Nuance® **PowerScribe**® **360**

PowerScribe 360 | Reporting System Administrator Guide

Version 3.5

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Published by Nuance Communications, Inc. Burlington, Massachusetts, USA

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L-3837-001

03/2016

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Chapter 1 Introduction to PowerScribe 360 | Reporting

Objectives

In this chapter you will:

- Describe the *PowerScribe 360* | *Reporting* system
- Review the system's speech capabilities
- Identify the servers used in a *PowerScribe 360* | *Reporting* implementation
- Describe the documentation resources available for the *PowerScribe 360* | *Reporting* implementation

Introduction

This system administrator guide for *PowerScribe*[®] 360 | *Reporting* (previously *PowerScribe*[®] 360) provides instructions for setting up the *PowerScribe* 360 | *Reporting* system, creating users, configuring system, site, and user preferences, running reports, and many other administrative functions.

The guide includes instructions for the configurations you must set and maintain as system administrator; as reference material, it also describes some configurations usually performed by Nuance personnel. In addition, it gives instructions for managing orders through the Order Entry portal. And, it includes provider training instructions (in two sections, Introduction and Pre-Enrollment, and Intermediate and Advanced), editor training instructions, and technologist training instructions.

PowerScribe 360 | Reporting

PowerScribe 360 | *Reporting* is a front-end speech recognition solution for academic centers, hospitals, and imaging centers with unique workflow, data-driven reporting, and communication needs. It includes:

- Structured speech recognition technology optimized specifically for the radiology domain.
- Industry-leading diagnostic imaging workflow management. Radiologists and other users can create reports with a variety of dictation styles, with peer review integrated into the process. Users can access report content with ease, and the system permits creation, delivery and auditing of critical messages.
- Data extraction tools for analyzing productivity and outcomes.

PowerScribe 360 | *Reporting* offers industry-leading radiology workflow management. Designed to address the needs of healthcare networks with multiple RIS, PACS, 3D, and teleradiology systems, the software seamlessly integrates these elements. The system has the ability to launch an unlimited number of legacy and Web-based PACS viewers while intelligently returning orders to the appropriate RIS system from a single workstation. RIS/PACS workflow might be contained in a single environment, or a third-party system can handle order lists, routing, editing, and electronic signature workflow.

PowerScribe 360 | *Reporting* offers four dictation styles to accommodate provider preferences:

- **Real-Time Speech Recognition with Self Editing**: *Once and done* real-time speech recognition allows radiologists to view text as it is dictated. To navigate within and correct documents, they can use keyboard, mouse, and standard word processing tools, or they can use voice commands and microphone controls. The software immediately recognizes spoken changes and additions anywhere in the report.
- **Real-Time Speech Recognition with AutoText**: Radiologists can use autotext, that is, standard text, to maximize efficiency. AutoText entries are categorized and mapped to procedure codes; they are triggered by factors such as the patient's age or gender.

The appropriate AutoText can be loaded automatically for any exam. Users can use speech commands to navigate within and edit the standard text blocks.

- **Real-Time Speech Recognition with Auto-Structured Reporting**: Auto-structured reporting eliminates the need for the radiologist to follow a structured format. In Findings Mode, the *PowerScribe 360* | *Reporting* software automatically converts free-form dictation to a structured report. This intelligent phrase recognition and automatic organization tool can greatly reduce the time spent using conventional structured macros.
- **Real-Time Speech Recognition with Editor Editing**: A combination of front-end speech recognition with editor workflow and editing, this method can be used in conjunction with any of the above reporting styles.

Audio Retention

PowerScribe 360 | *Reporting* maintains an audio and text backup on the workstation only while a report is open for editing; it deletes the backup when the user finishes work on the report. If the application closes down unexpectedly, the backup remains in the Temp folder and the user is prompted to restore the report upon logging in again. Although the audio file remains on the workstation until the report is reopened, it is associated with the original user's profile and is not accessible to others. The *Dragon* speech recognition software stores *.dra* files in the local cache of the speech profile; these files are encrypted and are not accessible to unauthorized users.

PowerScribe 360 | Reporting Servers and Workflow

Note: Before you begin, make sure that PowerScribe 360 | Reporting has been installed on your network, and is ready to be configured and used. Details for installing individual PowerScribe 360 | Reporting products are contained in the Installation Guide.

Server Software

In a typical *PowerScribe 360* | *Reporting* installation, the following software applications, services, and file structure reside on the server:

Database Server Software

- Microsoft Windows Server
- Microsoft SQL Server

IIS Web Server

The *PowerScribe 360* | *Reporting* Portal application is installed on the IIS Web server. Refer to your installation guide for instructions.

Bridge Service

The *PowerScribe 360* | *Reporting* Bridge service exchanges orders and results with other information systems such as an RIS. The Bridge runs as a standard Windows service.

Client Admin Application

The Client Admin Application allows administrators to configure the *PowerScribe 360* | *Reporting* Client application, which is downloaded and installed on users' workstations.

Shared Distribution Folders

- Dragon speech files
- Dragon NaturallySpeaking CD image
- Software downloads folder
- Software publication folder

The diagrams in this section introduce the various servers that are part of your *PowerScribe 360* | *Reporting* system, and show how dictation and data flow through the system.

PowerScribe 360 | Reporting Workflow



- 1. Order data flows from the RIS system to the *PowerScribe 360* | *Reporting* HIS Bridge and into the *PowerScribe 360* | *Reporting* SQL database
- 2. The radiologist selects an order from a worklist and begins dictation at the workstation.
- 3. The dictation is converted to text directly on the workstation.
- 4. If the radiologist wants to edit his own work:
 - a. He edits and electronically signs the completed report.
 - b. The completed report is sent to the *PowerScribe 360* | *Reporting* server.
 - c. The *PowerScribe 360* | *Reporting* server sends completed reports to the *PowerScribe 360* | *Reporting* HIS Bridge for HL7 upload to the RIS system. The RIS systems manage document distribution beyond this point.
 - OR

If the provider does not want to edit his own work:

- a. He sends the speech-recognized report as well as the dictated audio to the *PowerScribe 360* | *Reporting* server.
- b. The editor selects the dictation from a worklist and begins listening to the audio using the traditional editor tools. The editor can either edit the speech-recognized text or transcribe it from scratch.
- c. The edited document goes back to the *PowerScribe 360* | *Reporting* server and is placed in the provider's queue for signature.
- d. The *PowerScribe 360* | *Reporting* server sends completed report to the *PowerScribe 360* | *Reporting* HIS Bridge for HL7 upload to the RIS system as an ORU message. The RIS system manages document distribution.

Note: The provider can begin editing his own work, but later send the partially-edited report for further editing by an editor, if desired.

PowerScribe 360 | Reporting Administrator Portal and Client Applications

Administrators, dictation users, editors, technologists, front desk, and order entry personnel use the features described below.

PowerScribe 360 | Reporting Administrator Portal

The *PowerScribe 360* | *Reporting* Administrator Portal is a Web-based application you can use to perform system maintenance and other tasks. The portal you see when you log in depends on the role that has been assigned to your user ID. As system administrator, you have been granted administrative privileges, and you therefore see the standard Administrator Portal Web page upon logging in. Order entry clerks see only the order entry portal, and do not see any of your administrative functions. Front-desk personnel can log in to the Portal to enter order data into the system. Radiologists can find and edit their reports through yet another portal. As system administrator, you are responsible for setting up users and assigning the roles that determine what they can do and see in the Portal application.

In the *PowerScribe 360* | *Reporting* Portal, you can: set site and global preferences, set up providers and administrator users, find and view AutoText entries, develop worklists, and perform system maintenance. You can view system activity, find orders and reports, and run a variety of productivity reports. You can also view and manage patient and physician records.

PowerScribe 360 | Reporting Client

Radiologists and editors use the *PowerScribe 360* | *Reporting* client application to find, view, dictate, and edit reports. There are two separate installation procedures: one for the transcriptionist and one for the radiologist. If you install the client for an editor, a modified

version of the speech software is installed. If installing for a radiologist, the full client is installed, which includes all of the *Dragon* files necessary for speech recognition.

As system administrator, you can use the *PowerScribe 360* | *Reporting* Client to create and maintain AutoText entries, which are standard blocks of text providers or editors can insert in their reports.

PowerScribe 360 | Reporting Client Portal

This Internet-based portal allows dictation providers to edit and sign reports; it does not provide speech-recognition capability, therefore they do not use it for dictation. Technologists can use this portal to enter values in custom fields.

Optional Modules

In addition to the core product, *PowerScribe 360* | *Reporting* offers several optional, purchasable modules:

- **Quality Guidance**: Provides quick and easy access to evidence-based clinical guidelines at the point of documentation. Quality Guidance is comprised of two components:
 - Clinical Guidance: Allows you to insert recommended text on specific topics such as liver lesions, thyroid nodules, and so on. Clinical guidance collects structured information about findings and determines appropriate report text based upon established, industry-standard best practices.
 - **Quality Check**: A consistency checker that monitors your report for inconsistencies in laterality and gender, and highlights potential critical results dictated in a report.
- Critical Results: Works with *PowerScribe 360* | *Reporting* to send notifications based on critical report findings.
- Montage: Provides search and performance analytics.
- **Peer Review**: An orderly and efficient method for conducting peer reviews and forwarding the data to the American College of Radiology (ACR).
- **Mobile Radiologist and Mobile Clinician**: Allows radiologists and clinicians to perform reporting tasks on their mobile devices.
- Assisted Diagnosis: Provides links to radiology topics based upon your report content.
- **Workflow Orchestrator**: Combines the efficiencies of worklists, multiple HL7 feeds, and master mode to streamline your reporting tasks.
- **Data integrations**: Integrates your RIS/LIS/HIS (including DICOM) with *PowerScribe* 360 | *Reporting*.

For more information on these optional modules, contact your Nuance account executive.

Documentation Resources

As system administrator, you should become familiar with the following documentation:

- Online help for the *PowerScribe 360* | *Reporting* Administrator Portal and *PowerScribe 360* | *Reporting* client applications
- Video tutorials for many procedures are on the *PowerScribe 360* | *Reporting* installation DVD
- Quick reference cards for providers:
 - PowerScribe 360 | Reporting AutoText QRC for Providers (L-3319)
 - *PowerScribe* 360 | *Reporting Peer Review QRC for Providers* (L-3321)
 - PowerScribe 360 | Reporting Provider QRC (L-3323)
 - PowerScribe 360 | Reporting Using the PowerMic II QRC (L-3322)
 - PowerScribe 360 | Reporting Using the Philips SpeechMike 5276 QRC (L-3324)
 - PowerScribe 360 | Reporting Voice Commands QRC for Providers (L-3325)
 - PowerScribe 360 | Reporting Portal Access QRC for Providers (L-3326)
 - PowerMic II Button Assignment QRC (L-3332)
 - Phillips SpeechMike Button Assignment QRC (L-3333)
- Quick reference card for editors:
 - *PowerScribe 360* | *Reporting Editor QRC* (L-3320)
- Quick reference cards for system administrators:
 - PowerScribe 360 | Reporting Admin Portal QRC (L-3335)
 - PowerScribe 360 | Reporting Creating AutoText QRC for Administrators (L-3336)
 - *PowerScribe* 360 | *Reporting Custom Fields QRC for Administrators* (L-3337)
 - PowerScribe 360 | Reporting Best Practices for Speech Recognition QRC (L-3550)

Advanced system administrators should also become familiar with the *PowerScribe 360* | *Reporting Software Installation Service Manual* (PN 889617) before using this guide.

