

# Speech Recognition User Guide

Version: 1.3

Updated: July 7, 2021

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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.

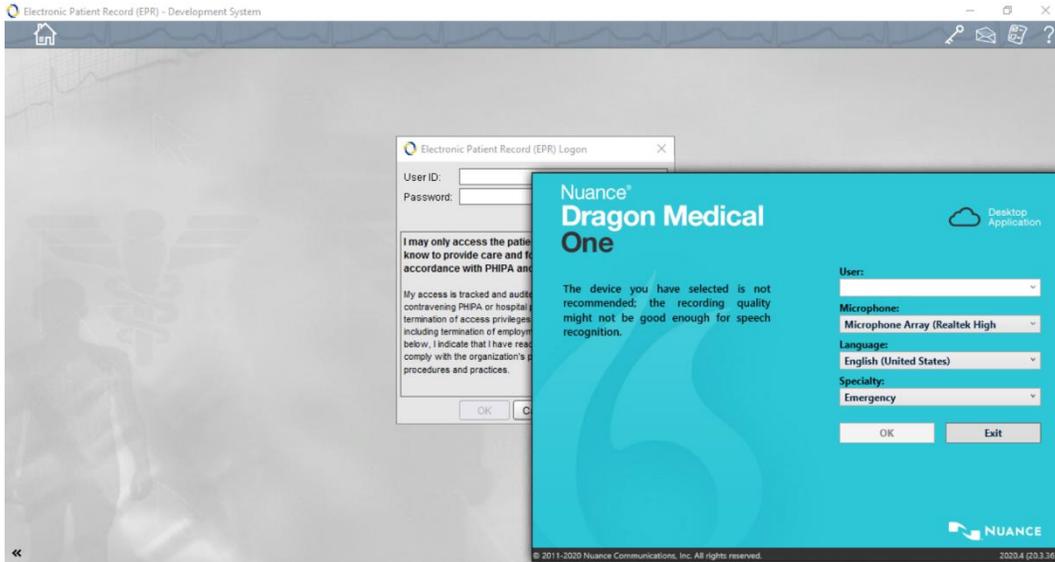
## Launching and Logging into Dragon

*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      |

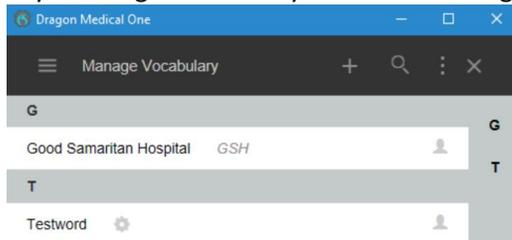
### Microphone Etiquette

- 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

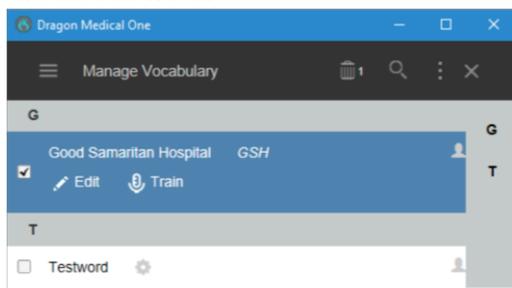
### Manage Vocabulary

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 

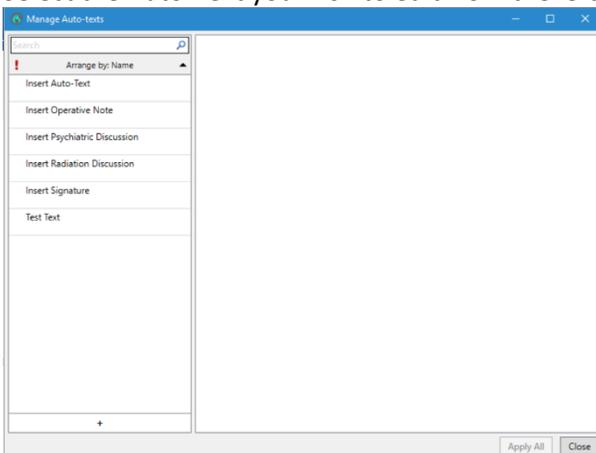
**Note:** If a word has a recorded training, Dragon will ask you delete and re-enter the word rather than changing the spelling.

## 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.

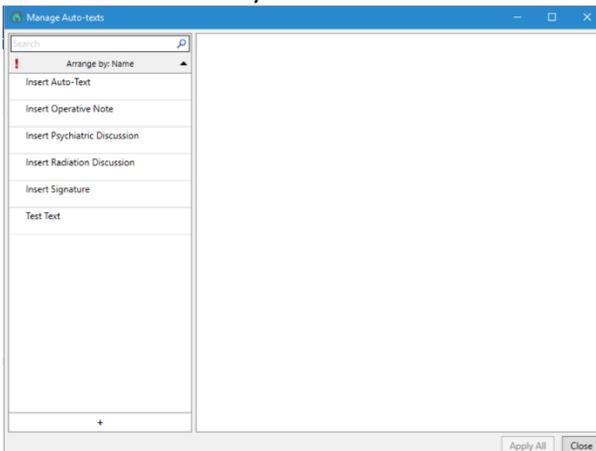
1. Click Manage Auto-Text from the Application Menu.
2. Select the Auto-Text you wish to edit from the left.



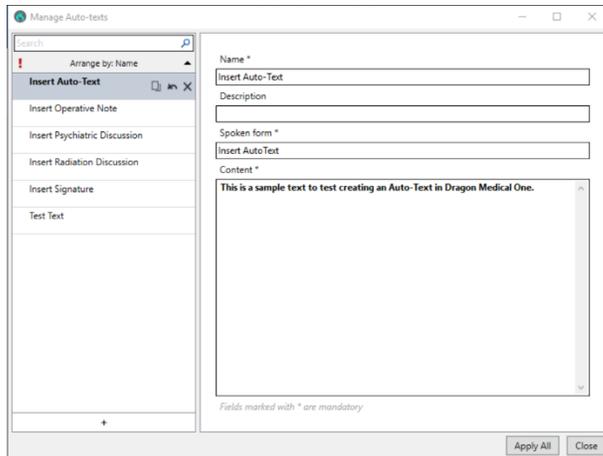
3. Parameters for the Auto-Text can be changed on the right.

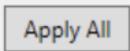
## Editing Auto-Texts

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)

