

# InSync Instructions for Mapping XML Dictations

Last Updated 11/24/2008

## Contents

Purpose .....	2
Recorder/Audio Source Configuration .....	3
Path Sub-Tab .....	3
Mappings Sub-Tab .....	4
Options Sub-Tab .....	5
Advanced Mappings Sub-Tab.....	5
Options Configuration.....	6
Using InSync.....	6

## Purpose

This document is intended to be used as a guide to help map dictations with an XML header file into the Emdat system, such as files produced by the AllScripts TouchWorks EMR and newer DVI Dictation systems. This document contains suggestions to map the XML file in InSync. Please note that this guide should be used in addition to the general InSync Setup guide, which will step you through downloading, installing, and basic configuration of the InSync application.

## Recorder/Audio Source Configuration

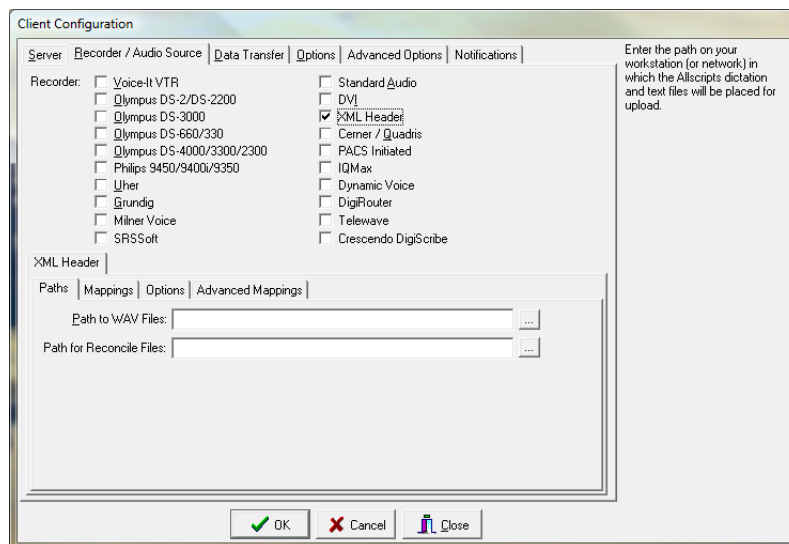
When you first run InSync, you will get the Client Configuration window. On subsequent runs of InSync, you can access this window by right clicking on the InSync icon in the system tray on task bar and selecting Change Client Connection Information.

Once InSync is open, under the Recorder/Audio Source tab select XML Header.

### Path Sub-Tab

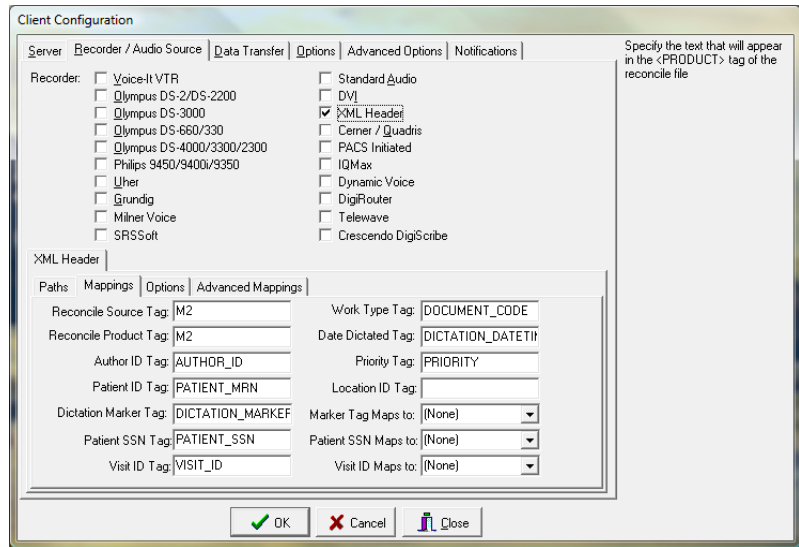
Under the Path Sub-tab, select the path where the WAV and XML file pairs will be deposited by your dictation system.

If you use Reconcile Files, enter that path name in the next field.



## Mappings Sub-Tab

The Emdat default mappings are to be matched up to the field names produced by your system in the XML file. The associated InCommand tables and field names (if applicable) are listed as a point of reference. See table below for samples.



<i>EMDAT Default Mappings</i>	<i>XML Tag names (examples from AllScripts)</i>	<i>Emdat InCommand Client Maintenance Fields</i>
Reconcile Source Tag	SOURCE	N/A
Reconcile Product Tag	PRODUCT	N/A
Author ID Tag	AUTHOR_ID	USERS - Dial-In Dictation ID
Patient ID Tag	PATIENT_MRN	PATIENTS - Patient ID
Work Type Tag	DOCUMENT_CODE	DOCUMENT TYPE -Dictation ID
Date Dictated Tag	DICTATION_DATETIME	Mapped with Transcription
Priority Tag	PRIORITY	Mapped with Transcription
Location ID Tag	LOCATION	LOCATIONS - Location Client Code

## Additional Settings

There are three fields that we do not map to by default, but if your facility wants to use them, then the option is available based on the table below. For example: Dictation Marker can be mapped to Order Number, Physician, or User Field 1 – 5.

