

# Speech Recognition User Guide

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## About Speech Recognition

**Front-end dictation:** This allows users to dictate directly into the electronic patient record (EPR) which enables fast, real-time documentation. Front-end dictation also reduces turnover time, allowing users to quickly review and edit their dictation as they go. Speech recognition will be launched with EPR and can be used for free text fields within EPR.

**You have been provided with a way to create Transcription Notes (e.g. Clinic or Consultation Note) directly within EPR, instead of using phone dictation.** These notes can be distributed as usual through auto-fax and Hospital Report Manager. Transcription notes created directly in EPR will not be sent for review within CliP - as the note creator, you should check for accuracy and formatting before saving the note in EPR. All Transcription Note distribution will occur automatically through auto-fax to the Primary Care Provider and Referring Physician that are listed in the EPR Face Sheet Summary associated with the visit. Any additional recipients will need to be included in the **CC on Demand** field.

## PowerMic Mobile

PowerMic Mobile allows you to use your iPhone or Android smartphone as a secure wireless microphone for dictation with EPR. This application has been developed by Nuance for use with their desktop Dragon Medical One (Dragon) speech recognition application.

PowerMic Mobile for iOS requires iOS 9.3.5 or greater

PowerMic Mobile for Android requires Android 4.0 or greater

For installation instructions please complete the training located here:

[https://www.uhn.ca/corporate/For\\_Staff/Digital\\_Education](https://www.uhn.ca/corporate/For_Staff/Digital_Education)

## About Dragon Medical One

Dragon Medical One ("Dragon") is a cloud-based speech recognition solution that has been integrated with EPR. This tool allows clinicians to use their voice to dictate text into EPR as an alternative to typing using a keyboard.

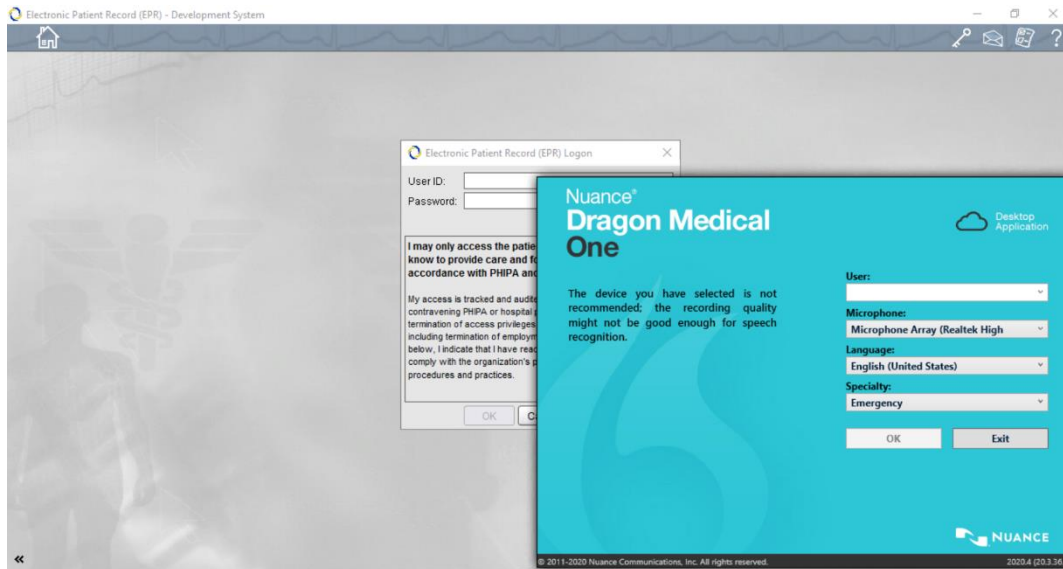
## Launching and Logging into Dragon


*UHN Provided Laptop or Scratch PC*

1. From your desktop, double click on the **EPR with Speech** icon.



2. The Dragon login screen will automatically open alongside the EPR login screen.



**Note:** If the Dragon screen is hidden behind the EPR screen upon launch, select the Dragon icon in your taskbar  to bring the login screen to the front.

3. In the **User** field, type your **EPR ID**
4. From the microphone drop-down menu select either **Nuance PowerMic Mobile** to use the smartphone PowerMic Mobile application or **Microphone (USB DESKTOP MIC)** to use the stand microphone located at your work station.

User:  
 EPR ID TRAIN

Microphone:  
 Nuance PowerMic Mobile

Language:  
 English (United States)

Specialty:  
 Emergency

OK Exit

User:  
 EPR ID TRAIN

Microphone:  
 Microphone (USB DESKTOP MIC)

Language:  
 English (United States)

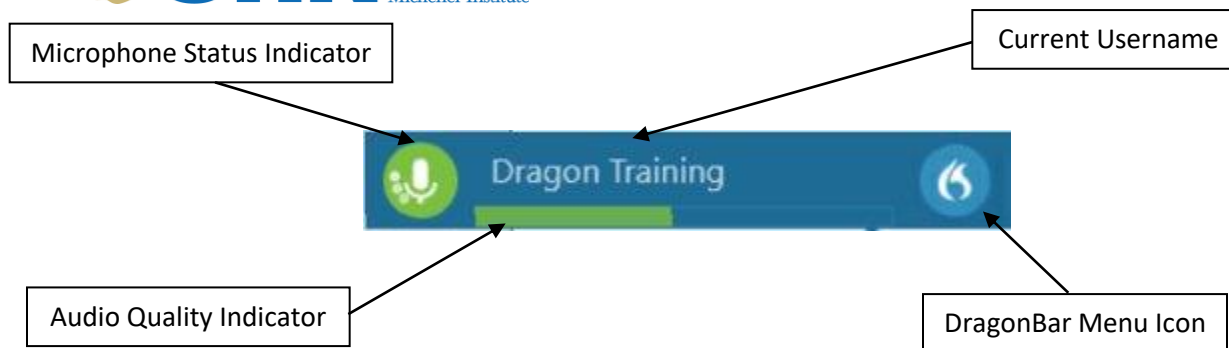
Specialty:  
 Emergency

OK Exit

5. From the specialty drop-down menu select the specialty most closely related to your department. If you are unable to find your specialty, select **General Medicine**.
6. Select **OK**.
7. Log into EPR.

## Dragon Basics

The DragonBar can be used to start/stop dictation, receive help, and configure Dragon's setup. It can be moved by clicking and dragging with your mouse.



### Microphone Status Indicator

Click the microphone button to turn the microphone on and off. The indicator changes to let you know whether the microphone is listening.

**Green** = Mic is active (listening)

**Red** = Mic is off (not listening)

### Audio Quality Indicator

1. Voice Activity Detection (VAD) – Indicates audio is recording and displays the volume level.
2. For optimal performance, position your microphone approximately 1 inch below your mouth and 1-3 inches away.

### Current Username

This indicates the username of the person currently logged into Dragon. Users must be logged into Dragon as themselves to have access to their individual commands and settings.

### DragonBar Menu Icon

Click the DragonBar Menu Icon to see a drop-down menu of all the features in Dragon. This menu includes user and microphone settings and options that allow users to access information about Dragon and configure the Dragon application.

**Log Off:** Allows you to change Users, Microphones, and Specialties without having to re-launch Dragon from the desktop icon on that machine. Depending on your sign in environment, you may be required to Exit Dragon and relaunch to change your settings.

**Microphone:** Allows you to switch between available microphones.

**Options:** Allows users to set their own preferences

**Manage Auto-Text:** Manage and create Auto-Text commands

**Manage Step-by-step Commands:** Manage and create Step-by-Step commands

**Manage Vocabulary:** Add and edit custom words or phrases for better accuracy

**Show/Hide Dictation Box:** A free-text box that allows you to collect dictated text independent of EPR and then "Transfer Text" into your target application.

**Show Most Recent Message:** Will display the last recognized voice command

**Help:** Dragon Help | Speech Recognition Help. Walks you through detailed steps on how to use dictation and all the additional features Dragon offers. The Help session is searchable using Ctrl+F.

