DeliverHealth
S O L U T I O N S

INSCRIBE SHORTCUT PROGRAM USING "ASR-ENHANCED" SHORTCUTS WITH STRUCTURED

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Week 15: ALT + D, CTRL + T, CTRL + W, CTRL + TAB, SHIFT + CTRL + TAB

SUMMARY	
Description	**Shortcut**
Move to navigation bar in web browser	ALT + D
Open New web browser tab	CTRL + T
Close web browser tab	CTRL + W
Move forward between open tabs	CTRL + TAB
Move backward between open tabs	SHIFT + CTRL + TAB

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

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 + D   (Move to navigation bar in web browser)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load all the practice drafts for these exercises. Also make sure you have a web browser open.

EXERCISE 1:

    a)   Assuming a web browser is open, using the best shortcut, switch to your web browser (hint use ALT + TAB). If you do not have the web browser open, open one now.

    b)   Use ALT + D to select the address bar type webmd.com and hit ENTER.

    c)   Use ALT + D to select the address bar again, this time type drugs.com and hit ENTER.

    d)   Use ALT + D again, this time type onelook.com and hit ENTER.

    e)   Use ALT + D and type vocabulary.com and hit ENTER.

    f)   Use ALT + D, and type google.com and hit ENTER, Use ALT + D and type Emdat.com.

EXERCISE 2:

    a)   Switch to InScribe. Using the best shortcut, move to the first "Consult type draft" in the dictation queue.

    b)   Jump to the location and change that to Willobrook. Jump to the body, if you get the New Document Template prompt, select "Keep Text". Hide all panels.

    c)   Navigate to the Medications section. Convert the medications in that section into a bulleted list. Switch to your web browser, use ALT + D to select the address bar.

d) Type Drugs.com. In the drug search, look up the dosing for "Metoprolol". Specifically, look for the adult maintenance dose range for Hypertension. Look for the Tartrate immediate release tablets. When you've found the dosage, using the best shortcut, switch back to InScribe.

e) Add a dash and then type the range and instructions to the right of the word "Metoprolo". Preview the transcription, close the preview.

f) Highlight the word Synthroid, copy that word to the clipboard, using the best shortcut switch back to your web browser drug website, look up some of the less common side-effects for this drug. Keep those in mind. Switch back to InScribe.

g) After the word "Synthroid" add a dash, add the word "Side effects:" and list 3 of the less common side effects. If you need to, switch back to the web browser as needed to reference the side effects to complete this part of the exercise. Show all panels.

EXERCISE 3:

a) Using the best shortcut, move to the third "Consult type draft". Copy the following web address, for the American Medical Association doctor finder, https://apps.ama-assn.org/doctorfinder/ to your clipboard.

b) Using the best shortcut, switch back to your web browser, use ALT + D to select the address bar. Paste this address in the address bar.

c) Go through the short Usage Verification process. Next click on the "For Patients" button. Finally click on the "DoctorFinder" link and accept the terms.

d) In the DoctorFinder search, use TAB to position the edit cursor on the "Last name" field (if it's not there already) and type "Miller", use TAB again to move forward until you've selected the state drop down, and choose Illinois. Use TAB to move forward to the checkbox "Perform a 'sound-alike' search, use your SPACE BAR to select this box. Use TAB to move forward to the "Quick Search" button. When this button is highlighted hit ENTER to perform the search.

e) Find the first physician whose last name is "Miller". Click on this name link and note the Medical School. Switch back to InScribe, change the Referring Physician to the full name of the physician you looked up.

    i. After the physician name, add a new subsection titled "Medical School:"

    ii. Type this doctor's medical school from the website into this section. Switch back to the DoctorFinder website as needed to complete this exercise.

f) Using the best shortcut, switch back to the browser to find out if this physician is excepting new patients.

    i. Switch back to InScribe, add a new subsection called "Accepting Patients:"

    ii. After that title add what you found in the web browser.

g) Create a new subsection called "Location Information:", switch back to the website and note the City and Phone number, switch back to InScribe and add that information as content of the "Location Information" subsection.

EXERCISE 4:

a) Using the best shortcut, move to the "Split job draft" in the dictation queue. Hide Panels.

b)   Start playback from the word "pleasant" in the "History of Present Illness" section. Attach the edit cursor to the voice cursor. Speed up the playback until you to "Past Surgical History". Stop the playback, return playback to normal.

c)   Copy the word "Appendectomy" to the clipboard. Using the best shortcut, switch to your web browser, use ALT + D to select the address bar and type webmd.com. When site comes up, in the search paste the word from the clipboard and do a search.

d)   Click on "Appendectomy Overview". Locate the section titled "How can I Prevent Appendicitis" and make note of that paragraph. Switch back to InScribe and after the word Appendectomy, add a comma and type, DO NOT copy, the paragraph into InScribe. If you don't remember everything from the WebMD site, switch back as needed to finish typing the cause in InScribe.

e)   In InScribe, using the best shortcut find the word "gallbladder" and copy it to the clipboard.

f)   Switch back to the web browser and use ALT + D to select the address bar. This time type in onelook.com. In the search paste the word from your clipboard and hit ENTER. Note the Quick definitions box to the right. Make note of the definition.

g)   Switch back to InScribe add a dash after the word "gallbladder" add a dash then type, DO NOT copy, that definition. If you don't remember everything from the onelook site, switch back to that site as needed to complete this part of the exercise. Show all panels.

h)   Using the best shortcut, close the web browser when finished.

