



INSCRIBE SHORTCUT PROGRAM USING “ASR-ENHANCED” SHORTCUTS

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Week 11: CTRL + ALT + G, SHIFT + ALT + G, F3, F4

SUMMARY	
Description	Shortcut
Insert dictation template	CTRL + ALT + G
Reload document template	SHIFT + ALT + G
Rewind audio playback	F3
Fast forward audio playback	F4

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 + G (Insert dictation template)

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load “Lesson 15: Learn to Use the Voice Cursor Exercise: Using the voice cursor” for these exercises.

EXERCISE 1:

- Position your edit cursor at the top of the document, use CTRL + ALT + G to bring up the Dictation Templates window. Use ↓ to select the first dictation template and hit ENTER. Hit ENTER twice.
- Use CTRL + ALT + G to bring up the Dictation Templates window, use ↓ to select the first template and hit ENTER. Hit ENTER twice. Hit CTRL + Z twice to undo the template insertion.
- Repeat step b, 7 each time you use the shortcuts either CTRL + ALT + G or CTRL + Z, remember to return your hands to the home row keys.

EXERCISE 2:

- Position your edit cursor after the word “Smith” in the “Referring Physician” section. Hit ENTER twice. Use CTRL + ALT + G to bring up the Dictation Templates window. Use ↓ to select the “Initials” and hit ENTER.
 - In the dictation template add a “MEDICATIONS” section after the “HISTORY OF PRESENT ILLNESS”. Create an indented numbered list with the Medications: “Plavix”, “Norco”, “Omeprazole”, “Atavin”.
 - Navigate to the PLAN section in the dictation template and type “See me in 3 weeks for follow-up.”
 - Using the best shortcut delete the entire PHYSICAL EXAMINATION section from the dictation template.

- b) Using the best shortcut, navigate to the “Physical Examination” section in the document, delete that entire section and all of its contents.
 - i. Move the edit cursor back into the MEDICATIONS section. Delete #2 “MiraLax” and fix the numbering.
 - ii. Position the cursor so it’s at the end the 4th line after the word “daily” at the end of that section. Use the ↓ twice to position the edit cursor.
 - iii. Use CTRL + ALT + G to bring up the Dictation Templates Window, use the type to find method and start typing “Normal” to get the selection on the templates with the title “Norma PE” and hit ENTER.
 - iv. Hit F1 to jump to the pulse bracketed field and type “91”. Hit F1 again to jump to the blood pressure and type “120”. Use CTRL + G to move to the rest of the bracketed fields and fill in this info: “70”, “No clubbing or edema.”, “strong”, “the base of the head and neck”
- c) Navigate to the Diagnostic Data section, start playback from the word “sodium” attach the edit cursor to the voice cursor. Let the audio play until you reach the end of the section. Stop the audio. The edit cursor should appear after the number “73”.
 - i. Use CTRL + ALT + G to bring up the Dictation Templates window, find the template titled “Bone Injection” and hit ENTER.
 - ii. Directly after the template, type “I just inserted the Bone Injection template.
- d) Jump to the bottom of the document and delete the last number of the Plan section. Undo the delete. Position the edit cursor on the 2nd paragraph of the Assessment section, start playback, attach the edit cursor to the voice cursor. Speed up the playback 2 times. Stop the playback when you get to the word “management” in the PLAN section then return the playback to normal.

EXERCISE 3:

- a) Position the edit cursor in the “Cardiovascular” subsection after the word “rate”, use CTRL + ALT + G to bring up the Dictation Templates window. Use the best method to select the “Bone Injection” template and hit ENTER. Undo that insertion. Using the best shortcut to re-do that insertion.
- b) Navigate to the HEENT subsection. Select and cut entire section. Navigate to the ALLERGIES section and paste the text that you cut at the end of that section.
- c) Using the best shortcut, navigate to the ASSESSMENT section. Start playback from the beginning of that section attach the edit cursor to the voice cursor and edit that section to ensure there are no errors.
 - i. When the section has been corrected, stop the playback. Using the best shortcut, return playback to normal.
 - ii. Use CTRL + ALT + G to bring up the dictation templates window. Find and insert the template titled “US List Test”.
 - iii. Undo the insertion of the “US List Test”. Navigate to the top of the document, start playback from the word “Smith”. Attach the edit cursor to the voice cursor, let the audio play until the edit cursor gets to the “Review of Systems” section and stop playback.

SHIFT + CTRL + G (Reload document template)

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load “Lesson 15: Learn to Use the Voice Cursor Exercise: Using the voice cursor” for these exercises.

EXERCISE 1:

- a) Use SHIFT + CTRL + G, to reload the document template for the current document type. If the document type has a template, you should see the New Document Template window. If you get this window, select the “Keep Text” option and hit ENTER.
- b) Repeat step “a.” 5 times. Each time you finish the step return your hands to the home row keys.