Chapter 2 Navigating in the Portal and Creating Administrators

Objectives

In this chapter you will:

- Demonstrate logging in and navigating in the Administrator Portal.
- Describe the purposes of administrator users.
- · Demonstrate creating an administrator.

Logging in to the Portal

To log in:

- Open Internet Explorer and type the following URL: http://<PowerScribe 360 server name>/radportal/login.aspx (Replace <*PowerScribe 360 server name*> with the name of the server where the *PowerScribe 360* | *Reporting* Portal is installed.)
- 2. Type your username. (The default administrator username is admin.)
- 3. Type your password. (The default administrator password is **nuance**.) At your first login, you are required to change your password. Follow the prompts to change the password, and then continue.
- 4. Click Sign in.

| NUANCE | |
|----------------------|------------------------|
| | |
| | |
| Enter your username: | th |
| Enter your password: | •• |
| Physicians: | Click here to register |
| | Sign in |



- As a security precaution, the **Sign in** window reappears if the system is idle for an extended period of time. Re-enter your user name and password to continue.
- For PowerScribe 360 | Reporting Administrator Portal administrators, the session timeout period is 60 minutes; for security reasons, this setting cannot be changed in the Administrator Portal. For users who have been assigned roles, the default is 'never' and this preference can be changed for individual users or at the system level.
- For information about assigning roles to users, refer to Roles on page 112.

Navigating in the Administrator Portal

This section assumes that you are an administrator authorized to log into the Administrator Portal. Other users see other portals upon logging in.

Logging In for the First Time

The very first time you sign in to the **Portal** as an administrator, you see the **Explorer** tab of the **Exams** group.

Note: On all subsequent logins, you return to the group and tab on which you last worked.



Choosing a Group

The Administrator Portal is divided into three main *groups*: Exams, Setup, and Logs. To select a different group, move your mouse cursor over the current group heading, located at the far left of the menu bar. The group list opens, allowing you to select a new group. The following illustration shows the Administrator Portal's groups with the Exams group selected.

| N. | UANCE | | | | | | |
|---------------|--------------|-----------------|-----|-------------|------------|----|--------------------------------------|
| Exams 🔻 | Explorer | Dashboard | Pat | tients | Physicians | Pe | er Reviews |
| Setup Logs | ccession Nur | nbers Search | ✓ | Site All | 1 | ~ | Order Status All Report Status |
| . شعاده . | | | | All | | ~ | All |

Overview of the Administrator Portal and Its Groups

Exams Group



The Exams group contains the following menu tabs:

- **Explorer**: Provides access to all the orders and reports in the system. From this page, you can search for reports based on criteria such as patient name, MRN, or accession number; view and print reports; and take specific actions on reports, such as resetting a report's priority, editing diagnosis codes, or changing the patient MRN. In addition, you can associate or dissociate multiple orders with a report, and view the audit trail for a selected order or report. Refer to *Speech Configuration Options, beginning on page 176*.
- **Dashboard**: Provides a real-time view of activity in the system. You can see all users logged in to the system, the activity they are performing, and recent messages sent to and received from the RIS. Refer to *System Logs, beginning on page 571*.
- **Patients**: Provides access to all the patient information in the system. You can search for patients, and modify their demographic, visit, and insurance information.
- **Physicians**: Provides access to all the referring physicians in the system. You can search for referring physicians and modify their demographic and insurance information. *Creating a Physician Account, beginning on page 119* and *Modifying a Physician Account, beginning on page 120*.

Caution: Do not use the **Physicians** tab for creating radiologist accounts for dictation. Use the **Accounts** tab in the **Setup** group for creating dictation users. In addition, do not use the **Physicians** tab to create accounts for access to the Administrator Portal; use the **Accounts** tab in the **Setup** group for these accounts as well.

• Peer Reviews: Allows you to view reports and edit existing peer review ratings.

Note: Peer Review is a purchasable feature. Contact your Nuance account executive for more information.

Setup Group

The Setup group contains the following menu tabs:

- Accounts: Provides access to all user accounts in the system. Here you can search for specific accounts, modify the properties of existing accounts (including user preferences), create new accounts, and perform other account activities.
- AutoText: Provides access to all AutoText entries (also referred to as macros, templates, or shortcuts) used in the system. You can search for AutoText containing specific text, modify AutoText, import AutoText entries, and perform other tasks.
- **Bridge**: Defines the settings of the RIS interface, and allows you to start and stop the service.



Caution: Do not make changes to the *Bridge* tab unless Nuance technical support has advised you to do so.

- **Procedures**: Allows you to manage your organization's procedure information. From here you can import and export your site's Procedure Master Translator (formerly known as the ChargeMaster), categorize procedure codes by anatomy and modality, and perform other tasks.
- Sites: Your system might have a single site, or multiple sites. A site is typically mapped to an RIS or HIS; orders are unique within a site. All the accession numbers and MRNs within a site are unique. On the Sites tab you can manage site-level preferences.
- **Speech**: On this tab you can set default values for the system, assign the default acoustic model and language model, set up system-wide formatting options, see which workstations have updated their formatting options and when the updates occurred; and manage custom words. (Note that all of these settings can be changed for individual providers.)
- System: Use this tab to configure system-wide preferences. Preferences you set at the site or account level will override those at the system level. You can also use the System tab to import providers and accounts with roles into the system, and add insurance information. To set system preferences and other settings, refer to *Configuring the System, beginning on page 23*.

Logs Group



The Logs group contains the following menu tabs:

- ACO/LMO: View events that occurred on the speech server during acoustic or language model optimization.
- **Bridge**: View events that occurred on the bridge service. You can export the events to an *.xml* file for further analysis.
- **Communications**: View communications from *PowerScribe 360* | *Reporting* for fax, email, critical findings (*PowerScribe 360* | *Critical Results*), and support requests.
- **Exceptions**: This is where most system errors are logged. You can search for errors on specific criteria, and then use the information for troubleshooting.
- **Reports**: View statistical reports designed to help administrators. Reports provide detailed information on turnaround times, provider and transcriptionist productivity, use of AutoText, and many other aspects of system activity. (Note that if the reporting package has not been installed on your system, this tab is named **Statistics**.)

Signing Out of the Administrator Portal

When finished working in the **Portal** click the **Sign out** link (located in the upper-right portion of the menu bar) to return to the sign-in window, or just close your browser.



Creating Administrator Accounts

In the *PowerScribe 360* | *Reporting* system, administrators are users who have been granted some or all of the administrator rights. An administrator might also be a user who has been assigned to a specific role in the *PowerScribe 360* | *Reporting* system.

You can configure a user as either a *system* administrator or a *site* administrator. A system administrator has access to all sites in the system. Create a site administrator if you want to limit the user's administrative rights to specific sites. Both administrator types contain the same set of privileges from which you can select.

Administrators cannot edit their own administrative rights. If there is a need for an administrator's rights to be modified, another administrator must edit the account.

Searching for an Administrator Account

| Setup 💌 | Accounts | AutoText | Bridge | Procedures | Sites |
|-----------------|------------|-----------------|--------|----------------------------|---------|
| | DEEGH | דואו א א | OPOR | STILVWX | v 7 💿 |
| Site | DETOIL | Authorization | UPQK | Status | 12 🐨 |
| All | ~ | Administrate | or 🗸 | All | |
| Look for: | ast Name 🗸 | | | Reset Se | arch 🔍 |
| Accou | nt | | 🖻 Au | Ithorization | |
| سكك فنصاح وحرار | ala, | na color | | ويكتفر والمراجعة والأشاهية | |

To perform a filter search:

- 1. Select Administrator from the Authorization drop-down list.
- 2. If desired, use one or both of the following criteria:
 - Select a Site to find administrators at a particular site in the system.
 - Select an option from the **Status** drop-down list to search for administrators by logon status, or whether the account is active or inactive.
- 3. Click Search. Any administrators who meet your criteria appear in the list.

To search with the Look for field:

- 1. In the Look for field, select Last Name, First Name, Email, Identifier, or Username.
- 2. Enter all or part of the text for which you want to search.



Tip: In the **Look for** text field, you can use an asterisk (*) as a wild-card character. For example, if you do not know the exact last name of an administrator but you know the name ends in the letters MAN, type ***man** and click **Search**.

Note: In order to search using a partial name, you must include the asterisk (*) wild-card character. Using the previous example of MAN without the wild-card character, the search would have failed to return anything unless someone actually had the last name of MAN.

3. Click Search. Any users who meet your criteria appear in the list.

To search for an administrator using the alphabet links:

- 1. Select Administrator from the Authorization drop-down list.
- 2. Use the A through Z links to display accounts with last names beginning with a particular letter.

Click **Reset** to return all search fields (**Site**, **Authorization**, **Status**, and **Look for**) to their defaults.

Creating an Administrator Account

To create an administrator account:

1. In the **Setup** group, click the **Accounts** tab. The left side of the window lists all the users in the system, and the right side displays a form you can use to create a new user.



Note: If a user's information already appears on the right, click *Clear*. *Clear* simply removes the data from the window; it does **not** delete the user from the system.

2. Enter a Username (not case-sensitive) and Password (case sensitive) for the user.



Tip: If your system is configured to require users to change their passwords at their first login (that is, if the *Setup* > *System* > *Preferences* > *Security tab* > *Forced password change interval* preference is set to anything other than *Never*), consider creating a basic password for all users to use at first, allowing each user change to a more secure one at first login.

3. Enter a **First** name and a **Last** name for the user.



Note: The field names labeled in bold text (Username; Password; First; and Last) are required fields. All other fields are optional.

