INSCRIBE SHORTCUT PROGRAM USING "ASR-ENHANCED" SHORTCUTS

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Week 7: ALT + B, ALT + A, CTRL + U, CTRL + Z, CTRL + Y

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Toggle letter case	CTRL + U
Undo last action	CTRL + Z
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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.

ALT + B   (Jump to birthdate)

EXERCISE 1:

a) Use ALT + B to jump the edit cursor to birthdate field. Use ALT + ; to jump back to the body. After each shortcut return your fingers to the home row keys.

b) Repeat Step "a." 7 times.

EXERCISE 2:

a) Using the best shortcut, position the edit cursor after the date in the DATE OF VISIT line. Hit ENTER twice and type DATE OF BIRTH.

b) Use ALT + B to jump to the birthdate field, change that to 11/16/2015. Jump back to the body and add this birth date after your new DATE OF BIRTH field you just typed.

EXERCISE 3:

a) Use ALT + B to jump to the birthdate field, change the birthdate to 12/1/2015.

b) Jump to the comment box and type, "I changed the birthdate", Jump to the CCs list.

c) Jump back to the body. Type "I just jumped back from the CC's field" Jump to the Name change that to Mary Doe then jump back to the body. If the Search for Patient window appears, click No.

d) Jump to the birthdate field. Jump back to the body.

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EXERCISE 4:

    a) Use ALT + B to jump to the birthdate field, switch the birthdate to 10/1/2015.

    b) Using the best shortcut, jump to the Document Type drop down and change that to t-consult. If the new document type window comes up click "Keep text".

    c) Jump to the comment box and type "I changed the document type". Jump back to the body. Jump to the Patient ID field using the best shortcut, then jump back to the body.

EXERCISE 5:

    a) Use ALT + B to jump to the birthdate field, change the date to 11/24/2015.

    b) Jump to the CC's, Jump to the birthdate, Jump to the Name. Jump to the Birthdate. Jump to the Patient ID.

    c) Jump to the Birthdate. Jump to the body and change your date of birth to 11/24/2015.

    d) Jump to the comment. Type "I'm back in the comment" Jump to the birthdate. Jump to the body.

ALT + A   (Jump to appointment date)

EXERCISE 1:

    a) Use ALT + A to jump to the appointment field. Use ALT + ; to jump to the body. After each shortcut use return your fingers to the home row keys.

    b) Repeat step "a." 7 times.

EXERCISE 2:

    a) Use ALT + A to jump to the appointment date field, change the appointment date to 3/18/2015.

    b) Jump to the body and change the title DATE OF VISIT to read DATE OF SERVICE.

    c) Jump to the comment and type "I just renamed the DATE OF SERVICE"

EXERCISE 3:

    a) Use ALT+ A to jump to the appointment date field, change the date to 11/17/2015.

    b) Jump to the birthdate field change that to 7/19/1981.

    c) Jump back to the body and change the date on both DATE OF SERVICE and BIRTHDATE so they are the same as what is in the demographics.

    d) Jump to the document type. Jump back to the body.

    e) Use ALT + A to jump back to the appointment field. Using the best shortcut, jump to the CC's field. Jump back to the body.

EXERCISE 4:

   a)   Jump to the comment and type "I'm going to change the appointment date next to 11/22/2015".

   b)   Use ALT + A to jump to the appointment date field and change the date to 11/22/2015.

   c)   Jump back to the body and change the date on the DATE OF SERVICE line to the same appointment date.

   d)   Using the best shortcut, move the edit cursor to the bottom of the document. Type "I'm done with exercise four.

