DeliverHealth
SOLUTIONS

INSCRIBE SHORTCUT PROGRAM USING "ASR-ENHANCED" SHORTCUTS

Introduction

Welcome to the ShadowScribe ASR Shortcut Program! If you're looking at this document then you are ready to take the next step to improving your productivity and becoming a better editor. We all know that Automated Speech Recognition (ASR) technology isn't perfect. Working on a draft requires not only edits to the body, but may also involve other tasks such as patient searches, adding CC's, adding comments, and more. All of this work is done to turn the draft into the final version the customer sees.

Many MTs and MLS's prefer the mouse when editing and utilizing different parts of InScribe. While this does get the job done, it's not always the most efficient. The goal with drafts is to make your work better and more productive. One of the best ways to do this is to improve your efficiency with how the work gets done, and using keyboard shortcuts provides one of the biggest efficiency gains. With this program, you will become less reliant on the mouse and more efficient. We are confident if you follow and practice the exercises, and continue to use them on the job, your work will become better and you will be a more efficient editor.

How to Use this Program

This program works with both the "InScribe 6 ShadowScribe Edit Training – Unstructured" and "InScribe 6 Practice drafts unstructured training files" located on the Emdat.com software pages. Be sure to have these installed before using the exercises.

This is a 16 week program designed to increase your knowledge and skills using both InScribe and a few Windows shortcuts to improve editing productivity. Each week will have of a set of shortcuts to learn and will build on the previous lessons. At the beginning of each week there will be a summary of the shortcuts to learn followed by the specific finger exercises for each shortcut. At the end of each week there will be a short quiz to test your knowledge. Your trainer or supervisor will grade the quiz.

It is recommended to practice one or two shortcuts per day for a minimum of 15 minutes, preferably before the start of the work day. During the work day, continue to use the shortcuts practiced as much as possible. The next day, practice one or two more so that by the end of the week, you've worked on them all. With continual use, you will train your fingers where these shortcut keys are and when to best use them, gaining finger muscle memory.

Like anything new, you are not going to become an expert overnight, it takes time for your brain to develop and adapt to this new behavior. Your brain learns through repetition. Repetition comes through practice and utilization of these skills on the job every day. It does no good to practice the exercises and then never use them on the job. You know the saying "Practice makes perfect", actually it should be "Practice makes permanent". So since you're serious about becoming a better editor, and we know you are, practice, practice, practice!

Note: These exercises in this program are intended to work your fingers and help gain finger muscle memory. They may not necessarily reflect how they will be used in a live production environment.

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WEEK 1: SHIFT + CTRL + S, ALT + SHIFT + P, ALT + SHIFT + N, CTRL + ↑, CTRL + ↓, CTRL + ←, CTRL + →

SUMMARY	
Description	**Shortcut**
Show Shortcuts	SHIFT + CTRL + S
Search by Patient ID	ALT + SHIFT + P
Search by Patient Name	ALT + SHIFT + N
Move edit cursor up or down paragraphs at a time	CTRL + up or down
Move edit cursor whole words at a time	CTRL + left or right

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.

SHIFT + CTRL + S   (Show Shortcuts)

EXERCISE 1:

a) Use SHIFT + CTRL + S to open up Keyboard Shortcut dialog. Make sure you're on the Navigation and Selection section.

b) Use the TAB key followed by the ENTER key to expand the section. Hit ENTER key to close that section.

c) Hit TAB to move forward to next section. Hit ENTER to expand the section. Hit ENTER again to close the section.

d) Hit TAB to move forward to the next section. Repeat until you have opened and closed all of the sections.

e) Hit ESC to close the Dialog.

EXERCISE 2:

a) Open the dialog again using SHIFT + CTRL + S. Close the dialog with ESC.

b) After each shortcut return your hands to the home row. Repeat opening and closing this dialog 5 times.

EXERCISE 3:

a) Use SHIFT + CTRL + S to open up Keyboard Shortcut dialog.

b) Use TAB to navigate to the "Editing" section. Hit ENTER to expand this section.

c) Use your mouse arrow (yes, you need the mouse here) to position it over the shortcut titled "Delete Next Word" then double click and the line is highlighted.

     d)   Do the same for Delete Previous Word and Remove Content after Cursor. Close the dialog using ESC.

     e)   Open the dialog again, the editing section should be expanded, un-highlight the three shortcuts by moving your cursor to the highlight and double clicking to remove the highlight.

     f)   Close Editing section, close the dialog using ESC.

ALT + SHIFT + P   (Search by Patient ID)

EXERCISE 1:

     a)   Enter patient ID 1176 and in the Patient ID field and use ALT + SHIFT + P to search for patient.

     b)   Look at the status bar in the bottom left to see the search take place. If Appointment Search list appears hit the ESC key to close.

     c)   With cursor in Patient ID field, delete patient ID and type a new patient ID use ALT + SHIFT + P to search for patient. Look at the status bar in the bottom left to see the search take place. If the Appointment Search list appears hit the ESC key to close.

     d)   Change the Patient ID to a different ID and use ALT + SHIFT + P to search for the patient. Look at the status bar in the bottom left to see the search take place. If the Appointment Search list appears hit the ESC key to close.

EXERCISE 2:

     a)   Move your edit cursor to the body of the report. Use ALT + SHIFT + P to search for the patient. Look at the status bar in the bottom left to see the search take place. If the Appointment Search list appears hit the ESC key to close. Notice, your edit cursor doesn't need to be in the Patient ID field to do the search.

     b)   Repeat using ALT + SHIFT + P five more times. Each time you use the shortcut be sure to return you hand to the home row keys.

