

AutoFormatting Rules

Objectives

In this chapter, you will:

- Configure autoformatting options

Setting Autoformatting Rules for Dictated Text

The autoformatting rules, also referred to as post-processing rules, determine how text appears in finished reports. You can change the default settings for these rules to fit your organization's standards. The **Formatting** dialog box allows you to set formatting rules for your entire facility.

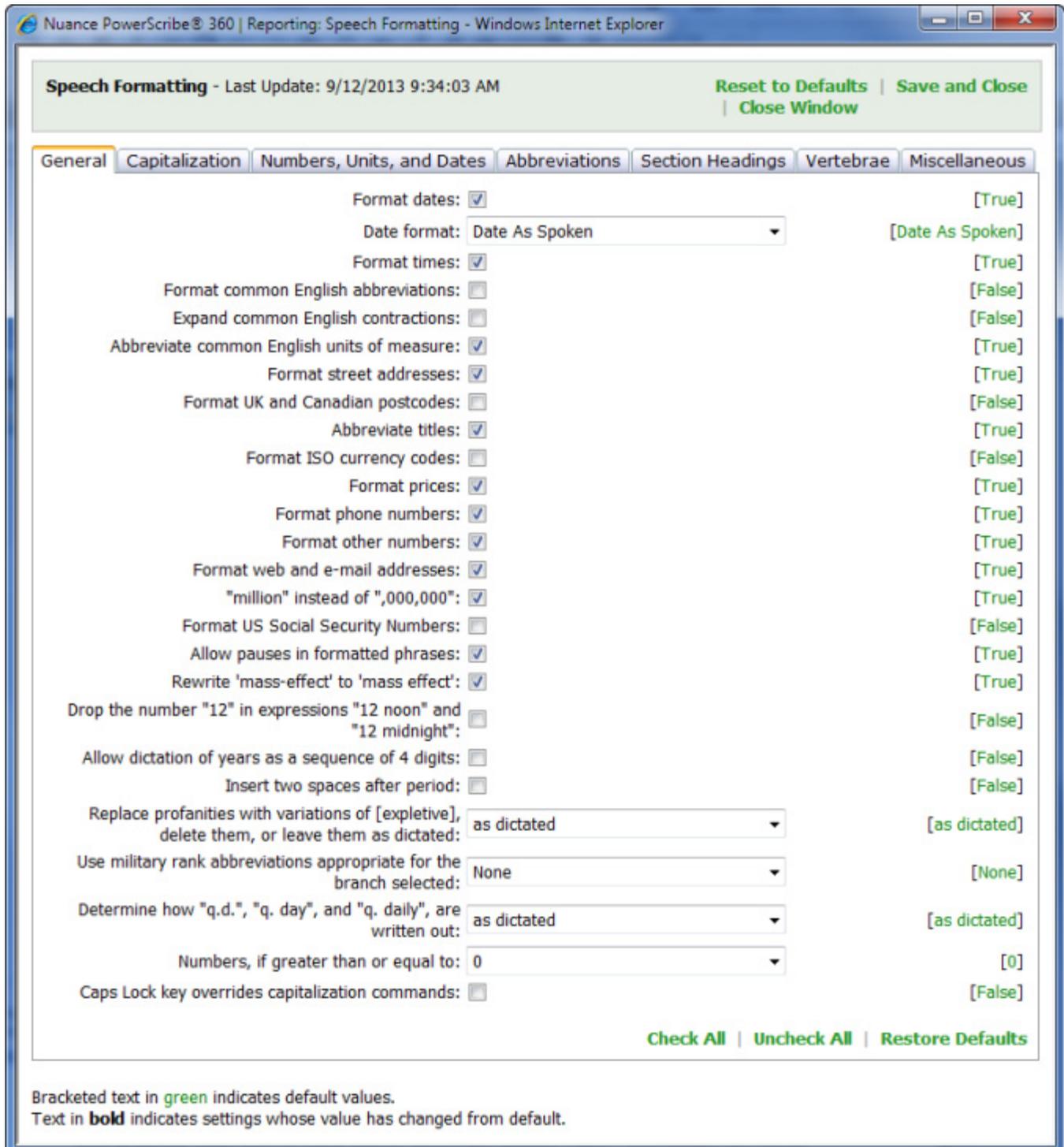
Tips for AutoFormatting Rules

- When administrators configure AutoFormatting rules using the Admin Portal (**Setup > Speech > Edit Formatting Options**), the rules apply to all users in all sites throughout the system.
- Providers who were granted the **Allow Dragon Formatting Dialog** dictation preference can set their own rules. If necessary, remind providers that they can click **Restore Defaults** to return these options to their original settings.
- Administrators can configure an individual provider's AutoFormatting rules, but only by logging into the provider's account using the provider's user name and password.

Configuring the AutoFormatting Rules

To set the autoformatting rules:

1. In the **Setup** group, select the **Speech** tab.
2. Click **Edit Formatting Options**. The **Speech Formatting** dialog box opens.



3. Set the options on the **General**, **Capitalization**, **Numbers, Units and Dates**, **Abbreviations**; **Section Headings**; **Vertebrae**; and **Miscellaneous** tabs. On each of these tabs, the green, bracketed text at the far right next to each option shows the default value; True means the check box is selected, False means the check box is cleared. Where the option name is shown in bold text, you have changed the value from the default.

- General ([page 301](#))
- Capitalization ([page 311](#))
- Number, Units, and Dates ([page 314](#))
- Abbreviations ([page 321](#))
- Section Headings
- Vertebrae
- Miscellaneous ([page 331](#))



Tips: To set all the values on a tab to 'True', click **Check All**. Likewise, select **Uncheck All** to set all the values on the currently selected tab to 'False.' Click **Restore Defaults** to set all values to their original defaults.

4. Click **Save and Close** to save your changes. The users will see the changes after their next login.

General Tab

This tab contains rules for various items such as dates, numbers, and measurements.

The screenshot shows the 'Speech Formatting' window with the 'General' tab selected. The window title is 'Nuance PowerScribe® 360 | Reporting: Speech Formatting - Windows Internet Explorer'. The main content area is titled 'Speech Formatting - Last Update: 9/12/2013 9:34:03 AM' and includes buttons for 'Reset to Defaults', 'Save and Close', and 'Close Window'. The 'General' tab is highlighted, and the settings are as follows:

Setting	Value	Default Value
Format dates:	<input checked="" type="checkbox"/>	[True]
Date format:	Date As Spoken	[Date As Spoken]
Format times:	<input checked="" type="checkbox"/>	[True]
Format common English abbreviations:	<input type="checkbox"/>	[False]
Expand common English contractions:	<input type="checkbox"/>	[False]
Abbreviate common English units of measure:	<input checked="" type="checkbox"/>	[True]
Format street addresses:	<input checked="" type="checkbox"/>	[True]
Format UK and Canadian postcodes:	<input type="checkbox"/>	[False]
Abbreviate titles:	<input checked="" type="checkbox"/>	[True]
Format ISO currency codes:	<input type="checkbox"/>	[False]
Format prices:	<input checked="" type="checkbox"/>	[True]
Format phone numbers:	<input checked="" type="checkbox"/>	[True]
Format other numbers:	<input checked="" type="checkbox"/>	[True]
Format web and e-mail addresses:	<input checked="" type="checkbox"/>	[True]
"million" instead of ",000,000":	<input checked="" type="checkbox"/>	[True]
Format US Social Security Numbers:	<input type="checkbox"/>	[False]
Allow pauses in formatted phrases:	<input checked="" type="checkbox"/>	[True]
Rewrite 'mass-effect' to 'mass effect':	<input checked="" type="checkbox"/>	[True]
Drop the number "12" in expressions "12 noon" and "12 midnight":	<input type="checkbox"/>	[False]
Allow dictation of years as a sequence of 4 digits:	<input type="checkbox"/>	[False]
Insert two spaces after period:	<input type="checkbox"/>	[False]
Replace profanities with variations of [expletive], delete them, or leave them as dictated:	as dictated	[as dictated]
Use military rank abbreviations appropriate for the branch selected:	None	[None]
Determine how "q.d.", "q. day", and "q. daily", are written out:	as dictated	[as dictated]
Numbers, if greater than or equal to:	0	[0]
Caps Lock key overrides capitalization commands:	<input type="checkbox"/>	[False]

At the bottom right of the settings area, there are buttons for 'Check All', 'Uncheck All', and 'Restore Defaults'. Below the settings area, a legend explains the color coding: 'Bracketed text in green indicates default values. Text in bold indicates settings whose value has changed from default.'

