



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

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

SUMMARY	
Description	Shortcut
Jump to birthdate	ALT + B
Jump to appointment date	ALT + A
Toggle letter case	CTRL + U
Undo last action	CTRL + Z
Redo last action	CTRL + Y
Move edit cursor to the top of document (first content box)	CTRL + ALT + HOME
Move edit cursor to the bottom of document (last content box)	CTRL + ALT + END

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

### ALT + B (Jump to birthdate)

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

#### 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) Create a new first section of the report called “Date of Birth”. To do this:
  - i. Position the edit cursor in the “Referring Physician” content box, rename the title to “Date of Birth”.
  - ii. In the new Date of Birth content box, position the edit cursor so it's on the first word of the content box. Using the best shortcut, to add the Referring Physician section.
  - iii. Navigate back to the Date of Birth section.
- 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 into the new “Date of Birth” content box created in step “a”.

## 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. Add the CC "Anthony Best"
- c) Jump back to the body, back to the "Date of Birth" content box. Hit SPACE and 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 Yes and select the appointment dated 8/19/2015 and hit ENTER.
- d) Jump to the birthdate field. Jump back to the body.

## 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-H&P and hit tab. 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 the text in the Date of Birth content box 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)

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

## 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 Create a new first section of the report called "Date of Service". To do this:

- i. Position the edit cursor in the Referring Physician content box, rename that content box title to Date of Service.
  - ii. In the new Date of Service content box, position the edit cursor so it's on the first word of that box. Using the best shortcut, add a new Referring Physician section.
  - iii. Navigate back to the Date of Service section.
- c) Jump to the comment and type "I just added the Date of Service section"

**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, add a new section called Date of Birth after the Date of Service section. Type the date you see in the demographics for the Date of Service and Date of Birth into the corresponding content boxes in the body.
- d) Jump to the document type. Jump back to the body. Preview the transcription, notice the dates you just added in the preview, close the preview.
- 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 of the Date of service content box to match the appointment date you see in the demographics.
- d) Navigate to the Reason for Consultation section, using the best shortcut convert that section into text. When finished the text "Reason for Consultation" along with the text "Chronic kidney disease" will appear in the Referring Physician section. Using the best shortcut, position the text "Chronic Kidney disease" so it appears after the word "Consultation".

**EXERCISE 5:**

- a) Navigate to the Plan section add a 3rd number item. For this item type "Contact the office sooner if any issues arise".
- 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 you see in the demographics.
- 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, jump to the CC field. Add the cc “Valencia Brown”. Jump to the birthdate field in the demographics, change the birthdate to 5/7/1954. Jump to the appointment date. Jump back to the body.
- f) Position your edit cursor in the “Date of Birth” content box, using the best shortcut convert that section to a subsection. When done, using the best shortcut convert it back.

## CTRL + U (Toggle letter case)

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

### EXERCISE 1:

- a) Find the word “connective”. 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 more times but find these words and use the shortcut.
  - i. dyspnea
  - ii. subcutaneous
  - iii. Bicarbonate

### EXERCISE 2:

- a) Use CTRL + U to change “Bicarbonate” to all upper case in the “Diagnostic Data” section.
- b) In that same section, navigate the edit cursor to the acronym “PTH”. Use CTRL + U to change that to lower 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 general subsection. Type “that was exercise two”.

### EXERCISE 3:

- a) Navigate your edit cursor to Allergies content box. Using the best shortcut, highlight the entire phrase in the box then use CTRL + U to change this section title to title case.
- b) Using the best shortcut, navigate to the Medications section. Correct that section so that each medication has a bullet. Using the best shortcut, delete the words “Adult Diltiazem” and type “Tylenol #3”. Using the best shortcut, delete the rest of the text on that line. 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 1167 and hit TAB. When the Appointment Search window appears, select the 6/11/2015 appointment. Jump back to the body. Navigate the edit cursor to the Lungs subsection. Put your edit cursor on the “a” in the word “air”, use CTRL + U to convert that word to title case.
- d) In the same content box, navigate to the word “mild” select that and the rest of the words to the end of the line. Use CTRL + U to upper case that line.

