



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

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Week 5: SHIFT + CTRL + ↑ or ↓, SHIFT + CTRL + ← or →, SHIFT + HOME, SHIFT + END, CTRL + HOME, CTRL + END, CTRL + .

SUMMARY	
Description	Shortcut
Select whole paragraphs at a time up or down	SHIFT + CTRL + ↑ or ↓
Select whole words at a time left or right	SHIFT + CTRL + ← or →
Select to beginning of line from cursor position	SHIFT + HOME
Select to end of line from cursor position	SHIFT + END
Move edit cursor to the top of CONTENT BOX	CTRL + HOME
Move edit cursor to the bottom of CONTENT BOX	CTRL + END
Demote Section (Convert section to subsection)	CTRL + . (period)

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

SHIFT + CTRL + ↑ or ↓ (Select whole paragraphs at a time up or down)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the “Discharge summary type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE:

- Use the best shortcut to navigate to the section title Hospital Course. Use SHIFT + CTRL + ↓ to select the entire paragraph. Hit your ← to unselect the section. Repeat this selecting with SHIFT + CTRL + ↓ 5 more times. Each time be sure to return your hands to the home row keys.
- Navigate to the Laboratory Data section. Position the cursor so it's at the end of that section after the word “outpatient”. Use SHIFT + CTRL + ↑ to select all lines in that section. Hit your → to unselect. Repeat this selecting with SHIFT + CTRL + ↑ 5 more times. Each time be sure to return your hands to the home row keys.
- Use the best shortcut to navigate to the top of Laboratory Data section, use your SHIFT + CTRL + ↓ to select that section. Continue hitting SHIFT + CTRL + ↓ until you've selected every paragraphs in that section. Hit your ← to unselect.
- In the Diagnoses on Discharge and Plan section, navigate the edit cursor to the phrase “then proceed with surgery”. Position the cursor in front of the word “surgery”. Hint use CTRL + F. Use SHIFT + CTRL + ↓ to select the rest of the lines of the Diagnoses on Discharge and Plan section. Hit your ← to unselect.
- Using the best shortcut, navigate to the subsection Vital signs in the Physical Examination section. Place the edit cursor after the “D” in “JVD”. Use SHIFT + CTRL + ↑ to select the text in the rest of that content box. Hit your ← to unselect.

- f) Navigate to the phrase “the patient was evaluated by physical therapy” in the Hospital Course section. Position the edit cursor on the word “The” in that phrase. Use SHIFT + CTRL + ↑ to select the rest of the lines to the top of the content box. Hit your ← to unselect.
- g) Navigate the edit cursor to the Laboratory Data section, position the edit cursor in front of the second paragraph. Use SHIFT + CTRL + ↑ to select the first paragraph. Then type the words “the end”.
- h) Use CTRL + 0 to show the demographics panels again. Using the best shortcut, position the edit cursor in the CC’s and add the cc “John Smith”. Using the best shortcut, move the edit cursor to the patient ID field and switch the ID to 1175. Move back to the body. You should be in the Laboratory Data section. Use SHIFT + CTRL + ↑ to select the words “The End” and delete those words. Hit delete again to remove the extra space.

SHIFT + CTRL + ← or → (Select whole words at a time left or right)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the “Discharge summary type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) If your edit cursor isn’t already at the top of the document, using the best shortcut to navigate to the top section titled Diagnoses on Discharge and Plan. Next navigate to the words “Dr. Cooper, pain management specialist...” Use SHIFT + CTRL + → to highlight these words. Hit your ← once to unselect.
- b) Repeat selecting the words “Dr. Cooper, pain management specialist” with SHIFT + CTRL + → followed by your ← 5 more times. Each time return your hands to the home row keys before using the shortcut again.
- c) On the same line Navigate to the phase “Dr. Smith, neurosurgeon” so that your edit cursor is at the beginning of the word “Dr”. Use SHIFT + CTRL + → to select all those words. Continue using SHIFT + CTRL + → to select all the remaining words to the end of the line. Type “Now I’ve completed step c.”.
- d) Navigate to the Hospital Course section find the words “patient was admitted to the hospital...” Place the edit cursor after the word hospital use SHIFT + CTRL + ← to select those words. Use your → to unselect. Repeat selecting these words 5 more times using the SHIFT + CTRL + ← to select those words and → to unselect. Remember to return your hand to the home row keys each time before using the shortcut again.
- e) Navigate to the Heart subsection, put your edit cursor on the “l” in the word “is”. Use SHIFT + CTRL + ← to select the word “Rhythm” and type “Beat”.