Format Dates

This option determines whether the software converts dictated dates to your selected date format.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	The dictated dates are placed in the format you select.
<input type="checkbox"/>	Not checked	The dates are unformatted and appear in the document as dictated.

* = Default selection

Date Format

This option controls how the software formats dates when the user dictates the day, month, and year.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Date as spoken*	No formatting; dates appear as dictated.
<input type="checkbox"/>	Month D, YYYY	March 3, 2013
<input type="checkbox"/>	Month DD, YYYY	May 03, 2013
<input type="checkbox"/>	Mon D, YYYY	Oct 3, 2013
<input type="checkbox"/>	Mon DD, YYYY	Oct 03, 2013
<input type="checkbox"/>	M/D/YYYY	2/4/2013
<input type="checkbox"/>	M/D/YY	2/4/13
<input type="checkbox"/>	MM/DD/YYYY	02/04/2013
<input type="checkbox"/>	MM/DD/YY	02/04/13
<input type="checkbox"/>	MM-DD-YY	03-11-13
<input type="checkbox"/>	D Month, YYYY	27 March, 2013
<input type="checkbox"/>	D/M/YYYY	2/3/2013
<input type="checkbox"/>	D/M/YY	2/3/13
<input type="checkbox"/>	DD/MM/YYYY	02/03/2013
<input type="checkbox"/>	DD/MM/YY	02/03/13
<input type="checkbox"/>	YYYY-MM-DD	2013-05-23

* = Default selection

Format Times

Turns on automatic formatting of standard time formats. For example, if the user dictates “Six thirty PM,” the software transcribes **6:30 PM**. Dictating standard time runs on a 12-hour clock, letting the user make the distinction between AM and PM.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	6:30 p.m.
<input type="checkbox"/>	Not checked	Six thirty p.m.

* = Default selection

Format Common English Abbreviations

This option enables the software to recognize most standard abbreviations.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Dept. Inst. vs. Corp.
<input type="checkbox"/>	Not checked*	Department Institute versus Corporation

* = Default selection

Expand Common English Contractions

Select this option if you want the software to spell out contractions in full, rather than showing them as contractions.

In some situations, a contraction is ambiguous. For example, the phrase “**It’s always**” might mean either “**It is always**” or “**It has always**,” depending on the word that follows. In this situation, the software expands the contraction regardless of how you have set this option.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	He is It is
<input type="checkbox"/>	Not checked*	He’s It’s

* = Default selection

Abbreviate Common English Units of Measure

Use this option to turn on automatic formatting of standard units of measure such as feet and inches.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	Patient weighs 150 lbs. 9 mm
<input type="checkbox"/>	Not checked	Patient weighs 150 pounds. 9 millimeters

* = Default selection

Format Street Addresses

Turns on automatic formatting of postal addresses.

For UK English users, this option also enables the proper formatting of UK and Canadian post codes. US English users can enable UK and Canadian post codes by selecting the **Format UK and Canadian Postcodes** option.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	100 Main Street, New York, NY 10007
<input type="checkbox"/>	Not checked	100 Main Street New York New York 10007

* = Default selection

Format UK and Canadian Postcodes

This option applies only to US English. With the option selected, the software properly formats UK and Canadian postal codes.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	London, W2 4RJ Toronto, Ontario M5H 2L2
<input type="checkbox"/>	Not checked*	London, W24RJ Toronto, Ontario M5 H2 L2

* = Default selection

Abbreviate Titles

This option inserts abbreviations for titles.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	Mr. Dr.
<input type="checkbox"/>	Not checked	Mister Doctor

* = Default selection

Format ISO Currency Codes

You can select this option if you have selected the **Format Prices** option. This setting enables the software to display currency amounts with the international code for the language you have chosen in the Windows Regional and Language Options tool in the Control Panel.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	USD10
<input type="checkbox"/>	Not checked*	10 dollars

* = Default selection

Format prices

Inserts prices and currencies in the proper format with the appropriate currency symbol.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	\$200 \$200.50 €50
<input type="checkbox"/>	Not checked	200 dollars 200 dollars and 50 cents 50 euros

* = Default selection

Format phone numbers

Select this option to turn on automatic formatting of telephone numbers.

For US English users: Turns on automatic formatting of North American telephone numbers when the user dictates a sequence of seven or ten numbers.



Notes:

- *Vanity phone numbers such as 1-800-EXAMPLE are not supported.*
- *The automatic formatting of North American telephone numbers is not supported for UK English users.*

For UK English users: Turns on automatic formatting of UK telephone numbers.



Notes:

- *Country code +44 can be dictated as “four four,” “forty four,” or “double four” with preceding “plus” or “plus-sign.” For example, if the user dictates “plus-sign four four two nine two oh seven four seven seven four seven,” the software transcribes “+44 29 2074 7747”.*
- *Area codes that are dictated without the preceding country code must be dictated with leading zero. For example, when the user dictates “zero two nine two oh eight seven nine three two seven,” the software transcribes “029 2087 9327”.*
- *When the user dictates a 6-digit number, the software transcribes the number with no spaces. When the user dictates a seven- or eight-digit number, the software transcribes the number with a space before the last four digits.*
- *The automatic formatting of UK telephone numbers is not supported for US English users.*

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	212- 555-1000
<input type="checkbox"/>	Not checked	2125551000

* = Default selection

Format Other Numbers

This option enables formatting of all numbers not covered by other formatting options, such as negative numbers, numbers with punctuation, fractions, decimals, and Roman numerals.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	1,205.7 22,500.7
<input type="checkbox"/>	Not checked	1205 .seven 22,500 .seven

* = Default selection

Format Web and E-mail Addresses

Web and email addresses are formatted automatically, allow the user to dictate them in a natural manner. Names are concatenated and the word **at** is converted to the @ symbol.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	doctor@hospital.com
<input type="checkbox"/>	Not checked	Dr. at hospital.com

* = Default selection

“million” instead of “,000,000”

Inserts numbers as a combination of text and Arabic numerals.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	5 million
<input type="checkbox"/>	Not checked	5,000,000

* = Default selection

Format US Social Security Numbers

This option applies only to US English. With this option selected, if the user dictates nine numbers in sequence, automatic formatting of social security numbers is activated.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Social security number is 123-45-6789.
<input type="checkbox"/>	Not checked*	Social security number is 123456789.

* = Default selection

Allow Pauses in Formatted Phrases

A speaker is likely to pause while dictating a number with many digits. If you select this option, the speech recognition software does not attempt to interpret a number until the speaker finishes dictating all the digits and begins dictating the next word. Then, it uses the context to interpret the number as an MRN, a phone number, a social security number, or another type of number.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	A number is not immediately formatted when the speaker pauses.
<input type="checkbox"/>	Not checked	Pauses in number dictation can result in premature number formatting.

* = Default selection

Rewrite “mass-effect” to “mass effect”

Removes the hyphen from the term “mass-effect.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	“mass effect”
<input type="checkbox"/>	Not checked	“mass-effect”

* = Default selection

Drop the number “12” in expressions “12 noon” and “12 midnight”

Removes the number 12 from time expressions, leaving only either “noon” or “midnight.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	“12 noon” or “12 midnight”
<input type="checkbox"/>	Not checked*	“noon” or “midnight”

* = Default selection

Allow dictation of years as a sequence of 4 digits

For example, allows providers to dictate “two zero one three” to indicate the year 2013.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	2013
<input type="checkbox"/>	Not checked*	two zero one three

* = Default selection

Insert Two Spaces After Period

Adds two spaces after the end of a sentence instead of a single space.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Two spaces after a period.
<input type="checkbox"/>	Not checked*	One space after a period.

