENTER to select the complete button. Now hit F12 to complete the transcription.

EXERCISE 3:

- a) You should now be on “Topic 4: Working with lists indented” Hit F7 to mark the job done, spell check will run, complete spell check, the Complete transcription window appears, Hit ENTER to complete the job.
- b) Use CTRL + ALT + ↓, move to the next job and do the same steps you just did, F7, spell check, Hit complete button. When that job is done, use CTRL + ALT + ↓, and again use F7, spell check, hit complete button. Now hit F12 and all 3 jobs should be removed from the dictation queue.
- c) Use F12 to get to “Topic 2: Working with missing sections”. Use SHIFT + CTRL + ENTER once. You should now be on “Exercise: Walkthrough adding sections/subsections”.
- d) Jump to the appointment date, change the date to 11/21/2015.
- e) Jump back to the body and change the DATE OF SERVICE so it matches the appointment date in the demographics.
- f) Hit F7 to mark the job done, run spell check, and then hit ENTER on the Complete transcription window.
- g) Use CTRL + ALT + ↓, move to the next job in your queue. Hit F7, to mark the job done, spell check will run, complete spell check, the Complete transcription window appears, hit complete. Hit F7 again to uncomplete the job. Use CTRL + ALT + ↑, to move to the previous job and hit F7 to uncomplete that job.

EXERCISE 4:

- a) Use CTRL + ALT + ↓, until you get to “Exercise lists part I and II – answers”.
- b) Hit F7 to mark the job done, spell check will run, complete spell check, the Complete transcription window appears, hit ENTER to complete the job. Hit F12 to remove the transcription from you queue.
- c) You should now be on “Topic 2: Working with missing sections”. Jump to the CC’s and search for the last name of “Smith”. In the Associate Search window, select “Lillian Smith” and hit ENTER. Jump back to the body. Jump to the Author, Jump to the Addl Auth, Jump back to the body.
- d) Using the best shortcut, navigate the edit cursor in front of the “M” in the MEDICATIONS section. Select everything from the MEDICATIONS section to the end of the document and hit delete.
- e) Jump to the comment box and type “I just deleted everything in the document from the medications onward”. Jump back to the body, hit F7 to mark the job done, spell check will run, complete spell check, the Complete transcription window appears, hit ENTER to complete the transcription. Use either F12 or SHIFT + CTRL + ENTER to remove the job from the dictation queue.
- f) Complete the rest of the jobs in your dictation queue and then use either F12 or SHIFT + CTRL + ENTER to remove the jobs from the dictation queue. After this exercise, you’ll have no more work in the dictation queue.

Week 13 - QUIZ

1. What shortcut is used toggle the name of the document type from the short name to the long and long name to the short name?
 - a) CTRL + ALT + X
 - b) SHIFT + X
 - c) SHIFT + CTRL + X
 - d) SHIFT + ALT + X

2. What shortcut allows you to move down one job in the queue?
 - a) CTRL + ALT + F
 - b) CTRL + ALT + ↑
 - c) CTRL + ALT + ↓
 - d) ALT + F

3. What shortcut allows you to move up one job in the queue?
 - a) CTRL + ALT + F
 - b) CTRL + ALT + ↑
 - c) CTRL + ALT + ↓
 - d) ALT + F

4. True or False? F12 or CTRL + SHIFT + ENTER will run spellcheck, then display the complete transcription window.

5. True or False? CTRL + SHIFT + ENTER is NOT the same as F12.

6. True or False? Using F12 or CTRL + SHIFT + ENTER will work the same as CTRL + ALT + ↓, in that it will move focus to the next job in the queue.