EXERCISE 2:

- a) Use CTRL + 0 to show the demographic panels if you had the hidden. Use the appropriate shortcut to jump to the Name field, use ALT + ; to jump to the body. Using the best shortcut, jump to the bottom section titled Laboratory Data. Using the best shortcut, change the title of this section to “Plan”. Navigate to the word “epidural”. Use SHIFT + CTRL + ← to select all the remaining words to the beginning of the sentence. Use your ← to unselect.
- b) Navigate your edit cursor to the Abdomen subsection. Rename that section to “GI” use SHIFT + CTRL + → to select all the words in that section and type “GI unavailable in EMR”. Using the best shortcut position the edit cursor at the beginning of the line. Hold down your SHIFT + CTRL + → to highlight the first 3 words. Now let go of the CTRL but continue holding your SHIFT + → 3 more times. Notice you’ve gone from selecting words to characters.

EXERCISE 3:

- a) Navigate to the Heart subsection. Place the edit cursor at the end of the line. After the “r” in regular. Type “no rubs, gallops, or murmur. On the same line, navigate to the “r” at the end of the word “regular” use your ← to highlight all letters up to the “re”. Type “spondent”. When finished the word should read “respondent”
- b) Navigate up to the Hospital Course section. Find the phrase “Extensive evaluation”. Place your edit cursor in front of the “E” in extensive and add a new section called X-Rays. On the first line, place your edit cursor so it’s at the beginning of the first occurrence of the word “spine”.
 - i. Use SHIFT + CTRL + → to highlight that word. Tap your → once to unselect that word.
 - ii. Use SHIFT + ← to select 5 characters to the left.
 - iii. Move your edit cursor to the beginning of the “spine” word.
 - iv. Use SHIFT + → to select 3 characters to the right.
 - v. Use SHIFT + CTRL + → to select words to the right, continue hitting SHIFT + CTRL + → until you’ve selected all remaining words in that line. Hit your → once to unselect.

SHIFT + HOME (Select to beginning of line from cursor position)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the “Discharge summary type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Using the best shortcut, navigate to the EXTREMITIES subsection in the Physical Exam. Place your edit cursor at the end of the word “Left”. Hit SHIFT + HOME to select all words from edema to the beginning of the line. Hit your → once.
- b) Navigate to the Laboratory Data section. Position the edit cursor after the number 254 on the first line. Hit SHIFT + HOME to select all words to the beginning of the line. Hit your → once. Repeat this 5 more times each time returning your hands to the home row keys.
- c) Navigate to the Hospital Course section find the phrase “morbid obesity”. Put your edit cursor at the beginning “o” in the word “obesity”.
 - i. Hit SHIFT + HOME to select everything to the beginning of the line. Hit your ← once to move your edit cursor to the beginning of the line.
 - ii. Find the word “hypertension”. Place your edit cursor on the “h” in the word “hypertension”. Use SHIFT + → to highlight “hyper” and type “hypo”.
 - iii. Navigate to the phrase “morbid obesity”. Put your edit cursor at the beginning “o” in the word “obesity”. Hit SHIFT + HOME to select everything to the beginning of the line and hit delete. Hit ENTER. Using the shortcut for numbered lists in structured documents, add a bullet and type “Chest Pain”, followed by ENTER, “Cough” and ENTER, “Back Pain”. Move the edit cursor after the word “Obesity” and hit ENTER. Use the shortcut to turn off numbering.
- d) Navigate to the Laboratory Data section, to the phrase “urinalysis showed white blood cell”, place your edit cursor at the beginning of that phrase. Use SHIFT + HOME to select the rest of the line and type “My test phrase goes here.”

