ShadowScribe II Editor — MT Quick Reference Card

EMDAT
DELIVERING ON THE PROMISE OF YOUR EHR

File   Edit   View   Format   Dictation   Transcription   ShadowScribe   Template   Lists   Tools   Options   Jump   Help

2) Content Box

Can appear alone, but most of the time appears under section or subsection title. Type content of section within box.

1) Section Heading (Ctrl+N)

Heading titles that make up the structure of the document.

To edit heading use **(Ctrl+F6)**

To remove heading **(Shift+Ctrl+\)**

6) Moving between content boxes (Tab and Shfit+Tab)

Tab - moves cursor to next content box

Shift+Tab - moves cursor to previous content box

Patient ID:
123

Patient Name:
Joe TestNDoc

DOB: 12/11/2013
Serv Date: 12/11/2013
Dict Date: 12/11/2013

4) Section Properties List

Appears when inserting a heading (**Ctrl+N**) or subsection (**Shift+Ctrl+N**). List represents headings predefined for use with this document type. List only available with standardized templates.

History of Present Illness

Content for History of Presnet Illness section

5) Numbered Lists   (Ctrl+L)

Use Ctrl+L to add/remove. Always appear as bullets. Converted to numbers or other formats when document is previewed or delivered to client.

If you need to indent use **Ctrl+M** and **Shift+Ctrl+M** to unindent.
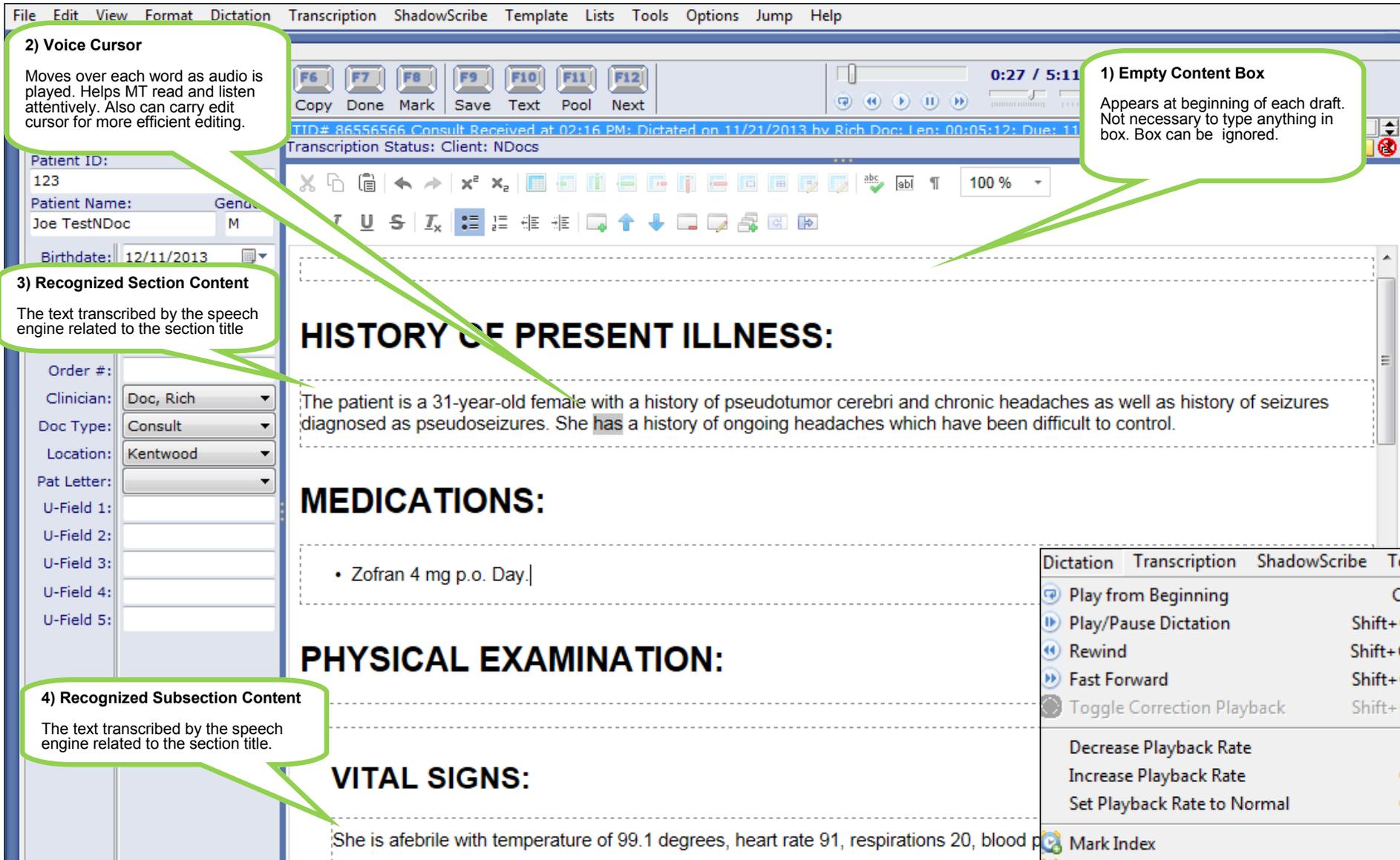
Past Medical History