EXERCISE 2:

- a) Using the best shortcut, jump to the document type drop down and change the document type to “t-cons” and hit ENTER. When the New Document Template window appears, select “Keep Text” and hit ENTER.
- b) Jump to the comment and type “Template didn’t insert”, mark the job for QA. Jump back to the body. Navigate to the HISTORY OF PRESENT ILLNESS section and change the title to read HPI
 - i. Navigate to the last line of the HPI section and delete that line. Clean up any extra spaces to format the text correctly.
 - ii. Use CTRL + ALT + G to pull up the Dictation Template Window. Use the best method to select and insert the “Bone Injection” template.
 - iii. Navigate to the end of the DIAGNOSTIC DATA, Use CTRL + ALT + G to pull up the Dictation Template Window, use the best method to select and insert the “Bone Injection” template.
 - iv. Undo the template insertion.
- c) Navigate to the HPI section, start playback from the word “Last” as in “Last time I had...” Attach the edit cursor to the voice cursor and stop the playback when you reach the word “negative” in the REVIEW OF SYSTEMS section. Use SHIFT + CTRL + G to re-load the document template. Select “Keep Text” and hit ENTER.

EXERCISE 3:

- a) Move your edit cursor after the subsection “Extremities” and type “Here is some text”. Use SHIFT + ALT + G. When the New Document Template window appears select the “Insert at cursor” option.
- b) Jump to the comment box, delete the comment and type, “I just reloaded the document template”. Bring up the patient name search box and search for the last name “Solan”. You should see “Andrew Sloan”, select that and hit ENTER. Jump back to the body.
- c) Use CTRL + ALT + G to insert a dictation template. Select the second template and hit ENTER.
- d) Position the edit cursor at the bottom of the document. Use SHIFT + CTRL + G and select “Keep Text”.
- e) Position the edit cursor at the top of the document, use CTRL + ALT + G to insert a dictation template. Select the second template and hit ENTER. Jump to the CC’s field again and search for the CC “Miller”. When the Associate Search appears, select “Wade Miller” and hit ENTER. Jump back to the body.

- f) Using the best method delete “Wade Miller” from the CC field. Jump to the Addl Auth, jump back to the body use SHIFT + CTRL + G to re-load the document template. When the New Document Template window appears select “Keep Text” and hit ENTER.

F3 (Rewind audio playback)

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load “Lesson 15: Learn to Use the Voice Cursor Exercise: Using the voice cursor” for these exercises.

EXERCISE 1:

- a) Using the best shortcut position the edit cursor on the word “hypertension” in the HISTORY OF PRESENT ILLNESS section. Start playback from that word, let the audio play 2 seconds.
- b) Use F3 to rewind the audio. Let the audio play 3 seconds. Use CTRL + T to speed up the audio. Stop the audio.
- c) Jump to the birthdate field. Change the birth date to 6/12/1982. Jump back to the body.
- d) Use CTRL + R to return the playback to normal. Start playback, attach the edit cursor to the voice cursor. Hit F3 to rewind the audio. Use CTRL + E twice to slow down the audio. Hit F3 twice. Stop the audio.
- e) Mark the job for review.
- f) Using the best shortcut, position the edit cursor on the last word in the HISTORY OF PRESENT ILLNESS section, on the word “edema”. Start playback from that word. Hit F3 until the audio has been rewound back to the REASON FOR CONSULTATION section. Use CTRL + R then Stop the audio.

EXERCISE 2:

- a) Position the edit cursor on the word “Chronic” in the REASON FOR CONSULTATION section, start playback from that word. Let the audio play 2 seconds.
- b) Attach the edit cursor to the voice cursor. Use CTRL + T twice to speed up the audio. Let the audio play 3 seconds then use CTRL + T again. Let that play until the edit cursor gets to the REVIEW OF SYSTEMS section. Use F3 to rewind the audio all the way back near the words “The patient” in the HISTORY OF PRESENT ILLNESS section. Use CTRL + R. Stop the audio.
- c) Jump to the Patient Name field, jump back to the body.
- d) Using the best shortcut, position the edit cursor on the word “Normal” in the Lungs subsection. Start audio playback from that word. Attach the edit cursor to the voice cursor. Let the audio play 2 seconds.
- e) Use F3 until playback is near the word “Lisinopril” in the MEDICATIONS section. Stop the audio.

EXERCISE 3:

- a) Using the best shortcut, position the edit cursor on the word “patient” as in “The patient” in the ASSESSMENT section. Attach the edit cursor to the voice cursor. Start playback, use CTRL + E twice. Use F3 4 times. Use F3 until you get to the Abdomen subsection. Stop the audio.
- b) Navigate up to the last medication “Pravastatin” start playback from that word, let the audio play 3 seconds, use CTRL + T three times, let the audio play 2 seconds. Stop the audio.
- c) Jump to the CC, and search for “black”. Add Brian Black as a CC. Jump to the appointment date, change the date to today’s date, jump back to the body, jump to the Patient Name, and jump back to the body.
- d) Mark the job for QA. Start playback, attach the edit cursor to the voice cursor, let the audio play for 3 seconds, use F3 until you get near to the last word of the HISTORY OF PRESENT ILLNESS section, “edema”. Stop the audio.