4. Select the Administrator check box.

| } | | | | | Welcome |
|--------|--------------------------|-----------------|------------|--------------------|------------------|
| Speech | System | | | | Administration 🗸 |
| Create | New Clear Dele | te Password • | Deactivate | Preferences | Audit |
| | Username Login: talba | Pass | vord ●● | ✓ Administra | tor Edit Rights |
| 2 | Prefix First | t cy | Middle La | a st Iba | Suffix Degree |
| | ID: | Alternate | ACR | Critical Results | NPI |

- 5. Optional: Fill in the ID, Contact, and Address information for the user.
- 6. Click **Create New** to save the user account. You can now edit the administrator's rights.
- 7. Click the **Edit Rights** link, to the right of the **Administrator** check box. The **Administrative Rights** dialog box opens

By default, the System Administrator user type is selected.

| 🤌 Administrative Rights Webpage Dialog | | |
|--|------------------|---------------------------|
| Account: Tracy Alba | Save a | nd Close Close Window |
| System Administrator Site Administrator | ministrator | |
| ⊖ Unlimited access | | |
| Limited access with the following rights | | |
| Admin Rights | | |
| □View Database Reports | Edit Accounts | Edit Peer Reviews |
| View Exams | Edit AutoTexts | Edit Physicians |
| View Logs | Edit Order Entry | Edit Reports |
| View Peer Reviews | Edit Orders | Edit System |
| View Peer Reviews Anonymous | Edit Patients | Edit WorkLists |
| ✓View System | | |
| | | Select All Unselect All |

To create a site administrator, click the **Site Administrator** button and open the site you want to configure by clicking the open icon 💽 at the far right side of the site name. In the illustration below, the Imaging Center site is open for editing. Lakeside Clinic, Riverview Hospital, and University are available for configuration as well. Initially, **No access** is selected for all sites to prevent unintended access.

| Administrative Rights Webpage | Dialog | X |
|---------------------------------------|--------------------|-------------------------------|
| Account: Tracy Alba | | Save and Close Close Window |
| ⊖ System Administrator | Site Administrator | |
| Imaging Center | | 8 |
| ○No access | | |
| ⊖ Unlimited access | | |
| Limited access with the following | ng rights | |
| Admin Rights View Database Reports | View System | Edit Patients |
| View Exams | Edit Accounts | Edit Peer Reviews |
| □View Logs | □Edit AutoTexts | Edit Physicians |
| View Peer Reviews | Edit Order Entry | Edit Reports |
| View Peer Reviews Anonymou | s Edit Orders | Edit System |
| | | Select All Unselect All |
| | | |
| Lakeside Clinic | | |
| Riverview Hospital | | > |
| University | | |
| University | | |
| | | |

Note: For View Exams, View Peer Reviews, and View System, you must first select the View right before the Edit rights become available. For example, when you select View System, the Edit Accounts, Edit AutoTexts, Edit System, and Edit Worklists selections become available. In other words, you must have View rights before you can have Edit rights. This applies to both System and Site administrator accounts.

| 🦲 Administrative Rights Webpage | Dialog | |
|----------------------------------|----------------------|---------------------------|
| Account: Tracy Alba | Save a | and Close Close Window |
| ●System Administrator |) Site Administrator | |
| OUnlimited access | | |
| Limited access with the followin | g rights | |
| Admin Rights | | |
| □View Database Reports | Edit Accounts | Edit Peer Reviews |
| □View Exams | Edit AutoTexts | Edit Physicians |
| □View Logs | Edit Order Entry | Edit Reports |
| View Peer Reviews | Edit Orders | Edit System |
| View Peer Reviews Anonymous | Edit Patients | Edit WorkLists |
| ✓ View System | | |
| | | Select All Unselect All |

8. To limit an administrator's rights, select the **Limited access with the following rights** option. Note that the rights fall into two categories: **View** rights and **Edit** rights. Refer to the table below to select the user's rights.

| Admin Right | Function |
|--------------------------------|--|
| View Rights | |
| View Database Reports | Allows access to Reporting Services. |
| View Exams | Allows read-only access to Explorer, Dashboard, Patients, and Physician pages. |
| View Logs | Allows read-only access to Communications, Exceptions, Statistics, Bridge, and ACO/LMO pages. |
| View Peer Reviews | Allows read-only access to Peer Reviews page. |
| View Peer Reviews Anonymous | Allows read-only access to Peer Reviews page, prevents display of radiologist names (reviewers and reviewees) and disables report preview, unless the user has the View Exams right. In the latter case, the report data are available, but not the reviewer. |
| View System | Allows read-only access to System, Sites, Bridge, Accounts, Speech, and AutoText pages. |

| Admin Right | Function |
|-------------------|---|
| Edit Rights | |
| Edit Accounts | Allows managing user accounts. (You must first select the View System right.) |
| | <i>Note:</i> Only system administrators can edit Accounts; site administrators have view-only rights. |
| Edit AutoTexts | Allows managing site and account AutoText. (You must first select the View System right.) |
| | <i>Note:</i> Only system administrators can edit AutoText; site administrators have only view and export rights. |
| Edit Order Entry | Allows managing order entry requests, including authorization. (You must first select the View Exams right.) |
| Edit Orders | Allows editing order properties (for example, priority) and metadata that are order-related, like custom fields. It also allows assigning orders to radiologists, deleting unreported orders, and unlocking orders. (You must first select the View Exams right.) |
| Edit Patients | Allows editing patient data. (You must first select the View Exams right.) |
| Edit Peer Reviews | Allows managing peer reviews, including verifications and transmissions to the ACR. (You must first select the View Peer Reviews right.) |
| Edit Physicians | Allows editing physician data. (You must first select the View Exams right.) |
| Edit Reports | Allows editing report properties (for example, resetting the status to Draft or associating/dissociating orders to or from a report) and metadata that are report-related, like diagnosis (ICD-9) codes. It also allows changing or resetting the radiologist and transcriber of a report, deleting a report, and holding/resending a report. (You must first select the View Exams right.) |
| Edit System | Allows editing global system, site and Bridge properties, preferences, and general configuration. Allows access to the Speech tab in the Setup group. (You must first select the View System right for the administrator to use this right.) |
| | <i>Note:</i> Only system administrators can edit system-level items; site administrators do not see the System tab at all. However, site administrators can add and manage items on the Bridge tab. |
| Edit Worklists | Allows creating and editing worklists. (You must first select the View System right.) |
| | <i>Note:</i> Only system administrators can edit worklists; since worklists appear on the System tab, they are not available to site administrators. |

To give the administrator full rights, select the **Unlimited access to all system functions** option. This option gives the user all the rights shown in the **Admin Rights** group box below, as well as any other administrative rights. Select this option if you want no limits to this user's rights.



Caution: It is recommended that you **not** select this option, but assign administrators only the specific rights they need.

9. When finished, click Save and Close.

Practical Exercise

Test your work: Log out of the Portal, and log back in as the new administrator user you just created.
Chapter 3 Configuring the System

Objectives

In this chapter, you will:

- Describe the three-level configuration hierarchy
- Configure system options, including:
 - Basic system settings
- Configure BI-RADS codes, if applicable

Introduction to System Configuration

This chapter provides instructions for configuring your entire system. System settings are found on the **System** tab of the **Setup** group, or in the **Configuration** dialog box you can access from that tab. For information on optional BI-RADS code configuration, refer to *Configuring BI-RADS Codes*, beginning on page 38.

Configuring the Basic System Settings

Most of the settings described in this section are configured only by Nuance personnel. The information in this section is provided for your reference.

Configuring the LDAP Settings

If an LDAP server exists, such as Microsoft Active Directory or ADAM, it can be used for authenticating user login. This eliminates the need to maintain passwords in *PowerScribe 360* | *Reporting* or to synchronize them with other systems such as PACS (Picture Archiving and Communication System).

To configure the LDAP settings:

- 1. Select the System tab in the Setup group.
- 2. In the **Path** field, specify the parts of the LDAP path, not including the user name. These parts are the distinguished name attributes (for example, 'O=County Hospital;C=US').
- 3. In the **Domain** field, specify the host name or IP address of the LDAP server.
- 4. In the **Authentication** field, select the authentication method used by the LDAP server.
- 5. Enter the default administrator user name and password for your LDAP system.
- 6. Enter the user name pattern for your LDAP system.
- 7. Select the **Active** box to use the configured LDAP settings. If you do not select this option, the Nuance internal username/password authentication is used.
- 8. Click Save Changes.

Configuring the Application Server

Note: Most of the settings on the Application Server tab are configured only by your Nuance representative. You should not change them unless you are directed to do so.

To configure the application server:

- 1. In the Setup group, select the System tab.
- 2. Click Configuration. The System Configuration dialog box opens.
- 3. Select the Application Server tab.

| 🏉 Nuance PowerScribe® 360 Reporting: System Configuration - Windows Internet Explorer 📃 💻 💷 | | | | | | | | |
|---|----------------------------|----------------|----------------|----------|----------------|--|--|--|
| System Configuration Reset to Defaults Validate Settings Save and Close Close Window | | | | | | | | |
| Application Server Web | b Portal Bridge Service | Speech Utility | PowerScribe 36 | 0 Client | Other Services | | | |
| Store audio in files: | \checkmark | | | | [False] | | | |
| Audio storage folder: | c:\Nuance\Wave | | | | [] | | | |
| Enable SMTP: | | | | | [False] | | | |
| SMTP host: | | | | | [] | | | |
| SMTP port: | 25 | | | | [25] | | | |
| SMTP username: | | | | | [] | | | |
| SMTP password: | | | | | [] | | | |
| Portal URL: | http://vRadProd1/radport | tal | | | | | | |
| | [http://localhost/radporta | נו | | | | | | |
| Enable Fax: | \checkmark | | | | [False] | | | |
| Fax server: | localhost | | | | [] | | | |
| Fax drop folder: | c:\download | | | | [] | | | |
| Text in green indicates default values. Text in bold indicates settings whose value has changed from default. | | | | | | | | |

- 4. Enter or select the appropriate settings for the application server:
 - In most cases, the **Store audio in files** option is set to the appropriate value during system installation, and you do not need to change it. If your providers are using self-edit and you do not want to store the *.dra* files for playback, or if you do not have sufficient room for storage, your Nuance representative might direct you not to select this option.

- If you select the **Store audio in files** option, supply a drive and folder location in the **Audio storage folder** field. This folder is the one set up by your Nuance representative on the server where RAS (Radiology Application Service) is located; be sure to use the exact server name and path to this folder.
- Modify the SMTP settings only if your email configuration has changed. For example, the host address might be *smtphost.mycompany.com*.
- In the **Portal URL** field, enter the address of the Administrator Portal page, for example, http://<server>/<folder name>.

Note: After you convert to PowerScribe 360 | Reporting, the address shown in the illustration on the previous page will be incorrect. Your Nuance representative will enter the new URL here.