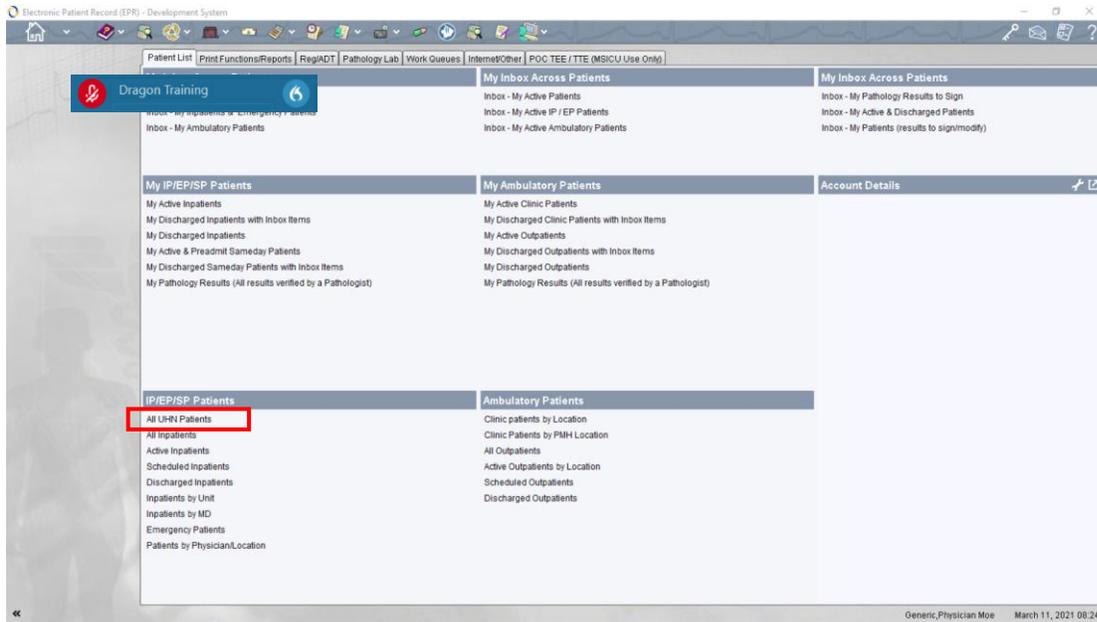
### Navigating

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

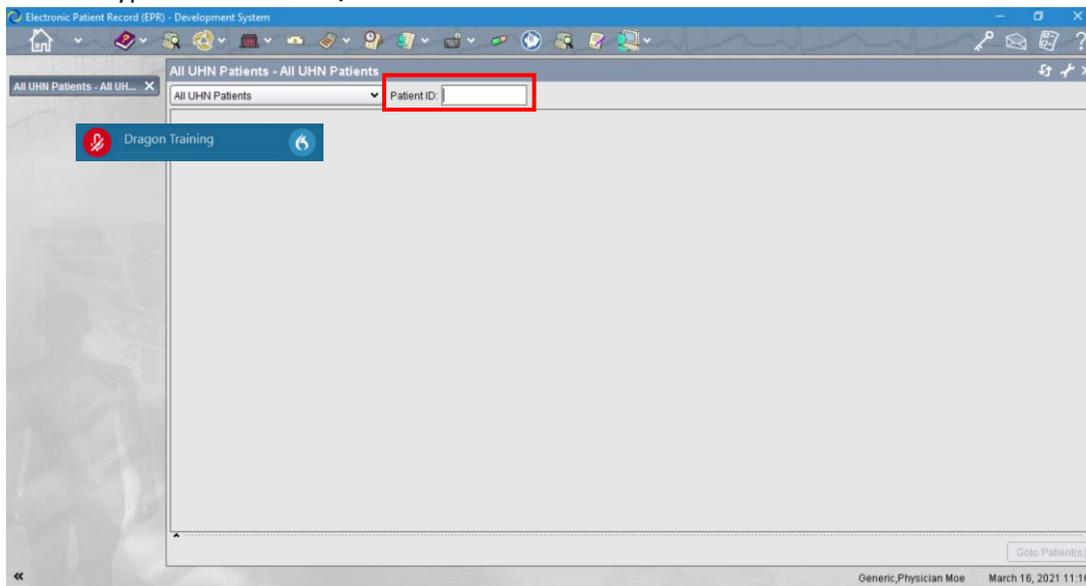
## Transcription Note Workflow in EPR

### Selecting the Correct Visit

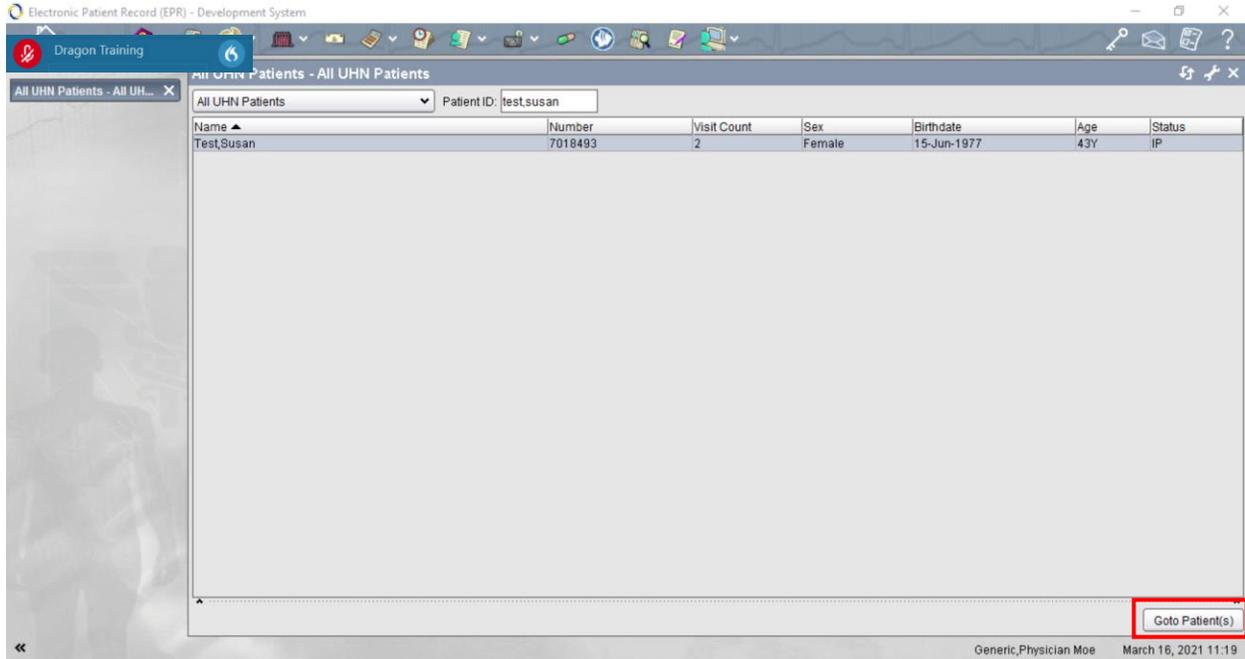
1. From your EPR home screen select **All UHN Patients**



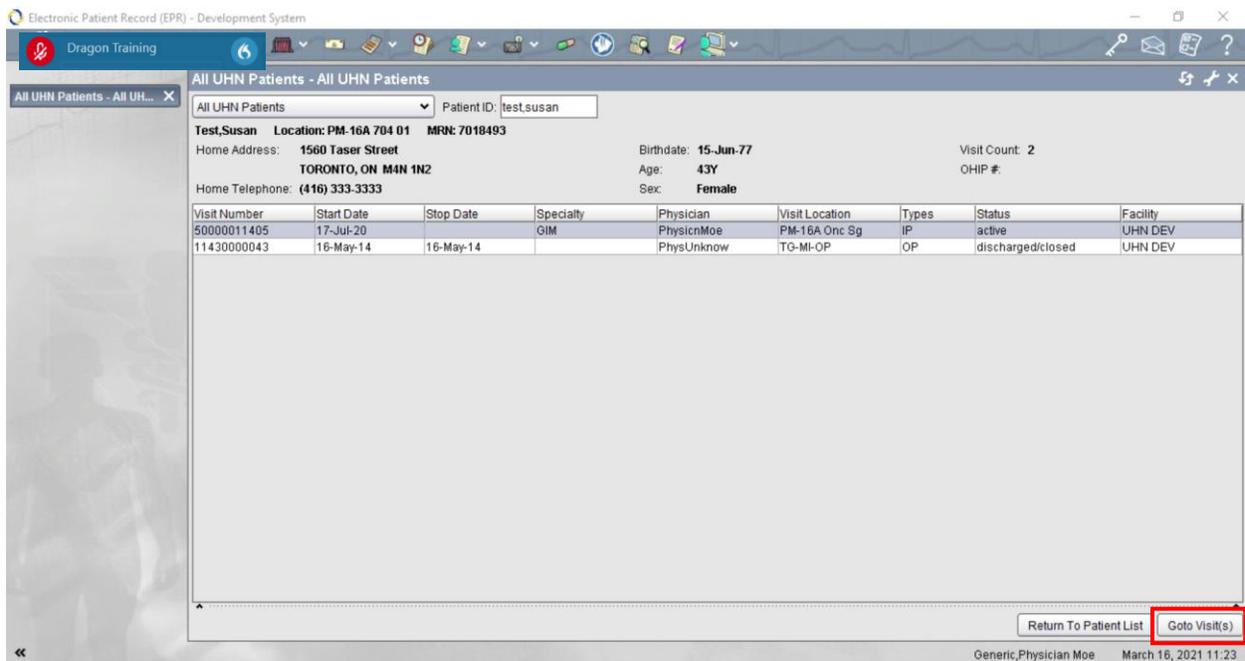
2. Type the Last Name, First Name into the Patient ID Field