EXERCISE 2:

- a) Navigate to the Lungs subsection. Using the best shortcut, convert the lungs subsection into text. Lungs should now appear as plain text in the Vital Signs subsection. Use SHIFT + CTRL + ↓ to highlight the rest of the words and hit DELTE followed by BACKSPACE. Hit SHIFT + HOME to highlight that entire line. Then use ← to unselect.
- b) Jump to the comment and type "Check patient name s/l 'moe' ". Jump back to the body into the Hospital Course section. Using the best shortcut, move the edit cursor to the bottom of the content box. Use SHIFT + HOME to highlight the words to the beginning of the line and hit DELETE followed by BACKSPACE.
- c) In the same section, find the phrase "Minimal some subchondral..." use SHIFT + HOME to highlight all the words before "Minimal" to the beginning of the line. Hit your → once. In the same section find the phrase "7 mm endometrial stripe abnormality..." use SHIFT + HOME to highlight the entire line. Hit your → once. Navigate to the Review of Systems section. Place the edit cursor at the end of the line and use SHIFT + HOME to highlight all words to the beginning of the line and tap delete. Type "All systems were reviewed and were negative".

SHIFT + END (Select to end of line from cursor position)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the "Discharge summary type draft" for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Using the best shortcut, navigate your edit cursor to the beginning of the word Hypothyroidism, in the Diagnosis on Discharge and Plan section. Use SHIFT + END to select all the words to the end of the line. Hit your ← to unselect.
- b) Repeat the SHIFT + END selection from step "a" above followed by the ← 5 more times. Each time you use SHIFT + END followed by ←, be sure to return your fingers to the home row keys.

EXERCISE 2:

- a) Navigate to the VITAL SIGNS subsection use SHIFT + END to select the entire line and hit DELETE.
- b) Using the best shortcut, navigate to the 2nd list item of the Diagnoses on Discharge and Plan section, to the word "antihypertensive". Place your edit cursor at the beginning of that word. Use SHIFT + END to select all of the words to the end of the line. Hit your → once.
- c) Navigate to the words "mass index", the 5th item in the list. Using the best shortcut, highlight the number 49 and change it to brackets.
- d) Use CTRL + 0 to show all demographic panels again. Use the best shortcut to jump to the comment. Add the comment "bad audio at 3:20". Use the best shortcut to jump back to the body.

EXERCISE 3:

- a) Navigate to the Extremities section. Place the edit cursor at the end of that section. Add a new section called "Imaging". Using the best shortcut, convert that section into a main section. In that section type. X-Rays reviewed, negative chest X-Ray. Ankle has fracture.
- b) Using the best shortcut, preview the transcription. Notice the text typed in the new Imaging section added. Close the preview. Position the edit cursor at the beginning of the line. Use SHIFT + END to select the entire line and type "Wrist fracture, broken pelvis".
- c) Navigate up to the General subsection use SHIFT + END to highlight the content in that section. Hit your → once to unhighlight that section. Using the best shortcut, delete that entire subsection as well as the Vital Signs subsection.
- d) With the edit cursor positioned on the first word in the lungs section use SHIFT + END to highlight all the words to the end of that subsection. Use your → to unhighlight. Navigate to the first line of the Hospital Course section. Use SHIFT + END to highlight that entire line. Use Hit your → once to unhighlight.
- e) Navigate to the 5th line item in the Diagnoses on Discharge and Plan section. . Use SHIFT + END followed by your → Place your edit cursor at the end of the word "patient". Use SHIFT + CTRL + ← and type "mother of patient".