EXERCISE 5:

   a)   Move up to the IMPRESSION section and add a 6th number item. For this item type "Migraines resolved".

   b)   Use ALT + A to jump to the appointment date. Change the date to 01/03/2016.

   c)   Jump back to the body using the best shortcut, move the edit cursor back to the top and change the DATE OF SERVICE to be the same as the appointment date.

   d)   Jump to the CC field. Jump to the Patient ID field. Jump to the appointment field. Jump to the Patient ID field. Jump to the Comment.

   e)   Jump to the birthdate field, change the birthdate to 5/7/1954. Jump to the appointment date. Jump back to the body.

   f)   Position your edit cursor after the date in DATE OF SERVICE and type "I just did a lot of jumping, and now I'm finished with exercise five."

CTRL + U   (Toggle letter case)

EXERCISE 1:

   a)   Find the word "hematocrit". Position your edit cursor on that word and hit CTRL + U once, to change it to title case, hit CTRL + U again to change it to upper case, hit CTRL + U again to change it to lower case.

   b)   Repeat step "a." 3 times.

EXERCISE 2:

   a)   Use CTRL + U to change "hematocrit" to all upper case.

   b)   Navigate your edit cursor to the bolded word "morning". Use CTRL + U to change that to title case.

   c)   Jump to the appointment field and change the date to 12/5/2015.

   d)   Jump back to the body. Move the edit cursor to the end of the SUBJECTIVE paragraph. "Type that was exercise two".

EXERCISE 3:

a) Navigate your edit cursor to the beginning of the line PAST MEDICAL HISTORY, SOCIAL HISTORY, ALLERGIES. Using the best shortcut, highlight this entire title then use CTRL + U to change this section title to title case.

b) Using the best shortcut, navigate to beginning of item 3 under the CURRENT MEDICATIONS section, delete the words "receiving oxycodone". Type "Taking Tylenol". Position the edit cursor so it's just after the word "Tylenol", so it's touching the "L" in "Tylenol", use CTRL + U to change that word into upper case.

c) Jump to the ID field and change that to X222. Jump back to the body. Navigate the edit cursor on the "DVT". Put your edit cursor in between the "V" and "T", use CTRL + U to lower case this acronym.

EXERCISE 4:

a) Using the best shortcut, navigate to the CONSTITUTIONAL subsection.

b) Position your edit cursor on so it's at the end of the word "chills". Delete the comma and add a period. The next word "fatigue" is automatically capitalized (assuming you have both "capitalize first letter of sentence as you type" and use "double space after sentence" options enabled), position the edit cursor on the "f" and use CTRL + U to upper case, lowercase, and then Title case that word.

c) Using the best shortcut, position your edit cursor at the end of the word "fatigue" and type a period.

d) Move the edit cursor to the word "Improved." Use CTRL + U to upper case, lowercase, and then title case that word. Position the edit cursor so it's at the end of "Improved" and delete the period. Using the best shortcut, highlight the rest of the line and use CTRL + U to upper case it.

EXERCISE 5:

a) Using the best shortcut, navigate to the bottom of the document. Highlight the entire PLAN section, including the title, and use CTRL + U to upper case it.

b) Using the best shortcut, navigate back up to the CONSTITUTIONAL subsection, highlight the line "She states she actually slept rather well", use CTRL + U to lower case that line.

c) Jump to the birthdate field and change the birthdate to 9/5/1963. Jump back to the body, position the edit cursor on the DATE OF BIRTH title and change the date so it matches the date in the demographics. Highlight the DATE OF BIRTH title line use CTRL + U to lower case that line.

d) Using the best shortcut position the edit cursor on the LUNGS subsection title. Highlight the "ungs" part of the title use CTRL + U to lower case those letters.

e) Jump to the comment and type "I just completed exercise 5". Jump back to the body.

CTRL + Z   (Undo last action)

EXERCISE 1:

    a)   Position the edit cursor in the word "persistent" in the SKIN subsection. Using the best shortcut, delete that word. Use CTRL + Z to undo the delete.

    b)   Move the edit cursor up to the EXTREMITIES subsection to the word "extremity" use CTRL + U to title case that word. Use CTRL + Z to undo.