**What You Can Say:** Shows all available commands in Dragon, grouped by category.

What You Can Say Topic	Description	Voice Command
Auto-Texts	Use Auto-Texts to insert standard texts instead of recording manually. Shared Auto-Texts managed by the organization's Dragon Administrator are found here.	[example]: Insert Negative Review of Systems
User Settings	Modify the settings.	Open Settings
Dragon	Control the application.	Close Dragon
Anchoring	Control the application that has the speech focus anchored to it.	Show anchored application
Formatting	Format text using your voice.	[example]: All caps that
Manage Auto-Texts	Create and edit Auto-Texts using your voice. Auto-Texts created by the user are found here.	Create Auto-Text
Manage Commands	Create and edit commands using your voice.	Create command
Dragon Medical Advisor	Use the Dragon Medical Advisor to improve clinical documentation.	Run Advisor
Customer Feedback	Opens the portal to send Dragon feedback	Provide Feedback
Tutorial	Run a Dragon Medical One tutorial to learn more about using Dragon.	Open Tutorial
Training	Built-in self paced online training videos called Integrated Learning. Basic, intermediate and advanced videos available to review	Open Training
Correction	Edit what you see on the screen.	Delete word
Navigation	Move the Speech focus using your voice	[examples]: Next field, go to next field, move to next field

Recording	Control the microphone using your voice.	Microphone off
Personalization and Help	Switch between your dictation and more information.	Open Help

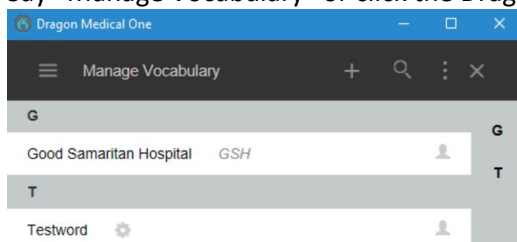
## Microphone Etiquette

- Maintain a consistent distance between microphone and mouth (1-3 inches for PowerMic users)
- Headset users should have the boom approximately 1 inch from the corner of their mouth (make sure the directional marker is toward your mouth if applicable)
- Allow for the 1/2 second delay on the microphone when starting and finishing dictation
- The microphone should only be on during dictation. Do not leave mic on when typing or if dictation is delayed.
- Maintain a consistent volume and speed while dictating (conversational type speech)
- Handheld microphones should be used in the non-mousing hand

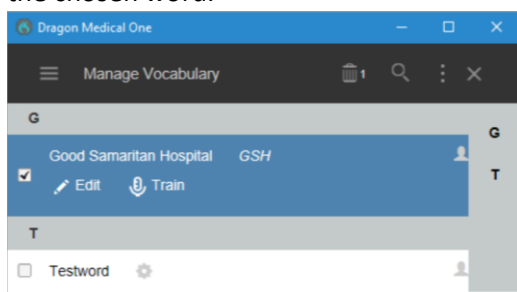
## Manage Vocabulary

You can go back at any time and adjust words in your custom vocabulary list. You can change the spelling, update the trained recording, or delete words.




1. Say “Manage Vocabulary” or click the DragonBar Menu icon and click “Manage Vocabulary.”



2. To begin editing a word, click on the word from the list. You will see a check mark appear next to the chosen word.



**Note:** You can select more than one word at a time, but you will only be given the option to Delete.

- To **delete** word(s), click the Delete button or the Trash icon 
- To **re-dictate** the sound of a word, click the blue mic icon 
- To change the spelling of a word, click the pencil icon 

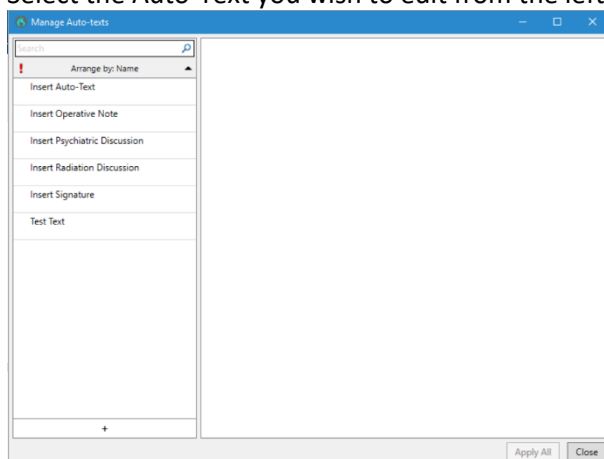
**Note:** If a word has a recorded training, Dragon will ask you delete and re-enter the word rather than changing the spelling.

## Creating Auto-Text

Auto-Texts are predefined blocks of text which are frequently used in letters, memos, reports, and similar standardized documents. They help save time by not having to say the whole text every time. After inserting via a short voice command, you can edit the text as normal. These can be created pre-emptively or as you dictate.

Auto-text can be used to create your signature line to be used at the end of each transcription note and to insert commonly used note templates.

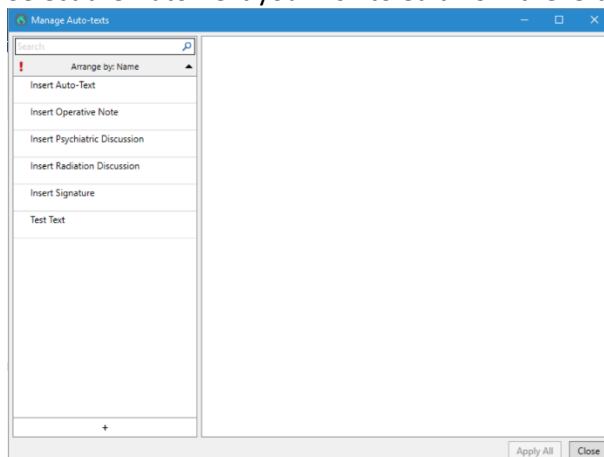
1. Click Manage Auto-Text from the Application Menu.
2. Select the Auto-Text you wish to edit from the left.



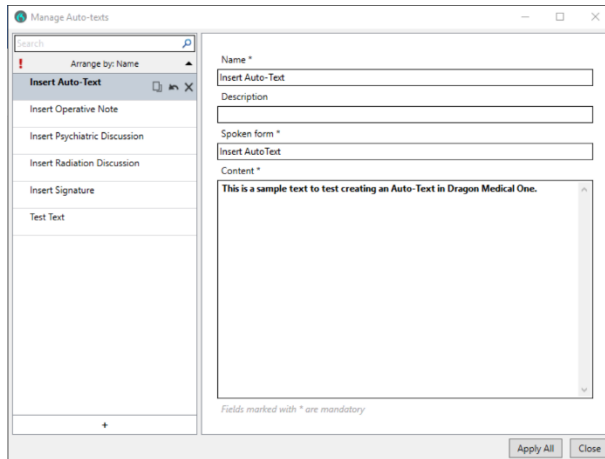
3. Parameters for the Auto-Text can be changed on the right.

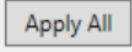
## Editing Auto-Texts

1. Click Manage Auto-Text from the Application Menu.
2. Select the Auto-Text you wish to edit from the left.



3. Parameters for the Auto-Text can be changed on the right



4. Select  to implement the changes

**Privacy Tip:** The auto-text command feature is not designed for the use of PHI or PII. Using the auto-text command for such purposes is strictly prohibited.

### Create a Basic Auto-Text

Basic Auto-Texts are best suited to blocks of text that do not need to be edited with each use. If you have a text template that needs to be edited with each patient interaction, you can use a Variable Auto-Text.

Basic auto-texts can be used to create your signature line to be used at the end of each transcription note.

### Create a Variable Auto-Text

Variable Auto-Texts work essentially the same as Basic Auto-Texts, but also allow for quick editing of specific words or phrases. To identify which content needs to be changed, place square brackets at the beginning and end of any text.

Variable auto-texts can be created for commonly used note templates.

1. [ dictated as *“left bracket”* or *“open bracket”*
2. ] dictated as *“right bracket”* or *“close bracket”*

Once the Variable Auto-Text is executed, additional Dragon features can be used to quickly navigate between the variable fields to update the content by using “Next Field” and “Previous Field” commands.

Say *“accept defaults”* to remove all the remaining brackets within the passage.

### Edit/Delete an Auto-Text

Once an Auto-Text has been created, you can always go back and edit the Name, Spoken Form, or Content fields. You can also delete Auto-Texts that you no longer need.



