

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

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Week 12 ALT + G, ALT + L, F11 or SHIFT + CTRL + P, CTRL + 0, alt + TAB

SUMMARY	
Description	Shortcut
Jump to Gender	ALT + G
Jump to Location	ALT + L
Show work pool	F11 or SHIFT + CTRL + P
Hide all panels and only show editor	CTRL + 0 (zero)
ALT + TAB	Switch between windows programs

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

Note: These exercises assume you do not have the “Attach edit cursor on play enabled”. If this is enabled, it is recommended to disable this to perform these exercises. To disable this, go to File > Options > Playback, and uncheck the box “Attach voice cursor on play”. When finished with the exercises, if you disabled the “Attach edit cursor on play”, remember to re-enable this. You only need to do this, if you prefer the edit cursor automatically be attached on play in your normal working environment.

ALT + G (Jump to Gender)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third “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:

- Use ALT + G to jump to the Gender field, then jump back to the body. After each shortcut return your hands to the home row keys.
- Repeat step “a” 7 times, after each shortcut use be sure to return your hands to the home row keys.
- Use ALT + G to jump to the Gender field. Change the gender from “F” to “M” then jump back to the body. Place the edit cursor on the word “Chronic” in the Reason for Consultation section. Start playback from that word. Attach the edit cursor to the voice cursor.
- Speed up the audio as fast as it will go, let the audio play until you reach the Allergies section. Stop the audio.
- Open up the InScribe Keyboard Shortcuts dialog, expand the Jump category to display the jump keyboard shortcuts. Double click on the “Jump to Patient Gender” then close the InScribe Keyboard Shortcuts window.
- Use ALT + G to jump to the gender and change it to “C”. Jump to the CC’s, search for the last name “Aguilar” select “Khristopher Aguilar” and hit ENTER, jump to the appointment date field and change the date to today’s date, jump back to the body.

EXERCISE 2:

- a) Use ALT + G to jump to the Gender. Use TAB to move to the birthdate field, then TAB again to move to the appointment date field.
- b) Jump back to the body. Add a new Chief Complaint section above the Referring Physician section. After the title type "Left hip pain".
- c) Use ALT + G to jump to the Gender and change that to "M", jump to the CC's jump back to the body. Jump to the birthdate and change that to 3/22/2010. Jump back to the body.
- d) Above the Chief Complaint section add a DOB section and use the birthdate you added from the demographics.
- e) Using the best shortcut, navigate to the Physical Examination section. Using the best shortcut, delete the entire subsection and content for: Lungs, Heart, Abdomen, and Extremities. Use ALT + G to jump to the Gender. Change that to "F". Jump back to the body and undo the deletion of titles.

EXERCISE 3:

- a) Use ALT + G to jump to the Gender field, jump back to the body. Jump back with ALT + G to the Gender field, jump back to the body. Use ALT + G to jump to the Gender field.
- b) Jump to the comment box. Jump to the body. Type "I'm working with ALT + G"
- c) Using the best shortcut, navigate to the word "Estimated" in the Assessment section. Use the best shortcut to delete 7 words to the right of the edit cursor.
- d) Using the best shortcut to jump to the top of the document. Delete the Chief Complaint section and all of its contents. Use ALT + G to jump to the Gender field. Jump back to the body.
- e) Use ALT + G to jump to the gender field, change that to "Z". Jump to the document type, jump to the Addl Auth and add "Bob Test". Jump to the body.

EXERCISE 4:

- a) Using the best shortcut, perform a patient name search. Look for the last name "Stewart", you should find William Stewart and hit ENTER.
- b) Using the best shortcut, navigate the edit cursor to the Diagnostic Data section. Using the best shortcut, navigate to each word and change the case to title case for the first 7 words in this section.
- c) Position the edit cursor on the word "Sodium" start playback, attach the edit cursor to the voice cursor. When playback gets to the Assessment section stop the audio, use ALT + G to jump to the Gender field, change that to Z. Jump back to the body.
- d) Jump to the bottom of the body and a new section title "Conclusion" add the content "In conclusion, the patient has been following his treatment regimen and is doing much better as a result. I hope to see him again in 6 weeks' time."
- e) Use ATL + G to jump to the Gender field change that to "S", jump back to the body. Use ALT + G to jump to the Gender field change that to A, jump to the CC's field, jump back to the body. Delete the CC. Reset playback to normal.

