

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

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## Week 13: CTRL + ALT + X, CTRL + ALT + ↑, CTRL + ALT + ↓, F12 or CTRL + SHIFT + ENTER

SUMMARY	
Description	Shortcut
Toggle Document Type name from short to long	CTRL + ALT + X
Move up one job in dictation queue	CTRL + ALT + ↑
Move down one job in dictation queue	CTRL + ALT + ↓
Get next dictation from server	F12 or CTRL + SHIFT + ENTER

Legend: White – InScribe Core or Windows Shortcut; Green – Navigation; 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.

### CTRL + ALT + X (Toggle Document Type name from short to long)

**INSTRUCTIONS:** Load the Practice Drafts Structured training program. Load the first “Consult type draft” for these exercises.

#### EXERCISE 1:

- Use CTRL + ALT + X to change the document type name from the short name to the long name, move your hands to the home row keys. Use CTRL + ALT + X to change the document type name from the long name back to the short name, move your hands to the home row keys.
- Repeat step “a.” 7 times.

#### EXERCISE 2:

- Place the edit cursor after the word Hyperthyroidism in the Past Medical History section, use CTRL + ALT + X to change the Document Type to the long name.
- Jump to the Patient ID field and change that to 1149 and jump back to the body. If the Appointment Search window appears, you’ll see one appointment, select that appointment and hit enter. Use CTRL + ALT + X to switch the Document Type to the short name. Hide all the panels.
- Using the best shortcut, position the edit cursor on the first word of the last sentence in the History of Present Illness section and delete the whole line. Using the best shortcut, Move the History of Present Illness section below the Past Medical History section.
- Show all the panels, use CTRL + ALT + X to switch the document type to the long version. Jump to the comment and type “I just switched the document type name to the long version”.

- e) Jump back to the body use CTRL + ALT + X to switch the document type to the short name. Using the best shortcut, show the “Transcriptions in Pool” aka the work pool. Using the best shortcut, refresh the work pool then close it.
- f) Jump to the Document Type field. Using the best method, change the document type to “t-H&P” then jump to the Birthdate field. If you get the New Document Template prompt, select “Keep Text” and hit ENTER. Jump back to the body use CTRL + ALT + X to change the Document Type name to the long name. Use CTRL + ALT + X to change the Document Type name to the short name.

**EXERCISE 3:**

- a) Using the best shortcut, position the edit cursor at the bottom of the document. Hide all panels. Add a new section called “Recommendations” add the text “No further recommendations at this time.” Navigate the edit cursor to the Assessment and Plan section. Edit this section correcting all mistakes. Speed up or slow down the playback as needed. Try to edit without stopping the audio.
- b) When finished editing, show all panels. Use CTRL + ALT + X to change the Document Type name to the long name. Using the best shortcut, move the Physical Examination section and its corresponding subsection below the Assessment and Plan section.
- c) Jump to the CC’s section and these three CC’s: “Willie Love”, “Herman Brown”, and “Callie Hardy”. Jump to the Addl Auth section add “Bob Test” as an Addl Auth. Jump back to the body. Mark the job for Review.
- d) Use CTRL + ALT + X to switch the Document Type name back to the short name. Hide all panels. Navigate up to the Medications section and edit the contents of that section into a bulleted list so that “Synthroid”, “Metroprolol, and “Vitamins and minerals” have their own bullet. Using the best shortcut, demote or convert the Medications section into a subsection.
- e) Unhide the panels. Use CTRL + ALT + X to switch the Document Type name to the long name. Jump to the comment, jump back to the Body. Using the best shortcut, find the word “Achilles”. Start playback from that word. Attach the edit cursor to the voice cursor. Let the audio play till it reaches the end of that sentence. Move the edit cursor back to the word “Achilles”. Start playback from that word again and loop the audio each time playback reaches the word “muscle”. Loop the audio 4 times.
- f) Jump to the Document Type drop down, Jump to the appointment date. Use CTRL + ALT + X to switch the Document Type name to the short name. Jump back to the body. Using the best shortcut, delete the entire Past Surgical History section and contents.