## EXERCISE 4:

- a) Using the best shortcut, navigate to the Assessment section. Position your edit cursor on so it's on the number 66-year-old. Delete the "66" and change that to "77". On the same line navigate to the word "Woman", use CTRL + U to switch that to upper case. On the same line navigate to the word "tissue" using the best shortcut, delete that and type "muscle". In the same section using the best shortcut navigate to the word "nephrotoxins" and use CTRL + U to upper case, lowercase, and then Title case that word.
- b) In the same section, using the best shortcut, position your edit cursor at the end of the word "diet", and type a period.
- c) In the same Assessment section, move the edit cursor to the word "Estimated." Use CTRL + U to upper case, lowercase, and then title case that word. Position the edit cursor so it's at the end of "hyperparathyroidism". Use CTRL + U to upper case that word. Then highlight that word, using the best shortcut convert that word into a section title.

## EXERCISE 5:

- a) Using the best shortcut, navigate to the bottom of the document. Select all the text in the Plan content box and use CTRL + U to upper case it.
- b) Using the best shortcut, navigate up to the History of Present Illness section, highlight the phrase "here for followup", use CTRL + U to title case that phrase.
- c) Jump to the birthdate field and change the birthdate to 9/5/1963. Jump back to the body, position the edit cursor at the end of the History of Present Illness section. Type "The patient was born on 9/5/1963. Navigate to the Subjective section, highlight the first 6 words use CTRL + U to upper case them. In the same section, locate the last 5 words, highlight them, use CTRL + U to title case them.
- d) Using the best shortcut navigate to the General subsection title. Highlight all the text in that section and type "The general exam was unremarkable" Use CTRL + U to highlight that text and upper case it.
- e) Jump to the comment and type "I just completed exercise 5". Jump back to the body.

## CTRL + Z (Undo last action)

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

## EXERCISE 1:

- a) Position the edit cursor in the word "Mike" in the Assistant section. Using the best shortcut, delete that word. Use CTRL + Z to undo the delete.
- b) Move the edit cursor to the Preoperative Diagnosis section, highlight everything in that section use CTRL + U upper case everything. Use CTRL + Z to undo.

## EXERCISE 2:

- a) Using the best shortcut, navigate up to the Complications section, delete the entire section and content box. 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 Indications for Procedure section title. Change that title to “Procedure” use CTRL + Z to undo.

#### EXERCISE 3:

- a) Navigate up to the Operative Findings section, using the best shortcut find all the periods at the end of the sentences and delete them. When finished the Operative Findings section should have no periods. 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 “Charles Lewis” then jump back to the body. If the “Search for Patient” dialog appears select “No”.
- b) Move to the Preoperative Diagnosis section, convert the text Postoperative Diagnosis into a section. Use the best shortcut to change the case on the word “same”. Navigate to the Operative Procedure content box and convert that into to a subsection. Navigate to the Complications content box and convert that into a subsection. Navigate to the Operative Findings and delete that entire section including its contents. Use CTRL + Z a few times to undo all of these actions to the point where you still have Postoperative Diagnosis with the word “Same”.
- c) Jump to the comment then jump back to the body.

## CTRL + Y (Redo last action)

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

#### EXERCISE 1:

- a) Jump to the body Create a new first section of the report called Date of Service. To do this:
  - i. Position the edit cursor in the Surgeon content box, rename that title to Date of Service.
  - ii. In the new Date of Service content box, position the edit cursor at the beginning of the first word. Using the best shortcut, add the Surgeon section.
  - iii. Navigate back to the Date of Service section.
- b) Rename the Date of Service title to “Date of Appointment” Use CTRL + Z to undo that, then Use CTRL + Y to redo that. At the end of this step, the title will read “Date of Appointment”.

