

Product: PowerScribe One
Version: 2019
Subject: Using Findings Only Mode with AutoText

Doc. Num: PS1A007
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Overview

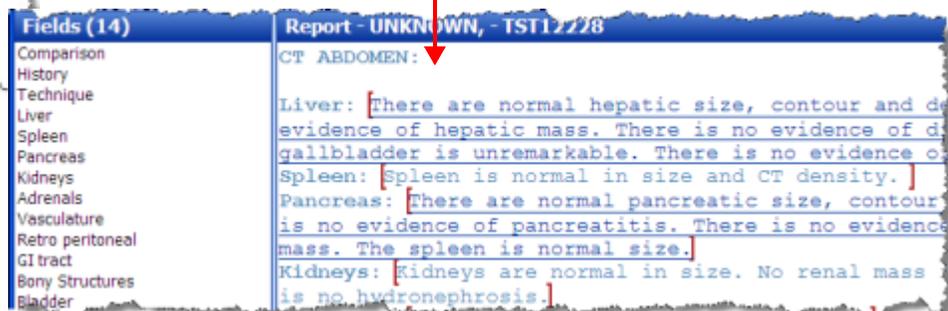
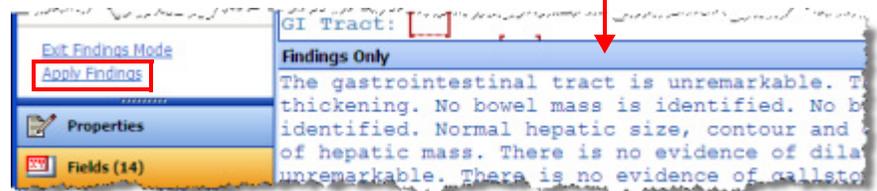
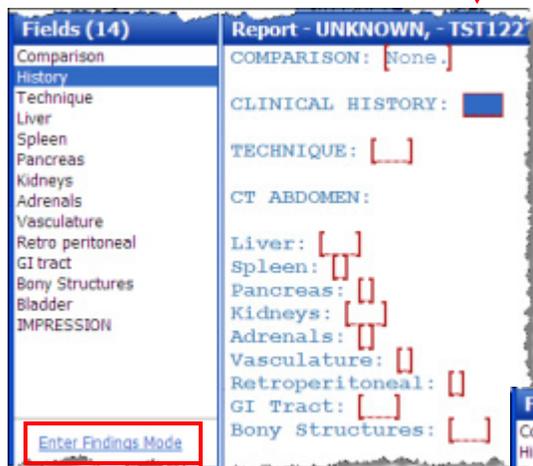
In Findings Only mode, the *PowerScribe One* software automatically converts free-form dictation to a structured report. This feature is helpful where the facility requires a structured report format, but providers are accustomed to, or prefer, free-form dictation. To support this mode, the fields embedded in AutoText are mapped to certain key words, called *hyponyms*. Hyponyms might be whole words, such as **cardiac**, **thoracic**, and **renal**, or fragments such as **hepat** and **cirrho**. The system considers the field's name as the first hyponym.

When a provider dictates a word that is a hyponym of one of the fields in the report, the software identifies the surrounding sentence or phrase as belonging to that field, and when the provider applies findings, it inserts the dictation in the field. For example, if the provider dictates “**Hepatic...**”, and a field named **Liver** has been defined with *hepat* as one of its hyponyms, the system takes the sentence containing “**hepatic**” and places it in the **Liver** field.

First, the provider begins a report, then adds AutoText with fill-in fields and dictates “**Enter Findings.**”

Next, the provider dictates findings; text appears in the **Findings Only** dialog box.

Finally, when the provider dictates “**Apply findings,**” text from the **Findings Only** dialog box is moved to the template fields.