## 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>

### Capitalizing

- Cap that
- Cap <XYZ>
- All caps on <XYZ> All caps off (capitalize the next word or phrase between the commands)
- All caps (capitalize the next word)

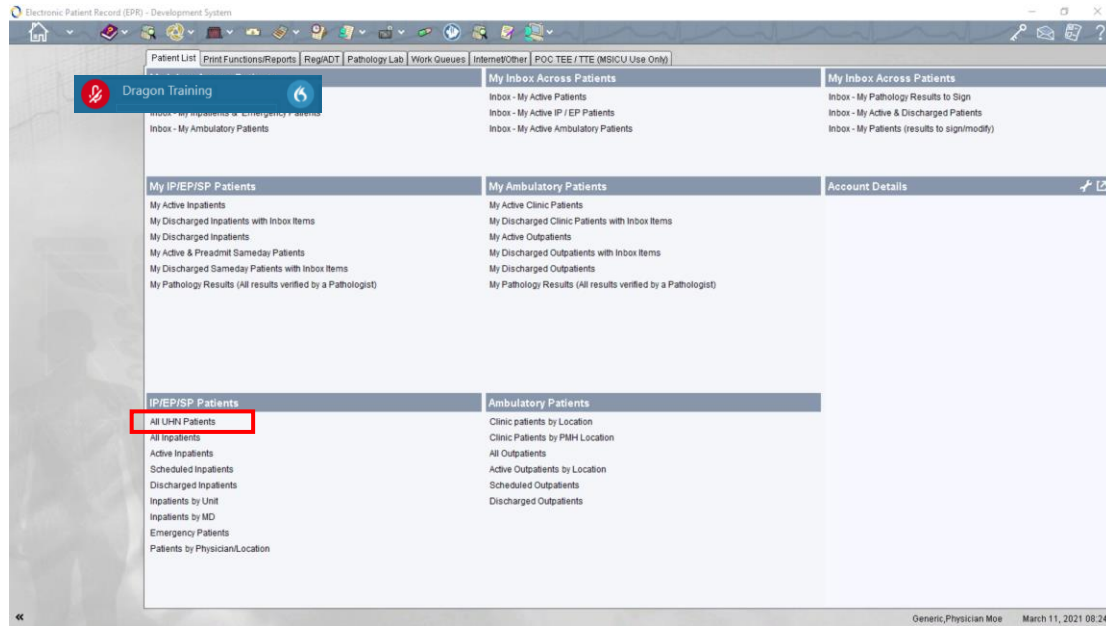
### Navigating

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

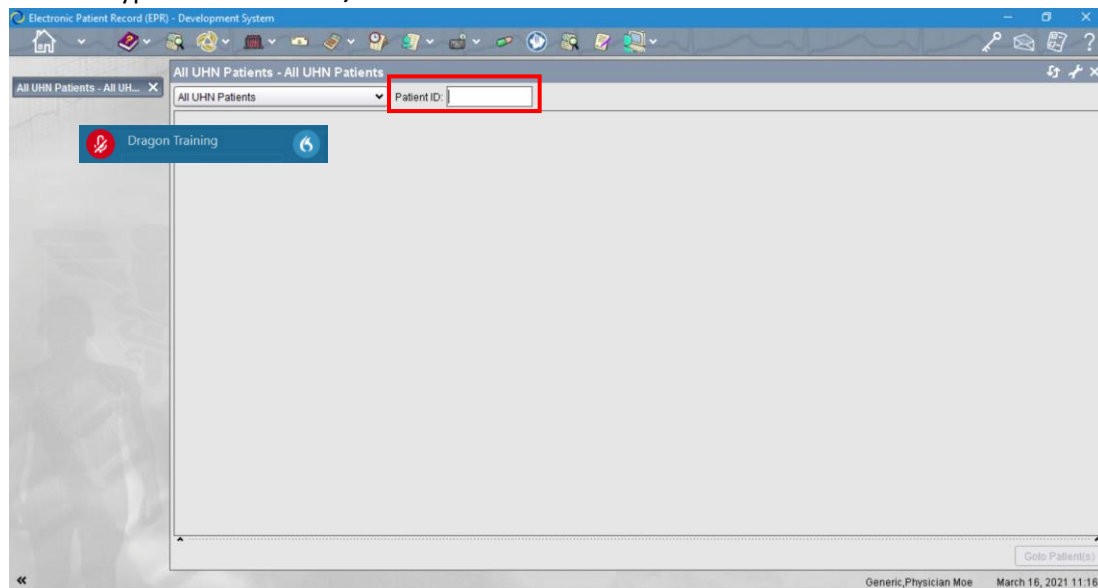
## Transcription Note Workflow in EPR

### Selecting the Correct Visit

1. From your EPR home screen select **All UHN Patients**



2. Type the **Last Name, First Name** into the **Patient ID Field**



3. Select the patient name from the list and click **Goto Patient(s)**

Electronic Patient Record (EPR) - Development System

Dragon Training

All UHN Patients - All UHN Patients

All UHN Patients Patient ID: test,susan

Name	Number	Visit Count	Sex	Birthdate	Age	Status
Test,Susan	7018493	2	Female	15-Jun-1977	43Y	IP

Goto Patient(s)

Generic,Physician Moe March 16, 2021 11:19

- From the list of available visits, select the **Active** visit that is associated with the clinic/area where you had the patient encounter and click **Goto Visit(s)**

Electronic Patient Record (EPR) - Development System

Dragon Training

All UHN Patients - All UHN Patients

All UHN Patients Patient ID: test,susan

Test,Susan Location: PM-16A 704 01 MRN: 7018493

Home Address: 1560 Taser Street Birthdate: 15-Jun-77 Visit Count: 2  
 TORONTO, ON M4N 1N2 Age: 43Y OHIP #:  
 Home Telephone: (416) 333-3333 Sex: Female

Visit Number	Start Date	Stop Date	Specialty	Physician	Visit Location	Types	Status	Facility
50000011405	17-Jul-20		GIM	PhysicnMoe	PM-16A Onc Sg	IP	active	UHN DEV
11430000043	16-May-14	16-May-14		PhysUnknow	TG-MI-OP	OP	discharged/closed	UHN DEV

Return To Patient List Goto Visit(s)

Generic,Physician Moe March 16, 2021 11:23

**Note:** Transcription notes can only be completed within visits with an active or discharged status.

### Reviewing Primary Care Provider and Attending Physicians

- From the **Patient Care** tab under **Patient Information** select **Face Sheet Summary**.

Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7010493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Dragon Training

**Patient Shortcuts**

- Chart Review
- Inbox
- MAR
- MD Assignment
- Med Profile
- Order Entry
- Order Review
- Unscheduled Procedures
- Patient Care Schedule
- 7 Day Med History Report
- Medication Dose Summary
- Consult Order Notification
- Transfer Orders Review
- Vital Signs Trend Report
- All Assessments Report
- Transcription Notes (PILOT)

**Patient Care** | Labs | eForms | Regional EHR

**Patient Review**

- Best Possible Medication History (BPMH)
- Chart Review
- Medication Review (from Pharmacy Database)
- Order Review
- Order List
- Patient Results Online
- Cardiology Reports
- OTTR Reports
- DREAM/CAIS Reports
- Pulmonary Function Report
- Vascular Reports
- Listen to Dictation
- Bariatric Assessment Note
- DART Report
- Diabetes Trending Report

**Assessments**

- Infection Calculators
- Height and Weight
- Morse Fall Scale
- Fall Risk Interventions
- Liver Clinic Assessment
- Confusion Assessment Method (CAM / CAM-ICU)
- Delirium Prevention and Management
- RA-MH Assessment
- Update Dosing Weight
- Medication Restrictions
- Medication History
- Vital Signs
- Neurological Vital Signs - TIVH Only
- Care Plan
- Hospital at Home Assessment

**Patient Imaging**

- Radiology Images

**Scanned Documents**

- View Scanned Documents
- Print Scanning Leadsheet

**Patient Information**

- Bed History
- Face Sheet
- Face Sheet Summary**
- Provider Register
- Edit Registration

**Reports**

- Active Orders Report
- Reprint Med Order Sheet
- Transfer Report
- LOA Meds Printout
- Patient Addressograph Label
- Fax Referral
- Reprint Patient Identification Band

**Clinical Research**

- View Clinical Research Studies

**Patient Dashboard Report**

- Resuscitation Status:** Unknown - assume full resuscitation by default
- Allergies/Adverse Reactions:** Allergies have not been documented on this visit. Please document.
- Falls Risk:** Falls Risk not documented on this visit. Please document.
- Height and Weight:** Height and Weight have not been documented on this visit. Please document.

**Other**

- Cancer Staging
- Discharge Summary
- Communication Note
- Transcription Notes (PILOT)
- ED Follow-Up Note
- Palliative Care Notes

**Specimen**

- REPRINT Specimen Label
- Specimen Collection

Generic, Physician Moe March 5, 2021 10:41

- At the bottom of the screen under the **Physician Information** heading the **Primary Care Provider** and **Referring Physician** are listed. These individuals will automatically receive an auto-fax of any completed transcription note.

Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7010493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Dragon Training

**Face Sheet Summary**

**Visit Information**

Admission Date & Time:	17 Jul 2020 0932	Admission Type:	Acute - Donor
Brought in By:	Self	Transferred From:	
Accommodation Requested:	Semi	Assigned:	Private
Location:	PM-16A 704 01	Admitting Diagnosis:	testing
Expected Procedure:		Previous Patient?:	
Discharge date/time:		Discharged/Transferred to:	

**Insurance Information**

Insurance Name	Details
Insurance information not entered for this visit	

**Physician Information**

Type	Name	Mailing Address	Phone numbers/faxes
<b>Primary Care Provider</b>	Generic, Physician Moe, MD	Blackhorse drive 43214 Toronto ON Can K7H 8J6	Phone: 416 340 4800 Fax: 416 340 4797 Ext: 6644
Visit Attending	Generic, Physician Moe	Blackhorse drive 43214 Toronto ON K7H 8J6	Phone: (416)-340-4800; Fax: (416)-340-4797; Ext: ( )-
<b>Visit Referring</b>	Generic, Physician AnaesthesiaTemplate, MD	UHN ON Can	
Visit Additional	Not entered		

**Oncology Information**

Generic, Physician Moe March 5, 2021 10:44

- Return to the main page by exiting out of the **Face Sheet Summary**.

## Completing a Transcription Note

- From the **Patient Care** tab, select **Transcription Notes** located under the **Other** section.

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

**Patient Review**  
 Best Possible Medication History (BPMH)  
 Chart Review  
 Medication Review (from Pharmacy Database)  
 Order Review  
 Order List  
 Patient Results Online  
 Cardiology Reports  
 OTTR Reports  
 DREAM/CAIS Reports  
 Pulmonary Function Report  
 Vascular Reports  
 Patient Imaging  
 Radiology Images  
 Patient Information  
 Bed History  
 Face Sheet  
 Face Sheet Summary  
 Provider Register  
 Edit Registration  
 Clinical Research  
 View Clinical Research Studies

**Assessments**  
 Allergy/Adverse Reaction  
 Resuscitation Status not documented. Update Resuscitation Status.  
 Other Medical Alerts  
 Infection Calculators  
 Height and Weight  
 Morse Fall Scale  
 Fall Risk Interventions  
 Liver Clinic Assessment  
 Confusion Assessment Method ( CAM / CAM-...  
 Delirium Prevention and Management  
 Scanned Documents  
 View Scanned Documents  
 Print Scanning Leadsheet  
 Reports  
 Active Orders Report  
 Reprint Med Order Sheet  
 Transfer Report  
 LOA Meds Printout  
 Patient Addressograph Label  
 Fax Referral  
 Reprint Patient Identification Band

**Patient Dashboard**  
 Dragon Training  
 Resuscitation Status: Unknown - assume full resuscitation by default  
 Allergies/Adverse Reactions: Allergies have not been documented on this visit. Please document.  
 Falls Risk: Falls Risk not documented on this visit. Please document.  
 Height and Weight: Height and Weight have not been documented on this visit. Please document.  
 Other: Cancer Staging, Discharge Summary, Communication Note, **Transcription Notes**, ED Follow-Up Note  
 Specimen: REPRINT Specimen Label, Specimen Collection

Generic, Physician Moe May 13, 2021 11:51

2. From the list of available notes, select the note you wish to dictate and click **OK**.

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

**Unscheduled Transcription Notes**  

#	Notes
1	Clinic Note
2	Annual Examination
3	Consultation
4	CRISP
5	DXA Report
6	History & Physical
7	HLA Typing Report
8	Letter
9	LIFEspan
10	Psychiatry Clinic Note
11	Psychosocial Clinic Note
12	Radiation Therapy Note
13	OR Procedure/Notes
14	Cardiac Cath Lab

Select unscheduled procedure(s):

OK Back Cancel

Generic, Physician Moe May 13, 2021 11:52

3. Enter the date and time that the procedure was performed into the transaction line and click **OK**. Type **Now** in the transaction line for today's date and time, if that is appropriate for the time of documentation. Otherwise, enter the correct date and time for the note using the day-month-year 24-hour date/time format, e.g. 4 Mar 21 1408.

Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Patient Shortcuts  
 Chart Review  
 Inbox  
 MAR  
 MD Assignment  
 Med Profile  
 Order Entry  
 Order Review  
 Unscheduled Procedures  
 Patient Care Schedule  
 7 Day Med History Report  
 Medication Dose Summary ...  
 Consult Order Notification  
 Transfer Orders Review  
 Vital Signs Trend Report  
 All Assessments Report  
 Transcription Notes (PILOT)

Transcription Notes (PILOT)  
 Unscheduled Procedure: Clinic Note

Enter date and time when unscheduled procedure was performed:

OK  
 Back  
 Cancel

Generic, Physician Moe March 11, 2021 08:34

Enter date and time when unscheduled procedure was performed:

4 Mar 21 1408

- Enter your Last Name, First Name in the transaction line and click **OK** to add your name to the **Dictated By** field.

Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 44Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Patient Shortcuts  
 Chart Review  
 Inbox  
 MAR  
 MD Assignment  
 Med Profile  
 Order Entry  
 Order Review  
 Unscheduled Procedures  
 Patient Care Schedule  
 7 Day Med History Report  
 Medication Dose Summary ...  
 Consult Order Notification  
 Transfer Orders Review  
 Vital Signs Trend Report  
 All Assessments Report  
 Transcription Notes

Unscheduled Transcription Notes  
 Clinic Note

New Event Time: Wed, 16 Jun 21 1102 Prev Event Status: (unscheduled)

Instructions: \*\*\* PLEASE INCLUDE THE DATE OF VISIT AT THE TOP AND YOUR SIGNATURE LINE AT THE BOTTOM OF EACH NOTE CREATED WITHIN THE MEDICAL RECORDS REPORT FIELD \*\*\*

2) Dictated by:

3) Attending/Staff:

4) Address Lookup:

5) Cc(s) on Demand:

6) Distribute YIN?: yes

7) Medical Records Report:

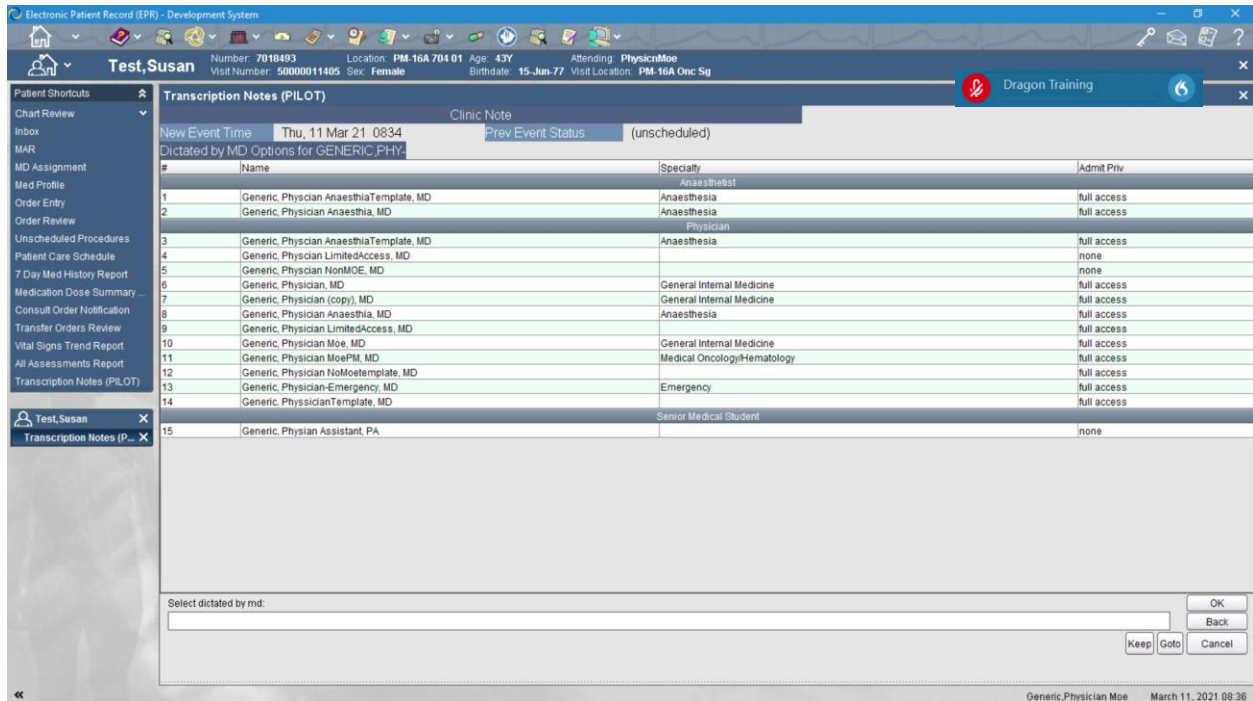
Enter dictated by md ID:

OK  
 Back  
 Keep Goto Expand Cancel

Generic, Physician Moe June 16, 2021 11:03



- From the list of dictated by options, select your name and click **OK**.



Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Transcription Notes (PILOT)

New Event Time: Thu, 11 Mar 21 0834 Clinic Note: (unscheduled)  
Prev Event Status: (unscheduled)

Dictated by MD Options for GENERIC PHY:

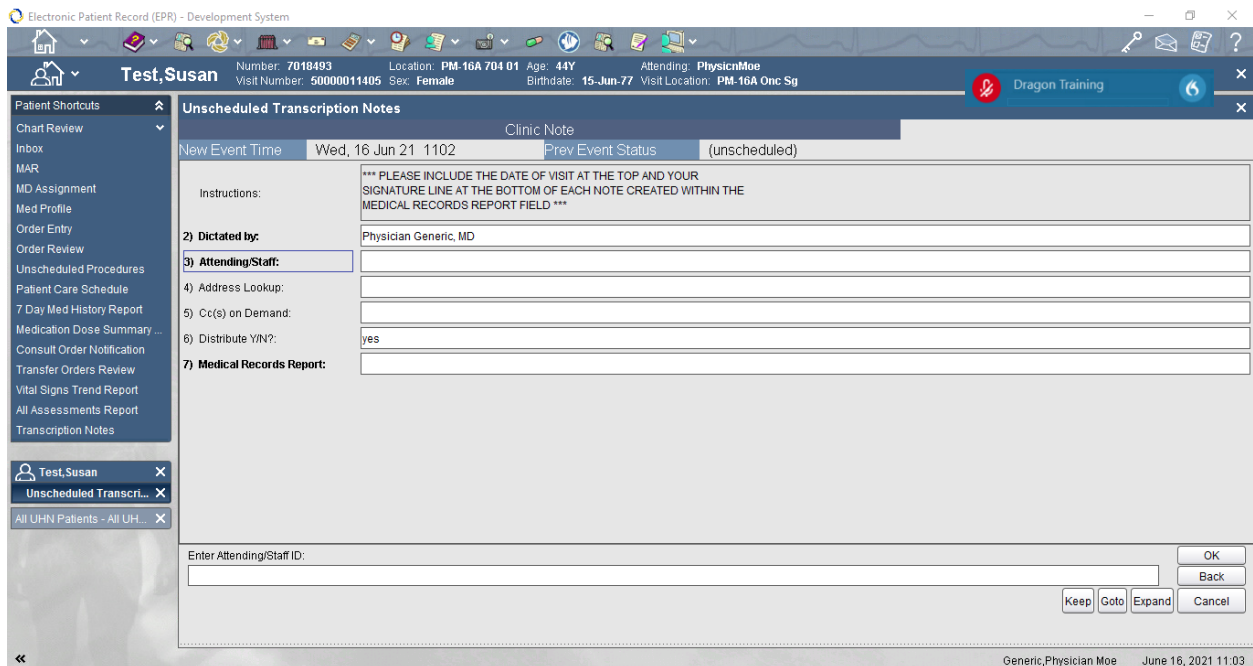
#	Name	Specialty	Admit Priv
1	Generic Physician AnaesthesiaTemplate, MD	Anaesthesia	full access
2	Generic Physician Anaesthesia, MD	Anaesthesia	full access
3	Generic Physician AnaesthesiaTemplate, MD	Anaesthesia	full access
4	Generic Physician LimitedAccess, MD	Physician	none
5	Generic Physician NonMOE, MD	Physician	none
6	Generic Physician, MD	General Internal Medicine	full access
7	Generic Physician (copy), MD	General Internal Medicine	full access
8	Generic Physician Anaesthesia, MD	Anaesthesia	full access
9	Generic Physician LimitedAccess, MD	Physician	full access
10	Generic Physician Moe, MD	General Internal Medicine	full access
11	Generic Physician MoePM, MD	Medical Oncology/Hematology	full access
12	Generic Physician NonMOEtemplate, MD	Physician	full access
13	Generic Physician-Emergency, MD	Emergency	full access
14	Generic PhysicianTemplate, MD	Physician	full access
15	Generic Physician Assistant PA	Senior Medical Student	none

Select dictated by md:

OK Back Keep Goto Cancel

Generic Physician Moe March 11, 2021 08:36

- In the **Attending/Staff** field enter your last name, first name to ensure this note is listed under the correct provider in chart review. Click **OK** to continue.



Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 44Y Attending: PhysicianMoe  
Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Unscheduled Transcription Notes

New Event Time: Wed, 16 Jun 21 1102 Clinic Note: (unscheduled)  
Prev Event Status: (unscheduled)

Instructions: \*\*\* PLEASE INCLUDE THE DATE OF VISIT AT THE TOP AND YOUR SIGNATURE LINE AT THE BOTTOM OF EACH NOTE CREATED WITHIN THE MEDICAL RECORDS REPORT FIELD \*\*\*

2) Dictated by: Physician Generic, MD

3) Attending/Staff:

4) Address Lookup:

5) Cc(s) on Demand:

6) Distribute Y/N?: yes

7) Medical Records Report:

Enter Attending/Staff ID:

OK Back Keep Goto Expand Cancel

Generic Physician Moe June 16, 2021 11:03

- All **Transcription Notes** will be sent to the primary care provider and referring physician associated with the patient visit. If you wish to include additional recipients, choose the **Add** option located under the transaction line and click **OK**.

Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sq

Dragon Training

Patient Shortcuts

- Chart Review
- Inbox
- MAR
- MD Assignment
- Med Profile
- Order Entry
- Order Review
- Unscheduled Procedures
- Patient Care Schedule
- 7 Day Med History Report
- Medication Dose Summary
- Consult Order Notification
- Transfer Orders Review
- Vital Signs Trend Report
- All Assessments Report
- Transcription Notes (PILOT)

Transcription Notes (PILOT)

New Event Time: Thu, 11 Mar 21 0834 Prev Event Status: (unscheduled)

3) Attending Staff: Physician Genetic, MD

4) Address Lookup:

5) Cc(s) on Demand:

Employee Name

Choose option:

(A) Add (D) Delete

OK Back Keep Goto Cancel

Generic, Physician Moe March 11, 2021 08:41

8. Type the **Last Name, First Name** of the recipient in the transaction line and click **OK**.

Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sq

Dragon Training

Patient Shortcuts

- Chart Review
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- Medication Dose Summary
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- Vital Signs Trend Report
- All Assessments Report
- Transcription Notes (PILOT)

Transcription Notes (PILOT)

New Event Time: Thu, 11 Mar 21 0834 Prev Event Status: (unscheduled)

3) Attending Staff: Physician Genetic, MD

4) Address Lookup:

5) Cc(s) on Demand:

Employee Name

Enter employee ID:

Generic,Phys

OK Back Keep Goto Expand Cancel

Generic, Physician Moe March 11, 2021 08:43

9. From the list of employee options, select the name of the employee and click **OK** to add them to the **CC's on Demand**.



Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sq

Dragon Training

Patient Shortcuts

- Chart Review
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- Medication Dose Summary
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- Vital Signs Trend Report
- All Assessments Report
- Transcription Notes (PILOT)

Transcription Notes (PILOT)

New Event Time: Thu, 11 Mar 21 0834 Clinic Note: (unscheduled)

Employee Options for GENERIC,PHY:

#	ID	Name	Job Title	Department
1		Generic, Physician AnaesthesiaTemplate, MD	Active Staff Physician	Anaesthesia
2		Generic, Physician LimitedAccess, MD	Physician	
3		Generic, Physician NonMOE, MD	Physician	
4		Generic, Physician Assistant, PA	Physician Assistant	
5		Generic, Physician, MD	Active Staff Physician	GIM
6		Generic, Physician (copy), MD	Active Staff Physician	GIM
7		Generic, Physician Anaesthesia, MD	Physician	Anaesthesia
8		Generic, Physician AssistantExtended, PA	Physician Assistant	
9		Generic, Physician AssistantInitial, PA	Physician Assistant	
10		Generic, Physician LimitedAccess, MD	Active Staff Physician	
11		Generic, Physician Moe, MD	Active Staff Physician	GIM
12		Generic, Physician MoePM, MD		MedOncolog
13		Generic, Physician NonMOEtemplate, MD	Active Staff Physician	
14		Generic, Physician Emergency, MD	Physician	D.I.E.
15		Generic, Physiotherapist	Physiotherapist	Rehab
16		Generic, PhysicianTemplate, MD	Active Staff Physician	

Select employee:

OK Back Keep Goto Cancel

Generic, Physician Moe March 11, 2021 08:43

10. The list of employees receiving the note via auto-fax will appear under Employee Name. The primary care provider and referring physician will also receive the auto-fax despite not being listed under Employee Name. From here, you can continue to **Add** recipients or **Delete** recipients that were added in error. The list of available employees includes both internal employees and community providers. When completed, click **OK**.

Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sq

Dragon Training

Patient Shortcuts

- Chart Review
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- Med Profile
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- Medication Dose Summary
- Consult Order Notification
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- All Assessments Report
- Transcription Notes (PILOT)

Transcription Notes (PILOT)

New Event Time: Thu, 11 Mar 21 0834 Clinic Note: (unscheduled)

Employee Name

#	Employee Name
1	Physian Assistant Generic, PA

Choose option:

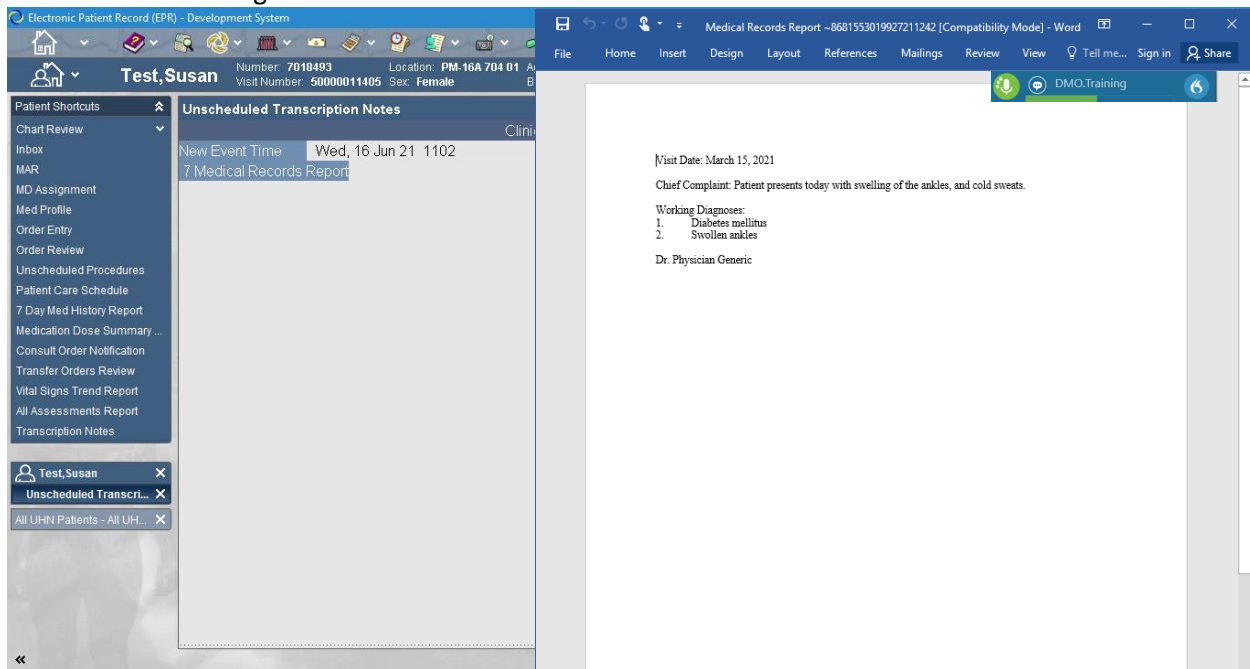
(A) Add (D) Delete

OK Back Keep Goto Cancel

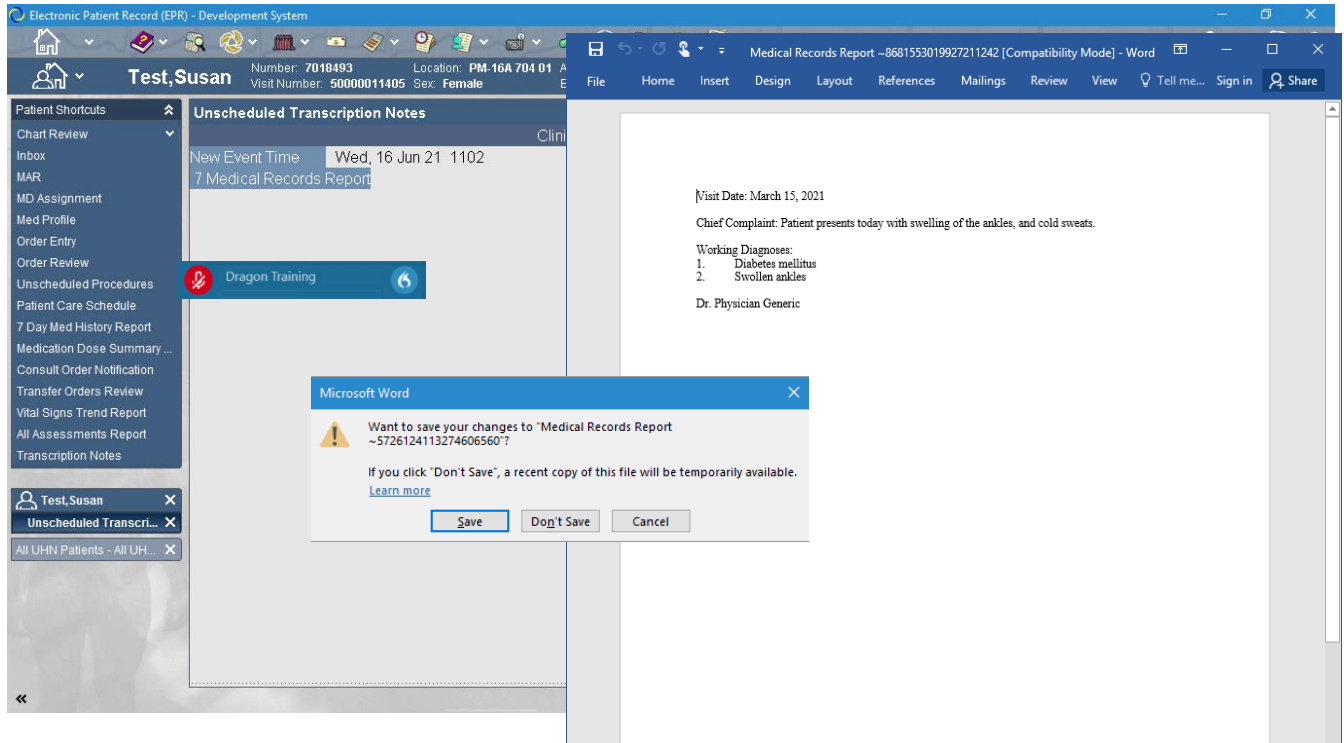
Generic, Physician Moe March 11, 2021 08:44

11. The **Medical Records Report** word document will automatically open. Here, you are able to use Dragon to complete your note. Each note should begin with the **Date of Visit: Month Day, Year** and end with **your signature**, which you can create as an auto-text.

**Note:** All headings, medications and medication abbreviations need to be capitalized in your transcription note. 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, this will capitalize the next word you say and automatically revert to normal text following that word.



12. When you have completed your note, ensure you review and edit for grammar, spelling and overall accuracy. You cannot save notes as a draft and you are the only person reviewing your note.
13. Select the X located in the top right to exit the word document and select **Save** from the pop-up window.



Electronic Patient Record (EPR) - Development System

Medical Records Report ~8681553019927211242 [Compatibility Mode] - Word

Test, Susan Number: 7018493 Location: PM-16A 704 01 A Visit Number: 50000011405 Sex: Female

