



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

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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

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load “Lesson 9: Learn the Basics of Editing Topic 10: Navigation shortcuts walkthrough” for these exercises.

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)

EXERCISE

- Using the best shortcut, navigate to the phrase “No other chest pain”. Highlight the word “pain” and use CTRL + X to cut that word.
- 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.
- Using the best shortcut, navigate to the word “overall”, which is in the 2nd line item of the PLAN section. Highlight this word and use CTRL + X to cut that word.
- Move up to the next line. Jump your edit cursor to the beginning of that line then highlight that line using the best shortcut. Use CTRL + X to cut that line.
- Using the best shortcut to jump the edit cursor to the Name field, then jump to the CC, then back to the body. Find the word Squamous in the IMPRESSION section, highlight it and cut that. Jump to the CC field, then jump back to the Patient ID field, then to the body. Find the word, “persistent”, highlight and cut that.

CTRL + C (Copy selected text)

EXERCISE

- Using the best shortcut, navigate to the word “yesterday”, highlight it and use CTRL + C to copy it.
- 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 CARDIOVASCULAR line highlight that entire line and use CTRL + C. Preview the transcription using the appropriate shortcut, the close the preview. Jump to the Document Type drop down using the best shortcut then jump back to the body.
- d) Using the best shortcut, navigate to the top of the transcription, select everything from the DATE OF VISIT section down to the CONSTITUTIONAL subsection in the REVIEW OF SYSTEMS section, then use CTRL + C to copy that entire selected section.

CTRL + V (Paste selected text)

EXERCISE 1:

- a) Navigate to list item #4, of the IMPRESSION section. Highlight that entire line, then use CTRL + C to copy it.
- b) Navigate up to the last word in the SKIN subsection, "Granulex". Hit space and use CTRL + V to paste.

EXERCISE 2:

- a) Using the best shortcut, navigate to the bottom of the document, select the entire Plan section.
- b) Use CTRL + C to copy it. Navigate edit cursor so it's between the last line of the LABORATORY section and the IMPRESSION section title.
- c) Hit ENTER twice, move edit cursor up one with ↑, then paste the copied plan section using CTRL + V.
- d) Jump to the Document Type field. Jump back to the body, jump to the CCs field, and jump back to the body.

EXERCISE 3:

- a) Jump to the comment and type "I'm using the paste shortcut", jump back to the body.
- b) Navigate your edit cursor to the end of the PAST MEDICAL HISTORY, SOCIAL HISTORY, ALLERGIES line.
- c) Highlight the word "record" and cut it with CTRL + X.
- d) Navigate your edit cursor to the end of the 3rd line item in the CURRENT MEDICATIONS section and paste using CTRL + V.

EXERCISE 4:

- a) Jump to the Patient Name field, jump back to the body. Find the word "ribs" in the SUBJECTIVE section, as in the phrase "just under her ribs".
- b) Highlight the "l" and "b" in the word "ribs" copy that.
- c) Jump to the comment box and paste using CTRL + V.
- d) Jump to the CCs field then jump back to the body.

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

EXERCISE 1:

- a) Using the best shortcut, navigate to the word “prophylaxis” in the CURRENT MEDICATIONS section.
- b) Position your edit cursor so it’s touching the “p”. 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 “no palpitations, no lightheadedness...” in the SUBJECTIVE section. Position your edit cursor in front of the word “lightheadedness” and use CTRL + DELETE to remove that word.
- b) Use CTRL + DELETE again to remove the words “or” and “dizziness”.

EXERCISE 3:

- a) Navigate to the CURRENT MEDICATIONS section, find the words “nursing medication”. Copy these words.
- b) Navigate up to the SUBJECTIVE section find the word “palpitations” position the edit cursor after this word.
- c) Move your edit cursor past the word “no” so that it’s positioned after the “o”. Hit space and paste the words you copied.
- d) Navigate up one line to the words “not necessarily”. Place your edit cursor on the “n” in “not” use CTRL + DELETE to delete these two words.

EXERCISE 4:

- a) Navigate to the ABDOMEN section.
- b) Position edit cursor in front of the word “Bowel” use CTRL + DELETE to remove this word. Then type “Good”.
- c) Navigate up to the GENERAL section. Use CTRL + DELETE to remove that title. Type “SUBJECTIVE:”.
- d) Navigate to VITAL SIGNS line, to number 14 as is “respiratory rate 14”. Position edit cursor in front of 14, use CTRL + DELETE the 14 and change it to 21.