- To allow users to fax (specifically, *PowerScribe 360* | *Reporting* uses Microsoft Faxing) reports or orders from the **Explorer** page in the Portal (see *Faxing an Order or Report*, beginning on page 476.):
 - a. Select Enable Fax.
 - b. Leave the **Fax server** field blank if the fax server is on the same computer as the Portal application software, as is typical. Otherwise, enter the network location of the fax server, for example, **http://<server>/<folder name>**.
 - c. The fax drop folder will have been set up either on the local computer or on a remote system. Enter the folder's location, for example, C:\<folder name>.
- 5. Click Save and Close.

Configuring the Web Portal



Note: The settings on the *Web Portal* tab are configured by your Nuance representative. You should not change them unless you are directed to do so.

To configure the Web Portal:

- 1. In the Setup group, select the System tab.
- 2. Click Configuration. The System Configuration dialog box opens.
- 3. Select the Web Portal tab.

| System Configura | ation | Reset to Defaults Validate Settings Save and Close Close Window | | | | | |
|--|-------------------------------------|---|----------------|------------------------|-----------------|-------|--|
| Application Server | Web Portal | Bridge Service | Speech Utility | PowerScribe 360 Client | Other Services | | |
| Portal Dragon u | iser directory | c:\Nuance\Dra | gonUsers | | | [] | |
| Bridg | e Service name | : Nuance RadBri | dge | | [Nuance RadBrid | dge] | |
| | Bridge server | r: | | | | [] | |
| Dashboa | ard refresh rate | : 30 seconds | | ~ | [30 seco | nds] | |
| Maximum | search records | 500 | | ~ | E: | 500] | |
| Printable do | ocument format | PDF | | ~ | [F | PDF] | |
| Enable extende | d multi select | : 🗹 | | | [Fa | alse] | |
| Enable use | by radiologists | s: 🗸 | | | [т | rue] | |
| Enable us | e by physicians | s: 🗹 | | | [Τ | rue] | |
| Text in green indicates Text in bold indicates s | default values. settings whose v | alue has changed fi | rom default. | | | | |

- 4. Enter or select the appropriate settings for the Web Portal:
 - In the **Portal Dragon user directory** field, enter the location of the folder your Nuance representative created to store the Dragon user information. This folder usually resides on the Portal server. Use this format: **<server>****<foldername>**.
 - Do not change the default value in the **Bridge Service name** field, **Nuance RadBridge**, unless directed to do so.
 - In the **Dashboard refresh rate** field, select the interval at which you want the **Dashboard** tab to reload. Refer to *System Logs*, beginning on page 571.



Best Practice: Set this value to 30 seconds or greater. Anything less than 30 seconds will constantly refresh and possibly not show any results.

• Select the desired value in the Maximum search records field.

Best Practice: Setting this value to 500 can improve the response time of your database searches. Note that this value affects both the client and administrator Explorer window.

- Select one of the following Printable document formats: PDF, DOC, or DOCX.
- Leave the Enable extended multi select field at its default value of False.



Best Practice!

Caution: With the **Enable extended multi select** option set to False, users can act only on the selected items on the current page of a multi-page list. For example, clicking Delete removes only the selected items visible on the current page, not those on other pages. Setting the option to True can result in unintended actions on selected items that are not visible, therefore you should not change this setting from the default. Refer, however, to Extended Multi Select, beginning on page 309 for information on activating the option temporarily when you need to import a large number AutoText entries or other items.

- Select Enable use by radiologists if you want your *radiologists* to be able to access the client using the Web Portal. Note that providers cannot use speech recognition to edit their reports when using the Web Portal. They can view reports and manually edit them using their keyboard and mouse. Consider using this method for sites that would like to provide system access at home for its providers without having to load the full *PowerScribe 360* | *Reporting* client on the each provider's home computer. Providers must be connected to the hospital's *PowerScribe 360* | *Reporting* system, either by VPN or SSL, to use this feature.
- Select **Enable use by physicians** if you want *physicians* to be able to use the Web Portal. This allows the attending, consulting, referring physicians access to the portal to view reports once they are in a preliminary status in the system. These physicians can view only their own reports. VPN or SSL access is required for this feature to work properly.
- 5. Click Save and Close to save the settings.

Configuring the Bridge Service

The *PowerScribe 360* | *Reporting* HIS Bridge service exists to share patient information and orders with HIS or RIS systems. The Bridge service receives inbound order and patient information and stores it in the *PowerScribe 360* | *Reporting* database. As radiologists create reports and sign them, the Bridge service sends them out to the HIS or RIS systems in the proper format for the receiving systems.

To activate and use the Bridge service, your Nuance representative will need to create a Bridge link and specify the type of data that is to be transferred. Various options control the way the data is transferred.

Configuring Bridge Logging to the Database

You can select the **Enable Bridge logging to database** option to activate extensive logging of the Bridge service to the database, including the complete HL7 message sent and received. It is suggested that you enable this option only while the interface is first being tested, and then disable it after testing is complete, to maximize database performance and conserve data storage space. Whether or not you enable this option, you can always search for and view individual Bridge events on the **Bridge** tab of the **Logs** group; the **Log** text box might appear empty when this option is disabled. For more information on viewing the Bridge logs, refer to *Bridge Logs*, beginning on page 572.

To configure the Bridge service:

- 1. In the Setup group, select the System tab.
- 2. Select the Bridge Service tab in the System Configuration dialog box.
- 3. To activate LEXIMER (Lexicon Mediated Entropy Reduction), select **Enable LEXIMER processing**. You should select this option if your system uses *RadCube*.
- To select the type of user who should receive mobile notifications, select one of the choices from the Enable mobile notifications drop-down list: For Radiologists; For Physicians; For Radiologists and Physicians; or select Disabled to send no mobile notifications.
- 5. To enable Bridge logging of both inbound and outbound messages, select **Enable Bridge logging to database**. Or, to disable logging, remove the check mark from this option.



Note: Since this feature is resource intensive, select the Enable Bridge logging to database check box **only during testing**. Clear this check box when you move to your production environment.

- 6. In the **Bridge global log folder** field, enter the location where the logs are stored, for example, C:\<server>\<folder name>. In most cases, you do not need to change the default setting.
- 7. The remaining settings on this tab govern the number of days the system is to store various event log and audio files. In most cases you do not need to change the default settings.

- Note that if you set a large value for items such as the **Days to keep final report audio** or **Days to keep content audit** (for example, one month or more), you must ensure that you have allocated sufficient disk space for storing the .*dra* audio files.
- If your order and report attachments are *.jpg* files or other large files, you should consider reducing the number of days to keep the attachments.

| System Configuration | Reset to Defaults | Validate Settings Save | and Close Clos | e Window |
|--|--------------------|--------------------------|------------------|--------------|
| Application Server Web Portal Bridge Service | Speech Utility | PowerScribe 360 Client | Other Services | |
| Enable LEXIMER processing | | | | [False] |
| Enable mobile notifications | For Radiologists a | and Physicians | ~ | [Disabled] |
| Enable Bridge logging to databases | | | | [False] |
| Bridge global log folder: | C:\Nuance\RadBr | idgeLog | | [] |
| Days to keep account audit events | 1 year | | ~ | [1 year] |
| Days to keep account speech action logs | 2 months | | ~ | [2 months] |
| Days to keep bridge audit events | 1 year | | ~ | [1 year] |
| Days to keep bridge event logs | 2 months | | ~ | [2 months] |
| Days to keep final report audio | 7 days | | ~ | [7 days] |
| Days to keep content audit | 7 days | | ~ | [7 days] |
| Days to keep order audit events: | 1 year | | ~ | [1 year] |
| Days to keep report audit events: | 1 year | | ~ | [1 year] |
| Days to keep order and report attachments | 6 months | | ~ | [6 months] |
| Days to keep patient attachments: | 1 vear | | ~ | [1 vear] |
| Days to keep order and report audio notes: | 6 months | | ~ | [6 months] |
| Days to keen natient audio notes | 1 year | | | [1 year] |
| Days to keep patient addit notes. | 2 months | | · · | [2 months] |
| Days to keep exception logs. | 5 monuns | | ¥ | [5 monus] |
| Days to keep administrative audit events: | Infinitely | | ▼ | [Infinitely] |
| Days to keep AutoText usage: | 1 year | | ~ | [1 year] |
| Days to keep DICOM SR: | Infinitely | | ~ | [3 months] |
| Days to keep Quality Check results | Infinitely | | ~ | [Infinitely] |
| Text in green indicates default values | | | | |

Text in **bold** indicates settings whose value has changed from default.

The following table describes the events shown in the bridge service tab.

| Event | Description |
|---|---|
| Days to keep account audit events | Number of days to keep individual user's account audit trail. This audit trail retains events that appear in the Account > Audit area for each user, including Logon, Logoff, and Change Password events. |
| Days to keep account speech action logs | Speech action logs are located in the Logs > ACO/LMO tab. |
| Days to keep bridge audit events | Bridge audit events are located in the Logs > Bridge tab. Includes Inbound, Outbound, and Failed Today logs. |
| Days to keep bridge events logs | Number of days to retain bridge event logs |
| Days to keep final report audio | Best Practice : Set to no more than 7 days. If you want to set this value to more than 7 days, your project manager needs to consult with the Nuance technical liaison to ensure that the database can handle the extra amount of data. |
| Days to keep content audit | Number of days to retain audit information |
| Days to keep order audit events | For each accession number, the event log is located in |
| Days to keep report audit events | Exams > Explorer. |
| Days to keep order and report attachments | For attachments in the client, such as an image or a requisition. |
| Days to keep patient attachments | For attachments on patients when using order entry |
| Days to keep order and report audio notes | Only pertains to audio notes; text notes are never purged |
| Days to keep patient audio notes | Only pertains to audio notes; text notes are never purged |
| Days to keep exception logs | Exceptions that appear in the client or in the administrator module. Can be used as a tool to resolve issues when working with Nuance technical support. Located in Logs > Exceptions. |
| Days to keep administrative audit events | Number of days to keep administrative audit events |
| Days to keep AutoText usage | Number of days to keep AutoText usage events |
| Days to keep DICOM SR | Number of days to retain DICOM Structured Reports |
| Days to keep Quality Check results | Number of days to retain Quality Check results |

8. Click Save and Close.

Configuring the Speech Utility Server



Note: Your Nuance representative sets the option on the **Speech Utility** tab. You should not change it unless you are directed to do so.

The **Speech Utility** tab defines where the Dragon users are stored on the application server.

To configure the speech utility:

- 1. In the Setup group, select the System tab.
- 2. Click Configuration. The System Configuration dialog box opens.
- 3. Select the **Speech Utility** tab.

| System Configura | ation | Reset to Defaults Validate Settings Save and Close Close Window | | | | | |
|---|----------------|---|--|--|--|--|--|
| Application Server | Other Services | | | | | | |
| SUS Dragon user directory: \\VM2-PS360\DragonUsers | | | | | | | |
| Fext in green indicates default values. Text in bold indicates settings whose value has changed from default. | | | | | | | |

- 4. Enter the address of the Dragon user directory in the following format: \\<server>\DragonUsers. Replace <server> with the name of your application server.
- 5. Click Save and Close to save the setting.