* = Default selection

Replace profanities with variations of [expletive], delete them, or leave them as dictated

Allows you to decide how to treat profanities.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Default is as dictated	Choose from as dictated; no output; [EXPLETIVE]; or [expletive]

* = Default selection

Use military rank abbreviations appropriate for the branch selected

Adds the appropriate rank based upon military branch selected.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Default is None	Choose from Army; Navy; Air Force; Marines; or None

* = Default selection

Determine how “q.d.”, “q. day”, and “q. daily” are written out

Choose the preference used by your sites.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Default is as dictated	Choose from q.d.; daily; q. day; q. daily; or as dictated

* = Default selection

Numbers, if Greater Than or Equal to

Numbers below the one you select are spelled out in full. Numbers equal to or greater than this number appear as digits.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	0	The dictated number “zero” appears as <i>zero</i> , and the numbers one and higher appear as 1, 2, 3, 4, and so on.

* = Default selection

<input type="checkbox"/>	2*	The dictated numbers “zero” and “one” appears as <i>zero</i> and <i>one</i> , and the numbers two and higher appear as 2, 3, 4, and so on.
<input type="checkbox"/>	10	The dictated numbers “zero” through “nine” appears as <i>zero</i> through <i>nine</i> , and the numbers ten and higher appear as 10, 11, 12, and so on.
<input type="checkbox"/>	100	The dictated numbers “zero” through “ninety-nine” appear as <i>zero</i> through <i>ninety-nine</i> , and the numbers one hundred and higher appear as 100, 101, 102, and so on.
<input type="checkbox"/>	No formatting	All numbers are spelled out, except where another formatting rule applies to them.

* = Default selection

Caps Lock Key Overrides Capitalization Commands

This option provides a reliable way to enter text in all capital letters. If you select this option, when the user activates **Caps Lock** by pressing the **Caps Lock** key or pronouncing the corresponding voice command, the following capitalization commands have no effect: **Cap <word>**, **Caps On**, **Caps Off**, **All-Caps <word>**, **All-Caps On**, **All-Caps Off**, **No-Caps <word>**, **No-Caps On**, and **No-Caps Off**. The **Cap That**, **All-Caps That**, **No-Caps That** and **Capitalize <words>** commands, however, work as they normally do.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	While Caps Lock is on, the Cap <word> , Caps On , Caps Off , All-Caps <word> , All-Caps On , All-Caps Off , No-Caps <word> , No-Caps On , and No-Caps Off commands have no effect.
<input type="checkbox"/>	Not checked*	All capitalization commands work as usual while Caps Lock is on.

* = Default selection

Capitalization Tab

Use this tab to set capitalization rules for the names of persons, departments, drugs, and so on.

Speech Formatting - Last Update: 9/12/2013 9:34:03 AM [Reset to Defaults](#) | [Save and Close](#)
| [Close Window](#)

General **Capitalization** Numbers, Units, and Dates Abbreviations Section Headings Vertebræ Miscellaneous

Person name capitalization: Standard [Standard]

Department name capitalization: Standard [Standard]

Drug name capitalization: Standard [Standard]

Capitalize the word after a new line: [True]

Capitalize "allergy" and "allergies" as "ALLERGY" and "ALLERGIES": [False]

Capitalize "against medical advice" as "AGAINST MEDICAL ADVICE": [True]

Expand and capitalize "AMA" as "AGAINST MEDICAL ADVICE": [False]

Capitalize "code blue" as "CODE BLUE": [True]

Capitalize "code R" as "CODE R": [True]

Capitalize "code status" as "CODE STATUS": [True]

Capitalize "code S" as "CODE S": [True]

Capitalize "code T" as "CODE T": [True]

Capitalize "do not intubate" and "do not resuscitate" as "DO NOT INTUBATE" and "DO NOT RESUSCITATE": [True]

Expand and capitalize "DNI" and "DNR" as "DO NOT INTUBATE" and "DO NOT RESUSCITATE": [False]

Capitalize "durable power of attorney" as "DURABLE POWER OF ATTORNEY": [True]

Capitalize "fish" as "FISH": [False]

Capitalize "left" and "right" as "LEFT" and "RIGHT": [False]

Capitalize "living will" as "LIVING WILL": [False]

Expand and capitalize "NKDA" as "NO KNOWN DRUG ALLERGIES": [False]

Spell "PO2" and "PCO2" as "pO2" and "pCO2": [True]

Capitalize "RBC/hpF" and "WBC/hpF" as "RBC/HPF" and "WBC/HPF": [False]

Capitalize "trauma alert" as "TRAUMA ALERT": [True]

The words "room" and "emergency room" will be capitalized before a number: [True]

[Check All](#) | [Uncheck All](#) | [Restore Defaults](#)

Bracketed text in green indicates default values.
Text in **bold** indicates settings whose value has changed from default.

Person Name Capitalization

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Standard*	Jason T. Myers
<input type="checkbox"/>	All caps	JASON T. MYERS

* = Default selection

Department Name Capitalization

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Standard*	Nuclear Medicine Department
<input type="checkbox"/>	All caps	NUCLEAR MEDICINE DEPARTMENT

* = Default selection

Drug Name Capitalization

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Initial caps	Aspirin Buspar
<input type="checkbox"/>	Standard*	Aspirin BuSpar
<input type="checkbox"/>	All caps	ASPIRIN BUSPAR

* = Default selection

Capitalize the Word After a New Line

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	First word after a line break is automatically capitalized.
<input type="checkbox"/>	Not checked	First word after a line break is not automatically capitalized, unless another capitalization rule applies to it.

* = Default selection

Capitalization/Expansion of Special Words and Phrases

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	allergy, allergies	ALLERGY, ALLERGIES
<input type="checkbox"/>	against medical advice*	AGAINST MEDICAL ADVICE
<input type="checkbox"/>	AMA	AGAINST MEDICAL ADVICE
<input type="checkbox"/>	code blue*	CODE BLUE
<input type="checkbox"/>	code R*	CODE R
<input type="checkbox"/>	code status*	CODE STATUS
<input type="checkbox"/>	code S*	CODE S
<input type="checkbox"/>	code T*	CODE T
<input type="checkbox"/>	do not intubate do not resuscitate*	DO NOT INTUBATE DO NOT RESUSCITATE
<input type="checkbox"/>	DNI DNR	DO NOT INTUBATE DO NOT RESUSCITATE
<input type="checkbox"/>	durable power of attorney*	DURABLE POWER OF ATTORNEY
<input type="checkbox"/>	fish	FISH
<input type="checkbox"/>	left and right	LEFT, RIGHT
<input type="checkbox"/>	living will	LIVING WILL
<input type="checkbox"/>	NKDA	NO KNOWN DRUG ALLERGIES
<input type="checkbox"/>	PO2 PCO2*	pO2 pCO2
<input type="checkbox"/>	RBC/hpf WBC/hpf	RBC/HPF WBC/HPF
<input type="checkbox"/>	trauma alert*	TRAUMA ALERT
<input type="checkbox"/>	room; emergency room*	ROOM 25; EMERGENCY ROOM 1

* = Default selection

Numbers, Units, and Dates Tab

On this tab you can specify how the software is to treat various numbers and measurements.