Unscheduled Transcription Notes

New Event Time Wed, 16 Jun 21 1102

7 Medical Records Report

Dragon Training

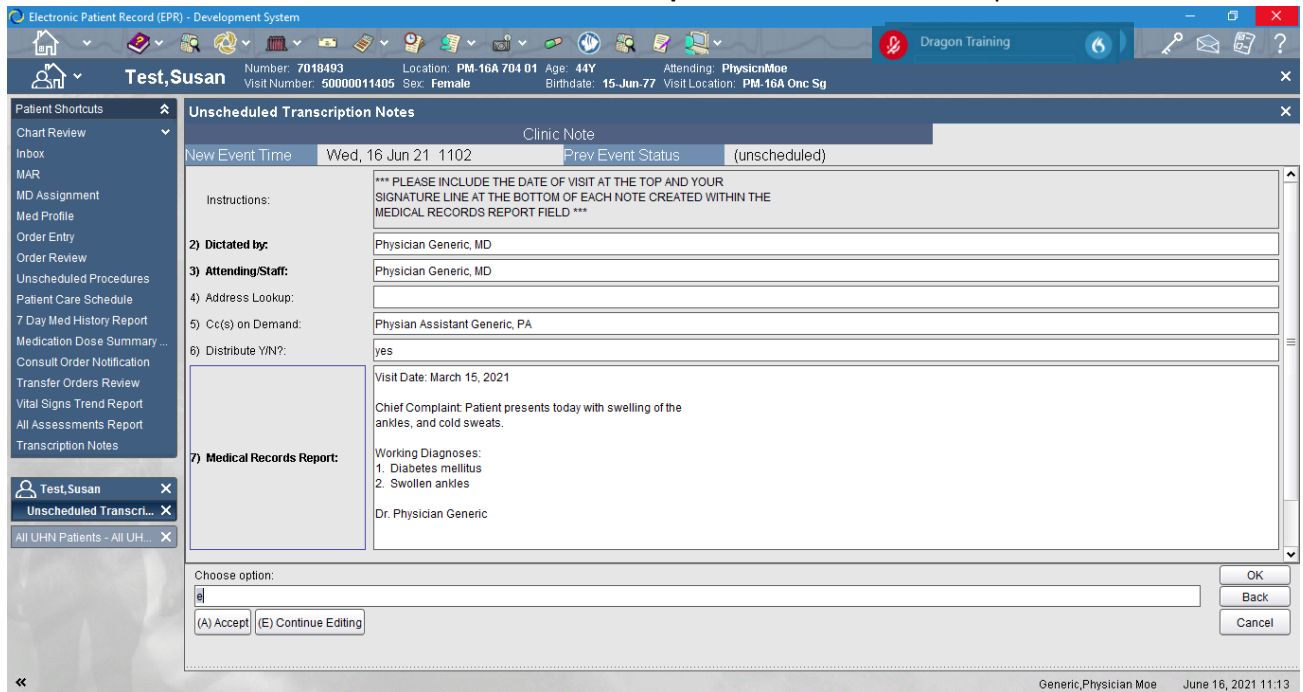
Microsoft Word

Want to save your changes to 'Medical Records Report ~5726124113274606560'?

If you click "Don't Save", a recent copy of this file will be temporarily available. [Learn more](#)

Save Don't Save Cancel

14. Your note will now be visible in the **Medical Records Report** section of the Transcription Note.



Electronic Patient Record (EPR) - Development System

Medical Records Report ~8681553019927211242 [Compatibility Mode] - Word

Test, Susan Number: 7018493 Location: PM-16A 704 01 A Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Attending: PhysicianMoe Visit Location: PM-16A Onc Sq

Unscheduled Transcription Notes

New Event Time Wed, 16 Jun 21 1102 Prev Event Status (unscheduled)

Instructions: \*\*\* PLEASE INCLUDE THE DATE OF VISIT AT THE TOP AND YOUR SIGNATURE LINE AT THE BOTTOM OF EACH NOTE CREATED WITHIN THE MEDICAL RECORDS REPORT FIELD \*\*\*

2) Dictated by: Physician Generic, MD

3) Attending/Staff: Physician Generic, MD

4) Address Lookup:

5) Cc(s) on Demand: Physician Assistant Generic, PA

6) Distribute YIN?: yes

7) Medical Records Report:

Visit Date: March 15, 2021

Chief Complaint: Patient presents today with swelling of the ankles, and cold sweats.

Working Diagnoses:

1. Diabetes mellitus
2. Swollen ankles

Dr. Physician Generic

Choose option:

(A) Accept (E) Continue Editing

OK Back Cancel

Generic, Physician Moe June 16, 2021 11:13

15. Choose either **Accept** if your note is fully complete or **Continue Editing** if you wish to continue editing your note located under the transaction line.

Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 44Y Attending: Physician Moe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Dragon Training

Unscheduled Transcription Notes

Clinic Note

New Event Time: Wed, 16 Jun 21 1102 Prev Event Status: (unscheduled)

Instructions: \*\*\* PLEASE INCLUDE THE DATE OF VISIT AT THE TOP AND YOUR SIGNATURE LINE AT THE BOTTOM OF EACH NOTE CREATED WITHIN THE MEDICAL RECORDS REPORT FIELD \*\*\*

2) Dictated by: Physician Generic, MD

3) Attending/Staff: Physician Generic, MD

4) Address Lookup:

5) Cc(s) on Demand: Physician Assistant Generic, PA

6) Distribute Y/N?: yes

Visit Date: March 15, 2021

Chief Complaint: Patient presents today with swelling of the ankles, and cold sweats.

7) Medical Records Report:

Working Diagnoses:  
 1. Diabetes mellitus  
 2. Swollen ankles

Dr. Physician Generic

Choose option:

(A) Accept (E) Continue Editing

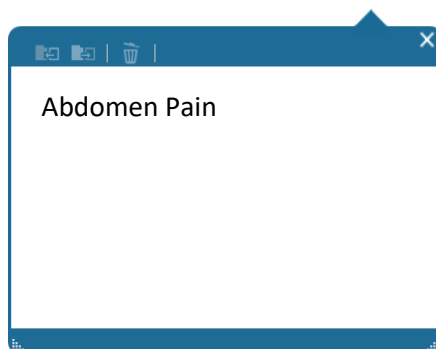
OK Back Cancel


Generic, Physician Moe June 16, 2021 11:13

16. Select **Continue Editing** to return to field number 6, **Distribute Y/N**, where you can change the distribution to N (No). If distribution is changed to no, the primary care provider and referring physician will not receive the note however all employees added to the **Cc(s) on Demand** field will. If there are no names in the **Cc(s) on Demand** field and distribution is changed to N (No), the note will be saved to EPR for internal review only.

### Dictation Box Workflow for Free Text Fields

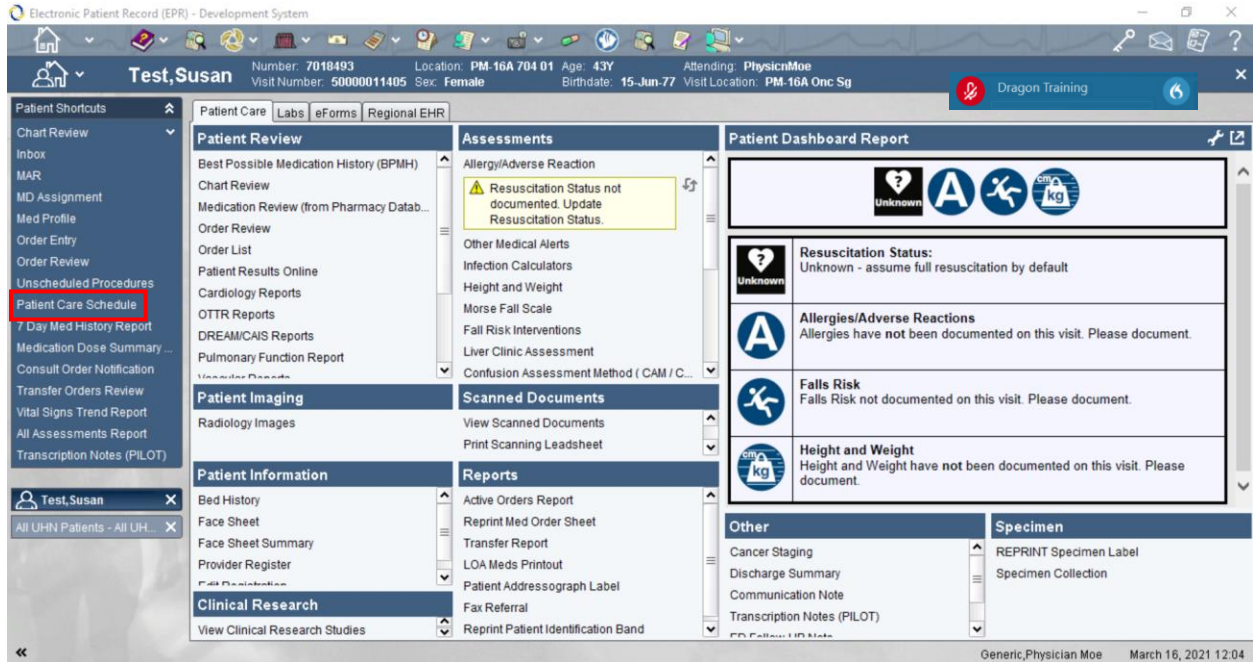
1. You can use Dragon on any available free text field within a note in EPR. Some field are not directly compatible with Dragon and you will be required to use the dictation box function.
2. The dictation box will pop-up from the DragonBar when you begin to dictate in an incompatible field.
3. Your dictated text will appear in the dictation box.



4. Review and edit the text in the dictation box ensuring there are no errors.
5. To move the text from the dictation box to your desired free text field, say "Transfer Text" or click the transfer text icon  located in the dictation box. We need to reformat this
6. Your text should now appear in the field.