**EXERCISE 4:**

- a) Open the InScribe Keyboard Shortcuts window. Expand the Additional Options section. Locate the shortcut “List Document Types by Description” Double click on the shortcut so it’s highlighted in blue, close the InScribe Keyboard Shortcuts window.
- b) Use CTRL + ALT + X to change the document type name to the long name.
- c) Open up the InScribe Keyboard Shortcuts window. Take note of the name on this window. It’s called “List Document Types by Description”. This is synonymous with “Toggle doc type name from short name to long name”. Double click on the “List Document Types by Description” to unhighlight. Close the InScribe Keyboard Shortcuts window.

- d) Use CTRL + ALT + X to switch the document type name back to the short name. Jump to the birthdate field and change it to your birthdate. Jump to the Addl Auth and add “James Miller”. Jump to the appointment date field, or DOS, and change the date to today’s date. Unmark the job for review.
- e) Using the best shortcut, find and replace all the words “jogging” with the words “running”. Add a new section at the top of the document titled Chief Complaint. Type in “Calf pain”. Copy those words to the clipboard.
- f) Using the best shortcut, navigate the edit cursor into the Assessment and Plan section, at the beginning in front of the word “Right”, paste the content you just copied. Using the best shortcut, position the edit cursor at the end of that section. Use CTRL + ALT + X to switch the document type back to the long name. Hide the panels.
- g) Navigate to the Social History section, start playback from the word “He” as the audio is playing back, without stopping the audio, edit the Social History section to read “He has always smoked 6 packs a day. Occasionally drinks alcohol.” Position the edit cursor in the Medications section and start playback from the word “Synthroid”. Speed up the audio 2 times. Let the audio play till it reaches the phrase “This appears to be mild at this time” Stop the audio, return the playback rate to normal.
- h) Show all the panels. use CTRL + ALT + X to switch the document type back to the short name. mark the job for QA.

## CTRL + ALT + ↑ (Move up one job in dictation queue)

**INSTRUCTIONS:** Load the Practice Drafts Structured training program. Load all the practice drafts for these exercises.

### EXERCISE 1:

- a) CTRL + ALT + ↑ to move to the last job in the list, which should be the “Radiology type draft”. Use CTRL + ALT + ↑ to move to the next job, the “Procedure type draft”. Use CTRL + ALT + ↑ to move to the previous job in the queue, the “Letter type draft”. Use CTRL + ALT + ↑ again, to move to the previous job in the queue. Keep using CTRL + ALT + ↑ until you get to the first job in the queue, which should be the “Intro to practice jobs”.
- b) Use CTRL + ALT + ↑ to move the last job in the dictation queue. Use CTRL + ALT + ↑ Until you get to the first occurrence of the Consult type draft. Hide all panels. Using the best shortcut, navigate to the REFERRING PHYSICIAN section, change “Jones” to “McLellen”.
- c) Show all panels, jump to the comment box, jump to the body. Change the document type to the long name using CTRL + ALT + X. Change the Author field to “Rose, Terry”. Jump back to the body, if you get the warning prompt about the clinician field changing hit ENTER. If you get the New Document Template prompt select “Keep Text” and hit ENTER. Using the best shortcut, move the Subjective section to the bottom of the report.
- d) Use CTRL + ALT + ↑ until you get to “Discharge summary type draft”. Using the best shortcut, do a patient search, search for last name of “Styles”. You should find “Nasir Styles” select that and hit ENTER. Start playback from the Diagnoses on Discharge and Plan section.
  - i. Without using Find and Replace. Use the best method edit ONLY the words “the” change all of these occurrences to “his”.
  - ii. Preview the transcription. Study the preview for a few seconds then close the preview.
- e) Use CTRL + ALT + ↑ to move up one Job. Hide all panels. Navigate to the Allergies section. Using the best shortcut, convert that into plain text. Delete the text “Allergies No known drug allergies”. Use undo to undo

the deletion of the words “No Known drug allergies”. When finished you should only have the words “No Known drug allergies” listed after the words “Positive for Cancer.”