EXERCISE 5:

- a) Using the best shortcut, navigate up to the SUBJECTIVE section, the one at the top of the document. Find the word “morning” as in “this morning she states”. Position your edit cursor in front of the word use CTRL + DELETE, then type “afternoon”.
- b) Navigate to the word ALLERGIES in the title PAST MEDICAL HISTORY, SOCIAL HISTORY, ALLERGIES section. Place edit cursor in front of the “A” of ALLERGIES use CTRL + DELETE followed by 2 backspaces and a colon and space.

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

EXERCISE 1:

- a) Jump to the comment box, type “now I’m working with CTRL + BACKSPACE”. Jump back to the body locate letters DVT in the CURRENT MEDICATIONS section. Place your edit cursor after the “T”. Use CTRL + BACKSPACE to delete this word.
- b) Use CTRL + BACKSPACE two more times to delete the rest of the words up to the #1. Type “I just deleted 2 more words.”

EXERCISE 2:

- a) Using the best shortcut and navigate to the subsection CONSTITUTIONAL. Place edit cursor after the word “No”. Use CTRL + BACKSPACE to remove that word. On the same line, navigate the edit cursor past the word “improved”. Use CTRL + BACKSPACE to delete word and type “has become worse”.
- b) Jump to Patient ID field, jump back to body.
- c) Navigate down to NEUROLOGIC position edit cursor after the word “No” use CTRL + BACKSPACE to remove. Type “Increased”. Move edit cursor to the end of the line. Use CTRL + BACKSPACE to delete all words up to the comma before headache. Type “showing signs of vertigo”.

EXERCISE 3:

- a) Navigate to the word “She” in the SUBJECTIVE section as in “She did receive 2 units”.
- b) Navigate back a few spaces until the edit cursor is touching the “y” on the word “yesterday” use CTRL + BACKSPACE to remove that word and type “today.” On same line, navigate to the # 2 as in “did receive 2 units” place edit cursor past the 2 so it’s between 2 and “units”, use CTRL + BACKSPACE, remove the 2 and type 8.
- c) Navigate down to the LABORATORY section, place edit cursor after the word “platelets” use the best shortcut to delete just the “s”.

EXERCISE 4:

- a) Using the best shortcut, navigate to the end of the PLAN section title, so your edit cursor is past the “N” in the PLAN title. Use CTRL + BACKSPACE to remove that title and Type “Assessment”.
- b) Navigate up to the IMPRESSION section title. Position the edit cursor at the end of the title so it’s past the “N”. Use CTRL + BACKSPACE to delete the title and type “Diagnoses”.
- c) Jump to the Document Type drop down, Jump to the body, type “Test”. Jump to the Comment box and type “I just completed exercise 4”. Jump back to the body.

EXERCISE 5:

- a) Navigate up to the LABORATORY section. Place edit cursor at the end of that section after the "Free T4". Highlight the 4 and change it to 3. Jump to the end of the line and hit ENTER 2 times. On the next line type "No Urinalysis available".
- b) Navigate up to the LUNGS section so your edit cursor is in front of that word. Use CTRL + DELETE to remove that word then type "PULOMNARY:" Use CTRL + DELETE to delete the words "Good air movement". Move up one line and position your edit cursor after the "D" in JVD. Use CTRL + BACKSPACE to delete "JVD" and the "word" no.
- c) Jump to the top of the document.
- d) Position edit cursor after the date. Use CTRL + BACKSPACE to delete the date and type "March, 18 2015." On same line, position edit cursor at the beginning of the word "DATE" hit ENTER twice then arrow up 2 times so edit cursor is at the top.
- e) Type: "CHIEF COMPLAINT: Poor circulation".
- f) Navigate to the last line item, #3, in the CURRENT MEDICATIONS section. Position edit cursor at the end of that line. Use CTRL + BACKSPACE to delete all words in that line up to #3. "Type [missing third item audio issue].
- g) Jump to comment and type "audio problem at 4:22".
- h) Jump back to the body.

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.