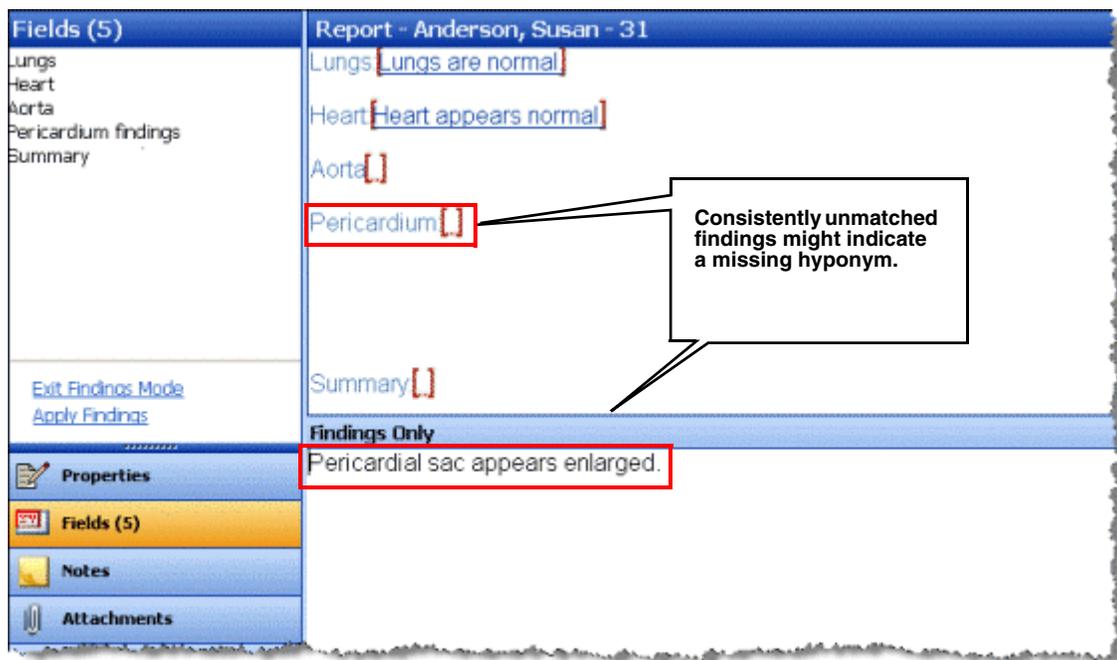


Building a Findings Only Mode Template

Any fields in the AutoText entries shipped with *PowerScribe One* contain hyponyms, and you can design your own AutoText entries to accept findings-only dictation.

Adding Hyponyms

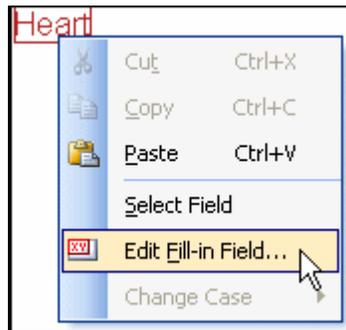
If the *PowerScribe One* client consistently fails to apply a particular finding to a field, you might be able to correct the problem by adding one or more hyponyms to the field. The system considers the field name to be the first hyponym, so you do not need to include the field name in the **Hyponyms** list. You should, however, include all variations of the name, to ensure that dictation containing any of the variations is captured and placed in this field. For a field named **Thorax**, you might include the word *thoracic* or the fragment *thorac*. For a field for pericardium findings, you might need to add the word *pericardial*. You can use uppercase, lowercase, or both; the system does not consider case in hyponyms.



To add hyponyms to a field:

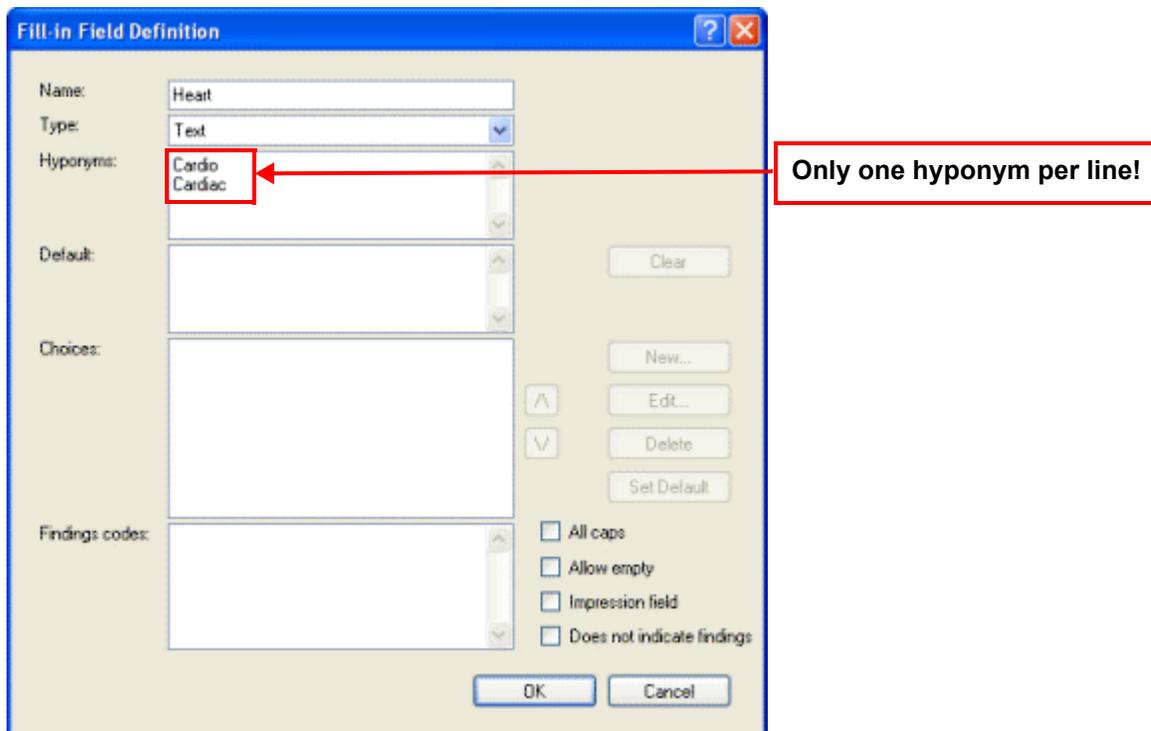
1. In the *PowerScribe 360* client, select **Tools > AutoText Editor** from the menu bar. The **AutoText Editor** window opens.
2. Double-click the AutoText entry that contains the field to which you want to add one or more hyponyms. The AutoText entry opens for editing.

3. Right-click the field and select **Edit Fill-in Field...**



4. Type the new hyponyms in the **Hyponyms** text box. Place each word, fragment, or phrase on a separate line.

 **Note:** If the fill-in field you are adding contains the report's impression section, select the **Impression field** check box. This automatically selects the **Does not indicate findings** check box as well.



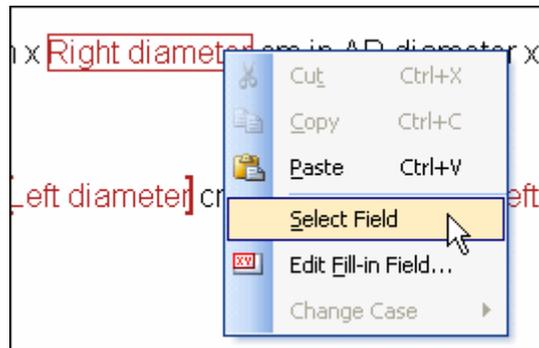
5. Click **OK**.
6. Click **Close**, and click **Yes** to save the AutoText.

Copying a Field and its Hyponyms

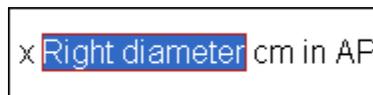
When you copy a field, its hyponyms are copied along with it.

To copy a field:

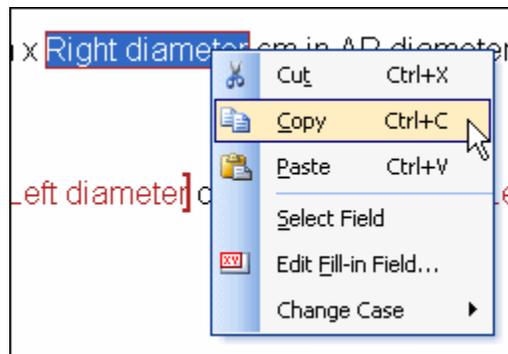
1. In the *PowerScribe 360 |Reporting* client, select **Tools > AutoText Editor** from the menu bar.
2. Double-click the AutoText entry that contains the field you want to copy. The AutoText entry opens for editing.
3. Right-click the field and select **Select Field**.