CTRL + T, CTRL + W   (Open New web browser tab, Close web browser tab)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load all the practice drafts for these exercises.

EXERCISE 1:

a)   Open a web browser, use ALT + D to select the address bar type wikipedia.org, hit ENTER.

b)   Use CTRL + T to open a new web browser tab. Type webmd.com, hit ENTER.

c)   Use CTRL + T to open a new tab, type onelook.com.

d)   Use CTRL + T to open a new tab type drugs.com.

e)   Use CTRL + T to open a new tab type, Emdat.com.

EXERCISE 2:

a)   Use CTRL + W to close the current tab, which is Emdat.com.

b)   Use CTRL + W to close the current tab, which is onelook.com.

c)   Use CTRL + W to close all remaining tabs, once all tabs are closed you'll notice the web browser closes also.

d)   Re-open your web browser.

EXERCISE 3: Repeat Exercises 1 and 2 again. In exercise 1 start by typing Wikipedia.org and follow the rest of this exercise and exercise number 2.

EXERCISE 4:

a) Make sure InScribe is the active program. Use CTRL + R to return playback rate to normal. Using the best shortcut, move to the "OpReport type draft". Hide all panels.

    i. Position the edit cursor on the first word of the Preoperative Diagnosis section, "three".

    ii. Start playback from that word.

    iii. While the audio is playing, edit the "Postoperative diagnosis" words into a section. After that edit you will have the new Postoperative Diagnosis section. Start playback from the word "Same".

    iv. Attach edit cursor to the voice cursor. Play the audio until you get to the word "saphenous" in the "Operative Procedure" section. Stop the audio.

b) Open up a web browser, use ALT + D to select the address bar, type onelook.com. Look-up the quick definition for that word, make note of the first definition that starts with "Manifest",

    i. Switch back to InScribe and after the word "saphenous" add open parenthesis and type, DO NOT copy, the definition of that word, close parenthesis when the definition is complete.

    ii. Switch back to the website as needed to get the complete definition while typing it into InScribe.

c) Show all panels. Mark the job for Review, jump to the comment and type "demos do not match". Jump back to the body start playback from the word "three" in the "Operative Procedure" section and edit that section. Stop the audio when you've completed editing that section.

d) Using the best shortcut, move to the "Split job draft". Hide all panels. Navigate to the "Medications" section. Convert the current medication into a bulleted item. Hit enter and add the word "Celexa" as a new medication.

    i. Switch back to your web browser, use CTRL + T to open a new tab and type webmd.com. Use CTRL + T to open a new tab and type drugs.com.

    ii. On the drugs.com site, search for Celexa, click on the Side Effects link and find the first three Less common side effects.

    iii. Switch back to InScribe, after the word "Celexa" add a dash and type in the three side effects, switch back to the web browser as needed to help you complete this part of the exercise.

e) Switch back to the web browser use CTRL + T, open a new tab and type webmd.com. Search for the word "adenoidectomy". Use CTRL + T, open a new tab. Type in Emdat.com click on the "Solutions" link. Use CTRL + W to close the Emdat.com, webmd.com, and drugs.com tabs.

f) Switch back to InScribe. Show all panels. Jump to the birthdate field and switch that to 11/14/2000. Jump back to the body. Jump to the document type change that to "t-cons" jump back to the body. If the New Document Template appears, select "Keep Text".

g) Switch back to the web browser use CTRL + W to close any remaining tabs which closes the browser.

CTRL + TAB, SHIFT + CTRL + TAB   (Move forward between open tabs, Move backward between open tabs)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load all the practice drafts for these exercises.

EXERCISE 1:

a) Open a web browser, use ALT + D to select the address bar type wikipedia.org, hit ENTER. Use CTRL + T to open a new web browser tab. Type webmd.com, hit ENTER. Use CTRL + T to open a new tab, type onelook.com. Use CTRL + T to open a new tab type drugs.com. Use CTRL + T to open a new tab type, Emdat.com.

b) Use CTRL + TAB to move forward to the next tab, because there are no other browser tabs open after the current one, this will bring you to the first tab that you opened up which is the Wikipedia site. Use CTRL + TAB to move forward to the next tab. Use CTRL + TAB to keep moving forward until you get back to the Wikipedia site.

c) Use CTRL + TAB to move to the drugs.com site. Use SHIFT + CTRL + TAB to move back to the Wikipedia site. Keep using SHIFT + CTRL + TAB and you'll cycle back to the last tab which is the Emdat.com tab.