Speech Formatting - Last Update: 9/12/2013 9:34:03 AM Reset to Defaults | Save and Close
Close Window

General Capitalization **Numbers, Units, and Dates** Abbreviations Section Headings Vertebrae Miscellaneous

Treat ambiguous numeric strings: As Dates [As Dates]

Rewrite "cc" after a number as "mL": [False]

Write "degree" and "degrees" after a number as "°" (and abbreviate "Fahrenheit" and "Celsius" to "F" and "C"):
 [False]

Use Roman numerals for diabetes types: [False]

Insert a hyphen between a number and the word "French": [False]

Format of expressions involving feet and inches: Spell out Feet and Inches [Spell out Feet and Inches]

Write one-digit ordinals from "third" to "ninth" in hybrid form ("3rd" to "9th"):
 [False]

Insert a space between "mm" and "Hg": [False]

Write "o'clock" as a word: Never [Never]

Format numbers as times when followed by phrases such as "in the morning": [False]

Military time suffix: Keep "hours" [Keep "hours"]

Write "%" as "percent": [False]

Write the word "number" as "#" prior to numerals: [True]

Write plural forms of formatted numbers with an apostrophe (e.g. 50's): [False]

Write single digit + "point" in hyphenated form when not followed by another digit: [False]

Write out "positive" and "negative" before numbers and for blood types and Rh factors: [False]

Format of each item in a numbered list: no indentation, no # [no indentation, no #]

Before a numbered list item, automatically insert: new line [new line]

Expect temperatures to be dictated in Celsius rather than Fahrenheit: [False]

[Check All](#) | [Uncheck All](#) | [Restore Defaults](#)

Bracketed text in green indicates default values.
Text in **bold** indicates settings whose value has changed from default.

Treat Ambiguous Numeric Strings

This option determines whether the software interprets dictated strings of numbers as dates, or as ID numbers.

- If you choose **As Dates**, select the **Format dates** option on the **General** tab, and then select a format from the **Date format** drop-down list. Do not select **Dates as Spoken** as the date format.
- If you choose **As IDs**, the software converts dictated numbers to a series of digits without spaces. For example, if the user dictates “**five six oh nine**,” the software transcribes the string as **5609**. If the user dictates “**eight eight six seven three five five**,” the software transcribes it as **8867355**. The user can then punctuate the series of numbers as desired.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	As IDs	020310
<input type="checkbox"/>	As Dates*	02/03/2010 (depending on date format selected)

* = Default selection

Rewrite “cc” after a number as “mL”

Inserts mL after a number if the user dictates “cc” followed by a number.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	3 mL
<input type="checkbox"/>	Not checked*	3 cc

* = Default selection

Write “degree” and “degrees” after a number as “°” and abbreviate “Fahrenheit” and “Celsius” to “F” and “C”

Inserts correctly formatted temperatures.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	98.6° F
<input type="checkbox"/>	Not checked*	98.6 degrees Fahrenheit

* = Default selection

Use Roman numerals for diabetes types

Inserts Roman numerals instead of Arabic numerals for diabetes types.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Type II diabetes
<input type="checkbox"/>	Not checked*	Type 2 diabetes

* = Default selection

Insert a hyphen between a number and the word “French”

Inserts a hyphen when the user dictates, for example, “**Five French**” to describe a type of equipment.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	19-French sheath
<input type="checkbox"/>	Not checked*	19 French sheath

* = Default selection

Format of expressions involving feet and inches

Use this option to determine how the software is to format expressions with feet and inches.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Spell out feet and inches *	6 feet 2 inches
<input type="checkbox"/>	Symbols with one space	6' 2"
<input type="checkbox"/>	Symbols surrounded by spaces	6' 2"
<input type="checkbox"/>	Symbols without spaces	6'2"

* = Default selection

Write one-digit ordinals from “third” to “ninth” in hybrid form (“3rd” to “9th”)

This option determines how the software transcribes ordinal numbers.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	3rd
<input type="checkbox"/>	Not checked*	third

* = Default selection

Insert a space between “mm” and “Hg”

The option determines whether the software inserts a space between the abbreviations for “millimeter” and “mercury.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	mm Hg
<input type="checkbox"/>	Not checked*	mmHg

* = Default selection

Write “o’clock” as a word

Use this option to specify where the software is to spell out the word “o’clock.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Always	At 4 o’clock, the 6 o’clock position
<input type="checkbox"/>	Only before “position”	At 4:00, the 6 o’clock position
<input type="checkbox"/>	Never*	At 4:00, the 6:00 position

* = Default selection

Format numbers as times when followed by phrases such as “in the morning”

Note: This option is not implemented in this version.

Inserts numbers as times when followed by phrases like “in the morning” or “at night.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Numbers followed by these phrases are formatted as times of day: “Ten at night” becomes 10:00 PM.
<input type="checkbox"/>	Not checked*	Numbers followed by these phrases are formatted as times only if they end in 00, 15, 30, or 45, or if they are followed by a.m. or p.m.

* = Default selection

Military time suffix

Controls whether the software inserts the word **“hours”** or the abbreviation **“hrs”** after military time.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Remove “hours”	17:30
<input type="checkbox"/>	Keep “hours”*	17:30 hours
<input type="checkbox"/>	Abbreviate as “hrs.”	17:30 hrs

* = Default selection

Write “%” as “percent”

This option inserts the % symbol in place of the word **“percent.”**

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	100 percent
<input type="checkbox"/>	Not checked*	100%

* = Default selection

Write the word “number” as “#” prior to numerals

Inserts the **“#”** character in place of the word number prior to a numeral.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	#7
<input type="checkbox"/>	Not checked	number 7

* = Default selection

Write plural forms of formatted numbers with an apostrophe (e.g. 50’s)

For example, **“A patient who was in her 50’s.”**

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	50’s
<input type="checkbox"/>	Not checked*	50s

* = Default selection

Write single digit + “point” in hyphenated form when not followed by another digit

Note: This option is not implemented in this version.

Use this option to insert a digit, a hyphen, and the word “**point**” when a dictated digit is not followed by another digit.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Restraint changed from 3-point to 4-point
<input type="checkbox"/>	Not checked*	Restraint changed from 3. to 4.

* = Default selection

Write out “positive” and “negative” before numbers and for blood types and Rh factors

If you select this option, the software inserts the word “**positive**” or “**negative**” rather than the plus or minus symbol before numbers. For blood types and Rh factors, it spells out the word “**positive**” or “**negative**.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	negative 3 blood type A positive Patient is Rh positive
<input type="checkbox"/>	Not checked*	-3 blood type A+ Patient is Rh+

* = Default selection

Format of each item in a numbered list

Controls the number format of your numbered lists.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	No indentation, no #*	<Text>
<input type="checkbox"/>	No indentation, number preceded by #	#1
<input type="checkbox"/>	Indentation, no #	<Text>
<input type="checkbox"/>	Indentation, number preceded by #	#1

* = Default selection

Before a numbered list item, automatically insert

Controls line/paragraph break before a numbered list.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	New line*	
<input type="checkbox"/>	New paragraph	
<input type="checkbox"/>	Nothing	