The field is highlighted.



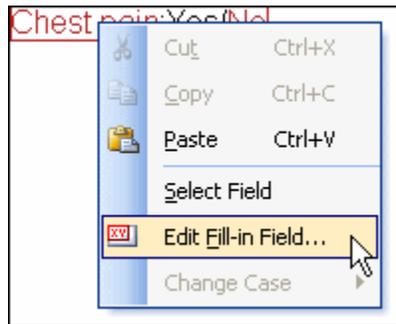
4. Right-click the field and select **Copy**, or press **Ctrl+C**.



The field, with its properties, is copied to the Windows clipboard.

5. Find the AutoText in which you want to insert the field.
6. Double-click the AutoText to open it.
7. Place the insertion point at the position where you want to insert the field.
8. Right-click and select **Paste**. The field appears in the AutoText.

To view the new field's properties, right-click the field and select **Edit Fill-in field...**



The **Fill-in Field Properties** dialog box displays the field's hyponyms and its other properties. Click **OK**.

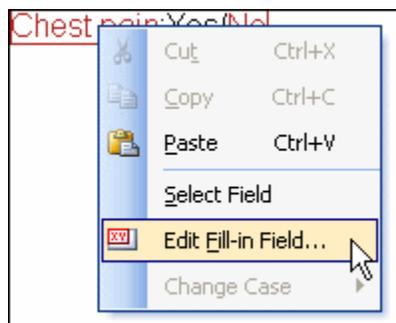
9. Click **Close**, and click **Yes** to save the AutoText.

Omitting a Field from Findings Mode

Some fields never contain findings and should not have findings applied to them. For example, a field called **Clinical History** would not contain current findings so consider omitting this field.

To omit a field from findings mode:

1. In the *PowerScribe One* client, select **Tools > AutoText editor** from the menu bar.
2. Double-click the AutoText entry in which you want to omit a field from findings mode. The AutoText entry opens for editing.
3. Right-click the field and select **Edit Fill-in Field...**



The **Fill-in Field Properties** dialog box displays the field's properties.