EXERCISE 2:

    a)   Using the best shortcut, navigate up to the REVIEW OF SYSTEMS section highlight the entire section and hit DELETE. Use CTRL + Z to undo the delete.

    b)   Jump to the Document Type drop down. Change the document type to t-H&P, jump back to the body. If the new document type window appears, select "keep text".

    c)   Navigate to the REVIEW OF SYSTEMS section title. Change SYSTEMS to "Symptoms" use CTRL + Z to undo.

EXERCISE 3:

    a)   Navigate up to the SUBJECTIVE section, using the best shortcut find all the periods at the end of the sentences and delete them. When finished the SUBJECTIVE section should have no periods.

    b)   Use CTRL + Z to undo all the deletes so that all periods are restored.

EXERCISE 4:

    a)   Using the best shortcut, jump to the patient name field. Delete the name and type "Ron Doe" then jump back to the body. If the "Search for Patient" dialog appears select "No".

    b)   Move to the medications section, delete "Enoxaparin for dvt prophylaxis" and type "Aspirin as needed". Use CTRL + Z until you get back the original words "Enoxaparin for dvt prophylaxis".

    c)   Jump to the comment then jump back to the body.

CTRL + Y   (Redo last action)

EXERCISE 1:

    a)   Using the best shortcut, position the edit cursor at the top of the document. Change the title DATE OF SERVICE to DATE OF PATIENT SERVICE. Use CTRL + Z to undo until DATE OF SERVICE is restored. Use CTRL + Y to redo until DATE OF PATIENT SERVICE is restored.

    b)   Navigate to the word "Allergies" in the PAST MEDICAL HISTORY, SOCIAL HISTORY, ALLERGIES section. Use the best shortcut, delete the word ALLERGIES. Use CTRL + Z to undo the delete, use CTRL + Y to redo the delete.

EXERCISE 2:

    a)   Using the best shortcut, navigate to the CURRENT MEDICATIONS section. Highlight the entire section and hit delete.

    b)   Use CTRL + Z to undo the delete, Use CTRL + Y to redo the delete.

EXERCISE 3:

    a)   Jump to the CC's box, jump to the patient ID, change the patient ID to X888. Jump to the body.

    b)   Use the best shortcut move to the LABORATORY section. Move to the end of that section and navigate to the "T4" change that to "T3", change "1.22" to "1.7".

    c)   Use CTRL + Z to undo until you get back to the original values "T4" and "1.22". Use CTRL + Y redo to get back to "T3" again. Jump to the comment. Jump back to the body.

EXERCISE 4:

    a)   Position the edit cursor below the SKIN subsection. Add a new section titled NEUROLOGIC type "no focal defect". Use CTRL + Z to undo until you remove the words "no focal defect and the title NEUROLOGIC" Use CTRL + Y to redo until you have the words "no focal defect" again.

    b)   Jump to the birthdate, Jump to the CC's, Jump to the appointment date, jump to the comment. Jump to the appointment date. Jump to the body.

    c)   Using the best shortcut, navigate to the VITAL SIGNS subsection and change "pulse 61" to "pulse 81" Use CTRL + Z to undo then use CTRL + Y to redo so you have "pulse 81" again.

Week 7 - QUIZ

1. What shortcut is used to quickly jump to the birthdate field?

   a) ALT + B

   b) SHIFT + B

   c) CTRL + B

   d) ALT + A

2. What shortcut is used to quickly jump to the appointment date field?

   a) SHIFT + A

   b) CTRL + ALT + A

   c) CTRL + X + A

   d) ALT + A

3. True or False? SHIFT + U toggles the case of a word from lower to sentence to upper case.

4. True or False? A word must be highlighted in order to use the toggle case shortcut.

5. Which statement is false about CTRL + Z, undo, and CTRL + Y, redo?

   a) They apply to your last action

   b) The shortcuts should be CTRL + Y to undo and CTRL + Z to redo

   c) They can be used outside of InScribe in popular programs such as Microsoft Word

   d) They come in handy when you need to undo or redo something