* = Default selection

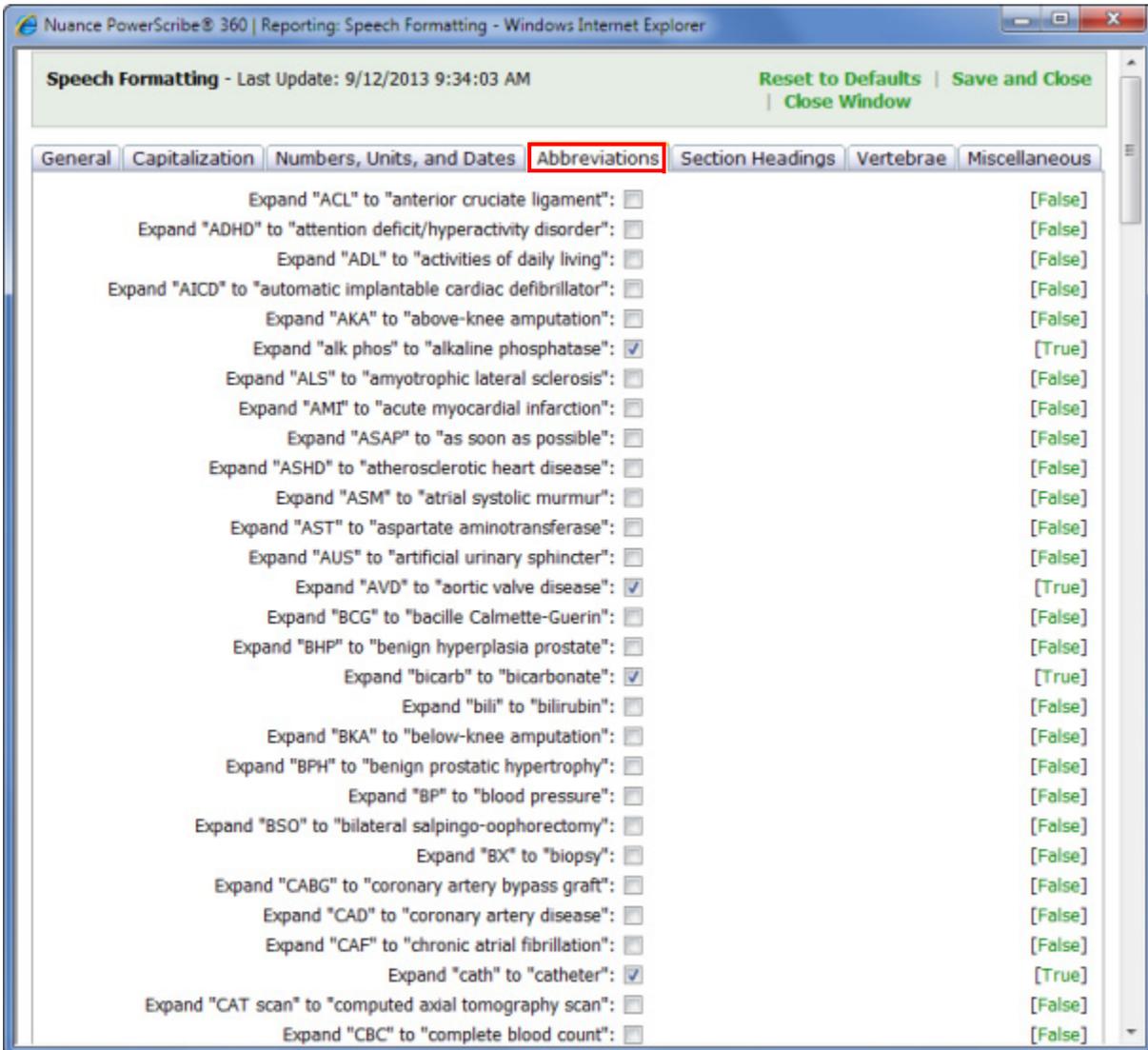
Expect temperatures to be dictated in Celsius rather than Fahrenheit

When the user dictates a temperature, the software transcribes it with the C abbreviation.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Temperature is 37° C.
<input type="checkbox"/>	Not checked*	Temperature is 37° F.

* = Default selection

Abbreviations Tab



Use this tab to indicate whether you want the following abbreviations to be expanded. Selecting the option means the acronym or abbreviation is always expanded when it appears in draft text; otherwise it appears unexpanded (as an acronym or abbreviation.)

<input checked="" type="checkbox"/>	Term	Result when item is selected
<input type="checkbox"/>	ACL	anterior cruciate ligament
<input type="checkbox"/>	ADHD	attention deficit/hyperactivity disorder
<input type="checkbox"/>	ADL	activities of daily living
<input type="checkbox"/>	AICD	automatic implantable cardiac defibrillator
<input type="checkbox"/>	AKA	above-knee amputation

* = Default selection

<input checked="" type="checkbox"/>	Term	Result when item is selected
<input type="checkbox"/>	alk phos*	alkaline phosphatase
<input type="checkbox"/>	ALS	amyotrophic lateral sclerosis
<input type="checkbox"/>	AMI	acute myocardial infarction
<input type="checkbox"/>	ASAP	as soon as possible
<input type="checkbox"/>	ASHD	atherosclerotic heart disease
<input type="checkbox"/>	ASM	atrial systolic murmur
<input type="checkbox"/>	AST	aspartate aminotransferase
<input type="checkbox"/>	AUS	artificial urinary sphincter
<input type="checkbox"/>	AVD	aortic valve disease
<input type="checkbox"/>	BCG	bacille Calmette-Guerin
<input type="checkbox"/>	BHP	benign hyperplasia prostate
<input type="checkbox"/>	bicarb*	bicarbonate
<input type="checkbox"/>	bili	bilirubin
<input type="checkbox"/>	BKA	below-knee amputation
<input type="checkbox"/>	BPH	benign prostatic hypertrophy
<input type="checkbox"/>	BP	blood pressure
<input type="checkbox"/>	BSO	bilateral salpingo-oophorectomy
<input type="checkbox"/>	BX	biopsy
<input type="checkbox"/>	CABG	coronary artery bypass graft
<input type="checkbox"/>	CAD	coronary artery disease
<input type="checkbox"/>	CAF	chronic atrial fibrillation
<input type="checkbox"/>	cath*	catheter
<input type="checkbox"/>	CAT scan	computed axial tomography scan
<input type="checkbox"/>	CBC	complete blood count
<input type="checkbox"/>	CCU	Critical Care Unit
<input type="checkbox"/>	chemo*	chemotherapy
<input type="checkbox"/>	CHF	congestive heart failure
<input type="checkbox"/>	CMP	complete metabolic panel
<input type="checkbox"/>	CNS	central nervous system
<input type="checkbox"/>	coag	coagulation
<input type="checkbox"/>	COPD	chronic obstructive pulmonary disease
<input type="checkbox"/>	CPK	creatine phosphokinase
<input type="checkbox"/>	CPR	cardiopulmonary resuscitation

* = Default selection

<input checked="" type="checkbox"/>	Term	Result when item is selected
<input type="checkbox"/>	crit	hematocrit
<input type="checkbox"/>	CT scan	computed tomography scan
<input type="checkbox"/>	CVA	costovertebral
<input type="checkbox"/>	C. diff.*	C. difficile
<input type="checkbox"/>	D&C	dilatation and curettage
<input type="checkbox"/>	DC'd	discontinued
<input type="checkbox"/>	DESD	detrusor-external sphincter dyssynergia
<input type="checkbox"/>	DJD	degenerative joint disease
<input type="checkbox"/>	DM	diastolic murmur
<input type="checkbox"/>	DSM	delayed systolic murmur
<input type="checkbox"/>	DTR	deep tendon reflex
<input type="checkbox"/>	DVT	deep vein thrombosis
<input type="checkbox"/>	EBL	estimated blood loss
<input type="checkbox"/>	EBV	Epstein-Barr virus
<input type="checkbox"/>	ECG	electrocardiogram
<input type="checkbox"/>	E. coli*	Escherichia coli
<input type="checkbox"/>	EC	ejection click
<input type="checkbox"/>	EF	ejection fraction
<input type="checkbox"/>	EKG	electrocardiogram
<input type="checkbox"/>	EOMI	extraocular movements are intact
<input type="checkbox"/>	ERT	estrogen replacement therapy
<input type="checkbox"/>	ER	Emergency Room
<input type="checkbox"/>	ESM	ejection systolic murmur
<input type="checkbox"/>	ESWL	extracorporeal shock wave lithotripsy
<input type="checkbox"/>	ex lap*	exploratory laparoscopy
<input type="checkbox"/>	fem-pop*	femoropopliteal
<input type="checkbox"/>	flex sig*	flexible sigmoidoscopy
<input type="checkbox"/>	FT4	free T4
<input type="checkbox"/>	gastroc	gastrocnemius
<input type="checkbox"/>	GERD	gastroesophageal reflux disease
<input type="checkbox"/>	GI	gastrointestinal
<input type="checkbox"/>	GSW	gunshot wound
<input type="checkbox"/>	GU	genitourinary