#### EXERCISE 2:

- a) Unhide all panels. Use CTRL + ALT + ↑ until you get to the “OpReport type draft”. Navigate the edit cursor to the Preoperative Diagnosis section. Edit the misrecognized “Postoperative diagnosis” into a section. Change the location to “Homewood” then jump back to the body. If you get the New Document Template prompt select “Keep Text” and hit ENTER.
- b) Jump to the Patient ID field change the ID to 1176 then use the shortcut to search for the patient with this ID. Select the patient that has the X-Ray order and hit ENTER. Jump to the birthdate field, jump back to the body add a third assistant with the name of “Mary Freckleten”.
- c) Use CTRL + ALT + ↑ to move to the previous job. You should be on the “Consult type draft”. Position the edit cursor in the Review of Systems section. Using the best shortcut, rename that section to “Subjective”. Jump to the bottom of the report. Using the best shortcut, delete the Subjective section. Use CTRL + ALT + X to switch the document type to the short name.
- d) Hide all the panels, navigate up to the Diagnostic Data section demote that section aka convert that section into a subsection. Do this same action for the Assessment and for the Plan section. Show all panels. Use CTRL + ALT + X to switch the document type to the long name.
- e) Use CTRL + ALT + ↑ to navigate back to the previous Consult type draft. This draft should start with the History of Present Illness section and starts with “This is a 20-year-old...”. Jump to the comment and type “I’m learning to use CTRL + ALT + Up Arrow to move through jobs in the queue without using the mouse”. Jump to the body, navigate the edit cursor to the “Family History” section start playback from the first word. Using the best shortcuts edit this section and the Social History section. Stop playback when finished editing the Social History section.
- f) Use CTRL + ALT + ↑ until you get to the Radiology type draft. Add 3 subsections after the Radiographs as follows “Body Part”, “Views”, and “Contrast”. After “Contrast” add a main section called “Conclusion”.

#### EXERCISE 3:

- a) Jump to the patient name field and change this to “Frank Doe” Jump back to the body, if you get the “Search for Patient” prompt select “No” and hit ENTER.
- b) Use CTRL + ALT + ↑ until you reach the “Split job draft”. Locate the phrase “Jane do medical...” this is the phrase to do the split. Using the correct shortcut split the job. Remember you’ll see the “Split this Transcription” window and you can select the split, but it will not work in training mode.
- c) Delete all the sections after the “Jane do medical...” Starting with History of Present Illness. When finished there should only be one Plan section in the document. Hint: Use CTRL + 0 and ALT + E + O (to zoom out) and ALT + E + I (to zoom in).
- d) Position the edit cursor on the word “Kidney” in the Past Medical History start playback from that word. Make the appropriate corrections to the appropriate sections until you get to the Review of Systems section. Stop the audio when you reach this section.

- e) Use CTRL + ALT + ↑ to move the edit cursor to the first draft the one titled “Intro to practice jobs”. Use CTRL + ALT + X to change the document type to the long name. Use CTRL + ALT + X to change it back to the short name. Position the edit cursor at the end of the “Welcome to Training Practice” line. Using the best shortcut, Insert the “Normal PE” dictation template.