Configuring the PowerScribe 360 | Reporting Client

Note: Your Nuance representative sets the options on the *PowerScribe 360* | *Reporting Client* tab. You should not change them unless you are directed to do so.

To configure the PowerScribe 360 | Reporting client application:

- 1. In the Setup group, select the System tab.
- 2. Select the **PowerScribe 360** | **Reporting Client** tab in the **System Configuration** dialog box.

| System Configuration | Reset to Defaults Validate Settings Save and Close | Close Window |
|--|--|----------------|
| Application Server Web Portal E | ridge Service Speech Utility PowerScribe 360 Client | Other Services |
| Dragon user directory: | http://vradprod1/dragonusers | [] |
| Dragon share username: | vradprod1\Administrator | 0 |
| Dragon share password: | •••• | 0 |
| Dragon minimum compute speed: | 50% | [50%] |
| Dragon maximum compute speed: | 70% | [70%] |
| IRadWhere port: | 9090 | [0] |
| Broadcast IRadWhere events: | \checkmark | [False] |
| Days to keep application logs: | 7 days 🗸 | [7 days] |
| Text in green indicates default values. Text in bold indicates settings whose valu | e has changed from default. | |

- 3. Configure the client settings as directed by your Nuance representative:
 - Enter the Dragon user directory location in the following format: \\<server>\DragonUsers. Replace <server> with the name of the application server.
 - If your organization uses WebDAV (Web-based Distributed Authoring and Versioning):
 - Enter the Dragon share username.
 - Enter the Dragon share password that was set up in the WebDAV configuration in IIS.
 - The Dragon minimum compute speed and the Dragon maximum compute speed fields adjust the Speed vs. Accuracy slider in the *PowerScribe 360* |

Reporting client's Dragon options. The following information describes the impact the minimum and maximum settings have on performance:

- Maximum position for Fastest Response should be close to, or just to the left of, what is shown in the illustration below. Moving the slider towards Fastest Response tells the system to work with a smaller version of the vocabulary, which creates a faster response time.
- Maximum position for Most Accurate should not go beyond approximately 70% on the slider bar. Moving the slider towards Most Accurate tells the system to work with a larger version of the vocabulary, which can result in a slight delay in response time. You should not move the slider towards Most Accurate unless you have speech recognition issues.

| Speed vs. Accuracy Fastest Response Accurate |
|--|
| Put the microphone to sleep after 5 innutes of silence |
| Restore defaults |
| OK Cancel Apply Help |

- Note: You cannot set the slider beyond the maximum value defined by your system administrator (in the Dragon maximum compute speed parameter located in the Administrator Portal). If your administrator has not increased the maximum compute speed to 70%, and you have moved the slider all the way to the right (towards Most Accurate), a message box opens displaying the value to which the maximum compute speed value has been set on the system, and explaining that your Speed vs. Accuracy slider has been reset to that value.
- The **IRadWhere port** setting specifies the TCP/IP port on which the *PowerScribe* 360 | *Reporting* client application listens for incoming requests for PACS desktop integration. This setting must match the value your Nuance representative configured during setup of the RadWhere Connector Components, which were installed at the same time as the *PowerScribe* 360 | *Reporting* client application. In most cases you should not change this setting.
- The **Broadcast IRadWhere events** setting determines whether the PACS desktop integration is to send all reporting events to the client connected through the desktop API. By default, *PowerScribe 360* | *Reporting* does not send events to the same client that initiated the request. This setting is dependent on the specific PACS vendor's requirements.
- Select a value for the **Days to keep application logs** parameter. Default is **7 days**.
- 4. Click Save and Close to save your settings.

Configuring Other Services



Note: Your Nuance representative sets the options on the *Other Services* tab. You should not change them unless you are directed to do so.

To configure the other services:

- 1. In the Setup group, select the System tab.
- 2. Click Configuration.
- 3. Select the **Other Services** tab in the **System Configuration** dialog box. (See the example illustrations on this page and the next page; divided the illustration in half due to the number of items on this tab.)

| System Configuration | Reset to Defaults Validate Settings Save and Close | | | | | | |
|---|---|--|--|--|--|--|--|
| Application Server Web Portal | Bridge Service Speech Utility PowerScribe 360 Client Other Services | | | | | | |
| Reporting Services URL: | http://vRadProd1/reportserver/reportservice2010.asmx | | | | | | |
| | [http://localhost/reportserver/reportservice2010.asmx] | | | | | | |
| Reporting Services username: | Administrator | | | | | | |
| Reporting Services password: | | | | | | | |
| Reporting Services domain: | vRadProd1 | | | | | | |
| Critical Results Service URL: | https://ps360criticalresults.com/criticalresultsapi4.0/MessageDataService.asmx | | | | | | |
| | [https://ps360criticalresults.com/criticalresultsapi4.0/MessageDataService.asmx] | | | | | | |
| Critical Results Dashboard URL: | https://ps360criticalresults.com/RadiologistDashboard.aspx?RadID={0} | | | | | | |
| [https://ps360criticalresults.com/Powerscribe360/RadiologistDashboard.aspx?RadID={0}] | | | | | | | |
| eRADPEER Service URL: | https://demo.montagehealthcare.com/patient.php?patient={mrn}&authtoken=8e08cf6e9b61 | | | | | | |
| | [https://radpeer.acr.org/webservice/] | | | | | | |
| Quality Check Service URL: | https://hce.escriptionasp.com/CLUdev4/ | | | | | | |
| | | | | | | | |
| Quality Check License ID: | f8aa7b9f-ad22-4fb5-ab41-7eabe3b0183c | | | | | | |
| Quality Check Connection Type: | ExplicitHost | | | | | | |
| PowerShare Service URL: | https://www1.nuancepowershare.com/smr | | | | | | |
| | [https://api.seemyradiology.com/services/rest] | | | | | | |
| PowerShare Web URL: | https://www1.nuancepowershare.com/smr/login | | | | | | |
| | [https://www1.nuancepowershare.com/smr/login] | | | | | | |
| PowerShare Widget URL: | https://widgets.seemyradiology.com/rest/ | | | | | | |
| | [https://widgets.seemyradiology.com/rest] | | | | | | |
| PowerShare CG Service URL: | https://ps360.nuancepowershare.com/ContentRepository. | | | | | | |

| ent = - and a second | میں میں میں میں میں میں میں میں میں اور اور اور اور اور میں |
|---|---|
| | [https://widgets.seemyradiology.com/rest] |
| PowerShare CG Service URL: | https://ps360.nuancepowershare.com/ContentRepository |
| | [https://ps360.nuancepowershare.com/ContentRepository] |
| PowerShare CG Web URL: | https://ps360.nuancepowershare.com/ClinicalGuidance |
| | [https://ps360.nuancepowershare.com/ClinicalGuidance] |
| Log Collector URL: | http://vradprod1/PS360FileUploaderService |
| | [http://localhost/FileUploader.Service] |
| Log Collector username: | ps360something |
| Log Collector password: | ••••• |
| Log Collector file patterns: | %appdata%\Nuance\Dragon SDK Client Edition12\Dragon*.*;%localappdata%\Nuance\Powe |
| | [%appdata%\Nuance\Dragon SDK Client Edition12\Dragon*.*;%localappdata%\Nuance\Pow \Logs*.*] |
| Log Collector archive days: | 1 month V |
| Montage Patient URL: | https://nuance.montagehealthcare.com/patient?mrn={mrn}&psuser={psuser}&pstime={psti |
| | |
| Montage Search URL: | https://nuance.montagehealthcare.com/search/rad?q={question}&psuser={psuser}&pstime= |
| | |
| Montage Security Key: | eb!@oafz+*32wu*)yve^l5v0ooag(%2vc(%h*g#!81+2s' |
| STATdx Vendor ID: | dictaphone |
| STATdx Group ID: | Dev-QA |
| Text in green indicates default values. Text in bold indicates settings whose valu | ue has changed from default. |

4. Configure the Reporting Services items:

 Best Practice! **Best Practice**: If your organization purchased the reporting option, be sure to configure the Reporting Services items described below. The reporting module includes Author Productivity, Editor Productivity, and TAT types of reports.

- Enter the **Reporting Services URL**.
- Enter the **Reporting Services username** and **password** that was configured by your Nuance representative when your system was set up.
- Enter the **Reporting Services domain** in the following format: **http://localhost/ reportserver/ReportService2005.asmx**. If the reporting services are not on the Portal server, replace 'localhost' with the name of the server on which they reside.
- If your organization purchased the *PowerScribe 360* | *Critical Results* option, enter or verify the Critical Results Service URL and the Critical Results Dashboard URL. (*PowerScribe 360* | *Critical Results* is a purchasable feature. Contact your Nuance account executive for more information.)

- 6. If your organization has an eRADPEER account with the ACR (American College of Radiology), enter the **eRADPEER Service URL**.
- 7. If your organization purchased the *Assure* consistency checker option, enter or verify the **Quality Check Service URL**, **Quality Check License ID**, and the **Quality Check Connection Type**. (*Quality Check* is a purchasable feature. Contact your Nuance account executive for more information.)
- 8. If your organization purchased the *PowerShare Network* option, enter the *PowerShare Network* information for your system. (*PowerShare Network* is a purchasable feature. Contact your Nuance account executive for more information.)
- 9. Set the log collector information for your organization.
- If your organization purchased the *Montage* search and analytics option, enter or verify the **Montage Patient URL**, **Montage Search URL**, and **Montage Security Key**. (*Montage* is a purchasable feature. Contact your Nuance account executive for information.)
- 11. If your organization purchased the *STATdx* option, enter or verify the **STATdx Vendor ID** and the **STATdx Group ID**.
- 12. Click Save and Close to save your settings.

Configuring BI-RADS Codes

You can configure the BI-RADS codes and the text of the corresponding BI-RADS statements that appear on mammography reports.

Only a single BI-RADS code can be assigned to a study. If you need to use codes that represent follow-up recommendations, you should use custom fields for both BI-RADS codes and any other codes, rather than using the feature described in this section.