* = Default selection

<input checked="" type="checkbox"/>	Term	Result when item is selected
<input type="checkbox"/>	H&H	hemoglobin and hematocrit
<input type="checkbox"/>	HCTZ	hydrochlorothiazide
<input type="checkbox"/>	HIV	human immunodeficiency virus
<input type="checkbox"/>	HPI*	history of present illness
<input type="checkbox"/>	HPV	human papilloma virus
<input type="checkbox"/>	HRT	hormone replacement therapy
<input type="checkbox"/>	IBS	irritable bowel syndrome
<input type="checkbox"/>	ICA	internal carotid artery
<input type="checkbox"/>	ICD	implantable cardiac defibrillator
<input type="checkbox"/>	ICU	Intensive Care Unit
<input type="checkbox"/>	IDA	iron deficiency anemia
<input type="checkbox"/>	IDDM	insulin dependent diabetes mellitus
<input type="checkbox"/>	IHD	ischemic heart disease
<input type="checkbox"/>	IHSS	idiopathic hypertrophic subaortic stenosis
<input type="checkbox"/>	IMCU	Intermediate Care Unit
<input type="checkbox"/>	ITP	idiopathic thrombocytopenia purpura
<input type="checkbox"/>	IUD	intrauterine device
<input type="checkbox"/>	IU*	international units
<input type="checkbox"/>	IVP	intravenous pyelogram
<input type="checkbox"/>	KUB	kidney, ureter, and bladder
<input type="checkbox"/>	LAD	left anterior descending
<input type="checkbox"/>	LAE	left atrial enlargement
<input type="checkbox"/>	LAH	left anterior hemiblock
<input type="checkbox"/>	lap chole*	laparoscopic cholecystectomy
<input type="checkbox"/>	LBBB	left bundle branch block
<input type="checkbox"/>	LCL	lateral collateral ligament
<input type="checkbox"/>	leuk trase	leukocyte esterase
<input type="checkbox"/>	lites	electrolytes
<input type="checkbox"/>	LLQ	left lower quadrant
<input type="checkbox"/>	LSM	late systolic murmur
<input type="checkbox"/>	LUQ	left upper quadrant
<input type="checkbox"/>	LVEDP	left ventricular end-diastolic pressure

* = Default selection

<input checked="" type="checkbox"/>	Term	Result when item is selected
<input type="checkbox"/>	LVH	left ventricular hypertrophy
<input type="checkbox"/>	MCL	medial collateral ligament
<input type="checkbox"/>	MDI	metered dose inhaler
<input type="checkbox"/>	meds	medications
<input type="checkbox"/>	MI	myocardial infarction
<input type="checkbox"/>	MMR	measles/mumps/rubella
<input type="checkbox"/>	MOM	Milk of Magnesia
<input type="checkbox"/>	MRI	magnetic resonance imaging
<input type="checkbox"/>	MVA	motor vehicle accident
<input type="checkbox"/>	MVP	mitral valve prolapse
<input type="checkbox"/>	MVR	mitral valve replacement
<input type="checkbox"/>	neb	nebulizer
<input type="checkbox"/>	NEC	nonejection click
<input type="checkbox"/>	neph	nephrostomy
<input type="checkbox"/>	NICU	Neonatal Intensive Care Unit
<input type="checkbox"/>	NIDDM	non-insulin-dependent diabetes mellitus
<input type="checkbox"/>	nitro*	nitroglycerin
<input type="checkbox"/>	NSAID	nonsteroidal anti-inflammatory drug
<input type="checkbox"/>	NSR	normal sinus rhythm
<input type="checkbox"/>	NSVD	normal spontaneous vaginal delivery
<input type="checkbox"/>	O2	oxygen
<input type="checkbox"/>	ObGyn*	OB/GYN
<input type="checkbox"/>	OS	opening snap
<input type="checkbox"/>	OTC	over-the-counter
<input type="checkbox"/>	PCL	posterior cruciate ligament
<input type="checkbox"/>	PCN	percutaneous nephrolithotomy
<input type="checkbox"/>	PEC	pulmonary ejection click
<input type="checkbox"/>	PERRLA	pupils are equal, round, and reactive to light and accommodation
<input type="checkbox"/>	PFT	pulmonary function test
<input type="checkbox"/>	PID	pelvic inflammatory disease
<input type="checkbox"/>	PIH	pregnancy-induced hypertension

* = Default selection

<input checked="" type="checkbox"/>	Term	Result when item is selected
<input type="checkbox"/>	PMI	point of maximal impulse
<input type="checkbox"/>	postop	postoperative
<input type="checkbox"/>	PRI	PR interval
<input type="checkbox"/>	pro time	prothrombin time
<input type="checkbox"/>	PSA	prostate-specific antigen
<input type="checkbox"/>	PSIS	posterior superior iliac spine
<input type="checkbox"/>	PSM	pansystolic murmur
<input type="checkbox"/>	PTCA	percutaneous transluminal coronary angioplasty
<input type="checkbox"/>	pulse ox	pulse oximetry
<input type="checkbox"/>	PVR	post-void residual
<input type="checkbox"/>	q.h.s.*	daily at bedtime
<input type="checkbox"/>	q.o.d.*	every other day
<input type="checkbox"/>	RBBB	right bundle branch block
<input type="checkbox"/>	rehab*	rehabilitation
<input type="checkbox"/>	RLQ	right lower quadrant
<input type="checkbox"/>	RPOC	retained products of conception
<input type="checkbox"/>	RPR	RPR test
<input type="checkbox"/>	RSR	regular sinus rhythm
<input type="checkbox"/>	RSV	respiratory syncytial virus
<input type="checkbox"/>	SBE	subacute bacterial endocarditis
<input type="checkbox"/>	SDM	systolic-diastolic murmur
<input type="checkbox"/>	sed rate*	sedimentation rate
<input type="checkbox"/>	segs	segments
<input type="checkbox"/>	SEM	systolic-ejection murmur
<input type="checkbox"/>	SIDS	Sudden Infant Death Syndrome
<input type="checkbox"/>	SI	sacroiliac
<input type="checkbox"/>	SLE	systemic lupus erythematosus
<input type="checkbox"/>	SLR	straight leg raising
<input type="checkbox"/>	SM	systolic murmur
<input type="checkbox"/>	SOB	shortness of breath
<input type="checkbox"/>	SSRI	selective serotonin reuptake inhibitor
<input type="checkbox"/>	SS	summation sound