## EXERCISE 2:

- a) Using the best shortcut, navigate to the Assistant section. Highlight the last line and hit delete, use CTRL + Z to undo the delete and CTRL + Y to redo the delete.
- b) Navigate to the Indications for Procedure section. Find all the occurrences of the word “as” and change them to “was”. Use CTRL + Z to undo all of the changes, followed by CTRL + Y to redo all of the changes. When finished you’ll see all the “as” changed to “was”.

## EXERCISE 3:

- a) Jump to the CC’s box, jump to the patient ID, change the patient ID to 1176. Jump to the body. In the appointment search select the first appointment and hit ENTER.
- b) Use the best shortcut move to the Procedure section. Move to the end of that section. Using the best shortcut, delete the last paragraph. Use CTRL + Z to undo the delete followed by CTRL + Y to re-do the delete.
- c) Highlight the first 3 words in the paragraph starting with “At this point...” Using the best shortcut, upper case those words. Navigate one section back to the Indications for Procedure section. Rename that section title to “Indications for Operation”. Use CTRL + Z to undo followed by CTRL + Y to redo that change.

## EXERCISE 4:

- a) Position the edit in the Operative Procedure section. Move to the last bulleted item highlight the word “internal” and type “external”. Use CTRL + Z to undo the typing until you get back to the word “internal”. Use CTRL + Y to redo to get back to the word “external” 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 Complications section. Convert that section into plain text. Use CTRL + Z to undo that, use CTRL + Y to re-do that so that at the end of this step, the title “Complications” has been converted into plain text and appears in the Operative Procedure section.
- d) Highlight all the text in the Operative Procedure section, using the best shortcut remove all the bullets. In the same section highlight all the text and add the bullets back. Use CTRL + Z to undo and CTRL + Y to redo.

## CTRL + ALT + HOME (Move edit cursor to top of document)

**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, position the edit cursor at the bottom of the document. Use CTRL + ALT + HOME to instantly move the edit cursor to the top of the document.
- b) Navigate to the “Operative Procedure” section, correctly convert the line “Endoscopic vein harvest” into a bulleted item. Use CTRL + ALT + HOME to move the edit cursor to the top of the document. Change the Surgeon last name to “Miller”. Unhide the demographic panels with CTRL + 0, jump to the Appointment date field in the demographics, switch the date to today’s date. Jump back to the body.

- c) Use CTRL + 0 to hide the demographics panels again. Navigate to the Complications section. Add a new section after called "Estimated Blood Loss". Remember to position the edit cursor after the text in the Complications section before you create the new section. In the new section type "5 mL". Use CTRL + ALT + HOME to move to the edit cursor to the top of the document.
- d) Navigate to the Preoperative Diagnosis section. Using the best shortcut, position the edit cursor at the bottom of that content box, convert the text Postoperative Diagnosis into a new section. In the new section, replace the word "same" with the text from the Preoperative Diagnosis section.

#### EXERCISE 2:

- a) Using the best shortcut, navigate to the "Indications for Procedure" section. Locate the phrase "He was also identified to have a 6.5 cm abdominal aortic aneurysm...". Using the best shortcut, delete that phrase. Use CTRL + ALT + HOME to move to the top of the document. Add a new section after Surgeon called "Second Surgeon", in that section type "Dr. Michelle Calhan".
- b) Navigate to the "Operative Findings" section, rename that section to "Operative Discovery". Select all the text in that content box. Copy the text and paste it into the "Complications" section.
- c) Navigate to the "Indications for Procedure" section. Delete all of the words in that section except for "who consented for the procedure." Using the best shortcut to undo the delete. Navigate to the "Procedure" section. Using the best shortcut, position the edit cursor at the bottom of that section. Use CTRL + ALT + HOME to position the edit cursor at the top of the document.
- d) Show the demographics panels using CTRL + 0. Jump to the birthdate field and switch the date to 5/6/1980. Jump to the comment and type "Bad audio at 2:05". Jump to the appointment date and switch that to 5/5/2016. Jump back to the body. Navigate to the "Complications" section use CTRL + ALT + HOME to jump to the top of the document.