#### EXERCISE 4:

- a) Use CTRL + ALT + ↑ once to get to the Radiology type draft. Jump to the Addl Auth, jump back to the body. Hide the panels. Use the best shortcut to preview the transcription. Close the preview window. Unhide the panels.
- b) Add the following two CC’s: “Kevin Guzman” and “Baby Hernandez”. Jump to the comment and type “I just added two cc’s to delete the cc’s I need to use CTRL + D. Use that shortcut to delete one of the CC’s. Copy the first line of text in the Radiographs section to the clipboard. Use CTRL + ALT + ↑ to move to the “Procedure type draft”.
- c) At the end of the Chief Complaint section of the “Procedure type draft” paste the content from the clipboard. Navigate to the Surgeon section and demote or convert that into a subsection so it appears as a subsection of Chief Complaint. Do the same for Specimens. Move the Chief Complaint and its corresponding subsections below the “Description of Procedure” section.
- d) Position the edit cursor at the end of the “Description of Procedure” section, using the best shortcut quickly move the edit cursor to the first word of that section. Start playback, speed up the playback 2 times. Stop playback when you reach the phrase “6 mm punch biopsy”. Using the best shortcut, quickly move the edit cursor to the bottom of the section.
- e) Jump the edit cursor to the Author, jump the edit cursor to the Comment, jump the edit cursor to the body. Use CTRL + ALT + ↑ until you get to the OpReport type draft. Return the playback rate to normal.

## CTRL + ALT + ↓ (Move down one job in dictation queue)

**INSTRUCTIONS:** Load the Practice Drafts Structured training program. Load all the practice drafts for these exercises.

#### EXERCISE 1:

- a) Use CTRL + ALT + ↓ to get to the last lesson in the dictation queue, which is the “Radiology type draft”. Use CTRL + ALT + ↓ to move to the first job in the queue. Use CTRL + ALT + ↓ again, to move to the next job in the queue. Keep using CTRL + ALT + ↓ until you get to the “OpReport type draft”. Hide all panels.
- b) Rename the “Operative Procedure” section to “Operative Process”. Start playback from that section and correct the content. When finished with the corrections for that section, stop playback. Copy that entire section to the clipboard. Show all panels.
- c) Use CTRL + ALT + ↓ until you get to the “Procedure type draft”. Using the best shortcut, make a new section after the Specimens section called “Operative Process” and past the contents from the clipboard into that section. Add a fourth bullet called “Right artery graft”. Use undo to remove that bullet, then use redo to add it back.
- d) Jump to the comment box, type “I’m using CTRL + ALT + Down Arrow to move down to different jobs in the dictation queue”. Jump to the body.

- e) Use CTRL + ALT + ↓ until you get to the first “Consult type draft”, the one that starts with “The patient is a 39-year-old male...”. Using the best shortcut, mark the job for review and QA. Edit the History of Present Illness section. When finished copy that section to the clipboard. Use CTRL + ALT + ↓ to move to the “Discharge summary type draft”.
- f) In the “Discharge summary type draft”, create the “History of Present Illness” section as the first section and then paste the contents from the clipboard. Using the best shortcut, copy the entire transcription to a new transcription. Remember in training mode you’ll get the prompt to do the copy but the copy will not actually work.
- g) Use CTRL + ALT + ↓ to move up to the next “Consult type draft”. Use CTRL + ALT + X to change the document type to the long name. Use CTRL + ALT + X to change the document type to the short name. Jump to the document type and change it to t-H&P, jump back to the body. If you get the New Document Type window select “Keep Text” and hit ENTER.