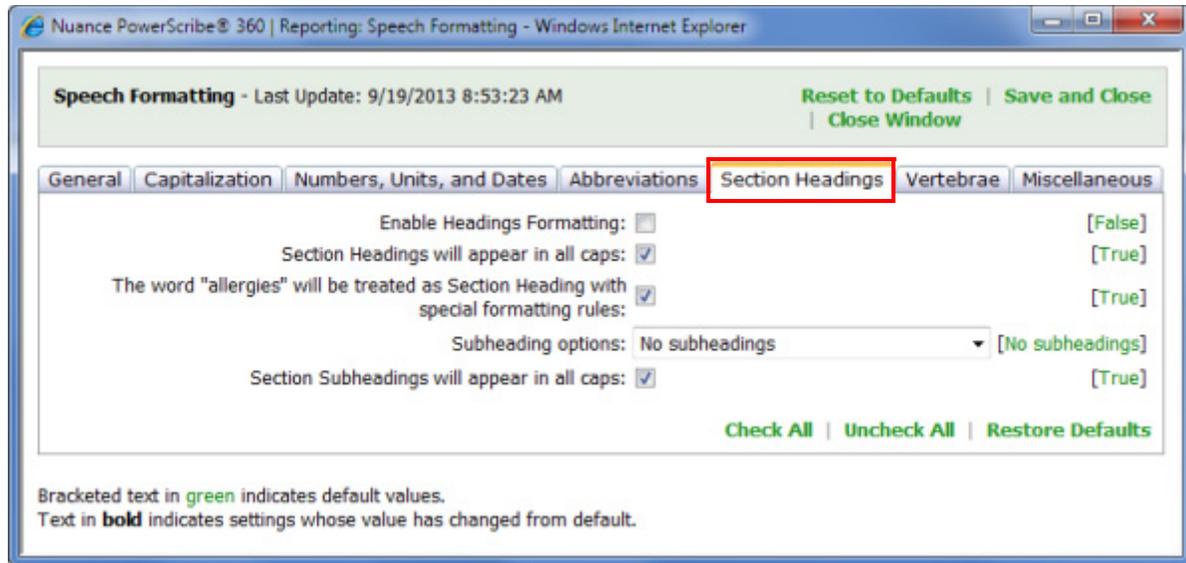
* = Default selection

<input checked="" type="checkbox"/>	Term	Result when item is selected
<input type="checkbox"/>	STD	sexually transmitted disease
<input type="checkbox"/>	subcu	subcutaneous
<input type="checkbox"/>	SVD	spontaneous vaginal delivery
<input type="checkbox"/>	SVG	saphenous vein graft
<input type="checkbox"/>	SVT	supraventricular tachycardia
<input type="checkbox"/>	TAH/BSO	total abdominal hysterectomy with bilateral salpingo-oophorectomy
<input type="checkbox"/>	TAH	total abdominal hysterectomy
<input type="checkbox"/>	TB	tuberculosis
<input type="checkbox"/>	temp	temperature (when it occurs before a number)
<input type="checkbox"/>	TIA	transient ischemic attack
<input type="checkbox"/>	tib-fib	tibia-fibula
<input type="checkbox"/>	t.i.w.*	3 times a week
<input type="checkbox"/>	T-max* T-current*	MAXIMUM TEMPERATURE CURRENT TEMPERATURE
<input type="checkbox"/>	TMJ	temporomandibular joint
<input type="checkbox"/>	TM	tympanic membrane
<input type="checkbox"/>	TSH	thyroid-stimulating hormone
<input type="checkbox"/>	TTE	transthoracic echocardiogram
<input type="checkbox"/>	TURB	transurethral resection of the bladder
<input type="checkbox"/>	TURP	transurethral resection of the prostate
<input type="checkbox"/>	UA	urinalysis
<input type="checkbox"/>	UC	urine culture
<input type="checkbox"/>	URI	upper respiratory infection
<input type="checkbox"/>	UTI	urinary tract infection
<input type="checkbox"/>	VBAC	vaginal birth after cesarean section
<input type="checkbox"/>	VCUG	voiding cystourethrogram
<input type="checkbox"/>	A fib and V fib	atrial fibrillation and ventricular fibrillation
<input type="checkbox"/>	VL	vastus lateralis
<input type="checkbox"/>	VMO	vastus medialis oblique
<input type="checkbox"/>	V tach and sinus tach	ventricular tachycardia and sinus tachycardia
<input type="checkbox"/>	WNL	within normal limits

* = Default selection

Section Headings Tab

Use this tab to determine how your section headings and subheadings appear.



Enable headings formatting

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Allows headings formatting
<input type="checkbox"/>	Not checked*	Prevents headings formatting

* = Default selection

Section headings will appear in all caps

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	IMPRESSION
<input type="checkbox"/>	Not checked	Impression

* = Default selection

The word “allergies” will be treated as Section Heading with special formatting rules

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	
<input type="checkbox"/>	Not checked	

* = Default selection

Subheading options

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Default is No subheadings	Select either No subheadings ; Subheading phrases can be major headings, and vice versa ; or Subheading phrases may only be used as subheadings

* = Default selection

Section subheadings will appear in all caps

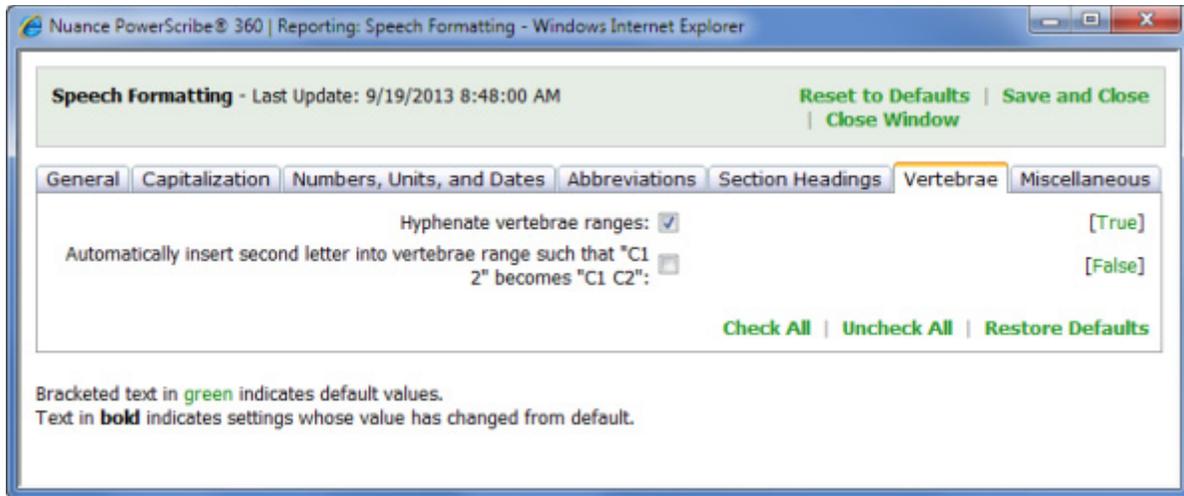
Saying “**paragraph**” inserts two new lines; that is, the result is the same as when saying “**new paragraph**” or “**next paragraph.**”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	KIDNEYS
<input type="checkbox"/>	Not checked	Kidneys

* = Default selection

Vertebrae Tab

Use this tab to determine how your vertebrae range dictations will appear.



Hyphenate vertebrae ranges

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	C1-C2
<input type="checkbox"/>	Not checked	C1 C2