CTRL + HOME (Move edit cursor to the top of content box)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the "OpReport type draft" for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Using the best shortcut, navigate your edit cursor to the Procedure section, the last section of the report. Place the edit cursor at the end of the last line in that section, after the word "procedures". Use CTRL + HOME to move the edit cursor to the top of the content box. Notice this shortcut does not move the edit cursor to the top of the document like it does in unstructured documents, nor will it move you to the top of the next content box if you hit it again. This shortcut only works in the current content box.
- b) Use CTRL + ↓ to move the edit cursor down until it's positioned on the last line after the word "procedures" again. Use CTRL + HOME to move the edit cursor to the top of the content box. Repeat this using CTRL + ↓ followed by CTRL + HOME, 5 times. Each time remember to return your fingers to the home row keys.
- c) **Tip:** to quickly get the edit cursor back to the bottom use the glide technique. To use this technique, hold down the CTRL and ↓ at the same time to glide along each paragraph.

EXERCISE 2:

- a) Using the best shortcut, navigate to the Operative Findings section. Place the edit cursor after the word "Revascularization" use CTRL + HOME to move the edit cursor to the top of the content box. In the same content box, navigate to the acronym "LAD". Place the edit cursor after the "D" and use CTRL + HOME to move the edit cursor to the top of the content box.
- b) Navigate the edit cursor to the Preoperative Diagnosis section. Using the best shortcut, locate the phrase "Postoperative diagnosis same", and convert that into a section. Navigate back to the Preoperative

Diagnosis section. Using the best shortcut, go to the last bullet and convert that from a list item to plan text. Use CTRL + HOME to move to the top and remove the bullet from the first line.

EXERCISE 3:

- a) Navigate to the Indications for Procedure section, using the best shortcut select the words “The patient was released at the hospital...” and edit that to read “The patient remained in the hospital due to complications”. Use CTRL + HOME to move to the beginning of the content box.
- b) Using the best shortcut, show all panels, jump to the comment and type “patient not found”.
- c) Move back to the body, navigate to the Assistant section. Add a new assistant after Carrie Johnson, add “Mark Sliver RN”. Use CTRL + HOME to move the edit cursor to the top and remove the first bullet.

CTRL + END (Move edit cursor to the bottom of content box)

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the “OpReport type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Using the best shortcut, navigate your edit cursor to the Operative Procedure section, use CTRL + END to move the edit cursor to the bottom of the content box. Notice this shortcut does not move the edit cursor to the bottom of the document as it does in unstructured documents, nor will it move you to the bottom of the next content box if you hit it again. This shortcut only works in the current content box.
- b) Use CTRL + HOME to move the edit cursor to the top of the content box. Repeat this using CTRL + END followed by CTRL + HOME, 5 times. Each time remember to return your fingers to the home row keys.

EXERCISE 2:

- a) With the edit cursor still in the Operative Procedure content box, use CTRL + END to position the edit cursor on the last word in the content box. The edit cursor is now on the last line. Using the best shortcut, to convert that line into a bullet. Use CTRL + HOME to move the edit cursor to the top of the content box. Hit ENTER to add another bullet and type “Chamber Protrusion”.
- b) Navigate to the Procedure section. Use CTRL + END to move the edit cursor to the bottom of the report. Using the best shortcut, navigate to the beginning of the third paragraph that starts with “Once the heart was...”. Use CTRL + END to position the edit cursor at the bottom of the content box. Add a new section called “Recovery”. In that section type “The patient was brought to the recovery room with no complications”.

EXERCISE 3:

- a) Open the InScribe Keyboard Shortcuts window. Expand the Navigation and selection section. Highlight the CTRL + HOME and CTRL + END shortcuts by double clicking on them. Using the best shortcut close the Keyboard Shortcuts window.
- b) Navigate to the Operative Findings section, using the best shortcut, highlight the first line and delete it. Use CTRL + END to move the edit cursor to the bottom of the section. Add a new section called “Specimen”. Type the last 4 words of the Operative findings section in the new Specimen section. Jump to the patient name and change that to “Lavell Murphy”.

- c) Move back to the body into the Indications for procedure section. Using the best shortcut, highlight the first 2 lines and hit delete. Use CTRL + END to move the edit cursor to the bottom of the section. Using the best shortcut, convert that section title into plain text. The title and content will now be in the Specimen section. Use CTRL + END to position the edit cursor at the end of the Specimen section. Using the best shortcut, delete the Specimen section.