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



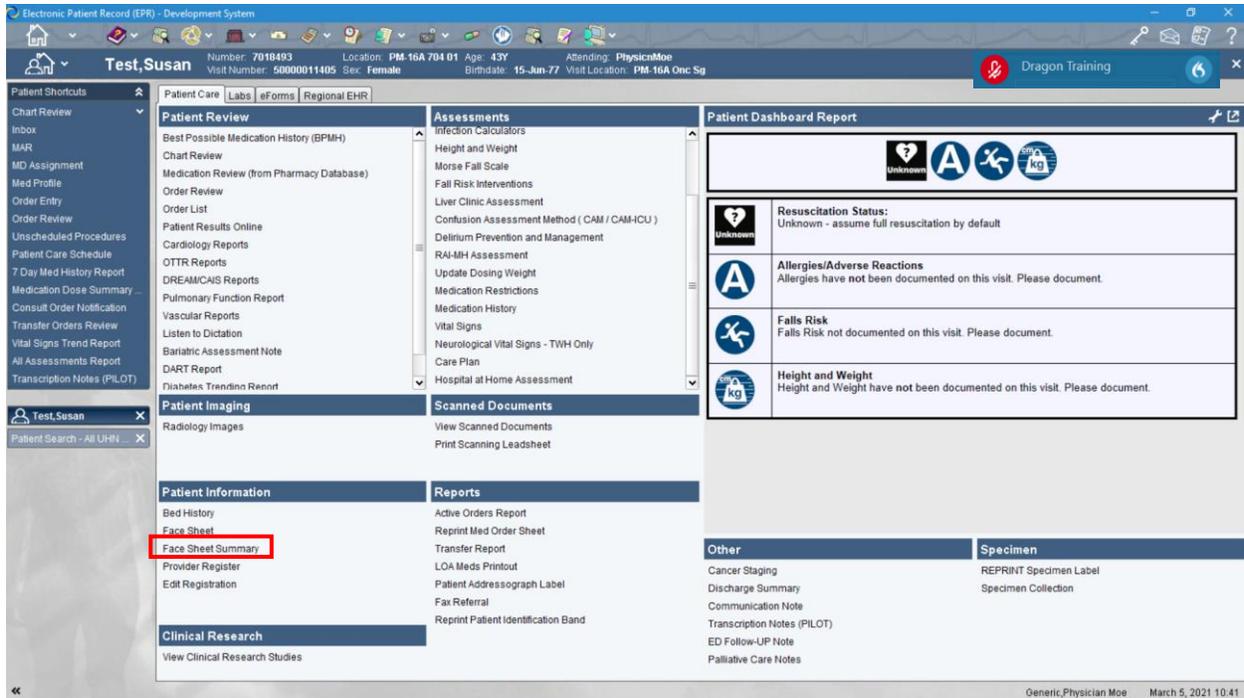
- From the list of available visits, select the **Active** visit that is associated with the clinic/area where you had the patient encounter and click **Goto Visit(s)**



**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: 7019493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Ser: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Dragon Training

**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  
 OTR Reports  
 DREAMCIS 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 - TWH Only  
 Care Plan  
 Hospital at Home Assessment

**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.

**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

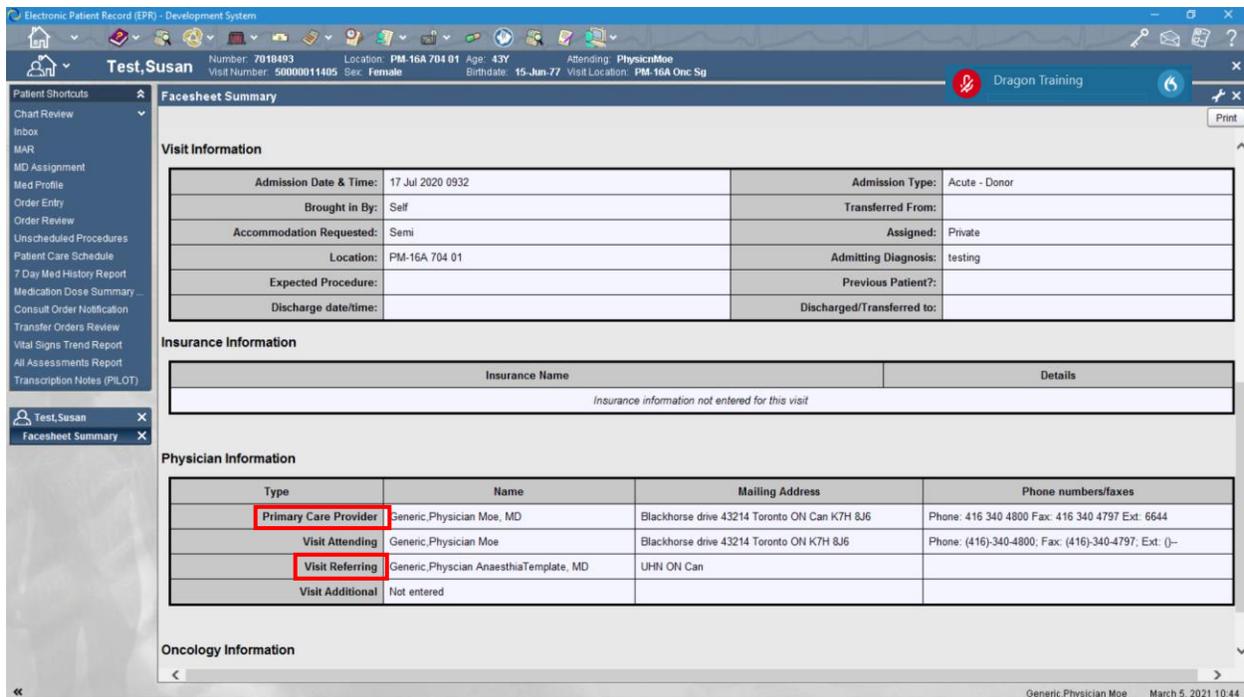
**Clinical Research**  
 View Clinical Research Studies

**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: 7019493 Location: PM-16A 704 01 Age: 43Y Attending: PhysicianMoe  
 Visit Number: 50000011405 Ser: Female Birthdate: 15-Jun-77 Visit Location: PM-16A Onc Sg

Dragon Training

**Facesheet 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.

Electronic Patient Record (EPR) - Development System

Test, Susan    Number: 7018493    Location: PM-16A 704 01    Age: 43Y    Attending: Physician Moe  
 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

**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-L...  
 Delirium Prevention and Management

**Patient Information**  
 Bed History  
 Face Sheet  
 Face Sheet Summary  
 Provider Register  
 Edit Registration  
**Clinical Research**  
 View Clinical Research Studies

**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** (highlighted)  
 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**.

Electronic Patient Record (EPR) - Development System

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

**Transcription Notes**

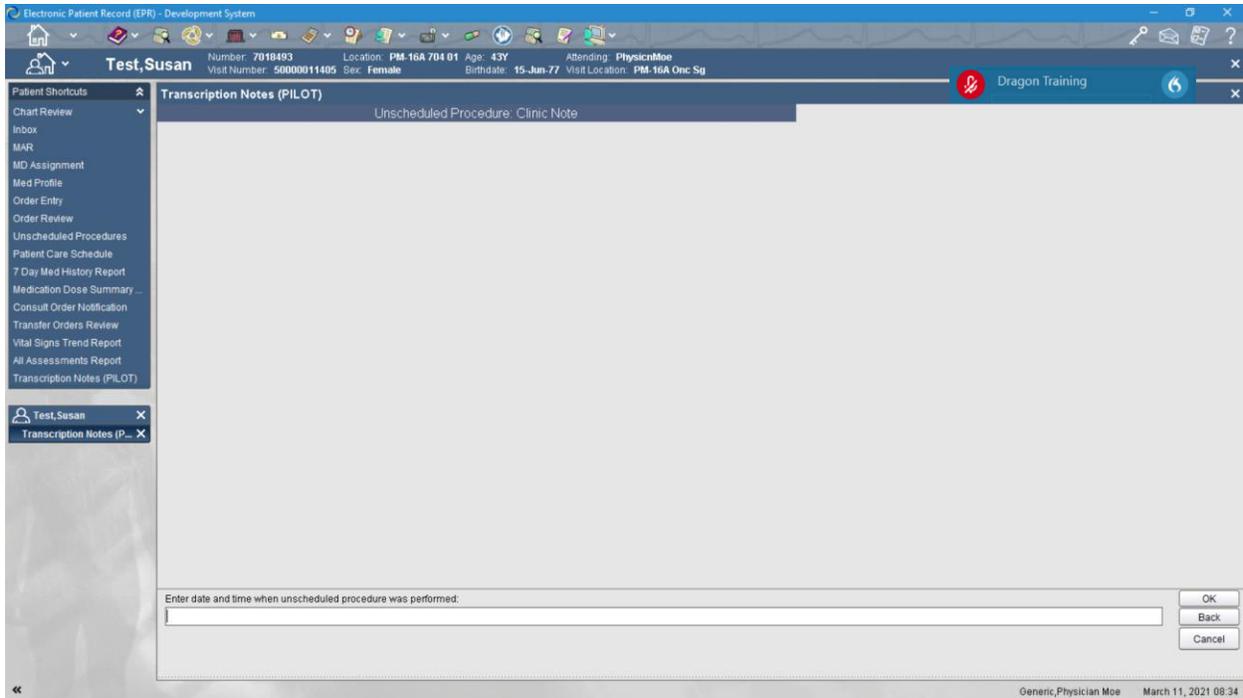
| #  | Procedure                |
|----|--------------------------|
| 1  | Clinic Note              |
| 2  | Annual Examination       |
| 3  | Consultation             |
| 4  | CRISP                    |
| 5  | DXA Report               |
| 6  | History & Physical       |
| 7  | HLA Typing Report        |
| 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