To create a BI-RADS code:

- 1. Select the **System** tab in the **Setup** group.
- 2. Click the **BI-RADS** link.

| NU, NU | JANCE | | | | | | | |
|------------|-------------|----------------|------------------|----------------|----------|------------|-------------|---|
| Setup 💌 | Accounts | AutoText | Bridge | Procedures | Sites | Speech | System | 4 |
| Configu | ration BI | -RADS Re | view Rati | ngs Clinical | Guidano | e Audit. | | |
| Save Chang | ges Clear | Delete Prefe | erences | Templates | Import | Persons | | |
| | I | D Acces | s Code | Nam | e | | Description | |
| Health | System: | 1 | 11 hora - 1000 - | Con | nmissure | Health Sys | ten | |

The BI-RADS Codes dialog box opens.

| Ø | 🏉 Nuance PowerScribe® 360 Reporting: BI-RADS Codes - Wi 💶 💷 💌 | | | | | | | |
|---|---|---|--------|--|---|--|--|--|
| • | BI-RADS Codes Oracle Close Window | | | | | | | |
| | | | Code 🛛 | Description | | | | |
| | × | | 0 | incomplete assessment | | | | |
| | × | | 1 | negative findings (within normal) | | | | |
| | × | | 2 | benign findings | | | | |
| | × | 2 | 3 | probably benign, 6-month follow-up | | | | |
| | × | V | 4 | suspicious abnormality, biopsy recommended | | | | |
| | × | V | 5 | highly suggestive of malignancy | | | | |
| | × | | 6 | known biopsy proven malignancy | | | | |
| 4 | 2 | | | Page | 1 | | | |

- 3. Click the plus sign. A new row is added to the table.
- 4. Type the code and description.
- 5. Click the **Save** icon to save your changes.

To edit a BI-RADS code:

- 1. In the Setup group, select the System tab.
- 2. Click **BI-RADS...**. The **BI-RADS Codes** dialog box opens.
- 3. Click the **Edit** icon next to the code you want to modify. The code and description are opened for editing.
- 4. Type your changes to the code, description, or both.
- 5. Click the Save icon to save your changes.

To delete a BI-RADS code:

- 1. In the **Setup** group, select the **System** tab.
- 2. Click **BI-RADS...**. The **BI-RADS Codes** dialog box opens.
- 3. Click the **Delete** icon next to the code you want to delete. A confirmation message appears.
- 4. Click **OK** to delete the item.

Auditing System Events

Administrators can now audit several types of events at both the system and site levels.

• To view the audit log at the system level, click **Setup > System > Audit**.

| N. | JANCE | | | | | | | |
|---|--------------|---------------|---------------------------------------|----------------|-----------|------------|--------|-----|
| Setup 💌 | Accounts | AutoText | Bridge | Procedures | Sites | Speech | System | |
| Configu | ıration BI | -RADS Re | view Rati | ngs Clinical | Guidano | e Audit. | | |
| Save Chan | ges Clear | Delete Pref | erences | Templates | Import | Persons | | |
| ID Access Code Name Description Health System: 1 Commissure Health System 1 | | | | | | | | |
| - incart | ii System. | | · · · · · · · · · · · · · · · · · · · | | 11115SULE | meanin Sys | | ~~~ |

Filter your audit event list by:

• Site: Select one or all sites (the Site-level audit list shows only the current site)

| E | 🔗 Nuance PowerScribe® 360 Reporting: Admin Events - Windows Internet Explorer | | | | | | | |
|---|---|--------|------------------------|-------------------------|--|------|------------------------|----------------|
| | Site System/Global | | Account All | Type Change worklist | | • | Time Frame No limit | Custor |
| | Time 💿 | Realm | Account | Туре | | Site | Workstation | Info |
| | 6/5/2014 | Portal | Administrator, Default | Change Worklist | | | BN-PHENRY13 | Edited definit |
| | 5/21/2014 | Portal | autotext, test | Change Worklist | | | RO-JRIFFE2-L | Created wor |
| | 5/9/2014 | Portal | Boefer, George | Change Worklist | | | RO-GBOEFER-L7 | Created work |
| | 5/9/2014 | Portal | Boefer, George | Change Worklist | | | RO-GBOEFER-L7 | Created work |
| | 9/9/2013 | Portal | Administrator Default | Change Worklist | | una | BN-MBARLA5 | Updated wor |



Note: To view *Change preference* and *Change worklist* events, select *System/Global*, located at the bottom of the Site drop-down list.

- Account: Select an administrator account or select all administrators
- Type: Select a specific type of event or select all events:
 - Create/Delete/Update Entity: Shows create, delete, and update events for entities such as systems and sites

- Change preference: Shows changes in system- or site-level preferences performed by the selected administrators
- Change configuration: Shows changes made to any of the tabs in the Setup > System > Configuration window
- Change bridge option: Shows changes made in the Setup > Bridge tab
- Change worklist: Shows changes made to any worklists in the system (Setup > System > Worklists)
- **Import procedures/persons/auto text/custom fields**: Shows any activity involving the import procedures within the system.

| verscribe | 8 300 Reporting: Admin | Events - Interne | t Explorer | |
|-----------|-------------------------------------|---|---|---|
| | Account All | ~ | Type All Create entity | |
| Realm | Account | Туре | Delete entity | |
| Portal | Administrator, Stephanie | Change Prefe | Update entity Change preference Change configuration | |
| Portal | Hrkach, Tom | Import Proce | Change bridge option Change worklist Import procedures | |
| Portal | Hrkach, Tom | Import Proce | Import auto text Import custom fields | |
| | Realm Portal Portal Portal | Account All Realm Account Portal Administrator, Stephanie Portal Hrkach, Tom Portal Hrkach, Tom | Account All Y Realm Account Type Portal Administrator, Stephanie Change Prefe Portal Hrkach, Tom Import Proce Portal Hrkach, Tom Import Proce | Account Type All All Create entity Portal Administrator, Stephanie Change Prefer Portal Hrkach, Tom Import Proced Portal Hrkach, Tom Import Proced Portal Hrkach, Tom Import Proced |

• **Time Frame**: Select a time from the drop-down list, or click **Custom** and create your own filter

In addition, several new account-level items have been added to the existing account audit log (to view an account-level audit log, click **Setup > Accounts**, select the account you want to view, and click the **Audit** link):

- Change Username
- Change Personal Info
- Change Admin Rights
- Change Sections
- Change Supervisor
- Change Specialties

Chapter 4 Setting Preferences

Objectives

In this chapter, you will:

- Review the preference hierarchy
- Set default preferences for the system, sites, and accounts

Introduction to System, Site, and Account Preferences

This chapter provides instructions for configuring preferences for the system, for sites, and for accounts.

About System, Site, and Account Preferences

Preferences have a hierarchical relationship:

- System preferences are defaults for the entire system.
- A site preferences can override the system default, affecting only reports for that site.
- A user account preference can override the system preference for a particular user.
- When you change a preference at the system level, any user accounts you add after the change have the new preference as the default.

When viewing the System preferences (**Setup** > **System** > **Preferences** link), the bottom of each tab displays a reminder that System-, Site-, and Account-level preferences have color coded bullets to distinguish the category for each. There are also reminders about default values and how they are indicated. (See the example illustration below.)





Caution: If the user is logged in to PowerScribe 360 | Reporting, the changes you make in the Administrator Portal to his or her preferences do not take effect immediately. (You see a message indicating this.) The user must exit the application (using **File > Exit**) and log in again to have the new preferences reloaded, and must restart PowerScribe 360 | Reporting to have the new system and site preferences reloaded. If you change a system preference and you want the change to be reflected immediately in one or more user accounts, you must modify the preference in each user account (or the user must modify her own preference in the client application).

Configuring the Preferences



Note: For any user accounts that require different settings, follow the procedures in Configuring Account Preferences, beginning on page 138.

To configure the preferences:

1. To set preferences for the *system*:

a. Select the System tab in the Setup group.

b. Click Preferences. The System Preferences dialog box opens.

OR

To set preferences for a single site:

a. Select the Sites tab in the Setup group.

b. Select the site you want to configure from the drop-down list.

| a an | |
|--|--|
| es Sites Speech System | Administration V Sign out |
| ates Peer Reviews Audit Quality Check CTR Filter Custom Fields | Create New A1 - St Luke |
| Description A1 - St Luke Description | Fairview Medical Friday Imaging Gotham Hospital |
| Password | Health Partners Henry Imaging Hospital Special Surgery |
| Description | Imaging Center |

c. Click Preferences. The Site Preferences dialog box opens.

2. Use each of the tabs to set the preferences for the system or site. The colored bullet to the left of each preference indicates the lowest level at which it can be configured: system (blue), site (red), or account (green).



 Tip: 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.

- Workflow Preferences, beginning on page 47
- Permissions Preferences, beginning on page 58
- Peer Review Preferences, beginning on page 63
- Report Editing Preferences, beginning on page 65
- Dictation Preferences, beginning on page 71

- AutoCorrect Preferences, beginning on page 76
- Devices Preferences, beginning on page 77
- Explorer Screen Preferences, beginning on page 85
- Security Preferences, beginning on page 90
- Scheduling ACO and LMO, beginning on page 93
- 3. When you have finished setting preferences, click **Save and Close** to save your changes.

Workflow Preferences



Note: Due to its size, the Workflow preferences tab image is divided into two halves. The second half appears on the next page of this guide.

| Work | flow Permissions Order Entry Peer Revie | w Report Editing | Dictation | AutoCorrect | Devices | Explorer Screen Security |
|--------|--|---------------------------------|-------------|--------------|----------|---|
| • | Diagnosis coding system | Disabled | | ~ | | [Disabled] |
| • | Diagnosis coding at preliminary signoff | Do not perform | | ~ | | [Do not perform] |
| • | Diagnosis coding at final signoff | Do not perform | | ~ | | [Do not perform] |
| • | Require BI-RADS for mammography exams | | | | | [False] |
| | Perform spell check at signoff | | | | | [True] |
| | Perform Quality Check at signoff | | | | | [False] |
| | Invoke Fax at signoff | | | | | [False] |
| | Final electronic signature | | | | 1 | D |
| | Preliminary electronic signature | | | | 1 | D |
| | Corrected electronic signature | | | | | D |
| | Attending attestation statement | | | | | D |
| | Wet Read report header | | | | | D |
| • | Report header | | | | | a |
| • | Addendum header | | | | | 0 |
| • | Critical communication sent statement | A <findingtype> n</findingtype> | nessage has | been communi | [A < | FindingType> message has been] |
| | Critical communication document only statement | A <findingtype> n</findingtype> | nessage has | been documen | [A < | FindingType> message has been] |
| • | Require audio for document only message | | | | | [False] |
| • | Site AutoText overrides user default/normal | | | | | [False] |
| • | DICOM merge multiple values | | | | | [False] |
| • | Merge field timestamp source | Local time | | ~ | | [Server time] |
| • | Merge field time format | System locale with | time zone | ~ | | [System locale] |
| • | Enable Wet Reads | Disabled | | ~ | | [Disabled] |
| • | Enable Save Draft and Send as Preliminary | | | | | [False] |
| i sana | and the second | المحير ويدفعهم معاقمه | | | | أأحر ومعادلا والمرجوب ومعرفا والمحاصر فالتقوي |