## Correct/Supplement Completed Notes

1. From **Patient Shortcuts**, select **Patient Care Schedule** to find your completed note.



Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Patient Shortcuts: Patient Care Labs eForms Regional EHR

Patient Review: Best Possible Medication History (BPMH) Chart Review Medication Review (from Pharmacy Data...) Order Review Order List Patient Results Online Cardiology Reports OTTR Reports DREAM/CAIS Reports Pulmonary Function Report

Patient Imaging: Radiology Images

Patient Information: Bed History Face Sheet Face Sheet Summary Provider Register

Clinical Research: View Clinical Research Studies

Assessments: Allergy/Adverse Reaction Resuscitation Status not documented. Update Resuscitation Status. Other Medical Alerts Infection Calculators Height and Weight Morse Fall Scale Fall Risk Interventions Liver Clinic Assessment Confusion Assessment Method (CAM / C...)

Scanned Documents: View Scanned Documents Print Scanning Leadsheet

Reports: Active Orders Report Reprint Med Order Sheet Transfer Report LOA Meds Printout Patient Addressograph Label Fax Referral Reprint Patient Identification Band

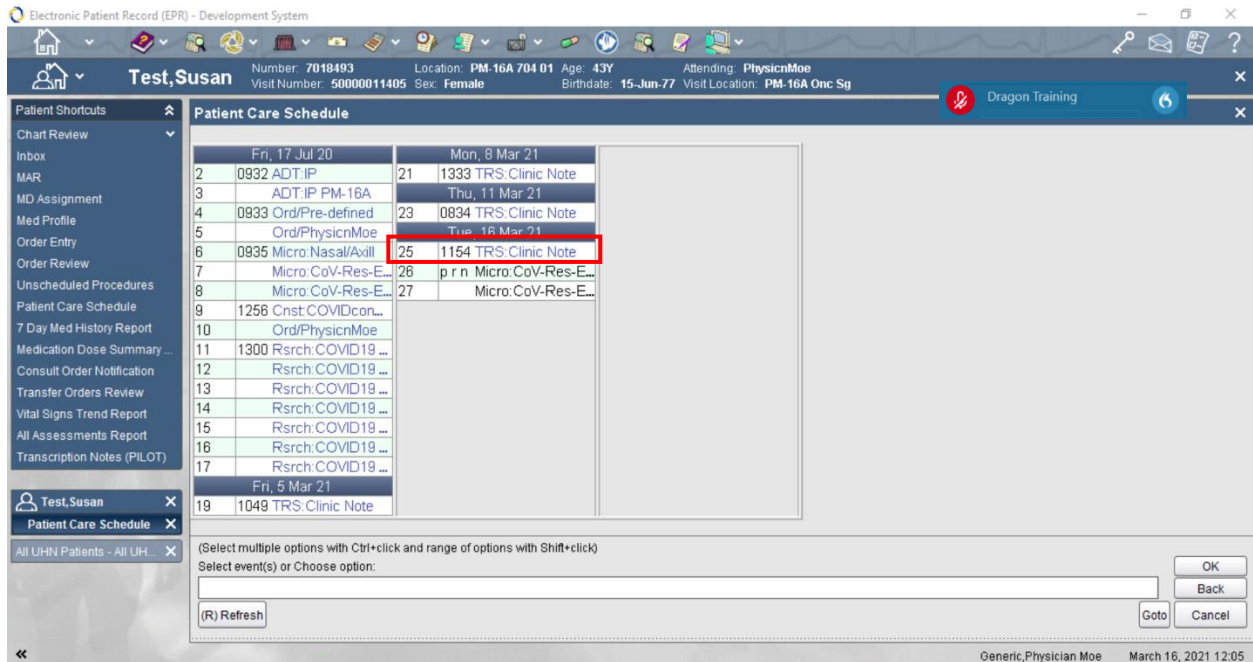
Patient Dashboard Report: Unknown Resuscitation Status: Unknown - assume full resuscitation by default Allergies/Adverse Reactions Allergies have not been documented on this visit. Please document. Falls Risk Falls Risk not documented on this visit. Please document. Height and Weight Height and Weight have not been documented on this visit. Please document.

Other: Cancer Staging Discharge Summary Communication Note Transcription Notes (PILOT)

Specimen: REPRINT Specimen Label Specimen Collection

Generic, Physician Moe March 16, 2021 12:04

2. Using the date and note type, select the note you wish to review and click **OK**.



Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Patient Shortcuts: Patient Care Schedule

Patient Care Schedule: (Select multiple options with Ctrl+click and range of options with Shift+click) Select event(s) or Choose option: (R) Refresh

OK Back Goto Cancel

Generic, Physician Moe March 16, 2021 12:05

3. Choose **Correct/Supplement Document** located under the transaction line to edit or add to your completed note. When you accept an updated note, a new auto-fax will be sent to the referring physician, primary care provider and providers added to the **CC's on Demand**.



Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicnMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Dragon Training

Patient Shortcuts

- Chart Review
- Inbox
- MAR
- MD Assignment
- Med Profile
- Order Entry
- Order Review
- Unscheduled Procedures
- Patient Care Schedule
- 7 Day Med History Report
- Medication Dose Summary ...
- Consult Order Notification
- Transfer Orders Review
- Vital Signs Trend Report
- All Assessments Report
- Transcription Notes (PILOT)

Test, Susan

Patient Care Schedule

All UHN Patients - All UH...

Unscheduled Clinic Note PA

Event Time: 16 Mar 21 1154 Event Status: complete

11 Medical Records Report

Visit Date: March 15, 2021

Chief Complaint: Patient presents today with swelling of the ankles, and cold sweats.

Working Diagnoses:

1. Diabetes mellitus
2. Swollen ankles

Dr. Physician Generic

Choose option:

(D) Correct/Supplement Document (M) Mark (V) Review

OK Back Cancel

Generic, Physician Moe March 16, 2021 12:05

4. Select the field you wish to correct or supplement and make the changes. Once all changes have been completed, click **Keep**.

Electronic Patient Record (EPR) - Development System

Test, Susan Number: 7018493 Location: PM-16A 704 01 Age: 44Y Attending: PhysicnMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Dragon Training

Patient Shortcuts

- Chart Review
- Inbox
- MAR
- MD Assignment
- Med Profile
- Order Entry
- Order Review
- Unscheduled Procedures
- Patient Care Schedule
- 7 Day Med History Report
- Medication Dose Summary ...
- Consult Order Notification
- Transfer Orders Review
- Vital Signs Trend Report
- All Assessments Report
- Transcription Notes

Test, Susan

Patient Care Schedule

All UHN Patients - All UH...

Clinic Note PhysUnknow

Event Time: Wed, 16 Jun 21 1102 Event Status: complete

Instructions:

\*\*\* PLEASE INCLUDE THE DATE OF VISIT AT THE TOP AND YOUR SIGNATURE LINE AT THE BOTTOM OF EACH NOTE CREATED WITHIN THE MEDICAL RECORDS REPORT FIELD \*\*\*

2) Dictated by: Physician Generic, MD

3) Attending Staff: Physician Generic, MD

4) Address Lookup:

5) Cc(s) on Demand: Physician Assistant Generic, PA

6) Distribute VIN?: yes

Visit Date: March 15, 2021

Chief Complaint: Patient presents today with swelling of the ankles, and cold sweats.

Working Diagnoses:

1. Diabetes mellitus
2. Swollen ankles

Dr. Physician Generic

7) Medical Records Report:

Select field to edit or Choose option:

(M) Mark Field (Q) Mark Queue (O) Review Order (V) Review Previous Results

OK Back Cancel

Generic, Physician Moe June 16, 2021 11:44

5. Click **Accept** to save all of the changes and send a new auto-fax.

Electronic Patient Record (EPR) - Development System

Test, Susan  
 Number: 7018493 Location: PM-16A 704 01 Age: 44Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Sex: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Dragon Training

Patient Care Schedule

Clinic Note PhysUnknow

Event Time: Wed, 16 Jun 21 1102 Event Status: complete

Instructions: \*\*\* PLEASE INCLUDE THE DATE OF VISIT AT THE TOP AND YOUR SIGNATURE LINE AT THE BOTTOM OF EACH NOTE CREATED WITHIN THE MEDICAL RECORDS REPORT FIELD \*\*\*

2) Dictated by: Physician Generic, MD

3) Attending/Staff: Physician Generic, MD

4) Address Lookup:

5) Cc(s) on Demand: Physician Assistant Generic, PA

6) Distribute Y/N?: yes

Visit Date: March 15, 2021

Chief Complaint: Patient presents today with swelling of the ankles and feet, and cold sweats.

7) Medical Records Report:

Working Diagnoses:

1. Diabetes mellitus
2. Swollen ankles

Dr. Physician Generic

Choose option:

Generic, Physician Moe June 16, 2021 12:28