#### EXERCISE 2:

- a) Use CTRL + ALT + ↓ until you get to the first “Letter type draft”. Play back the audio and edit the first paragraph.
- b) Use CTRL + ALT + ↓ until you get to the second “Letter type draft”. Jump to the Addl Auth add these Addl Auths: Test, Bob, Miller, James, Daughtry, David. Jump to the gender and change that to “F”. Jump to the DOB and change that to 11/29/1992. Delete the last Addl Auth.
- c) Use CTRL + ATL + ↓ until you get to the “Radiology type draft”. Use CTRL + ALT + X to switch the document type name to the long name. Using the best shortcut perform a patient name search. Look for patient “Kimetha Johnson”. When found hit ENTER. Switch the DOB to 5/25/1970.
- d) Jump to the location change that to “Willowbrook”. Jump to the body. If you get the New Document Template prompt, select “Keep Text” and hit ENTER. Jump to the comment box, type “I just changed the location”. Jump back to the body.
- e) Position the edit cursor at the top of the document, using the best shortcut, find and replace all occurrences of the word “right” with the word “left”.
- f) Use CTRL + ALT + ↑ until you get to “Split job draft”. Use CTRL + ALT + ↓ until you get to the Procedure type draft”. Delete the Chief Complaint section. Move the “Operative Process” section to the top of the report. Move the “Specimens” section to the bottom of the report.
- g) Position the edit cursor in the “Description of Procedure” section move the edit cursor to the second paragraph of that section. Using the best shortcut, split the transcription. Remember you’ll see the split prompt and you can press the split button but the split will not actually work in training mode.
- h) Jump to the Author field, switch the author to “Daughtry, David” then jump back to the body, if you get the Warning prompt about the clinician field changing hit ENTER. If you get the New Document Template prompt select “Keep Text” and hit ENTER.
- i) Use CTRL + ALT + ↓ until you get to “Intro to practice jobs”. Position the edit cursor after the word “Practice”. Type in the body “I’m done with exercise 2”.

## EXERCISE 3:

- a) Use CTRL + ALT + ↓ to move to the first “Consult type draft”. Use CTRL + ALT + ↑ to move to the “Procedure type draft”. Using the best shortcut, add the CC: “Renita Labon”.
- b) Use CTRL + ALT + ↓ until you get to the “Discharge summary type draft”. Hide all panels. Navigate to the Physical Examination section. Using the best shortcut, move that section and its corresponding subsections above the “Diagnoses on Discharge and Plan section”. Unhide the panels, jump to the comment, jump to the appointment date, jump back to the body.
- c) Jump to the Document Type drop down, switch the document type to “Training Consult”. If you get the New Document Type prompt, select “Keep Text”. Jump back to the body. Jump to the ID field. Change the ID number to 1176. Jump back to the body. When the Appointment Search window appears, select the second appointment and hit ENTER.
- d) Position the edit cursor at the bottom of the document and add a PLAN section. In the PLAN section create 3 bulleted list items as follows “Continue protein therapy”, “Repeat blood test in 2 weeks”, “Follow-up with me in 3 weeks”.
- e) Use CTRL + ALT + ↑ and move to “Intro to practice jobs”. Jump to the Name field and type “Kerrie Bell” jump to the body. If you get the Search for Patient prompt, click No. Switch the document type to the short name with CTRL + ALT + X. Jump to the location and change that to “Homewood”. Jump back to the body. If you get the New Document Template window, select “Keep Text” and hit ENTER.
- f) CTRL + ALT + ↓ till you get to the first “Letter type draft”. Mark this job for QA. Position the edit cursor on the word “Findings” start playback from that word. Attach the edit cursor to the voice cursor. Let the audio playback until it reaches the word “radial”. Navigate the edit cursor to the word “meniscus”. Start audio playback from that word. Attach the edit cursor to the voice cursor. Fast forward the audio until it reaches the last sentence that reads with “He will follow up...” Stop the audio.
- g) Use CTRL + ALT + ↓ until you get to the “Radiology type draft”. CTRL + ALT + ↑ until you get to the OpReport type draft. CTRL + ALT + ↓ until you get to the “Procedure type draft”.

