



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS WITH STRUCTURED

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Week 2: ALT + ; , ALT + N, ALT + I, ESC or ALT + F4, CTRL + F, CTRL + SHIFT + N, CTRL + ,

SUMMARY	
Description	Shortcut
Jump to body	ALT + ;
Jump to Patient Name	ALT + N
Jump to Patient ID	ALT + I
Close open windows	ESC or ALT + F4
Using the find	CTRL + F
Add Sub-Section at Cursor (turn on subsections)	CTRL + SHIFT + N
Promote Subsection (convert subsection to section)	CTRL + ,

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

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the first “Consult type draft for these exercises.

ALT + ; (Jump to body)

EXERCISE:

- Put your cursor in the Patient ID field, use ALT + ; to jump to the body.
- Put your cursor in the Patient Name field, use ALT + ; to jump to the body.
- Change the document type to “t-cons” and use ALT + ; to jump to the body. If you get the “New Document Template” prompt select the “Keep Text” option.
- Put your cursor in the CC box and use ALT + ; to jump to the body.
- Put your cursor in the Comment box and use ALT + ; to jump to the body.
- Put your cursor any place you like in the demographics, or CCs, Addl Auth, etc and use ALT + ; to jump to the body.

ALT + N (Jump to Patient Name)

EXERCISE:

- Put edit cursor in transcription body. Use ALT + N to jump to the patient Name field. Use ALT + ; to jump back to the body.
- Repeat using ALT + N to jump to the Patient Name field and ALT + ; to jump back to the body 8 times.
- Jump to the Patient Name field and change the name to "Mickey Mouse". Use ALT + ; to move back to the body. If the prompt appears "Do you want to search for this patient" click cancel or hit ESC.

ALT + I (Jump to Patient ID)

EXERCISE:

- Put edit cursor in transcription body. Use ALT + I to jump to the Patient ID field. Use ALT + ; to jump back to the body.
- Repeat using ALT + I to jump to the Patient ID field and ALT + ; to jump back to the body 8 times.
- Jump to the Patient ID field and change the ID to 1. Use ALT + ; to move back to the body. If the Appointment Listing window appears hit ESC to close.
- Put your cursor in the Order field. Use ALT + I to jump to the Patient ID field. Use ALT + ; to jump back to the body. Put your cursor in the comment box. Use ALT + I to jump to the Patient ID field. Use ALT + ; to jump back to the body.
- Repeat steps b – e again.

ESC or ALT + F4 (Close open windows)

EXERCISE:

- Open the Patient Search window using the best shortcut, hit ESC to close it. Open the Patient Search dialog again, use ALT + F4 to close it. Repeat this exercise 5 more times.
- Open the Shortcuts Dialog, hit ESC to close it. Open the Shortcuts Dialog again, use ALT + F4 to close it. Repeat this 5 more times.
- Change the document type to one that has a document template. If the "New Document Type" dialog appears, use either ESC or ALT + F4 to close it.
- Repeat exercise b again.

CTRL + F (Using the Find)

EXERCISE:

- Use CTRL + F to find the "Laboratory" title. Use the best shortcut to close the find dialog. In the rest of the exercises use the best shortcut to close the dialog.
- Use CTRL + F to find the word "sharp". Close the dialog.
- Use CTRL + F to find JVD. Close the dialog.

- d) Use CTRL + F to find the “Plan” title. Close the dialog.
- e) Use CTRL + F to find the word “abdominal”. Close the dialog.
- f) Repeat exercise a – e again.

CTRL + SHIFT + N (Add Sub-Section at cursor {aka turn on subsections})

EXERCISE:

- a) Move back one job in the dictation queue to the “Intro to practice jobs” topic. Ensure your cursor is in content box which has the words “Welcome to Training Practice” and is placed after the word “Practice”. Add a “Physical Examination” section. When the section properties dialog appears uncheck the “Filter based on Current Selection”
- b) Use CTRL + SHIFT + N, to bring up the Section Properties dialog type the first few characters in the word “Vital Signs” and hit enter. Now the General subsection has been inserted. Use the undo option, CTRL + Z, to undo that last action. Repeat this exercise 5 times.
- c) Use CTRL + SHIFT + N, to bring up the Section Properties dialog type the first few characters in the word “General” and hit enter. Now the General subsection has been inserted. Use CTRL + N (no, this is not a typo), to bring up the Section Properties dialog type the first few characters in the word “Vital Signs” and hit enter. Now the Vital Signs subsection is inserted. Repeat using CTRL + N to add these additional subsections “Heent”, “Heart”, “Neck”, “Lungs”, “Skin”.
- d) Use the Find to jump back to the top and place your cursor after the word Practice again. Add a Review of Systems main section. Then use CTRL + SHIFT + N, to add the first subsection “Constitutional”. Note here, there is no constitutional title you will add this manually, once you do you’ll see the content box appear in red. This is a visual indication the title is not part of the document type. This is normal when adding titles manually.
- e) Use CTRL + N to bring up the section properties dialog again, add the “Vital Signs” subsection and hit Enter. Use CTRL + N again to add the “Heent” subsection and hit enter. Continue adding the following subsections in the same manner: “Cardiovascular”, “Back”, “Neck”, “Pulmonary”, “Psychiatric”, and “Extremities”.
- f) Remove the Extremities subsection using the shortcut you learned in week 1. Once that section is removed, remove the Psychiatric section in the same manner. Continue removing all subsections. When you have the “Review of Systems” main title left remove that also.
- g) Navigate to the “General” subsection and add this content: “Alert and oriented x3, no acute distress, seated in chair, pleasant”. Navigate to “Vital Signs” and add this content “Temp afebrile, pulse 68, blood pressure 170/80.” Navigate to “HEENT” and add this content “Moist mucosal membranes. No scleral icterus.”.
- h) Move to the next job in your queue titled “Consult type draft”. Navigate to the “Physical Examination” section use CTRL + SHIFT + N to add this additional subsection “General”. Now use CTRL + N to add these additional subsections “HEENT”, “Heart”, “Neck”, “Lungs”, “Skin”.
- i) Move to the next job in your queue titled “Discharge summary type draft”. Navigate to the “Physical Examination” section to the “General” subsection. Use SHIFT + N to add the “HEENT” section. Notice it gets added but the text from the “General” section is moved into the “HEENT” subsection. This is because upon section or subsection insertion any text to the right of the edit cursor is moved into the new section. Use Ctrl + Z to undo. Move the edit cursor to the end of the line and now use CTRL + N to add the “HEENT” subsection.