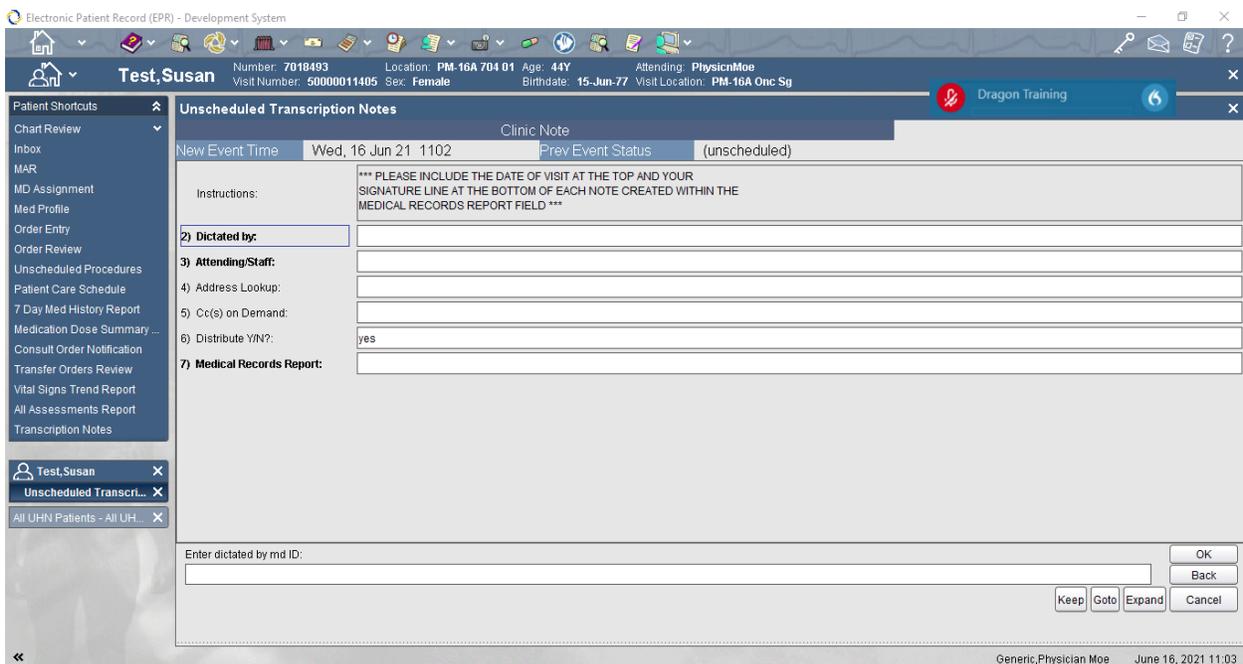
3. Enter the date and time that the procedure was performed into the transaction line and click **OK**. Type **Now** in the transaction line for today's date and time, if that is appropriate for the time of documentation. Otherwise, enter the correct date and time for the note using the day-month-year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



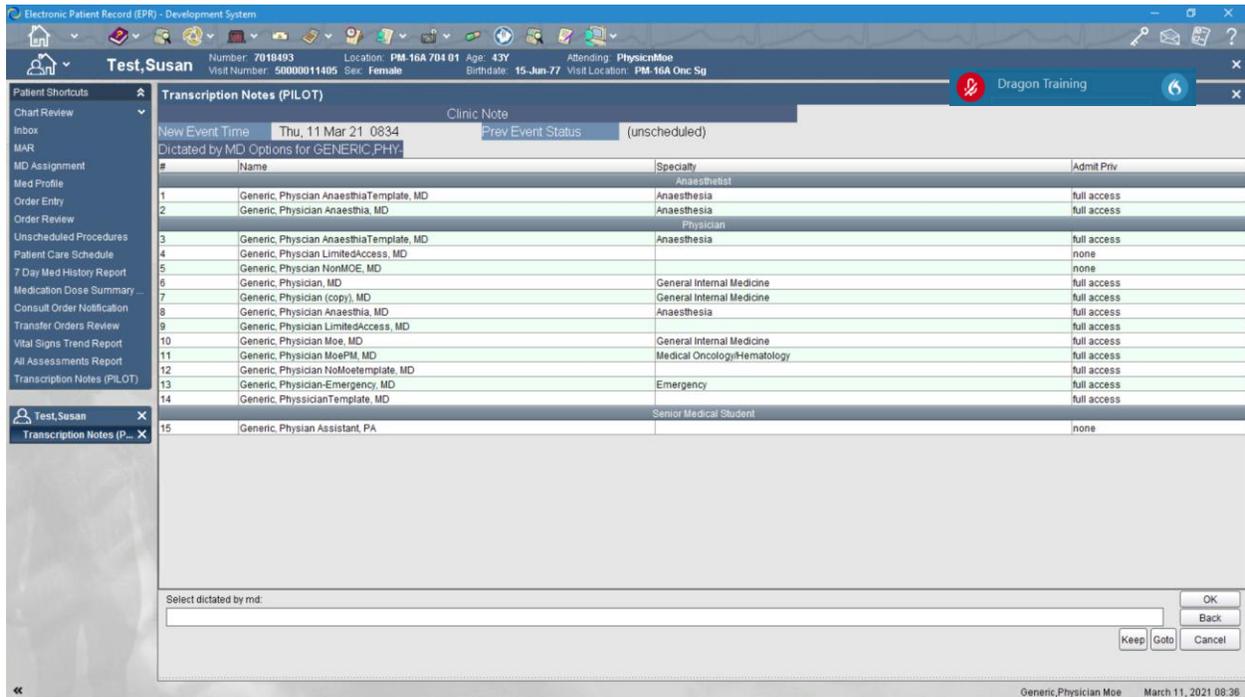
Enter date and time when unscheduled procedure was performed:

4 Mar 21 1408

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



5. 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

Dragon Training 6

Transcription Notes (PILOT)

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

Dictated by MD Options for GENERIC-PHY:

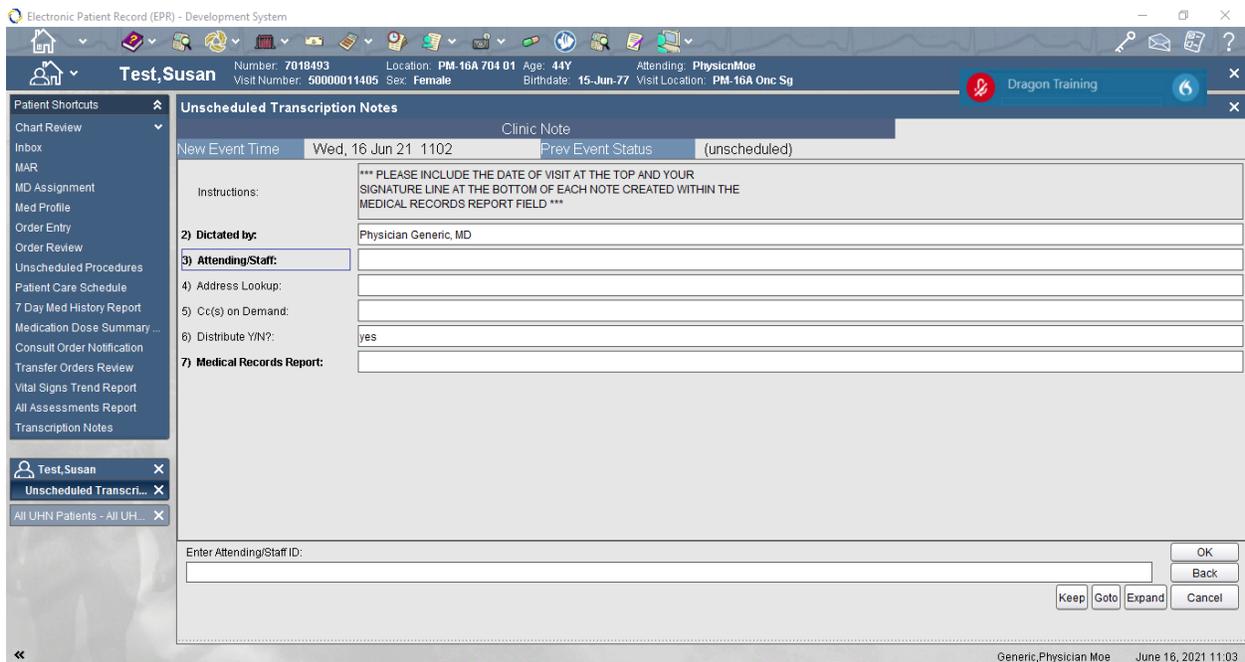
| #  | Name                                      | Specialty                   | Admit Priv  |
|----|---|-----------------------------|-------------|
| 1  | Generic Physician AnaesthesiaTemplate, MD | Anaesthetist                | full access |
| 2  | Generic Physician Anaesthesia, MD         | Anaesthesia                 | full access |
| 3  | Generic Physician AnaesthesiaTemplate, MD | Anaesthesia                 | full access |
| 4  | Generic Physician LimitedAccess, MD       | Physician                   | none        |
| 5  | Generic Physician NonMOE, MD              |                             | 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       |                             | 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      |                             | full access |
| 13 | Generic Physician-Emergency, MD           | Emergency                   | full access |
| 14 | Generic PhysicianTemplate, MD             |                             | full access |
| 15 | Generic Physician Assistant PA            | Senior Medical Student      | none        |