4. Select the **Does not indicate findings** check box.



5. Click **OK**. When you apply findings, the software will not attempt to find matching text for this field.

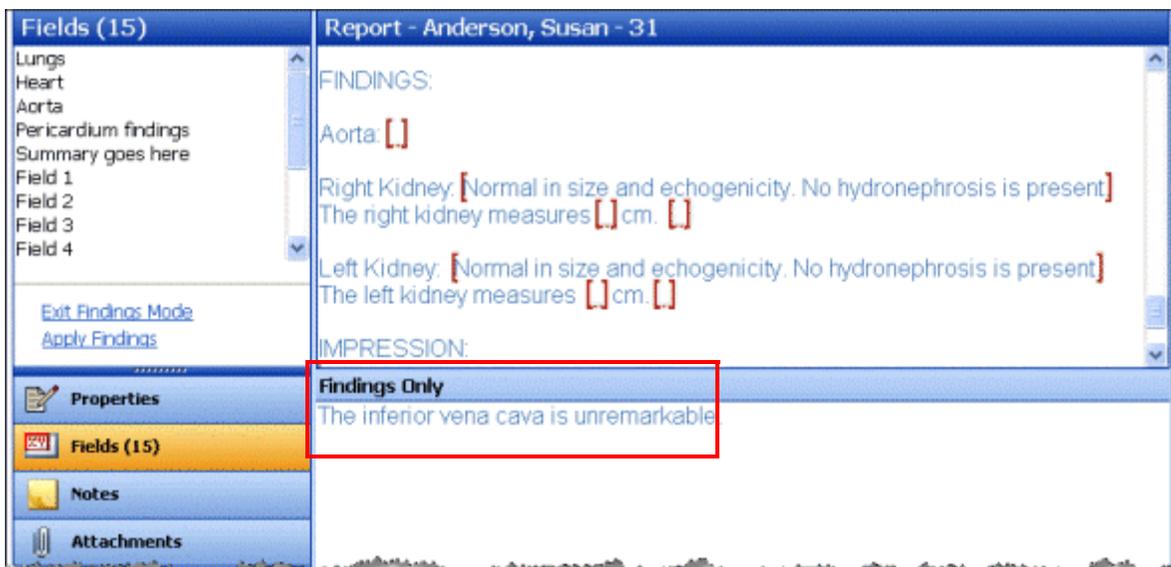
Using Findings Mode in a Report

Findings mode works only with AutoText that is structured with a single fill-in field per anatomical region. The AutoText need not include actual section headings for the anatomical regions; all that is required is that there be a single field per region.

Using Findings Only

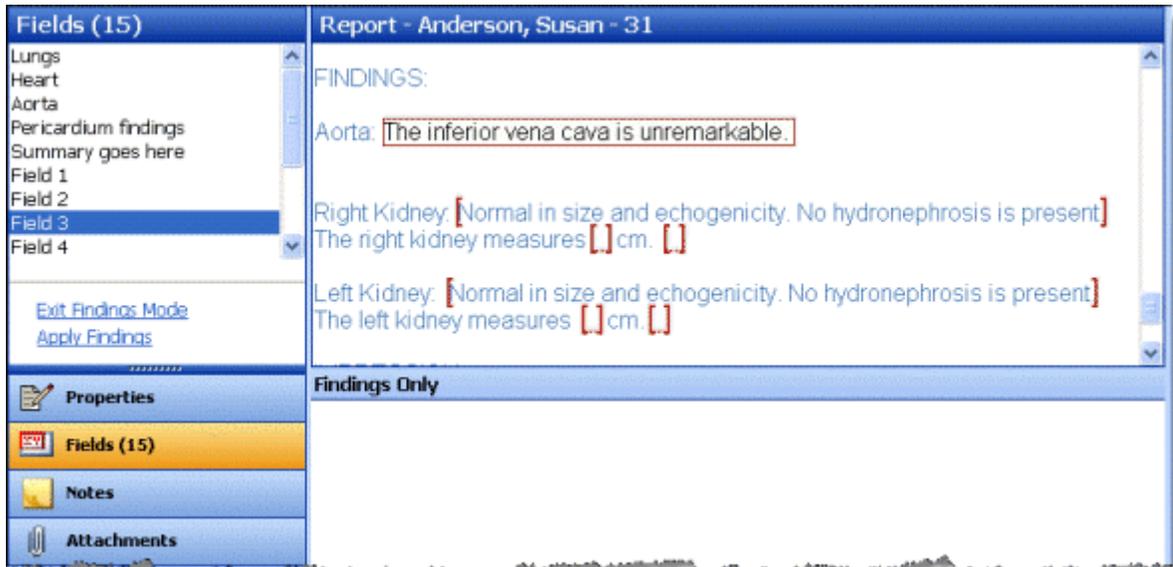
In the *PowerScribe One* client application:

1. Begin a report using structured AutoText.
2. To start Findings Mode, click **Enter Findings Mode** or dictate “**Findings mode.**” A special **Findings** box opens below the report body.
3. Dictate the study’s findings. You do not need to follow the order in which the anatomical regions appear in the AutoText, and you do not need to use the exact words shown in any headings or field labels.



4. Click **Apply Findings** or dictate, “**Apply findings.**” The software captures any dictation that matches the hyponyms assigned to the fields in the AutoText and places it automatically in the appropriate fields.

 **Note:** You can apply findings only one time per report.



After applying the findings, the provider can use the AutoText as usual; he can select and dictate over any field to change its content. He can dictate and apply findings more than once.

5. Any dictation in the **Findings** box that does not match any of the hyponyms is either placed in the **Fields** list with a field name of ‘Unmatched1,’ ‘Unmatched2,’ and so on, or it remains in the **Findings** box, from where the provider can drag it to the appropriate place in the report.

Including Unmatched Findings

If you would like to include any unmatched text in your report automatically, click **Tools > Preferences > Reporting** and select the **Add unmatched findings to report** check box.