| د ۲ | Enable Save Draft and Send as Preliminany | والمحاجب والمراجعة والمتعالم المتعار والمراجع والمتعال المتعالي والمتعال والمعال والمعا | م به دور میکند. مربع است میکند میکند و است میکند از مرکز مارک میکند و از است میکند و ا |
|------------|--|--|---|
| | Enable Save Drait and Send as Freiminary. | | [True] |
| • | Add note on reject: | | [True] |
| • | Automatically set rejected reports to STAT: | M | [True] |
| • | Prompt on GUI sign: | | [True] |
| • | Prompt on approval: | Approve Report: I have personally reviewed th | [Approve Report: I have personall] |
| • | Prompt on final signoff for attending reports: | Sign Report: I have personally reviewed the in | [Sign Report: I have personally r] |
| • | Prompt on final signoff for resident reports: | Sign Report: I have personally reviewed the in | [Sign Report: I have personally r] |
| • | Warn if fields are empty when signing: | \checkmark | [True] |
| • | Warn on sign if new notes exist: | From transcription | [Never] |
| • | Require impression when signing: | Not required 🗸 | [Not required] |
| • | Require impression for addendum: | ✓ | [True] |
| • | Impression section indicator: | Impression\s*: | [Impression\s*:] |
| • | Maximum number of associated orders: | Unlimited 🗸 | [Unlimited] |
| • | Reporting via automation only: | | [False] |
| • | Add contributor on report assignment: | V | [True] |
| • | Restrict attending selection by section: | V | [True] |
| • | Enable notes: | V | [True] |
| • | Enable Montage: | V | [True] |
| • | Final report transmit grace period: | None 🗸 | [None] |
| • | Final report edit grace period: | 10 minutes 🗸 🗸 | [10 minutes] |
| • | Daily RVU quota: | 0 | [0] |
| • | Use Attest workflow in mobile application: | ¥ | [False] |
| Bra Tex | keted text in green indicates default values. | nged from default. | |

Colored bullets indicate preferences whose value has changed from Colored bullets indicate preference type: System, Site, Account.

| Туре | System Preference | Definition | Default |
|--------|---|---|----------------|
| • Site | Diagnosis coding system | Select ICD-10; ICD-9; or Disabled. | Disabled |
| • Site | Diagnosis coding at preliminary signoff | Controls whether <i>PowerScribe 360</i> <i>Reporting</i> requires diagnosis (ICD-9) coding when a resident approves a report. <i>Note that this preference does not apply when an attending saves a report as preliminary.</i> Do not perform: Diagnosis coding is not invoked at preliminary signoff. Do not require codes: Diagnosis coding is is invoked, if not already set for all the accessions of the report, but the user is allowed to cancel without assigning codes. Require codes: The report cannot be approved unless at least one code is entered for each order in the report. <i>Note: This setting may override the behavior of the Diagnosis coding at</i> | Do not perform |

| W | Workflow Preferences: Click Setup > System > Preferences > Workflow tab | | | | | |
|-----------|---|---|----------------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Site | Diagnosis coding at final signoff | Controls whether <i>PowerScribe 360</i> <i>Reporting</i> requires diagnosis (ICD-10 or ICD-9) coding when the Attending provider signs a final report. <i>Note:</i> Note, this setting is ignored if the <i>Diagnosis coding at preliminary</i> signoff preference is set to <i>Require</i> codes and at least one code is not entered for each order in the report. That is, if coding is required at preliminary signoff, but the report was not approved by a resident, coding will be required at final signoff regardless of the setting of this preference. Do not perform: Diagnosis coding is not invoked at final signoff. Do not require codes: Diagnosis coding is invoked, if not already set for all the accessions of the report, but the user is allowed to cancel without assigning codes. Require codes: The user cannot sign the report without entering one or more codes for each order in the report. <i>Note: If codes were entered by the Resident, this setting will cause diagnosis coding to be invoked so that the Attending can review the codes entered by the Resident.</i> | Do not perform | | | |
| • Site | Require BI-RADS for mammography exams | If selected, requires that a BI-RADS code be entered in mammography exams. | False | | | |
| • Account | Perform spell check at signoff | Automatically spell checks a report when the user signs or approves it. If the system finds errors, it prompts the user to correct them. | True | | | |

| W | Workflow Preferences: Click Setup > System > Preferences > Workflow tab | | | | | |
|-----------|--|---|-----------------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Account | Perform Quality Check at signoff Note: Quality Check (formerly known as Assure) is a purchasable option. Please contact your Nuance account representative for more information. | Runs the Quality Check consistency check feature when a report is signed. | False | | | |
| • Account | Invoke FAX at signoff | Automatically opens the Fax dialog box when a user signs or approves a report. Allows user to select the person(s) to whom the report is faxed. | False | | | |
| • Site | Final electronic signature | The character string that is automatically appended to a final report when an attending physician signs it. The string might include merge fields, for example, "Finalized by <627: <i>Signer name</i> >." You can make the string span multiple lines by using \n to indicate a new line. The preliminary electronic signature, attending attestation statement, and final electronic signature all appear on final reports that were initiated by residents. | Blank initially | | | |
| • Site | Preliminary electronic signature | The character string that is automatically appended to a preliminary report when a resident approves it. The string might include merge fields, for example, "Approved by <640: Dictator Name> on <608: Report Preliminary Date>". You can make the string span multiple lines by using \n to indicate a new line. The preliminary electronic signature, attending attestation statement, and final electronic signature all appear on final reports that were initiated by residents. | Blank initially | | | |

| W | orkflow Preferences: Cl | lick Setup > System > Preferences > Work | flow tab |
|--------|---------------------------------------|---|---|
| Туре | System Preference | Definition | Default |
| • Site | Corrected electronic signature | The character string that is automatically appended to a dictated report when an editor corrects it. The string might include merge fields, for example, "Corrected by <672: Editor name> on <609: Report Corrected Date>. You can make the string span multiple lines by using \n to indicate a new line. | Blank initially |
| • Site | Attending attestation statement | The statement that is automatically added to a resident's report when an attending physician signs it. It is added before the final electronic signature, if one is specified. The statement can include merge fields, for example, "I, <signer name="">, have reviewed the images and report and concur with these findings." The preliminary electronic signature, attending attestation statement, and final electronic signature all appear on final reports that were initiated by residents.</signer> | Blank initially |
| • Site | Wet read report header | Type the header text you want to appear on wet read reports in this field. | Blank initially |
| • Site | Report header | Type the header text you want to appear on your reports in this field. | Blank initially |
| • Site | Addendum header | Type the header text you want to appear on your addendums in this field. | Blank initially |
| • Site | Critical communication sent statement | The statement that is automatically added to a report when a critical finding is communicated through <i>PowerScribe 360</i> <i>Critical Results</i> . The recipient and date/time of the message are automatically appended to this statement. | A <findingtype> message has been communicated to <recipientname> via the PowerScribe 360 Critical Results system on <102:Current Date>, Message ID <messageid>.</messageid></recipientname></findingtype> |

| N | Workflow Preferences: Click Setup > System > Preferences > Workflow tab | | | | | |
|--------|---|---|---|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Site | Critical communication document only statement | The statement that is automatically added to a report when a document only message is sent. | A <findingtype> message has been documented for <recipientname> in the PowerScribe 360 Critical Results system on <102:Current Date>, Message ID <messageid>.</messageid></recipientname></findingtype> | | | |
| • Site | Require audio for document only message | If selected, this check box requires the user to include an audio statement even though the <i>PowerScribe 360</i> <i>Critical Results</i> message is marked as document only. | False | | | |
| • Site | Site AutoText overrides user default/normal | If you select this option, the system always uses the site AutoText as the default or normal, even if the user has a matching AutoText entry, that is, one whose procedures and properties (such as age and gender) match those of the exam. Otherwise, it uses the user's AutoText. | False | | | |
| • Site | DICOM merge multiple values | Controls the behavior of DICOM merge fields when multiple DICOM SRs are available for an order and contain the same measurement. When set to True (check box selected), all of the values from the multiple DICOM SR are merged into a comma separated list. The values are in order based on the DICOM study/series/ instance where the most recent instance is first. When set to False (check box cleared), only the value from the most recent DICOM SR instance is merged. | False | | | |
| • Site | Merge field timestamp source | Choices are Local time or Server time. | Server time | | | |
| • Site | Merge field time format | Expands the Merge field timestamp source preference. Choose either System locale; System locale with time zone; 24-hour clock; or 24-hour clock with time zone. | System locale | | | |

| W | Workflow Preferences: Click Setup > System > Preferences > Workflow tab | | | | | |
|-----------|---|---|--|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Account | Enable Wet Reads | Select an option: Allowed : Radiologist can create a report either as a wet read or a draft. Provider can send these reports to an editor (if they are assigned the Allow correctionist workflow permission). Always : All reports are automatically wet reads (as opposed to drafts). Provider <i>cannot</i> send these reports to an editor. Disabled : Provider cannot create reports as wet reads. | Disabled | | | |
| • Site | Enable Save Draft and Send as Preliminary | For Residents Only : Turn on/off the Save Draft and Send as Preliminary function. | False | | | |
| • Account | Add note on reject | When the radiologist rejects a corrected/ transcribed report, the Insert Note dialog box automatically opens, allowing her to create a note for the transcriptionist. This preference also applies when an attending physician rejects a report approved by a resident. | True | | | |
| • Site | Automatically set rejected reports to STAT | When a user rejects a report, its priority is changed to STAT. | True | | | |
| • Account | Prompt on GUI sign | Clearing this check box allows the normally displayed prompt to be bypassed when signing a report. If this check box is selected, when a radiologist signs a report, he is prompted to confirm his signature. (Selecting this check box also causes a prompt to appear when residents click Approve and when transcriptionists click Finish .) Note that this preference affects signing from both the Explorer and Report Editor screen. | True | | | |
| • Site | Prompt on approval | Text that appears when approving a report. You can change the text for each site. | Approve Report: I have personally reviewed the images and I agree with this <report>.</report> | | | |
| • Site | Prompt on final signoff for attending reports | Text that appears when an attending provider signs their own report. You can change the text for each site. | Sign Report: I have personally reviewed the images and agree with this <report>.</report> | | | |