- j) Move to the Vital Signs subsection. Highlight the words “Blood Pressure”, use CTRL + N. This brings up the section properties dialog containing the highlighted words. Hit ENTER and notice those words are inserted as a subsection along with the text that was to the right of the edit cursor. Repeat this again navigating to the Lungs subsection and selecting the word “Clear”.

CTRL + , (Promote Subsection {convert subsection to section})

EXERCISE:

- a) Move to the third “Consult type draft” job in your queue. Navigate to the Extremities subsection. Use CTRL + N to add a main section called “Labs”. Notice when you do it still appears as a subsection. We need to tell the editor we don’t want to add subsections any more. To do that we use the shortcut CTRL + , (comma) This promotes the subsection to a main section, essentially telling the editor we no longer want subsections. Use CTRL + , on the “Labs” section just added. Now it’s a main section. Now use CTRL + N again to add the section “Imaging”. Notice it’s added as a main section now.
- b) Navigate to the Extremities subsection, use CTRL + , to promote that subsection to a main section. Use CTRL + N, add the section “X-Rays”. Notice it appears as a main section now. Navigate to the “Abdomen” subsection use CTRL + N to promote that to a main section. Add the subsection, “Pelvis” with CTRL + N. Notice now it’s not added as a subsection. This is because we told the editor we no longer want to have subsections in the document. We will cover demoting sections to subsections in week 4.
- c) Navigate to the Lungs subsection use CTRL + , to promote the “Lungs” subsection to a main section. Continue using CTRL + , promoting the subsections to main sections until you’ve promoted all subsections in the “Physical Examination” section.
- d) Navigate to the Allergies section. Position the edit cursor at the end text in the content box. Add the section “Immunizations”. Create 3 subsections under the “Immunizations” section. Called “Date”, “Vaccine Name”, “Administered by”. In the “Date” put today’s date. In the “Vaccine Name” put “Measles”, in the Administered by” put “Nurse Jones”.
- e) Jump to the patient name field and switch that to “Rachael Smith”. Jump back to the body and add the Vaccine “Chicken Pox”. Using the Find, jump to the Physical Examination section. Using the best shortcut navigate to the “Lungs” subsection. Delete the text in that section and type “Clear”. Using the best shortcut navigate back one content box to the “Heart” subsection, delete the content in that box and type “S1, S2, no murmurs or rubs”.
- f) Using the best shortcut jump to the patient ID field. Switch the ID to 1176. If the appointment window appears select the first appointment. Using the best shortcut jump back to the body. Navigate to the “Plan” section. After that section add a “Recommendations” section. Add the following recommendations: 1) Get plenty of rest, 2) drink fluids, 3) call in 1 week for follow-up appointment. To add these use the shortcut CTRL + L, this will add a bullet similar to word. Type the recommendation next to each bullet. CTRL + L will be covered in more detail in Week 4.
- g) Using the best shortcut navigate to the Physical Examination section. Add the subsections “Skin”, “Neck”, “Back”, “Chest”, “Lungs”. Move through each subsection using CTRL + , to promote them to main sections. When finished all of the subsections just added will be promoted to main sections.

Week 2 - QUIZ

1. What shortcut is used to jump to the Patient Name field?
 - a) CTRL + ALT + N
 - b) ALT + CTRL + C
 - c) ALT + N
 - d) CTRL + N

2. What shortcut is used jump to the Patient ID field?
 - a) ALT + SHIFT + I
 - b) ALT + ;
 - c) ALT + I 8
 - d) ALT + P

3. What shortcut is used to jump from a field in the demographics to the body of the report?
 - a) ALT + :
 - b) ALT + }
 - c) ALT + K
 - d) ALT + ;

4. What shortcut is used to find a word or phrase?
 - a) ALT + F
 - b) CTRL + S
 - c) CTRL + H
 - d) CTRL + F

5. Which statement about the “find” is true?
 - a) The find is a powerful tool to use when editing.
 - b) The find is a quick way to jump around the document without using the mouse.
 - c) The mouse is more efficient than using the find.
 - d) Both a and b

6. Which Shortcut is used to initiate subsections, or “turn on” subsections?
 - a) SHIFT + N
 - b) ALT + SHIFT + N
 - c) ALT + SHIFT + S
 - d) CTRL + SHIFT + N

7. Once subsections are “on”, what shortcut is used to add new subsections?
 - a) SHIFT + S
 - b) ALT + SHIFT + Z
 - c) CTRL + N
 - d) CTRL + SHIFT + N

8. True or False? CTRL + , will promote subsections into sections, which is also known as “turning off” subsections.

9. True or False? You can use CTRL + N to convert plain text into subsections.