Select dictated by rmd:

OK Back Keep Goto Cancel

Generic, Physician Moe March 11, 2021 08:38

6. 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

Dragon Training 6

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:

4) Address Lookup:

5) Cc(s) on Demand:

6) Distribute Y/N?: yes

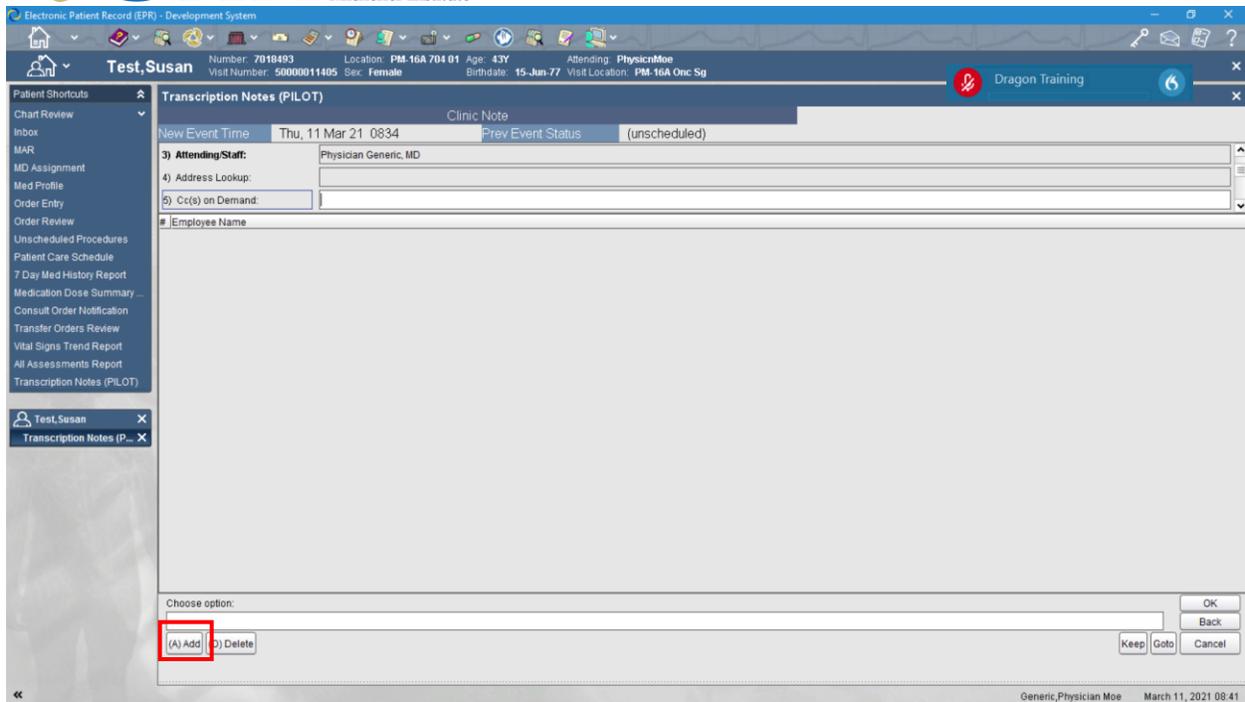
7) Medical Records Report:

Enter Attending/Staff ID:

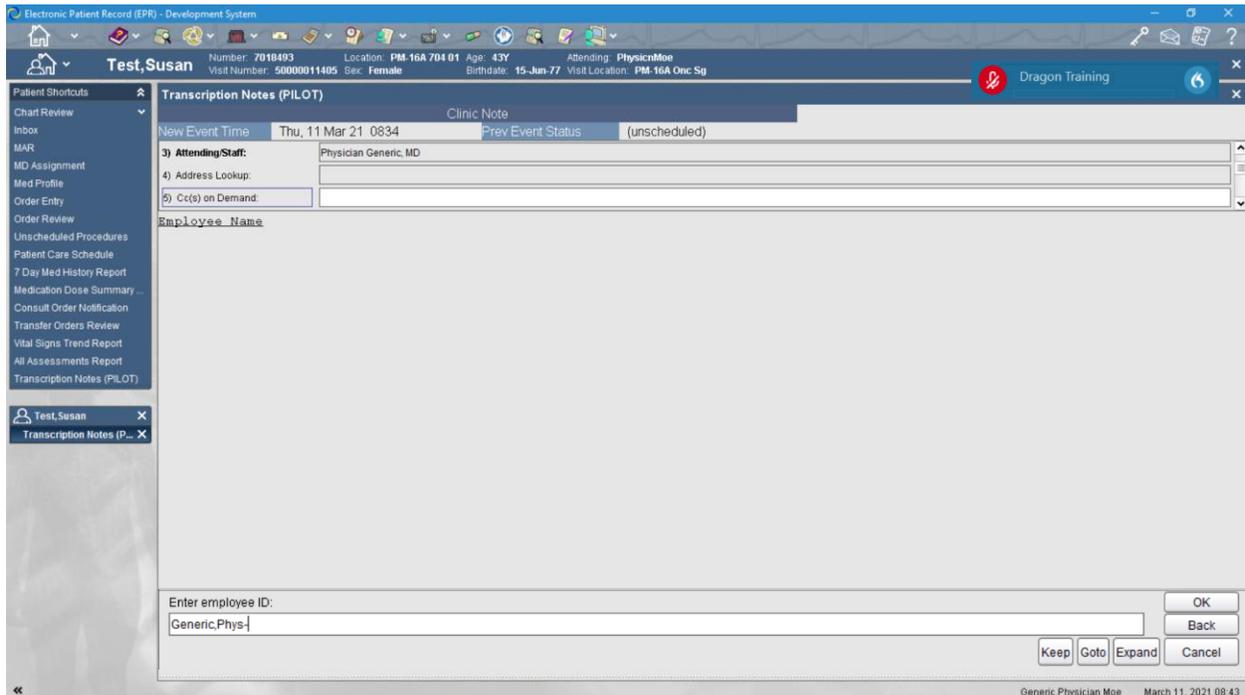
OK Back Keep Goto Expand Cancel

Generic, Physician Moe June 16, 2021 11:03

7. 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**.