EXERCISE 2:

a) Switch back to InScribe, using the best shortcut, move to the first "Consult type draft". Hide all panels. Using the best shortcut, find the word "dorsiflexion". Copy that word to the clipboard.

b) Switch back to your web browser. Use CTRL + TAB until you get to the onelook.com site. Paste the word from the clipboard into the search. Look up the quick definition for the word.

c) Switch back to InScribe put a dash after the word and type, DO NOT copy, the definition from the onelook.com site's quick definition box. Switch back and forth between the website and InScribe as needed to complete this part of the exercise.

d) Switch back to the web browser, use SHIFT + CTRL + TAB until you get to the webmd.com site. Search for the word Xanax. Under drug results for Xanax, click on Interactions. Under "Severe Interactions of Xanax" click on the first drug listed. Read the section "How the interaction occurs". Make note of this, switch back to InScribe.

e) Use the best shortcut, navigate to the "Medications" section and add the word Xanax at the end of that section. Add parenthesis after that word. Type, DO NOT copy, the sentence from the "How the interaction occurs" on the webmd.com site. Switch back and forth between the website and InScribe as needed to complete this part of the exercise.

f) Switch back to the web browser use CTRL + TAB until you get to the Emdat.com site. In the Search box, type "ShadowScribe" and click "Go". In the search results click on the first ink.

g) Use SHIFT + CTRL + TAB until you get to the Wikipedia site. In the Search type In "Medical Transcription" and hit enter. Use CTRL + TAB to move forward to the drugs.com site. Close all tabs in the browser with CTRL + W. Switch back to InScribe. Show all Panels.

EXERCISE 3:

a) Having InScribe open, using the best shortcut, move to the third "Consult type draft". Hide all panels. Navigate to the Physical Examination section. In the "General" subsection, position the edit cursor on the word "Patient" start playback. Attach the edit cursor to the voice cursor. When you get to the word "edema" in the Extremities section, copy that word to the clipboard, stop playback, and open up a web browser.

b) Use ALT + D to jump to the address bar, type webmd.com, Use CTRL + T to open up another tab, type pdr.net, Use CTRL + T to open a new tab type empr.com, use CTRL + T to open a new tab, type onelook.com, use CTRL + T to open a new tab, type Wikipedia.com. Use CTRL + T open a new tab, type Emdat.com.

c) Use CTRL + TAB until you get to the onelook.com site. In the search paste the word from your clipboard and hit ENTER. In the quick definitions box, note the definition, then switch back to InScribe, after the word "edema", add parenthesis and type, DO NOT copy, the definition of that word from the onelook.com site. Switch back and forth between the website and InScribe as needed to complete this part of the exercise.

d) Switch back to the web browser. Use CTRL + TAB to until you get to the webmd.com site. Use SHIFT + CTRL + TAB until you get to the Emdat.com site. Use CTRL + TAB until you get to the pdr.net site.

e) Switch back to InScribe. Using the best shortcut position the edit cursor in the Assessment section. Start playback from the word "Patient" in that section and edit that section.

f) Position the edit cursor on the word "Procrit", copy that to the clipboard. Switch to the web browser, use CTRL + TAB to get to the empr.com site and paste that word into the search, hit ENTER. When the results come back note this medication comes in units for IV or injection. Switch back to InScribe and add a parenthesis after the word Procrit and type "2000 units".

g) Switch back to the web browser use SHIFT + CTRL + TAB until you get to the Wikipedia site. Search for the term "cranial nerves" read the first paragraph.

h) Use CTRL + TAB until you get to Emdat.com site. Use SHIFT + CTRL + TAB to get to the webmd.com site.

i) Switch back to InScribe. Using the best shortcut, navigate to the word "nephrotoxins" in the Assessment section, copy that word to the clipboard. Switch back to the web browser use CTRL + TAB to get to the onelook.com site, paste that word in the search and hit ENTER. Under the Quick definitions, make note of the definition, switch back to InScribe after the word nephrotoxins and a dash and type, DO NOT copy, the definition of that word from the onelook.com site. Switch back and forth between the website and InScribe as needed to complete this part of the exercise. Switch back to InScribe.

Week 15 - QUIZ

1. With a web browser open, what shortcut is used select the address bar, to type a web address?

   a) SHIFT + D

   b) ALT + A

   c) ALT + D

   d) CTRL + A

2. Which two shortcuts open a new tab and close the current tab?

   a) CTRL + T and CTRL + C

   b) CTRL + T and CTRL + W

   c) CTRL + X, and ALT + A

   d) ALT + A and SHIFT + C

3. Which two shortcuts move forward and backward between open tabs?

   a) CTRL + TAB and SHIFT + CTRL + TAB

   b) ALT + TAB and ALT + SHIFT + TAB

   c) SHIFT + ALT + F and SHIFT + ALT + G

   d) None of the above

4. True or False? ALT + D is another way to open tabs in a web browser.

5. True or False? Once a tab is open, you can only open a new tab in a new web browser.