## CTRL + ALT + END (Move edit cursor to bottom of document)

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

#### EXERCISE 1:

- a) Position the edit cursor in the Surgeon section, if it's not already there. Use CTRL + ALT + END to instantly move the edit cursor to the bottom of the document. Use CTRL + ALT + HOME to move back to the top of the document. Repeat using CTRL + ALT + END and CTRL + ALT + HOME 7 times. After each use of the shortcut return your hands to the home row keys.
- b) Use CTRL + 0 to hide all the demographic panels. Use CTRL + ALT + END to jump to the bottom of the document. Add a new section called "Recovery". In that section create a list with the following items item 1: "The patient was returned to the recovery room". Item 2: "The patient had no complications". Item 3: "The patient will be transferred to room 211 in 1 hour". Use CTRL + ALT + HOME to jump back to the top of the document.
- c) Add a new first section titled "Date of Procedure". To do this:
- d) Rename the "Surgeon" content box title to "Date of Procedure"
- e) In the new Date of Procedure content box, position the edit cursor so it's on the first word of that box. Using the best shortcut, add the "Surgeon" section.

- f) Navigate back to the Date of Procedure section and type today's date.
- g) Use CTRL + Z to remove the date, use CTRL + Y to add the date back again. Use CTRL + ALT + END to jump to the bottom. The edit cursor should now be in the "Recovery" content box. Using the best shortcut, convert that section into plain text.
- h) Navigate to the "Complications" section and convert that section into a subsection. Convert "Operative Findings" and "Indications for Procedure" into subsections. Navigate back to the "Complications" content box and using the best shortcut, convert that back into a main section. Use CTRL + ALT + HOME to jump to the top of the document. Use CTRL + ALT + END to jump to the bottom of the document.

#### EXERCISE 2:

- a) Using the best shortcut, navigate the edit cursor to the "Operative Findings" section. Create 3 new subsections under that section titled "Findings 1", "Findings 2", and "Findings 3". Copy the first sentence of the "Operative Findings" section into the new "Findings 1" subsection. Return to the "Operative Findings" section and copy the next sentence into the Findings 2 subsection. Then copy sentence 3 from the "Operative Findings" section into the "Findings 3" content box.
- b) Use CTRL + ALT + HOME, to jump to the top of the document. Change the date in the "Date of Procedure" section to 12/11/2015. Use CTRL + 0 to unhide all the demographics panels. Using the best shortcut, jump to the Appointment date demographics field and switch that date to match. Using the best shortcut, move to the CC's field and, search for the CC last name of "Smith". Find "Lillian Smith" and add her as a CC. Jump back to the body.
- c) Use CTRL + ALT + END to jump to the bottom of the document. The edit cursor should be at the bottom of the "Procedure" section. Select the third paragraph in that section and delete it. Find all the "LAD" acronyms and change them to "SAD". Find the word "dissected" and change it to "bisected". Use CTRL + ALT + HOME to jump back to the top of the document. Use CTRL + ALT + END to jump back to the bottom of the document. Use CTRL + ALT + HOME to jump back to the top of the document.

## 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? In structured documents the calendar icon is the most efficient way to change the birthdate or appointment date.
4. True or False? SHIFT + U toggles the case of a word from lower to sentence to upper case.
5. True or False? A word must be highlighted in order to use the toggle case shortcut.
6. 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

7. Which shortcut allows you to quickly move or jump the edit cursor to the top of the document?
- a) CTRL + ALT + H
  - b) ALT + HOME
  - c) ALT + M + H
  - d) CTRL + ALT + HOME
8. Which shortcut allows you to quickly move or jump the edit cursor to the bottom of the document?
- a) CTRL + E
  - b) ALT + END
  - c) CTRL + ALT + END
  - d) SHIFT + END