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



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 Sg

Dragon Training

Transcription Notes (PILOT)

New Event Time: Thu, 11 Mar 21 0834    Clinic Note: [redacted]    Prev Event Status: (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              | Anaesthesi  |
| 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 NoMOeTemplate, 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 Sg

Dragon Training

Transcription Notes (PILOT)

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

| # | Employee Name                 |
|---|-------------------------------|
| 1 | Physian Assistant Generic, PA |

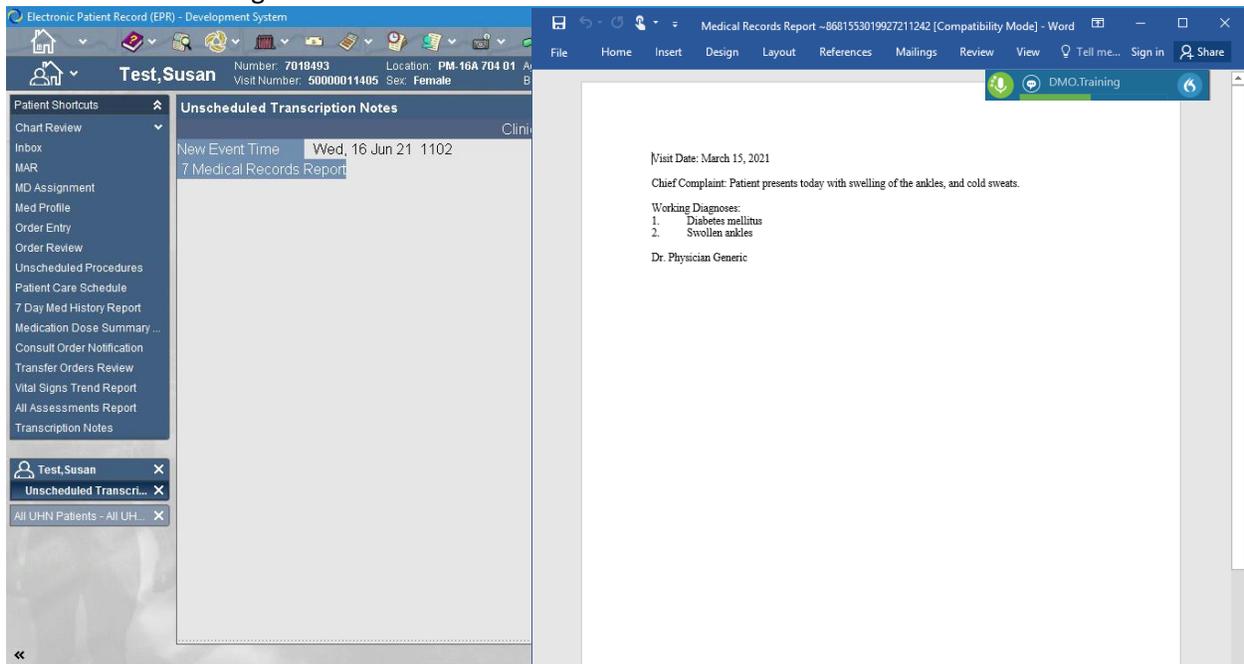
Choose option:

(A) Add (D) Delete    OK Back Keep Goto Cancel

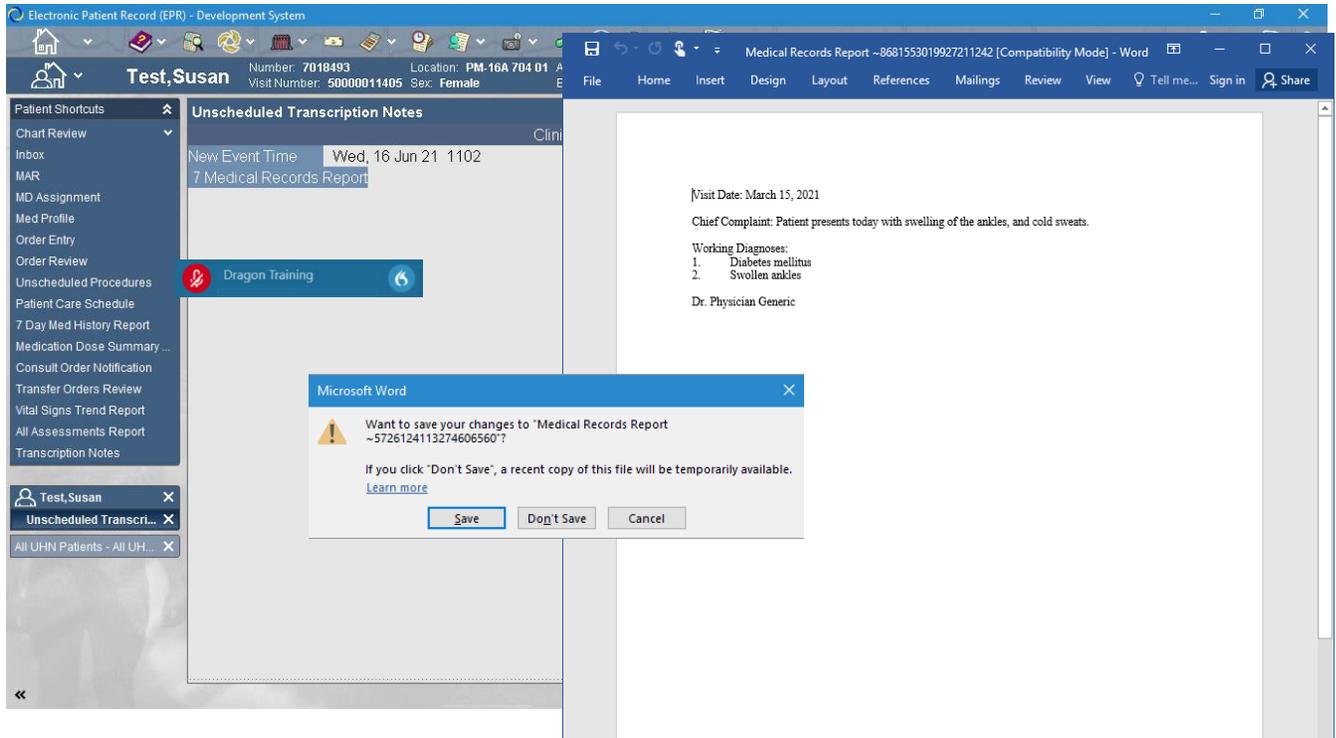
Generic, Physician Moe    March 11, 2021 08:44

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.

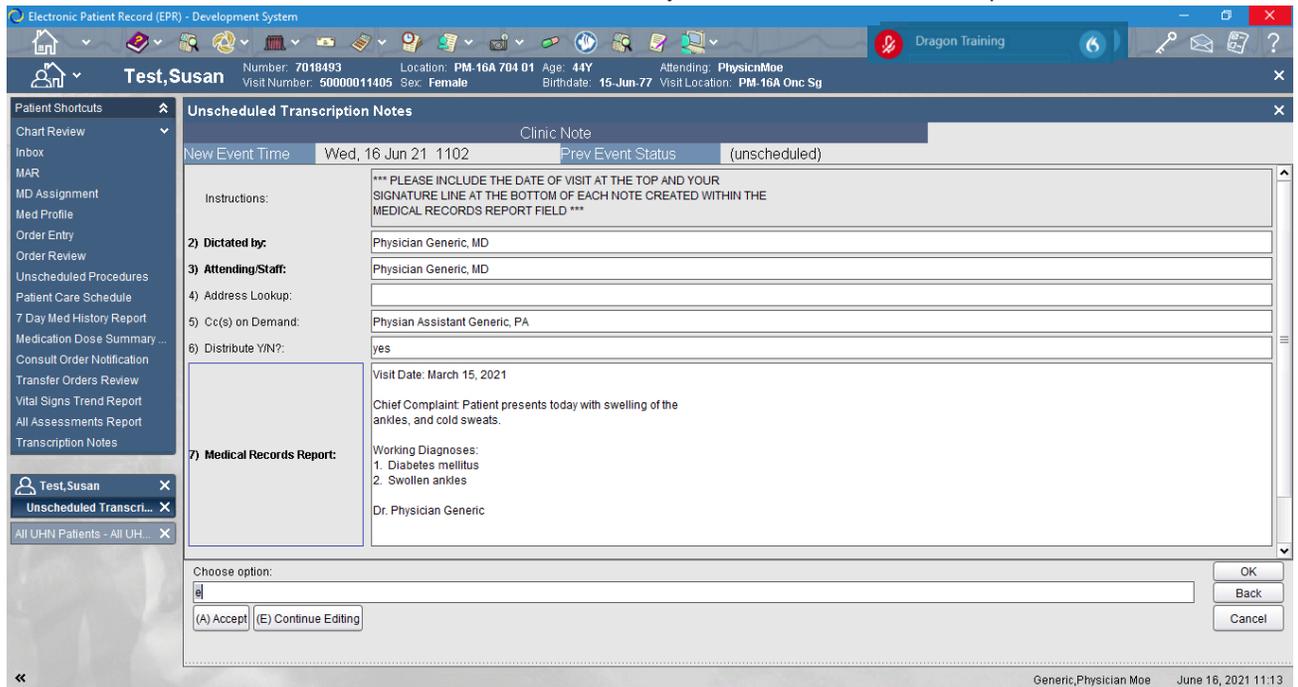
**Note:** All headings, medications and medication abbreviations need to be capitalized in your transcription note. Say “all caps on” prior to saying the phrase you wish to be capitalized and say “all caps off” once the phrase has been written. Say “all caps” prior to saying the word you wish to be capitalized, this will capitalize the next word you say and automatically revert to normal text following that word.