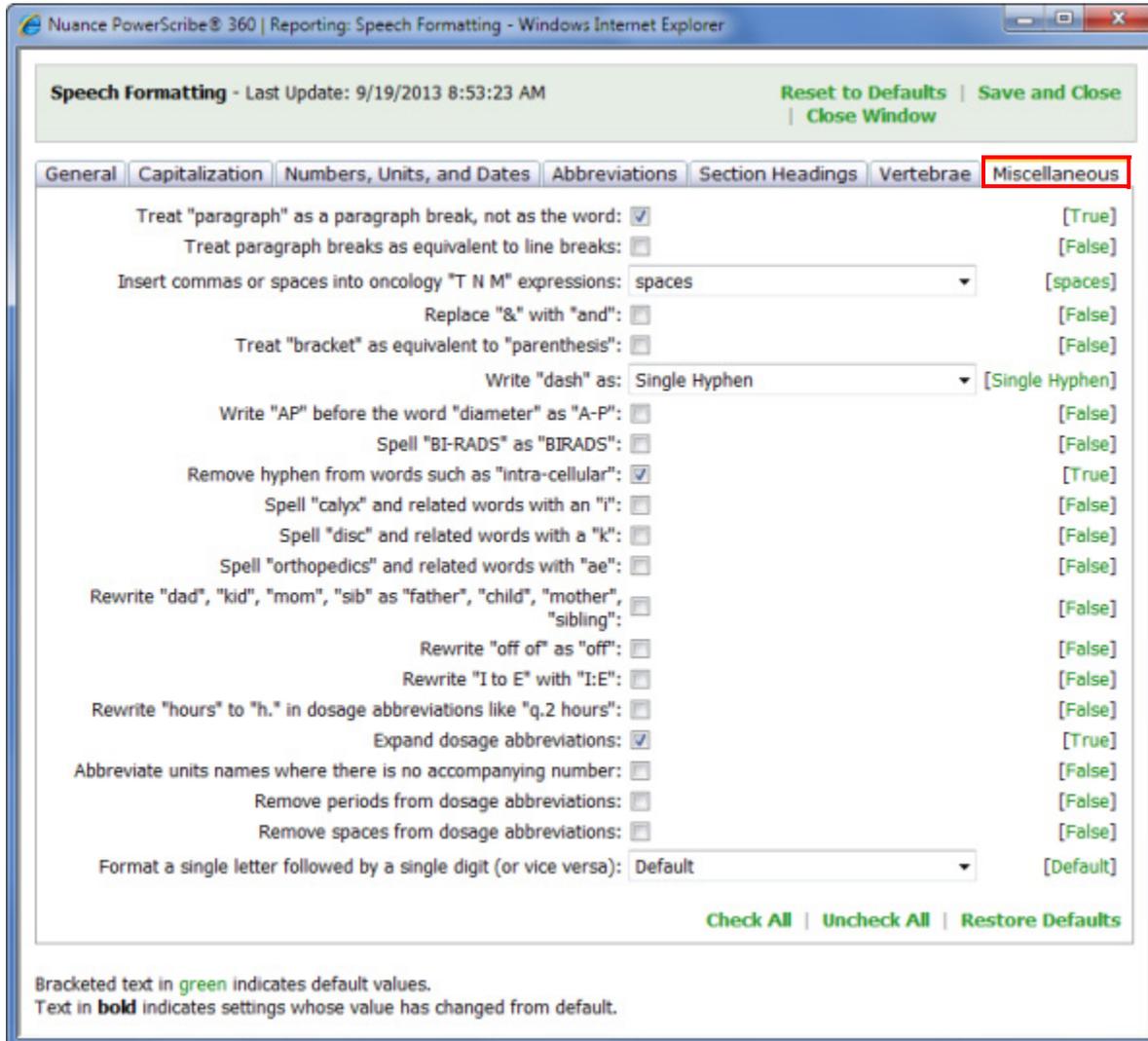
* = Default selection

Automatically insert second letter into vertebrae range such that "C1 2" becomes "C1 C2"

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	C1 C2
<input type="checkbox"/>	Not checked*	C1 2

* = Default selection

Miscellaneous Tab



Use this tab to set preferences for spelling, punctuation marks, word substitutions, and expansions.

Treat “paragraph” as a paragraph break, not as the word

Saying “**paragraph**” inserts two new lines; that is, the result is the same as when saying “**new paragraph**” or “**next paragraph.**”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	Patient complains of moderate chest pain for the past two days. No history of trauma. Pulse is 120. Blood pressure is normal.
<input type="checkbox"/>	Not checked	Patient complains of moderate chest pain for the past two days. No history of trauma. Paragraph pulse is 120. Blood pressure is normal.

* = Default selection

Treat paragraph breaks as equivalent to line breaks

Saying “**New paragraph**” or “**Next paragraph**” inserts a single line break instead of a paragraph break, that is, the result is the same as when saying “**New line.**”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	Patient complains of moderate chest pain for the past two days. No history of trauma. Pulse is 120. Blood pressure is normal.
<input type="checkbox"/>	Not checked*	Patient complains of moderate chest pain for the past two days. No history of trauma. Pulse is 120. Blood pressure is normal.

* = Default selection

Insert commas or spaces into oncology “T N M” expressions

Note: This option is not implemented in this version.

Determines the delimiter used to separate T N M parameters.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Default is spaces	Choose from commas ; spaces ; no separator

* = Default selection

Replace “&” with “and”

“And” is substituted when the user dictates “ampersand.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	D and C
<input type="checkbox"/>	Not checked*	D & C

* = Default selection

Treat “bracket” as equivalent to “parenthesis”

Inserts a parenthesis instead of a square bracket when the user dictates “open bracket,” “close bracket,” “left bracket,” or “right bracket.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	(emergency room)
<input type="checkbox"/>	Not checked*	[emergency room]

* = Default selection

Write “dash” as:

Determines what the software inserts when a user dictates the word “dash.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Double hyphen surrounded by spaces	The patient -- unless symptoms improve -- should return for another assessment.
<input type="checkbox"/>	Single hyphen*	The patient-unless symptoms improve-should return for another assessment.
<input type="checkbox"/>	Single hyphen surrounded by spaces	The patient - unless symptoms improve - should return for another assessment.
<input type="checkbox"/>	Double hyphen	The patient--unless symptoms improve--should return for another assessment.

* = Default selection

Write “AP” before the word “diameter” as “A-P”

This option inserts “A-P” when the user dictates “AP diameter.”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	A-P diameter
<input type="checkbox"/>	Not checked*	AP diameter

* = Default selection

Spell “BI-RADS” as “BIRADS”

With this option selected, the software inserts the acronym **BIRADS** when the user dictates “**BIRADS.**” Otherwise, it displays the acronym as **BI-RADS**.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	BIRADS
<input type="checkbox"/>	Not checked*	BI-RADS

* = Default selection

Remove hyphen from words such as “intra-cellular”

This option removes the hyphen from certain hyphenated words.

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	intracellular
<input type="checkbox"/>	Not checked	intra-cellular

* = Default selection

Spell “calyx” and related words with an “i”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	calix coccix
<input type="checkbox"/>	Not checked*	calyx coccyx

* = Default selection

Spell “disc” and related words with a “k”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	disk
<input type="checkbox"/>	Not checked*	disc

* = Default selection

Spell “orthopedics” and related words with “ae”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	orthopaedics paediatric encyclopaedia
<input type="checkbox"/>	Not checked*	orthopedics pediatric encyclopedia

* = Default selection

Rewrite “dad”, “kid”, “mom”, “sib” as “father”, “child”, “mother”, “sibling”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	father child mother sibling
<input type="checkbox"/>	Not checked*	dad kid mom sib

* = Default selection

Rewrite “off of” as “off”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	The patient was lifted off the table.
<input type="checkbox"/>	Not checked*	The patient was lifted off of the table.

* = Default selection

Rewrite “I to E” with “I:E”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	I:E
<input type="checkbox"/>	Not checked*	I to E

* = Default selection

Rewrite “hours” to “h.” in dosage abbreviations like “q.2 hours”

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	q.2 h.
<input type="checkbox"/>	Not checked*	q.2 hours

* = Default selection

Expand dosage abbreviations

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked*	twice daily
<input type="checkbox"/>	Not checked	b.i.d.

* = Default selection

Abbreviate units names where there is no accompanying number

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	cc
<input type="checkbox"/>	Not checked*	cubic centimeter

* = Default selection

Remove periods from dosage abbreviations

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	tid
<input type="checkbox"/>	Not checked*	t.i.d.

* = Default selection

Remove spaces from dosage abbreviations

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Checked	tid
<input type="checkbox"/>	Not checked*	t i d

* = Default selection

Format a single letter followed by a single digit (or vice versa)

<input checked="" type="checkbox"/>	Selection	Results
<input type="checkbox"/>	Default is Default	Select either DigitLetter , Digit Letter ; LetterDigit ; Letter Digit ; or Default
<input type="checkbox"/>	Not checked*	C1-2

* = **Default selection**

Viewing Workstation Updates

The changes you make to the formatting rules above are reflected on the users' workstations next time they log in. To confirm that an update has occurred, you can check the date and time of the most recent update to a workstation.

Workstation	Last Update
RANGER45	2/22/2010 9:45:07 PM
NUANCE-IRRD630	2/16/2010 10:58:08 PM
BN-DBUCKLEY2	1/11/2010 1:14:58 PM
BN-VANEVEN-VSTA	12/11/2009 12:47:22 PM
BN-COMMDEMO	11/19/2009 11:36:32 AM
ROBNEWXPTEST	9/22/2009 10:49:44 AM
VINW0766	9/10/2009 4:43:00 AM
JDOCHTE1	8/13/2009 12:24:02 PM
IRRMT	8/11/2009 1:14:24 PM
BN-PLESTER	7/13/2009 3:11:38 PM
XPBOX	7/13/2009 2:01:00 PM
DKRAUSE1	7/1/2009 4:05:01 PM
BN-RVEMULA8	6/30/2009 12:04:06 PM

To view the workstation updates:

1. In the **Setup** group, select the **Speech** tab.
2. Click **View Workstation Updates...**. The **Workstation Formatting** dialog box displays the date and time of the most recent update on each workstation in your system.