CTRL + . (Demote section [convert section to subsection])

INSTRUCTIONS: Load the Practice Drafts – Structured training program. Load the 3rd “Consult type draft” for these exercises. Tip: to make it easier to work on these exercise use CTRL + 0 to hide all demographic panels.

EXERCISE 1:

- a) Using the best shortcut, navigate your edit cursor to Review of Systems section. Use CTRL + . (period) to convert the section into a subsection, also known as demoting. Notice when you do the section becomes indented and has now become a subsection of the previous section. In this case, the Subjective section.
- b) Use the shortcut to convert a subsection back into a section, also known as promote. Use CTRL + . to convert the section back into a subsection. Repeat demoting and promoting the section 7 times. Each time you use either CTRL + . or the other shortcut be sure to return your hands to the home row keys.

EXERCISE 2:

- a) Navigate to the General subsection of the Physical Examination section. Using the best shortcut promote that section to a main section. Hit tab and move to the next subsection and promote it to a main section. Continue promoting the remaining subsections into main sections for the rest of the Physical Examination section. The last subsection to promote will be the Extremities subsection.
- b) Move to the next main section, Diagnostic Data and use CTRL + . to demote that section into a subsection. Move back to the Extremities section and use CTRL + . to demote it into a subsection. Move back through all of the rest of the sections and use CTRL + . to demote them back into sections. Stop when you get to the Physical Examination section.

EXERCISE 3:

- a) Navigate to the Medications section, use CTRL + . to demote that section. Edit this section so that all the medications are properly numbered with a bullet. Using the best shortcut to do this. Hint, this shortcut was covered in week 4.
- b) Navigate to the Subjective section, use CTRL + . to demote that section. Convert that section into plain text using the best shortcut. It should now appear as part of the History of Present Illness section. Using the best shortcut, select the text “Subjective” and all the remaining text below it and delete it, followed by your BACKSPACE key.
- c) Show the demographics panels again with CTRL + 0. Using the best shortcut, jump to the CC’s field, search for “Wade Miller” and add this person as a CC. Jump back to the body and navigate to the end of the document. Use CTRL + . to demote the Plan and Assessment section.

Week 5 - QUIZ

1. What shortcut is used to select whole paragraphs at a time moving upwards?
 - a) SHIFT + CTRL + ↑
 - b) CTRL + ↑
 - c) F1 + U
 - d) CTRL + ALT + U
2. What shortcut is used to select whole paragraphs at a time moving downwards?
 - a) SHIFT + CTRL + D
 - b) CTRL + ↓
 - c) ALT + D
 - d) SHIFT + CTRL + ↓
3. True or False? To move whole words to the right or left, the shortcuts to use are SHIFT + → and SHIFT + ←.
4. Which statement is true about SHIFT + HOME?
 - a) The shortcut CTRL + HOME is an alternative method to select to the beginning of the line
 - b) SHIFT + HOME only selects single characters not lines
 - c) SHIFT + HOME will select all text to the beginning of the line from your current cursor position
 - d) F6 is the best and quickest method to select a line of text to the left of your edit cursor
5. What shortcut allows you to select all of the text to the end of a line from your current cursor position?
 - a) SHIFT + CTRL + END
 - b) SHIFT + END
 - c) F1 + E
 - d) Both a and b
6. True or False? It's more efficient to select the text to the beginning of the line from current cursor position by holding down SHIFT+ ←.

7. Which shortcut is used to quickly move the edit cursor to the top of a content box?
 - a) CTRL + END
 - b) ALT + HOME
 - c) ALT + H
 - d) CTRL + HOME

8. Which shortcut is used to quickly move the edit cursor to the bottom of a content box?
 - a) CTRL + E
 - b) END
 - c) CTRL + END
 - d) ALT + END

9. Which shortcut is used to convert a main section into a subsection, also known as demoting a section?
 - a) CTRL + ~
 - b) F11
 - c) CTRL + ,
 - d) CTRL + .