ALT + L (Jump to Location)

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

Note: During these exercises, and some of the others in this document, you may see the New Document Template window appear when the location is changed. This appears because of the InScribe editing option called “Get document template when the location is changed” is enabled. This may or may not be enabled for you depending on your transcription company workflow.

EXERCISE 1:

- a) Use ALT + L to jump to the location drop down, then jump back to the body.
- b) Repeat step “a” 7 times, after each shortcut key use be sure to return your hands to the home row keys.

EXERCISE 2:

- a) Use ALT + L to jump to the location. Using the best shortcut, switch the location to Homewood, Jump back to the body. If you get the New Document Template window, select “Keep Text” and hit ENTER.
- b) Use ALT + L to jump to the location. Using the best shortcut, switch the location to Willowbrook. Jump back to the body. If you get the New Document Template window, select “Keep Text” and hit ENTER.
- c) Position the edit cursor on the word “Chronic” in the Reason for Consultation section. Start playback from that word, attach the edit cursor to the voice cursor. When the cursor gets into the History of Present Illness section stop playback.
- d) Use ALT + G to jump to the gender field change that to “B”. Jump back to the body.
- e) Navigate to the ALLERGIES section. Highlight the content of that section and delete it. Using the best shortcut create a numbered list with three allergies as follows: 1. “Norco.”, 2. “Amoxicillin.”, 3. “Shell Fish.”
- f) Use ALT + L to jump to the location. Switch the location to Kentwood then jump back to the body. If you get the New Document Template window, select “Keep Text” and hit ENTER.
- g) Navigate the to the Physical Examination section, delete the entire section and all of subsections. Then undo the deletion. Navigate up to the Medications section start playback. Attach the edit cursor to the voice cursor. Make the appropriate corrections to the section so all content is correct and in the proper bulleted list.
- h) Jump to the Addl Auth, jump to the CC’s, jump to the Author drop down and change that to “Miller, James” and jump back to the body. If you get the warning prompt hit ENTER. If you get the New Document Template prompt select Keep Text and hit ENTER.

EXERCISE 3:

- a) Use ALT + L to switch the location to Homewood and hit enter. If you get the New Document Template window, select “Keep Text” and hit ENTER.
- b) Jump to the ID field and change that to 1176 and hit ENTER. When the appointment search screen appears select the second appointment and hit ENTER. Jump to the Comment box; jump back to the body. Use ALT

- + L to switch the location to Willobrook, jump back to the body. If you get the New Document Template prompt select Keep Text and hit ENTER. Use ALT + G to jump to the Gender and change that to M.
- Jump to the body, using the best shortcut navigate to the Assessment section, move to the second paragraph to the words "Patient has chronic". Place the edit cursor on the word "Patient". Using the best shortcut, highlight the rest of that line then type "At present, there may be cause for secondary hypothyroidism".
 - Position the edit cursor at the end of the line you just typed. Using the best shortcut, highlight all of the words to the left up to the word "Recommendations" and delete them.
 - Convert the word "Recommendations" into a section title. Use ALT + L to switch the location to Kentwood, jump back to the body. If you get the New Document Template prompt select Keep Text and hit ENTER. Jump to the birthdate and change that to 4/22/1968. Jump back to the body.

EXERCISE 4:

- Use ALT + L to switch the location to Willobrook. Jump to the CC's, if you get the New Document Template prompt select Keep Text and hit ENTER. In the CC's section search for the cc "Jones". In the search results select "Ronda Jones" and hit ENTER. Jump to the body. Do a preview transcription, study it for a few seconds then close the preview.
- Use ALT + L to switch the location to Homewood. Jump to the document type, if you get the New Document Template prompt select Keep Text and hit ENTER. In the document type field, switch the document type to "t-H&P", jump back to the body. If the New Document window appears choose "Keep Text" and hit ENTER.
- Jump to the gender using ALT + G, change the gender to "F". Use ALT + L to Jump to the location change that to "Kentwood". Jump to the body. If you get the New Document Template prompt select Keep Text and hit ENTER.
- Position the edit cursor at the top of the document on the word "Jones" in the Referring Physician section. Start playback from that word, attach the edit cursor to the voice cursor. Fast forward the audio until playback gets to the Review of Systems section. Stop the audio.
- Use ALT + G to jump to the gender and change that to "M". Use ALT + L to jump to the location and change that to "Homewood". Jump back to the body. If you get the New Document Template prompt select Keep Text and hit ENTER.
- Jump back to the top move the Reason for Consultation section above the Referring Physician section. Start playback from that section, attach the edit cursor to the voice cursor. When the voice cursor reaches the History of Present Illness section, change the age to 55 and the word "woman" to "man". Stop playback.

F11 or SHIFT + CTRL + P (Show work pool)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the third "OpReport type draft" for these exercises.

EXERCISE 1:

- Use F11 to open the Transcriptions in pool window hit ENTER or ESC to close the window. Once the window is closed, return your hands to the home row.
- Repeat step "a." 7 times alternating between using the ENTER key and ESC each time.

EXERCISE 2:

- a) Use SHIFT + CTRL + P to open the Transcriptions in pool window hit ENTER or ESC to close the window. Once the window is closed, return your hands to the home row.
- b) Repeat step “a.” 7 times alternating between using the ENTER key and ESC each time.

EXERCISE 3:

- a) Add a section after the Surgeon section titled “Second Surgeon”. In that section add the name “Dr. Mary White.”
- b) Use SHIFT + CTRL + P to open the Transcriptions in pool window. Close the pool window with ENTER or ESC.
- c) Jump to the birthdate field and change to 12/7/1990. Jump back to the body. Position the edit cursor on the word “Mike” in the Assistant section and start playback from that word, attach the edit cursor to the voice cursor and edit the document until you reach the Complications section then stop the playback.
- d) Jump to the bottom of the document into the Procedure section. Position the edit cursor on the last paragraph. Start playback from the first word in that paragraph, attach the edit cursor to the voice cursor and edit the rest of the last paragraph. When finished stop the audio. Use F11 to bring up the work pool.
- e) Use ALT + R to refresh the pool, when this is done you’ll see a message at the lower left corner of the window “Pool Updated”, then use ALT + P to print the pool. Close the pool viewer using the best shortcut.

EXERCISE 4:

- a) Using the best shortcut, position the edit cursor in the “Operative Findings” section. Start playback from the first word in that section. Let the audio play until you get to the word “Cardiopulmonary”. Stop the audio. Using the best shortcut, convert that text into a section. Position the edit cursor back in the “Operative Findings” section. Using the best shortcut, convert that section into plain text.
- b) Use F11 to open the Transcriptions in pool window. Close the pools window. Use SHIFT + CTRL + P to open the pools window. Close the pools window.
- c) Using the best shortcut, navigate to the Indications for Procedure section. Start playback from the first word and edit that section. Once section has been edited, open the InScribe Keyboard Shortcuts window. Expand the Additional Options section and find the shortcut titled “View Pool” double click on that shortcut then close the window.
- d) Position the edit cursor at the bottom of the document, use SHIFT + CTRL + P to open the Transcriptions in pool window. Close the window. Use F11 to open the Transcriptions in pool window. Close the window.

CTRL + 0 (Hide all panels and only show editor)

INSTRUCTIONS: Load the Practice Drafts Structured training program. Load the "Discharge Summary type draft" for these exercises.

EXERCISE 1:

- a) Use CTRL + 0 (the number zero) to hide all the panels, return your hands to the home row keys. Use CTRL + 0 to show the panels, return your hands to the home row keys.
- b) Repeat step "a." 7 times. After your last time you should have all the panels showing.