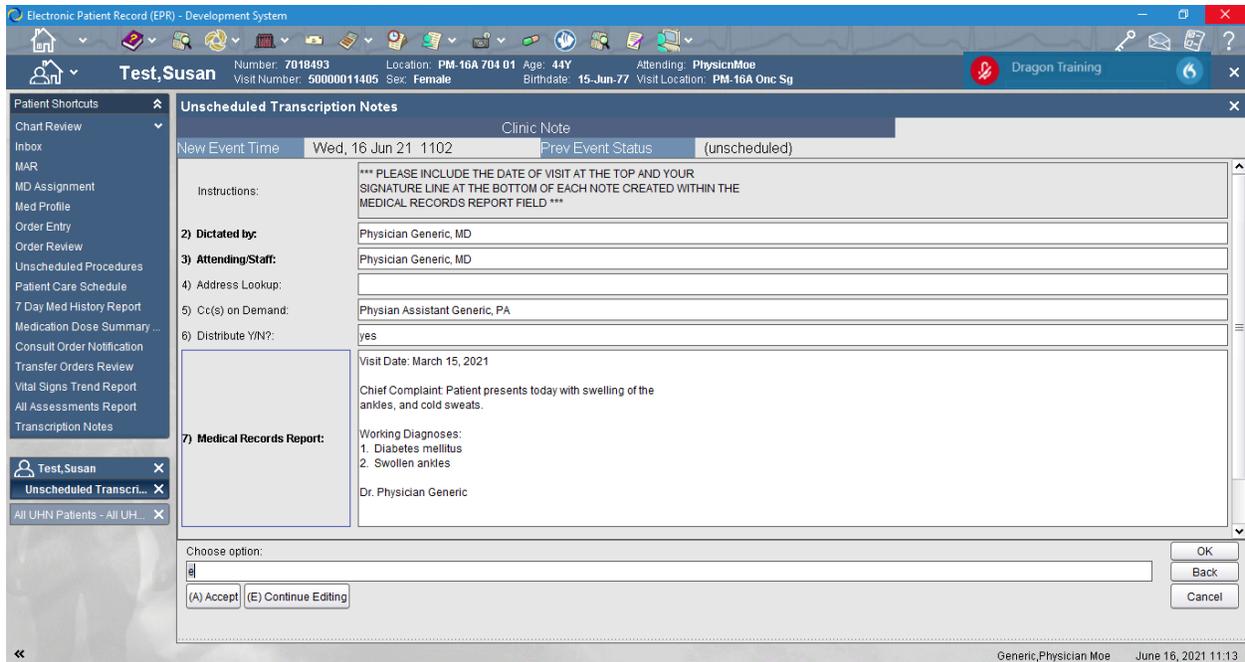
12. When you have completed your note, ensure you review and edit for grammar, spelling and overall accuracy. You cannot save notes as a draft and you are the only person reviewing your note.
13. Select the X located in the top right to exit the word document and select **Save** from the pop-up window.



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



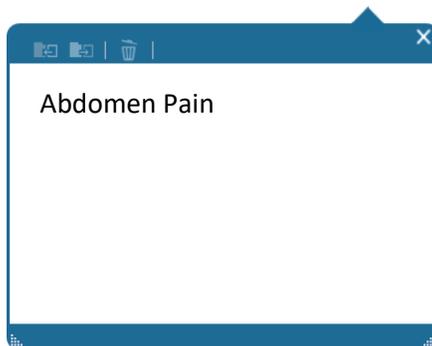
15. Choose either **Accept** if your note is fully complete or **Continue Editing** if you wish to continue editing your note located under the transaction line.



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

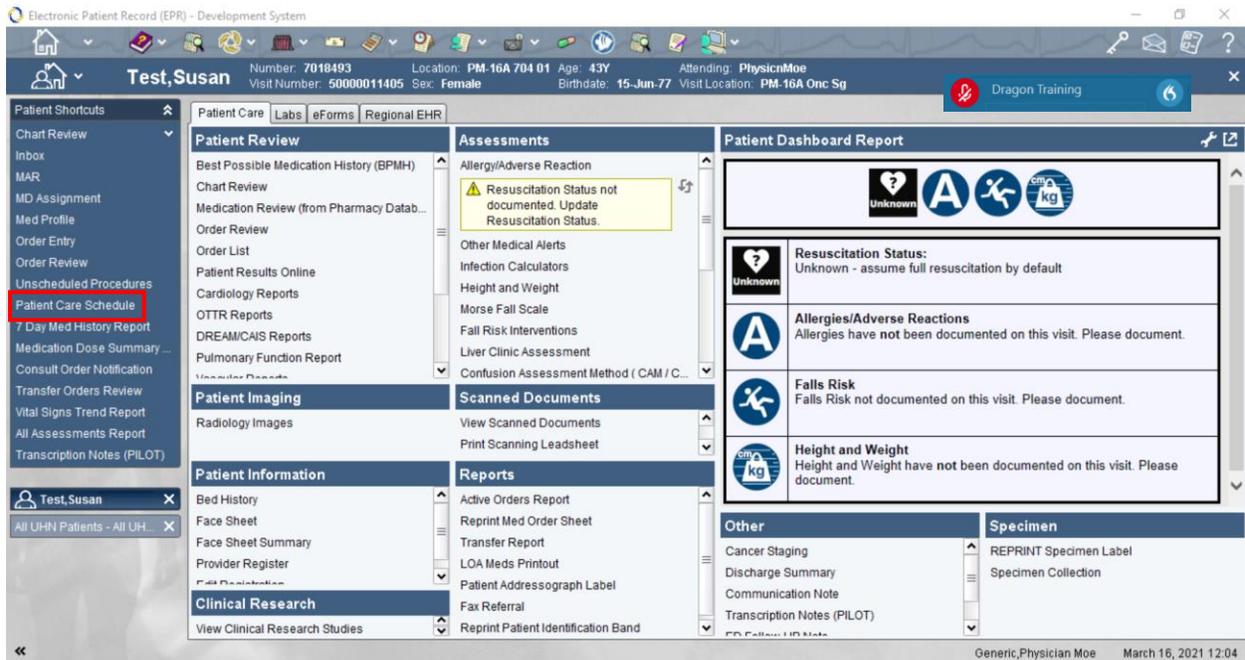
1. You can use Dragon on any available free text field within a note in EPR. Some field are not directly compatible with Dragon and you will be required to use the dictation box function.
2. The dictation box will pop-up from the DragonBar when you begin to dictate in an incompatible field.
3. Your dictated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

- 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 Schedule

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

Patient Imaging

Radiology Images

Patient Information

Bed History  
Face Sheet  
Face Sheet Summary  
Provider Register  
PDI Database

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 A kg

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

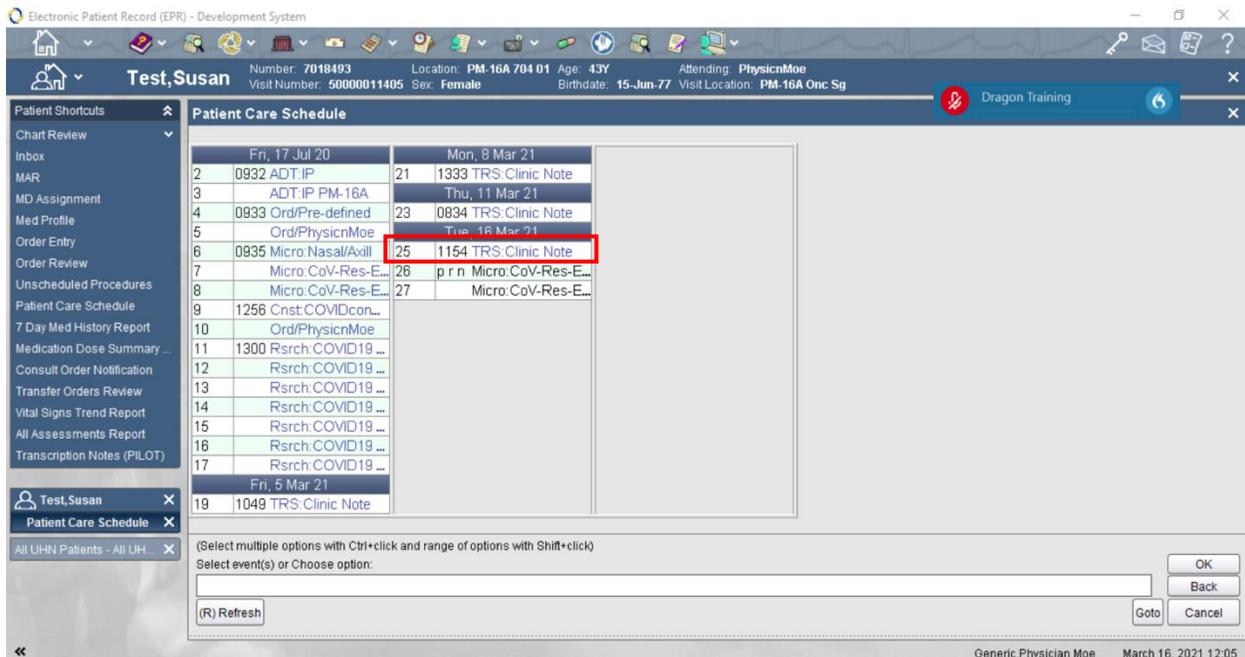
Cancer Staging  
Discharge Summary  
Communication Note  
Transcription Notes (PILOT)