EXERCISE 4:

- a) Using the best shortcut, position the edit cursor at the bottom of the report, so that it’s on the word “Follow”, the second item number in the PLAN section. Start playback from that word. Attach the edit cursor to the voice cursor.
- b) Use F3 until you rewind all the way back to the beginning of the report. Let the audio play for 2 seconds then use CTRL + T three times. Let the audio playback 5 seconds, use CTRL + R, then use F3 to rewind the audio all the way back to the beginning of the report. Stop the audio.

F4 (Fast forward audio playback)

INSTRUCTIONS: Load the ShadowScribe Edit Training – Unstructured training program. Load “Lesson 15: Learn to Use the Voice Cursor Exercise: Using the voice cursor” for these exercises.

EXERCISE 1:

- a) Position the edit cursor on the word “Smith”. Start playback from that word. Attach the edit cursor to the voice cursor.
- b) Use F4 to fast forward until you get to the REVIEW OF SYSTEMS section. Use CTRL + T two times. Let the audio play 2 seconds.
- c) Use F4 until you get to the General subsection in the PHYSICAL EXAMINATION section. Use CTRL + R. Stop the audio.
- d) Jump to the Patient ID, change that to 1176 and hit ENTER. When the Appointment Search window appears, select the 3rd appointment and hit ENTER, jump back to the body.
- e) Start playback from the word “disease” in the REASON FOR CONSULTATION section. Attach the edit cursor to the voice cursor. Use F3 until you get to near the word “Aspirin” in the MEDICATIONS section.
- f) Use F4 until the edit cursor is near the word “bicarbonate” in the DIAGNOSTIC DATA section. Stop the audio, unmark the job for QA.

EXERCISE 2:

- a) Using the best shortcut, start playback from the word “subjective” in the REVIEW OF SYSTEMS section. Attach the edit cursor to the voice cursor.
- b) Use F4 until the audio playback is near the “Heart” subsection. Let the audio play 3 seconds use CTRL + T twice. Let the audio play 3 seconds, use CTRL + R. Stop the audio.
- c) Using the best shortcut, position the edit cursor on the word “calcium” in the DIAGNOSTIC DATA section. Start playback from that word, attach the edit cursor to the voice cursor.
- d) Use F4 until you get to the ASSESSMENT section.
- e) Use F3 until you get to the Extremities subsection in the PHYSICAL EXAMINATION. Stop playback.
- f) Jump to the birthdate field, change the date to 1/22/2010. Jump back to the body, start playback. Use CTRL + E once, let the audio play 2 seconds. Stop the audio.
- g) Use the best shortcut, open the InScribe Keyboard Shortcuts window. Expand the playback section. Look at the other shortcuts for playing, pausing, rewinding, and fast forwarding. Close the window.
- h) Start Playback, attach the edit cursor to the voice cursor, use F4 until you get to the end of the report. Stop the audio.

EXERCISE 3:

- a) With the edit cursor at the end of the report, attach it to the voice cursor. Use F3, until the cursor ends up in the ASSESSMENT section.
- b) Start the audio, use F4 once, use CTRL + T once. Detach the edit cursor from the voice cursor, using any of the arrow keys. Let the audio play for 3 sec.
- c) Attach the edit cursor to the voice cursor. Use F3 until playback is in the DIAGNOSTIC DATA section.
- d) Use CTRL + E three times. Use F3 until the playback is near the General subsection of the PHYSICAL EXAMINATION. Use CTRL + R. Stop the audio.
- e) Jump to the Patient ID field, change the ID to X136, jump back to the body.
- f) Position the edit cursor on the word “negative” in the REVIEW OF SYSTEMS section. Start playback from that word, attach the edit cursor to the voice cursor use F4 until you get to the end of the report.

EXERCISE 4:

- a) Using the best shortcut, position the edit cursor near the word “sodium” in the DIAGNOSTIC DATA section. Start playback from that word, attach the edit cursor to the voice cursor.
- b) Use F4 until you get near the word Ferritin. Stop the audio and delete the 73 and change that to 88.
- c) Restart the audio, attach the edit cursor to the voice cursor use F4 until the cursor is near the word “continue” in the PLAN section. While the audio is playing, change “continue” to “stop”.
- d) Use F3 until you hear the word dyslipidemia in the ASSESSMENT section. Let the Audio playback 2 seconds. Use CTRL + T once, then let the audio playback 2 seconds. Use F4 two times. Use CTRL + R, stop the audio.

Week 11 - QUIZ

1. What shortcut is used to insert a dictation template?
 - a) CTRL + G
 - b) SHIFT + CTRL + G
 - c) CTRL + D
 - d) CTRL + ALT + G
2. What shortcut is used to load the document template for the current document type?
 - a) SHIFT + D
 - b) ALT + D
 - c) SHIFT + CTRL + G
 - d) ALT + D + E
3. True or False? Because of the shortcut SHIFT + CTRL + SPACE, using F3 (rewind) and F4 (fast forward) don't have to be used, or is used less often.
4. Which statement is true about F3 and F4
 - a) Use F3 to fast forward and F4 to rewind audio
 - b) These shortcuts are not used in drafts
 - c) F3 and F4 can be used in drafts but are not really necessary
 - d) F4 doesn't work in drafts
5. True or False? You should always use F4 and F3 at the start and end of every draft.