EXERCISE 2:

- a) Jump to the CC's, using the best shortcut do a patient search for "Carter", you should find "James Carter" then hit ENTER. jump to the body. Use CTRL + 0 to hide all the panels.
- b) Using the best shortcut to position the edit cursor on the first word in the Laboratory Data section. Start playback attach the edit cursor to the voice cursor change the Urinalysis numbers to 35 and 60. Change chloride to 100, change creatinine to 2.2. Position the edit cursor in the Physical Examination section. Using the best shortcut move that section and all of its subsections below the Laboratory Data section.
- c) Unhide the panels using CTRL + 0. Jump to the comment and type "I'm working on the CTRL + 0 shortcut to hide and unhide all panels." Jump to the location and change that to "Homewood", jump back to the body. If you get the New Document Template prompt select Keep Text and hit ENTER. Use the shortcut you like best to show the work pool. Close the work pool.
- d) Jump to the Appointment Date field. Change the date to 11/30/2015. Jump back to the body hide all panels using CTRL + 0. Use CTRL + 0 to show all panels.

EXERCISE 3:

- a) Jump to the CC's field; Jump to the body; jump to the comment, jump back to the body. Use CTRL + 0 to hide all panels.
- b) Using the best shortcut, position at the beginning of the "Diagnoses on Discharge and Plan" section and start playback. Attach the edit cursor to the voice cursor edit this section so all the text is correct. Speed up or slow down as necessary. When finished editing this section stop the audio.
- c) Navigate to the Heart subsection. Using the best shortcut, position the edit cursor at the end of that section. Create 2 new subsections "Back" and "Chest". Use F11 to show the work pool. Close the work pool. Navigate to the General subsection and edit that to read. to read "The patient is awake, alert, and oriented x3." Use CTRL + 0 to show all panels.
- d) Jump to the Document Type drop down. Use CTRL + 0 to hide all panels. Use CTRL + 0 to show all panels. Jump back to the body.

EXERCISE 4:

- a) Use CTRL + 0 to hide all panels. Using the best shortcut, position the edit cursor at the beginning of the Extremities line and delete that entire line.
- b) Move the edit cursor up to the word “sounds” in the Abdomen subsection start playback from that point. Speed up the playback let the audio play 2 seconds. Return the playback to normal. Stop the playback. Use CTRL + 0 to show all panels.
- c) Jump to the Addl Auth field, add James Miller and Bob Test as additional authenticators. Jump back to the body. Using the best shortcut, promote the Abdomen, Heart, and Lungs subsections into main sections. Navigate to the Laboratory Data section. Position the edit cursor at the end of that section. Create two new subsections called “Radiology” and “Additional Tests”.
- d) Use CTRL + 0 to hide all panels. Position the edit cursor in the Hospital Course section, and start playback. Attach the edit cursor to the voice cursor. Play the audio until you get the last sentence that reads “The patient will be transferred to a skilled nursing facility”, Speed up the playback or use fast forward as needed. Stop the audio, use CTRL + 0 to show all panels.

ALT + TAB (Switch between windows programs)

Instructions: Load the Practice Drafts Structured training program. Load the “Discharge Summary type draft” for these exercises.

Note: for this exercise, make sure you have a web browser open to the [drugs.com](https://www.drugs.com) and also have notepad running along with InScribe. That is the minimum amount of programs you should have open for this exercise. It is possible you may have other windows programs open too.

EXERCISE 1:

- a) Make sure InScribe is the active program. Use ALT + TAB to bring up the switch programs window. While holding down the ALT key hit the TAB key until you select the web browser program running the drug reference website, when you have selected that site let go of ALT + TAB. You will now notice the web browser window has become the active one.
- b) Use ALT + TAB to switch back to InScribe. While holding down the ALT keep pressing TAB until the InScribe window becomes the active one again.
- c) Repeat using ALT + TAB to move to the web browser, once it’s selected use ALT + TAB to move back to InScribe. Repeat this 5 x.
- d) With InScribe as the active program jump to the patient ID field and change that to 1176, when the Appointment Search appears select the last appointment and hit ENTER.

EXERCISE 2:

- a) Use ALT + TAB to make the notepad program your active window. When notepad is active, type “This is a test. I’m using ALT + TAB to switch between active open windows.”
- b) Use ALT + TAB to make InScribe the active window. Using the best shortcut to position the edit cursor on the word “metabolic” in the Laboratory Data section and start playback from that point. Attach the edit cursor to the voice cursor. Speed up the playback 2 times, let the audio play for 3 seconds. Return playback rate to normal stop the playback. Hide all panels.