EXERCISE 3:

     a)   Change the Patient ID to a different one, USE ALT + SHIFT + P to search for the patient. Look at the status bar in the bottom left to see the search take place. If the Appointment Search list appears hit the ESC key. Click your mouse into the CC's box.

     b)   Use ALT + SHIFT + P to search for the patient. Look at the status bar in the bottom left to see the search take place. If the Appointment Search list appears hit the ESC key to close.

ALT + SHIFT + N   (Search by Patient Name)

EXERCISE:

a) Use the ALT + SHIFT + N to pull up the patient name search and type in a patient last name "jones", When the results come back select a "Earl"with any of your arrow keys, and hit ENTER to load the patient information in the demographics.

b) Repeat #1 using this shortcut 5 more times, searching for different patients. Search for last names "Salmeron", "Sloan", "Segall", "Sylla", and "Silvas".

c) Move your edit cursor to the body and use ALT + SHIFT + N. Notice your edit cursor doesn't have to be in the Name field to do a patient search by name. Type "s" in the last name box and hit ENTER to do the search. Select a patient and hit ENTER.

d) Move your edit cursor to the comment box and use ALT + SHIFT + N. Hit ESC to close the Patient Search window.

e) Move your edit cursor anywhere in InScribe and use ALT + SHIFT + N. Hit ESC to close the Patient Search window.

CTRL + ↑ or ↓   (Move cursor up or down paragraph at a time)

EXERCISE

a) Use CTRL + ↓ to navigate the edit cursor to the REVIEW OF SYSTEMS section title.

b) Use CTRL + ↑ to navigate the edit cursor to the PAST MEDICAL HISTORY, SOCIAL HISTORY, ALLERGIES section title. Using the ↑ only navigate the edit cursor to the 2nd line of the SUBJECTIVE section.

c) Use CTRL + ↓ to navigate the edit cursor to the LABORATORY section title.

d) Use CTRL + ↑ to navigate the edit cursor to the LUNGS subsection title. Use only the ↑ to move the edit cursor to the NECK subsection.

e) Use CTRL + ↑ to navigate the edit cursor to the HEENT subsection title in the REVIEW OF SYSTEMS section.

f) Use CTRL + ↓ to navigate the edit cursor to the #3 in the PLAN section. Use only the ↑ to move the edit cursor to the first list item of the PLAN section.

g) Use CTRL + ↑ to navigate the edit cursor to the DATE OF VISIT SECTION in the top of the document. Use CTRL + ↓ once, followed by just the ↓, using the ↓ until you get to the 3rd line of the SUBJECTIVE section.

h) Repeat a - g using the glide technique. To use the glide, hold down the CTRL plus arrow key simultaneously until the edit cursor moves to the spot you desire, then immediately let go of the arrow key.

CTRL + → or ←   (Move cursor right or left one full word at a time)

EXERCISE

a) Use the best shortcut to move your edit cursor to the SUBJECTIVE section. Use CTRL + → to move 6 whole words to the right your edit cursor should now be in front of the word "hematocrit".

b) Use CTRL + ← to move back to the beginning of the SUBJECTIVE title.

c) Use the best shortcut to navigate your edit cursor to the CONSTITUTIONAL subsection of the REVIEW OF SYSTEMS section. Use CTRL + → to move the edit cursor to the end of the line, so that it's right after the word "night".

d) Hit your down arrow 3 times so your cursor is in the RESPIRATORY section line. Use CTRL + ← to move the edit cursor in front of the word "wheezing".

e) Hit your down arrow until it's in the GASTROINTESTINAL subsection. Use CTRL + → and move the cursor to the beginning of the word "abdominal". Next using your → only, move your cursor so it's is between the "o" and "m" in that word.

f) Use the best shortcut to navigate the edit cursor to the PAST MEDICAL HISTORY, SOCIAL HISTORY, ALLERGIES line. Use CTRL + → to navigate the edit cursor to the end of the word ALLERGIES. Use the ← only to move the edit cursor between the "R" and "Y" of the HISTORY title.

g) Repeat a - f using the glide technique. To use the glide, hold down the CTRL plus arrow key simultaneously until the edit cursor moves to the spot you desire, then immediately let go of the arrow key.

Week 1 - QUIZ

1. What shortcut is used to open the InScribe Shortcuts Dialog?

    a) SHIFT + ALT + S

    b) SHIFT + CTRL + S

    c) CTRL + ALT + Z

    d) CTRL + S

2. True or False? In the InScribe Shortcuts Dialog, you can use the TAB to move forward to each section and "L" to expand each section.

3. True or False? In the InScribe Shortcuts Dialog, to highlight a shortcut double click on it.

4. What shortcut is used to search by Patient ID?

    a) ALT + SHIFT + P

    b) ALT + ;

    c) ALT + SHIFT + END

    d) None of the above

5. What shortcut is used to search by Patient Name?

    a) ALT + SHIFT + C

    b) ALT + H

    c) ALT + SHIFT + N

    d) SHIFT + CTRL + C

6. What shortcut is used to move up or down a paragraph at a time?

    a) CTRL + 0

    b) CTRL + SHIFT + 0

    c) CTRL + DELETE

    d) CTRL + ↑ or ↓

7. What shortcut is used to move right or left one full word at a time?

    a) ALT + R or L

    b) CTRL + → or ←

    c) SHIFT + → or ←

    d) CTRL + Q

8. When navigating to an Edit, what question should you be thinking?

    a) What's the fastest way to speed up the audio

    b) What's the quickest way to get to the edit with the least amount of keystrokes

    c) None of the above

    d) Both a and b