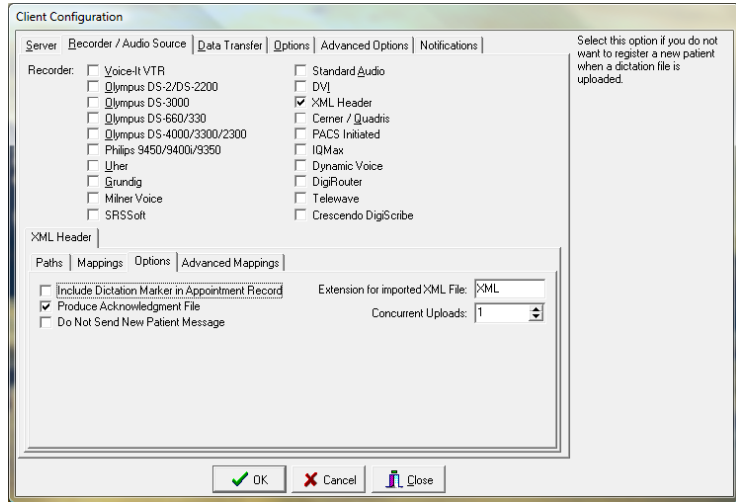
<i>EMDAT Labels</i>	<i>XML Tag names (examples)</i>	<i>Maps to the Field selected in</i>	<i>Additional Information</i>
Dictation Marker Tag	DICTATION_MARKER	Marker Tag Maps to:	Required for Allscripts. Select any of the fields from the drop down.
Patient SSN Tag	PATIENT_SSN	Patient SSN Maps to:	Optional. Select any of the fields from the drop down not already used.
Visit ID Tag	VISIT_ID	Visit ID Maps to:	Optional. Select any of the fields from the drop down not already used.

## Options Sub-Tab

Generally, the Options sub-tab can be left as is.

We recommend that you do not send the Dictation Marker to the Appointment Record.

If you check the “Do Not Send New Patient Message,” Emdat will only receive the dictation file with the Patient ID, Order Number, and User Fields (as well as Document and Provider mappings). With this option unchecked, a patient record will be generated from the patient fields in the XML file (including the patient name, address, etc.), and will be available to the typist in InScribe.



## Advanced Mappings Sub-Tab

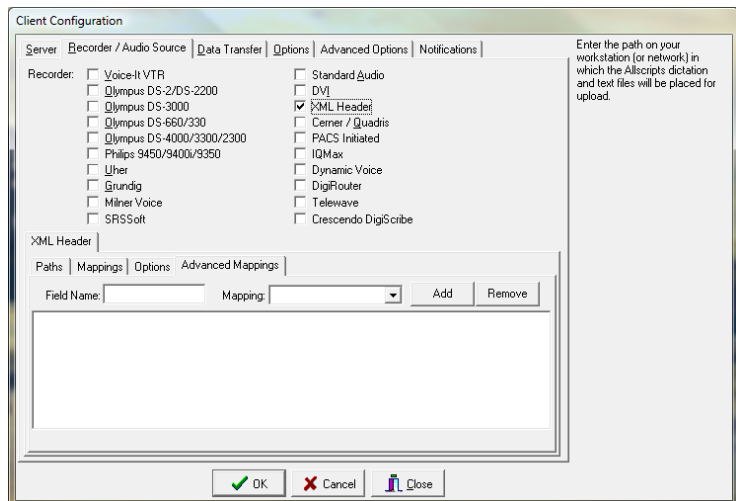
This will allow you to overwrite any default mappings from the Mapping Tab or customize a mapping to additional fields available in Emdat.

For example:

The “Field Name” could be named <Patient First Name> and the drop down for mapping allows you to define that name to any Emdat field. Please note, you should only enter in the tag name, without the brackets (such as “Patient First Name” in the example above). Click the Add button to add this mapping to the list below. It will show up on your list in this format:

Patient First Name=User Field 4

You can also remove a mapping from the list by highlighting it and pressing the “Remove” button.



## Options Configuration

On the Main Options tab at the top of the window, please be sure to select “Launch InSync at Startup” and “Do Not Prompt with Messages.” Also, change the amount of time to check for waiting files to a lower number (such as every 1 minute). All of these options are important for server-side installations of InSync, and are described in more detail in the general InSync Setup documentation.

## Using InSync

Once the configuration is complete, press OK on the configuration screen. This will minimize InSync to the system tray on the task bar. On subsequent runs of InSync, the application will log in and immediately minimize to the system tray.

While InSync is running, it will check the file path you have chosen at regular intervals (specified on the main Options tab). If an XML and WAV file pair is found, the WAV file will be encrypted and the file will be transmitted to Emdat. Once sent, the original files are moved out of this folder to a SAVE path. The SAVE path is usually located in your User Profile directory, and files are saved for a default of 14 days on the local system.