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

- 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 Schedule

| Fri, 17 Jul 20 |                         | Mon, 8 Mar 21 |                           |
|----------------|-------------------------|---------------|---------------------------|
| 2              | 0932 ADT:IP             | 21            | 1333 TRS: Clinic Note     |
| 3              | ADT:IP PM-16A           |               | Thu, 11 Mar 21            |
| 4              | 0933 Ord/Pre-defined    | 23            | 0834 TRS: Clinic Note     |
| 5              | Ord/PhysicianMoe        |               | Tue, 18 Mar 21            |
| 6              | 0935 Micro: Nasal/Axill | 25            | 1154 TRS: Clinic Note     |
| 7              | Micro: CoV-Res-E...     | 26            | p r n Micro: CoV-Res-E... |
| 8              | Micro: CoV-Res-E...     | 27            | Micro: CoV-Res-E...       |
| 9              | 1256 Cnst: COVIDcon...  |               |                           |
| 10             | Ord/PhysicianMoe        |               |                           |
| 11             | 1300 Rsrch: COVID19 ... |               |                           |
| 12             | Rsrch: COVID19 ...      |               |                           |
| 13             | Rsrch: COVID19 ...      |               |                           |
| 14             | Rsrch: COVID19 ...      |               |                           |
| 15             | Rsrch: COVID19 ...      |               |                           |
| 16             | Rsrch: COVID19 ...      |               |                           |
| 17             | Rsrch: COVID19 ...      |               |                           |
| Fri, 5 Mar 21  |                         |               |                           |
| 19             | 1049 TRS: Clinic Note   |               |                           |

(Select multiple options with Ctrl+click and range of options with Shift+click)

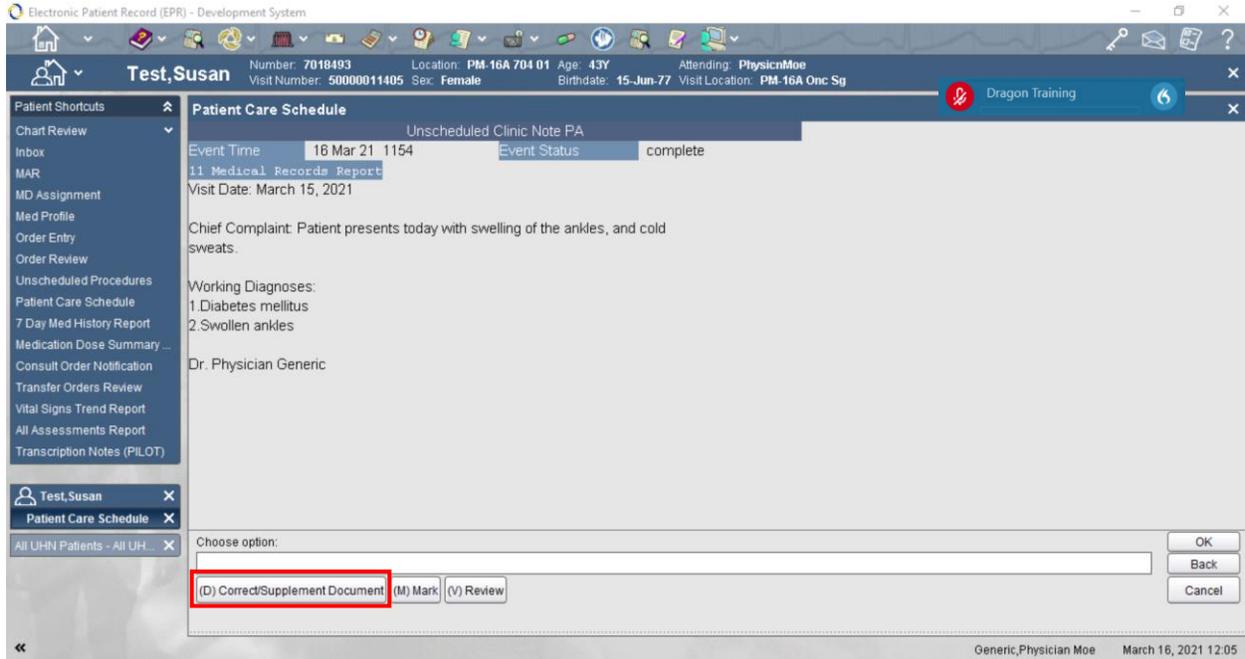
Select event(s) or Choose option:

(R) Refresh

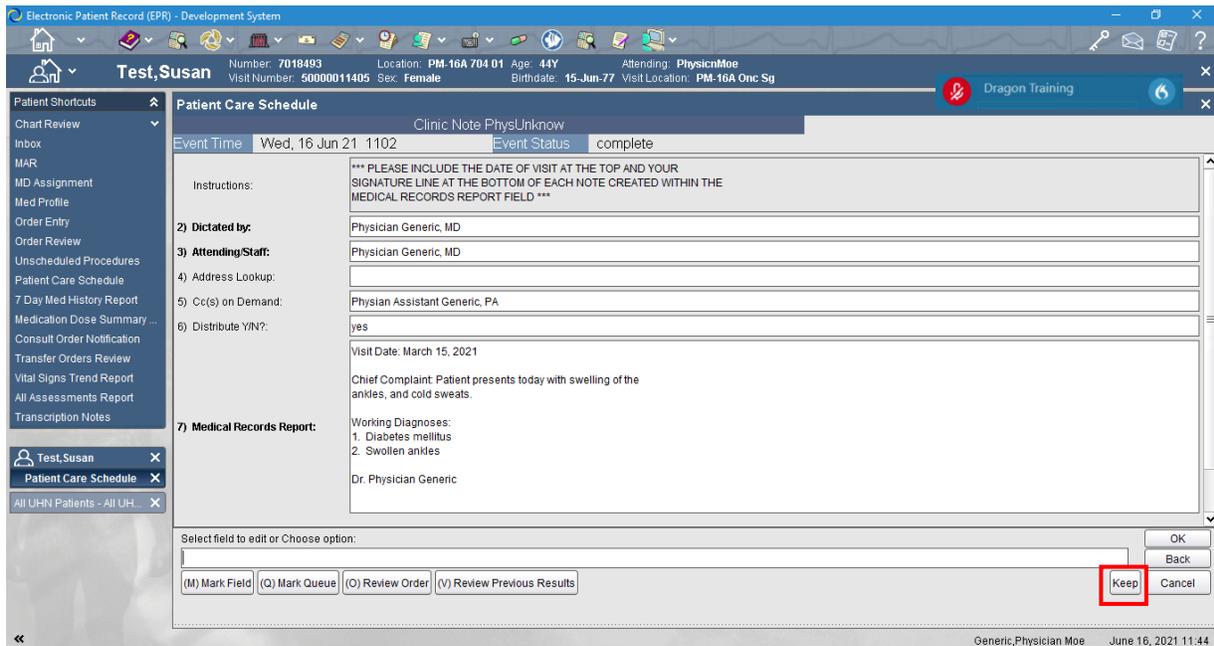
OK Back Goto Cancel

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**.



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



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

**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

**7) Medical Records Report:**  
 Visit Date: March 15, 2021  
 Chief Complaint: Patient presents today with swelling of the ankles and feet, and cold sweats.  
 Working Diagnoses:  
 1. Diabetes mellitus  
 2. Swollen ankles  
 Dr. Physician Generic

Choose option:

Generic, Physician Moe June 16, 2021 12:28