- c) Position the edit cursor at the end of the Extremities section. Add a new main section called Radiographs. Add the text "Four views taken of the left ankle show no significant changes to the boney structure" Show all panels.
- d) Jump to the Author field, jump back to the body.

EXERCISE 3:

- a) Navigate to the Diagnoses on Discharge and Plan section, position the edit cursor on the second bullet point. Start playback, attach the edit cursor to the voice cursor, correct the remaining text in this section speed up or slow down the playback as need, try not to stop the playback.
- b) With the corrections made, use the best shortcut to navigate to the medication "Levaquin" in and copy that to your clipboard.
- c) Use ALT + TAB to switch to the drug website. Search for that drug by pasting it into the search box of the site. Look up that drug's dosing. Find the lowest dosage.
- d) Use ALT + TAB to switch back to the InScribe program and add the dosage after that word to the lowest dosage you just looked up.
- e) Use ALT + TAB to switch to the notepad program, create a new line and type "I just used ALT + TAB to look up a drug dosage and add that to the Diagnoses on Discharge and Plan section in InScribe".
- f) Use ALT + TAB to switch back to InScribe. Position the edit cursor at the end of the Hospital Course section. Using the best shortcut insert the dictation template titled "Normal PE w Blanks". Jump to each bracket and add the following values: 65, 120/88, "No clubbing or edema", 5/5, the base of the neck.

EXERCISE 4:

- a) Use ALT + TAB to switch to the drug website.
- b) Hold down ALT tap TAB but keep holding down ALT. Use any of the arrow keys to select the drug website, when it's selected release the ALT key.
- c) Use ALT + TAB to switch programs while holding down ALT use the arrow keys to select Notepad and let go of the ALT key. Type "I just used my arrow key to select the notepad program".
- d) Use ALT + TAB, with the tab to make InScribe the active window again. Hide all panels.
- e) Position the edit cursor on the last line of the after the last line of the Laboratory Data section. Add a new Plan section. Add the following bullets "Repeat Labs in 2 weeks", "Drink Plenty of Fluids", "Call the office in 2 weeks for results". Show all panels. Preview the transcription. When the preview window appears review it for 2 seconds then close it.
- f) Use ALT + TAB to switch to the drug website. Look up the drug, Lyrica. Copy the first paragraph of the Lyrica definition to the clip board.
- g) Use ALT + TAB then use the arrow keys to switch to notepad and paste that paragraph into notepad.

- h) Use ALT + TAB to switch back to InScribe. Using the best shortcut, navigate to the Hospital Course section. Start playback from the beginning of that section, attach the edit cursor to the voice cursor and make all appropriate corrections to that section. Use the speed up and slow down techniques when possible. Try to minimizing stopping the audio. When all corrections are made stop the audio.
- i) Use ATL + TAB to switch to notepad, type "I've completed exercise 4". Use ALT + TAB to switch to the drug website. Use ALT + TAB to switch back to InScribe.

Week 12 - QUIZ

1. What shortcut is used to jump to the Gender field of the demographics?
 - a) CTRL + G
 - b) ALT + P + G
 - c) CTRL + ALT + G
 - d) ALT + G
2. What shortcut is used to jump to the Location drop down?
 - a) ALT + L
 - b) ALT + D
 - c) CTRL + L
 - d) SHIFT + D
3. What shortcut is used to show the Transcriptions in pool window?
 - a) ALT + P
 - b) SHIFT + CTRL + P
 - c) F11
 - d) b and c
4. What shortcut is used to maximize the editor, hiding all of the dictation queue, demographics, cc's Addl Auth, comments panels?
 - a) CTRL + F6
 - b) CTRL + 0
 - c) CTRL + 9
 - d) ALT + 9
5. True or False? ALT + TAB allows you to switch between currently running programs without using your mouse.

6. True or False? When using ALT + TAB, you cannot use the up or down arrow keys while holding down the ALT key.

7. True or False? CTRL + 0 acts as a toggle, that is you can use this shortcut to both show and hide all InScribe panels.