## EXERCISE 4:

- a) Keeping with the same topic “Procedure type draft”, copy the contents of the Surgeon section to the clipboard. Use CTRL + ALT + ↑ until you get to the OpReport type draft. Navigate the edit cursor so the Surgeon section. Place the edit cursor at the end of that section and paste the contents of the clipboard. Using the best shortcut, Cut “Dr. Henry Smith” to the clipboard.
- b) CTRL + ALT + ↓ until you reach the “Procedure type draft”. Position the edit cursor in the Surgeon section, highlight the current surgeon name “Dr. John Jones” and paste the contents from the clipboard.
- c) Use CTRL + ALT + ↑ until you get to the “Consult type draft” the one above the “OpReport type draft”. Navigate to the Allergies section and replace the words “No known drug allergies” with the words “Amoxicillin”.
- d) Use CTRL + ALT + ↑ to get to the next “Consult type draft”, the one that starts with “This is a 20-year-old male...” Position the edit cursor in the Review of Systems section and delete that entire section.
- e) Keep on the same “Consult type draft”, position the edit cursor in the “History of Present Illness” section. Start playback from the word “male”. Attach the edit cursor to the voice cursor. Let the audio play until you reach the word “shoulder” detach the edit cursor from the voice cursor. Attach the edit cursor to the voice

cursor. Let the audio play until it reaches the word “arm” detach the edit cursor from the voice cursor. Let the audio play until the audio reaches the “Past Medical History” section. Stop the audio.

- f) Use CTRL + ALT + ↓, until you get to the “Split job draft”. Navigate to the Physical Examination section. Convert the two subsections “General” and “Neurologic” into main sections. Jump to the gender field and change that to “M”. Jump back to the body. Using the best shortcut, open the “InScribe Keyboard Shortcuts” window. Expand the Additional Options section, find the options “Select Next Transcription” and “Select Previous Transcription” and double click on these to highlight them. Close the InScribe “Keyboard Shortcuts” window.
- g) Use the best shortcut, preview the transcription. Scroll down in the preview the scroll back up. Close the window. Jump to the document type field, using the best shortcut, change that to the “t-cons” document type, jump back to the body. If the New Document Type window appears select “Keep Text”.
- h) Use CTRL + ALT + ↑ until you get to the first “Consult type draft” Use CTRL + ALT + ↓, until you get to the “Radiology type draft”. Use CTRL + ALT + ↓ until you get to the OpReport type draft. Use CTRL + ALT + ↑ until you get to the first “Letter type draft”.

## F12 or CTRL + SHIFT + ENTER (Get next dictation from server)

**INSTRUCTIONS:** Load the Practice Drafts Structured training program. Load all the practice drafts for these exercises.

**Note:** for these exercises and training purposes, using the shortcut in training mode will remove lesson job from the queue, but will not load a new lesson. In a normal production environment, a new job would be loaded.

### EXERCISE 1:

- a) Use F7 to mark the current job done, spell checker will run, fix any misspellings. Next the Complete Transcription window will appear hit ENTER to activate the complete button. Use F12 to complete the job and move to the next one. Notice the first job has been removed from the dictation queue.
- b) Hit CTRL + SHIFT + ENTER. You will be moved to the next job in the dictation queue. No job will be removed because the job wasn’t marked complete. Continue using CTRL + SHIFT + ENTER until you get to the “OpReport type draft”
- c) Use F7, mark job as done, run spell check. Hit ENTER on the Complete Transcription window.
- d) Under the dictation queue, use the mouse (yes, you’ll have to use the mouse here) to scroll right until you see the Status column. In that column you’ll see the status listed “Completed”. Hit CTRL + SHIFT + ENTER and the job is removed.
- e) Use the mouse to scroll all the way left back to where you can see the lesson column.

### EXERCISE 2:

- a) Use CTRL + ALT + ↑, till you reach the first “Consult type draft”. The one that starts with “The patient is a 39-year-old male...” Position the edit cursor on the first word of the section, start playback, attach the edit cursor to the voice cursor and edit the History of Present Illness section. When finished stop the playback.
- b) Jump to the comment and type “I finished correcting the HPI section”. Jump back to the body. Hit F7, spell check runs, complete spell check, the Complete Transcription window appears. Hit ENTER to select the complete button. Now hit F12 to complete the transcription. The transcription is now removed from the queue.

