

Speech Recognition Tip Sheet – PILOT ONLY

Getting Help

- Say “Give me help” or “What can I say” while using Dragon
- Email speechrecognition@uhn.ca from March 31, 2021 until April 30, 2021 for support Monday-Friday 8:00am-8:00pm
- Urgent support is offered evenings, weekends and holidays by contacting the Help Desk and requesting dictation support

PowerMic Mobile

PowerMic Mobile allows you to use your iPhone or Android smartphone as a secure wireless microphone for dictation with EPR.

See the Digital Education website for installation instructions.

Important Reminders

- Remember to turn off the microphone when finished dictating to avoid transcription of background conversations
- Correct commonly misrecognized words to increase accuracy and save time
- Position the cursor where you want your text to go

Commonly used Commands

Correcting and deleting

- Scratch that
- Delete that
- Undo/Redo that
- Select <XYZ>
- Select that (selects last utterance)
- Select first/last/next word/all
- Select <word> through <word>
- Unselect that
- Correct <XYZ>
- Correct that
- Resume with <XYZ> (deletes text up to that word)

Inserting lines and spaces

- Next paragraph
- New line
- Insert before/after <XYZ>

Important: Note Formatting

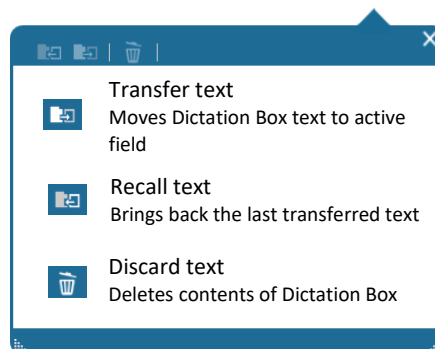
- Include the **Date of Visit** at the top of your note
- Include your **Signature** at the bottom of each note (create this as an auto-text in advance)
- Medications, typically capitalized medical abbreviations, and headers should be CAPITALIZED
 - Say “all caps on” prior to saying the **phrase** you wish to be capitalized and say “all caps off” once the **phrase** has been written
 - Say “all caps” prior to saying the **word** you wish to be capitalized

Dictation Box

The dictation box automatically opens when attempting to dictate into a field that is not directly compatible with Dragon. You can **Transfer Text** from the dictation box to any desired free text field in EPR.

Dictation Box Commands:

- Open/close dictation box
- Transfer text
- Discard text



Microphone Control



PowerMic Mobile Best Practices

- Hold smartphone in non-dominant hand
- Position your smartphone approximately 1 inch below your mouth and 1-3 inches away
- Pause briefly before and after saying commands to ensure they are recognized
- Speak in full sentences, including punctuation

Capitalizing

- Cap that (capitalize the first letter)
- Cap <XYZ> (capitalize the first letter)
- All caps on <phrase> / All caps off (capitalize the entire word/phrase)
- All caps <word> (capitalize the next word only)

Navigating


- Go to beginning/top
- End of sentence/paragraph
- Go back
- Go to bottom/end
- Insert before/after <word or phrase>

Managing Your Vocabulary

Add words:

1. Say Add Word or say Add That to Vocabulary
2. Type correct spelling

Note: you can enter a new single word, acronym or a short phrase

3. Click Default Pronunciation or click the microphone icon  to TRAIN the word

Manage your custom words:

1. Say Manage Vocabulary > search for the word/phrase to change/delete/train > correct as needed

Note: if the word/phrase has already been trained, delete and re-add to correct spelling

2. Click + to add a new word/phrase

Transcription Notes

- Located in Patient Care Tab under Other [Transcription Notes \(PILOT\)](#)
- All notes will be automatically sent to the referring physician and primary care provider unless distribution field changed to **No**
- Review who the referring physician and primary care providers are from the Face Sheet Summary
- Additional auto-fax recipients can be added through the CC's on Demand field
Transcription Notes can only be added to active patient visits

Dictate Punctuation:

Say	To type
Comma	,
Period or full stop	.
Exclamation point, exclamation mark	!
Question mark	?
Colon	:
Semi colon	;
Open quote ... Close quote	" ... "
Open paren ... Close paren	(...)

To spell out the word instead of the punctuation (ex. colon) say "Spell Out" before spelling the word letter by letter. Do not pause before you start spelling for accurate dictation.

Auto-texts

Create Auto-Text to bring in blocks of text with a simple voice command

Add an Auto-text:

1. Highlight desired text
2. Say Make that an Auto-text
3. Dictate the name (what you will say to open it)
4. Click apply all then click close

Useful Auto-text Commands:

- Add that to Vocabulary
- Next/Previous field
- First/Last field
- Accept defaults (clears all brackets and accepts ALL default text)
- Field complete (removes brackets and accepts text only in the CURRENT variable field)

Exit and Log Off Dragon

- Exiting Dragon will require a relaunch of EPR to re-open the Dragon application
- If using your dedicated UHN computer or personal computer, from the DragonBar Menu select Log Off or Exit
- If using a Scratch PC, Log Off but do not Exit Dragon after each use (keeps app available for next user)