- One
- Two

U-Field 3:
U-Field 4:
U-Field 5:

3) Subsection Heading (Shift+Ctrl+N)

Appears indented. Used under main section heading. To add a new subsection on same level use Ctrl+N not Shift+Ctrl+N. Shift+Ctrl+N will create another sublevel.

To edit heading use **(Ctrl+F6)**

To remove heading use (**Shift+Ctrl+**)

Section Properties

Title   **Code**

Allergies (5011)
General (5046)
HEENT (5045)
History of Present Illness (5002)
Impression (10005)
Medications (5010)
Past Medical History (5004)
Physical Examination (5013)
Plan (5038)

Cancel

Physical Exam

Vital Signs

ShadowScribe	Template	Lists	Tools	Options	Jump	Help
Add Section at Cursor						Ctrl+N
Add Sub-Section to Current Section at Cursor						Shift+Ctrl+N
Remove Current Section (Merge with Prior Section)						Shift+Ctrl+\
Edit Section Name						Ctrl+F5
Promote Sub-Section to Section						Ctrl+,
Demote Section to Sub-Section						Ctrl+.
Move Section Up						Ctrl+Alt+,
Move Section Down						Ctrl+Alt+.

Content for Vital Signs subsection

6) Promote and Demote Sections

Promote Subsection to section (**ctrl+,**). Converts subsection to main section.

Demote Section to subsection (**ctrl+.**). Converts section to subsection.

7) Move section Up or Down

Move entire section above prior section (**Ctrl+alt+,**)

Move entire section below next section. (**Ctrl+alt+.**)

Only moves sections up/down within current level.

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File   Edit   View   Format   Dictation   Transcription   ShadowScribe   Template   Lists   Tools   Options   Jump   Help

F6 Copy   F7 Done   F8 Mark   F9 Save   F10 Text   F11 Pool   F12 Next

0:27 / 5:11

TID# 86556566 Consult Received at 02:16 PM: Dictated on 11/21/2013 by Rich Doc: Len: 00:05:12: Due: 11
Transcription Status: Client: NDocs

100 %

2) Voice Cursor

Moves over each word as audio is played. Helps MT read and listen attentively. Also can carry edit cursor for more efficient editing.

1) Empty Content Box

Appears at beginning of each draft. Not necessary to type anything in box. Box can be ignored.

Patient ID:
123

Patient Name: Joe TestNDoc   Gender: M

Birthdate: 12/11/2013

3) Recognized Section Content

The text transcribed by the speech engine related to the section title

Order #:
Clinician: Doc, Rich
Doc Type: Consult
Location: Kentwood
Pat Letter:
U-Field 1:
U-Field 2:
U-Field 3:
U-Field 4:
U-Field 5:

HISTORY OF PRESENT ILLNESS:

The patient is a 31-year-old female with a history of pseudotumor cerebri and chronic headaches as well as history of seizures diagnosed as pseudoseizures. She has a history of ongoing headaches which have been difficult to control.

MEDICATIONS:

- Zofran 4 mg p.o. Day.

PHYSICAL EXAMINATION:

4) Recognized Subsection Content

The text transcribed by the speech engine related to the section title.

VITAL SIGNS:

She is afebrile with temperature of 99.1 degrees, heart rate 91, respirations 20, blood p

5) Attach Edit Cursor to Voice Cursor (Ctrl+Space)

Attaches edit cursor to the voice highlighted "bouncing ball". Will attach one word prior to edit location. When attached the cursor will change blue.

6) Move Voice to Cursor   (Shift+Ctrl+Space)

Moves audio playback and "bouncing ball" to edit cursor position

Dictation Transcription ShadowScribe Template	
Play from Beginning	Ctrl+F5
Play/Pause Dictation	Shift+Ctrl+X
Rewind	Shift+Ctrl+C
Fast Forward	Shift+Ctrl+V
Toggle Correction Playback	Shift+Ctrl+R
Decrease Playback Rate	Ctrl+E
Increase Playback Rate	Ctrl+T
Set Playback Rate to Normal	Ctrl+R
Mark Index	
Jump to Index	Shift+Ctrl+J
Clear Index	Shift+Ctrl+K
Insert Time	Ctrl+Alt+T
Attach Edit Cursor to Voice Cursor	Ctrl+Space
Move Voice to Cursor	Shift+Ctrl+Space