## EXERCISE 3:

- a) You should now be on the “Discharge summary type draft” Hit F7 to mark the job done, spell check will run, complete spell check, the Complete transcription window appears, Hit ENTER to complete the job.
- b) Use CTRL + ALT + ↓, move to the next job and do the same steps you just did, F7, spell check, Hit complete button. When that job is done, use CTRL + ALT + ↓, and again. This time use CTRL + 0, which will run the spell check, hit complete button. Now hit F12 and all 3 jobs should be removed from the dictation queue.
- c) Use F12 once to get to the “Letter type draft”. Use SHIFT + CTRL + ENTER once. You should now be on the second “Letter type draft”.
- d) Jump to the appointment date, change the date to 11/21/2015. Using the best shortcut, preview the transcription, after a few seconds close the preview. Using the best shortcut, change the location to “Homewood” and jump back to the body. If you get the new Document Template window select “Keep Text”.
- e) Position the edit cursor at the end of the first section. Add a new section called “Date”. Below that section create these two subsections: DOB and DOS. Jump to the DOB in the demographics and copy the date to the clipboard. Jump to the DOB subsection and paste that date. Jump to the DOS in the demographics, copy that date to the clipboard. Jump to the DOS subsection and paste the date. Move the Date section and its corresponding subsections to the top of the document.
- f) Hit F7 to mark the job done, run spell check, and then hit ENTER on the Complete transcription window.
- g) Use CTRL + ALT + ↓, move to the next job in your queue. Hit F7, to mark the job done, spell check will run, complete spell check, the Complete transcription window appears, hit complete. Hit F7 again to uncomplete the job. Use CTRL + ALT + ↑, to move to the previous job and hit F7 to uncomplete that job.

## EXERCISE 4:

- a) Use CTRL + ALT + ↓, until you get to the “Radiology type draft”. Use CTRL + 0 to mark the job done, spell check will run, complete spell check, the Complete transcription window appears, hit ENTER to complete the job. Hit F12 to remove the transcription from you queue.
- b) You should now be on the “Intro to practice jobs”. Jump to the CC’s, Jump back to the body. Jump to the Author, Jump to the Addl Auth, Jump back to the body.
- c) Jump to the ID field and type 9876, jump to the name and type “Harry Rosenthal”. Jump to the comment. If the Search for Patient prompt appears, select No and hit ENTER. In the comment “I just added an ID and patient name. Now I need to add a gender”. Jump to the gender and type “M”. Hit CTRL + 0 to mark the job done, spell check will run, complete spell check, the Complete transcription window appears, hit ENTER to complete the transcription. Use either F12 or SHIFT + CTRL + ENTER to remove the job from the dictation queue.
- d) Complete the rest of the jobs in your dictation queue and then use either F12 or SHIFT + CTRL + ENTER to remove the jobs from the dictation queue. After this exercise, you’ll have no more work in the dictation queue.

## Week 13 - QUIZ

1. What shortcut is used to toggle the name of the document type from the short name to the long and long name to the short name?
  - a) CTRL + ALT + X
  - b) SHIFT + X
  - c) SHIFT + CTRL + X
  - d) SHIFT + ALT + X
2. What shortcut allows you to move down one job in the queue?
  - a) CTRL + ALT + F
  - b) CTRL + ALT + ↑
  - c) CTRL + ALT + ↓
  - d) ALT + F
3. What shortcut allows you to move up one job in the queue?
  - a) CTRL + ALT + B
  - b) CTRL + ALT + ↑
  - c) CTRL + ALT + ↓
  - d) ALT + F
4. True or False? F12 or CTRL + SHIFT + ENTER will run spellcheck, then display the complete transcription window.
5. True or False? CTRL + SHIFT + ENTER is NOT the same as F12.
6. True or False? Using F12 or CTRL + SHIFT + ENTER will work the same as CTRL + ALT + ↓.