| Workflow Preferences: Click Setup > System > Preferences > Workflow tab | | | | | |
|---|---|--|---|--|--|
| Туре | System Preference | Definition | Default | | |
| • Site | Prompt on final signoff for resident reports | Text that appears when an attending provider signs a report created by a resident. You can change the text for each site. | Sign Report: I have personally reviewed the images and agree with the resident's interpretation. | | |
| • Account | Warn if fields are empty when signing | The radiologist or resident is warned when signing or approving a report if the report contains empty fill-in or merge fields. | True | | |
| • Account | Warn on sign if new notes exist | Controls whether the user is alerted during the signing process if new notes have been added since the last time he opened the report. Never: New notes do not trigger a warning. From Transcription: Notes are shown only when added by the transcriptionist. Always: Any new notes trigger a warning, including those from other radiologists, or notes the system automatically adds on certain actions, such as when an order is assigned to a radiologist. | Never | | |
| • Site | Require impression when signing | The system can warn radiologists if they sign or approve a report without including an Impression section. This preference works in conjunction with the Impression section indicator preference. Not required: No warning Warn if not present: Warn, but allow the report to be signed/approved anyway Require impression: Do not allow the report to be signed or approved without an impression. | Not required | | |
| • Site | Require impression for addendum | If selected, radiologists will be warned that the addendum must include an Impression section. | False | | |

| Workflow Preferences: Click Setup > System > Preferences > Workflow tab | | | | | |
|---|---|--|---------------|--|--|
| Туре | System Preference | Definition | Default | | |
| • Site | Impression section indicator | The regular expression that is to mark the impression area in the report. The system searches the report text for this expression and treats the text immediately following it as the impression. Examples: Impression\s*: Conclusion\s*: <i>Note:</i> Make sure that this field is not blank. The best practice is to use the | Impression\s* | | |
| | | default, Impression\s*. | | | |
| • Site | Maximum number of associated orders | The number of orders that can be associated with a report. Select Unlimited or a number between one and ten. If your system allows only one accession number per report, select 1 here. | Unlimited | | |
| • System | Reporting via automation only | You can select this preference only where <i>PowerScribe 360</i> <i>Reporting</i> is driven by another application such as PACS. If you select this option, users cannot create new reports or perform order associations/dissociations using the user interface; these functions can only be accessed and performed by another application through automation. In this mode, users can open and addend only the reports they own. | False | | |
| • Site | Add contributor on report assignment | When a report already containing some text is acquired by or assigned to another radiologist, the original radiologist is automatically added as a contributor to the report. | False | | |
| • Site | Restrict attending selection by section | If you enable this preference, when a resident to whom you have not directly associated an attending provider logs in, the list from which to choose an attending provider contains only those who belong to the same section(s). | True | | |
| System | Enable notes | Users are allowed to create notes for orders, reports, and patients. | True | | |
| • Site | Enable Montage | Select this preference to enable the Montage search feature. (This is a purchasable feature. Contact Nuance sales for additional information.) | True | | |

| Workflow Preferences: Click Setup > System > Preferences > Workflow tab | | | | | |
|---|---|---|-----------|--|--|
| Туре | System Preference | Definition | Default | | |
| • Site | Final report transmit grace period | The number of minutes the Bridge software is to wait before sending the final report to the RIS. (Preliminary reports are sent immediately.) This delay allows the attending physician time to re-open and correct the report, if necessary. Once the final report is sent to the RIS, it can no longer be edited; any changes must be made through an addendum. The interface server must be restarted for this setting to take effect. | 2 minutes | | |
| • Site | Final report edit grace period | The number of minutes or hours after which a final report can no longer be edited; after this period, any changes to the report must be made with an addendum. The interface server must be restarted for this setting to take effect. | 3 minutes | | |
| • Site | Daily RVU quota | The number of work Relative Value Units (RVU) required of radiologists each day | Zero (0) | | |
| • Site | Use Attest workflow in mobile application | Allows the Sign button to change to Attest and Sign in the mobile application. | False | | |

Permissions Preferences

| Work | flow P | ermissions | Order Entry | Peer Review | Report Editing | Dictation | AutoCorrect | Devices | Explorer Screen |
|--------|---|--------------|-------------------|--------------------|-----------------------|-----------|-------------|---------|-----------------|
| Secu | rity AC | O/LMO | | | | | | | |
| • | | Allow a | ttendings to ac | quire ownership: | . 🗸 | | | | [True] |
| • | | Allow | residents to ac | quire ownership: | ✓ | | | | [True] |
| • | | Allo | w editors to ac | quire ownership: | | | | | [False] |
| • | | Allow | v dictation for s | cheduled orders: | · • | | | | [True] |
| • | | Allow repo | ort creation for | non-radiologists: | Not allowed | | | ~ | [Not allowed] |
| • | | | Allow o | rder association: | | | | | [True] |
| • | | | Allow correc | tionist workflow: | | | | | [True] |
| • | Allo | ow order ass | sociation on pre | liminary reports: | | | | | [True] |
| • | | Allow signin | g reports with t | emporary order: | | | | | [True] |
| • | | Allow atte | ending signoff o | on resident login: | | | | | [True] |
| • | | | Allow or | rder assignment: | · • | | | | [True] |
| • | | All | low to override | assigned orders: | ✓ | | | | [True] |
| • | | Allow | v correction afte | er keyboard edit: | | | | | [False] |
| • | | | Allo | w Quality Check | ✓ | | | | [True] |
| • | | | Allow in | nage insertion: | ✓ | | | | [False] |
| • | | | Allow | table authoring: | ✓ | | | | [True] |
| • / | Allow ph | ysicians to | access prelin | ninary reports: | ✓ | | | | [False] |
| • | | | Enabl | e mobile access: | · • | | | | [True] |
| • | | | Enable r | mobile reporting: | | | | | [True] |
| Bracke | Bracketed text in green indicates default values. | | | | | | | | |

Text in **bold** indicates preferences whose value has changed from default. Colored bullets indicate preference type: **System**, **Site**, **Account**.

| Permissions Preferences: Click Setup > System > Preferences > Permissions tab | | | | | | |
|---|---------------------------------------|--|---------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Site | Allow attendings to acquire ownership | Attending physicians can transfer ownership of reports dictated by others to themselves. | True | | | |
| • Site | Allow residents to acquire ownership | Residents can transfer ownership of reports dictated by others to themselves. | True | | | |
| Perm | Permissions Preferences: Click Setup > System > Preferences > Permissions tab | | | | | |
|-----------|---|---|-----------------------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Site | Allow editors to acquire ownership | Transcriptionist/editors can transfer ownership of reports corrected by others to themselves. | False | | | |
| • Site | Allow dictation for scheduled orders | Reports can be created for orders in Scheduled status. If you do not select this preference, an order must be in Completed or Temporary status for a report to be created. | True | | | |
| • Account | Allow report creation for non-radiologists | Determines what types of reports, if any, users other than radiologists can create. Choices are: Reports and addendums; Reports only; Addendums only; or Not allowed . (Replaces the Allow report creation check box preference in previous versions.) | Reports and addendums | | | |
| • Account | Allow order association | Controls whether the provider has the right to add unreported orders to existing reports, or to dissociate an order from a multi-accession report. This function is available only if your RIS/HIS permits multiple accessions per order. | True | | | |
| • Account | Allow correctionist workflow | Select this option to activate the Correct function for radiologists. | True | | | |
| • Site | Allow order association on preliminary reports | User can add or remove orders to/from reports that have already reached preliminary status (Pending Signature) and have been sent to the RIS. (With some RIS, adding orders to a preliminary report results in an error.) | True | | | |
| • Site | Allow signing reports with temporary order | Attending physicians can sign and finalize reports associated with one or more temporary orders. (With some RIS, signing a temporary order results in an error because the report date precedes the order date.) | True | | | |
| • Site | Allow attending signoff on resident login | The attending radiologist can enter her password and finalize reports while the resident is logged in without interrupting the resident's session. This is accomplished by holding down the Shift key and selecting Approve ; the system displays a confirmation prompt. | True | | | |
| • Site | Allow order assignment | If selected, the My Reports pane in the Explorer screen contains a link to retrieve orders assigned to the logged-in user. Selecting this option also enables the Assign Order function, which allows one radiologist to assign an order to another radiologist. | True | | | |
| | | | • | | | |

| Permissions Preferences: Click Setup > System > Preferences > Permissions tab | | | | | | |
|---|--------------------------------------|---|---------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Site | Allow to override assigned orders | If you select this preference, a radiologist can create a report for an order that has been assigned to another radiologist, or associate such an order to an existing report. In this case the system displays a confirmation prompt informing the user of the current assignment. The system ignores this preference unless you also select the Allow order assignment preference. | True | | | |
| • Site | Allow correction after keyboard edit | If you do not select this preference, the user cannot send a dictated report to correction when manual edits have been made to the dictated text. This prevents editors from receiving reports that might have missing audio, therefore, it is recommended that you select this preference. | False | | | |
| • Site | Allow Quality Check | Allows users to run the Quality Check consistency checker. (<i>Quality Check</i> is a purchasable feature. Contact your Nuance account executive for more information.) | True | | | |
| • Site | Allow image insertion | When selected, allows radiologists to insert images into their reports. When not selected, radiologists can still use the Capture Image tool; however, the image appears in the Attachments pane, and the image name appears as a link at the bottom of the report. Clear (uncheck) this check box when a site's outbound HL7 interface does not support Rich Text Format (RTF). | False | | | |

| Permissions Preferences: Click Setup > System > Preferences > Permissions tab | | | | | |
|---|--|---|---------|--|--|
| Туре | System Preference | Definition | Default | | |
| • Site | | Enables/disables table creation for reports on a site. Clear (uncheck) this check box when a site's outbound HL7 interface does not support Rich Text Format (RTF). When cleared, the user will not have access to the toolbar, menu, context menu, or voice commands for adding and manipulating tables. Default is False (unchecked). | | | |
| | Allow table authoring | <i>Note:</i> Table authoring will be available in the AutoText editor screen when this preference is selected for any of the user's accessible sites. | True | | |
| | | <i>Note:</i> This preference cannot prevent the user from adding tables via copy/paste, or by inserting an AutoText that contains tables. | | | |
| • Site | Allow physicians to access preliminary reports | Allows physicians to access their preliminary reports | False | | |
| • Account | Enable mobile access | Allows users to sign reports and use Assisted Diagnosis from their mobile devices | True | | |
| • Site | Enable mobile reporting | Allows users to perform speech-enabled report editing | True | | |

Order Entry Preferences

| Workflow | Permissions | Order Entry | Peer Review | Report Editing | Dictation | AutoCorrect | Devices | |
|--|----------------------------------|------------------|-------------|----------------|-----------|-------------|---------|--|
| Explorer So | Explorer Screen Security ACO/LMO | | | | | | | |
| Order entry generate Accession: | | | | | | | | |
| • | Order entry A | ccession prefix: | | | | | [] | |
| • (| Order entry Acc | ession counter: | | | | | [] | |
| • | Order entry | generate MRN: | | | | | [False] | |
| • | Order en | try MRN prefix: | | | | | [] | |
| • | Order entry | MRN counter: | | | | | [] | |
| Print | table order entr | y confirmation: | | | | | [False] | |
| Bracketed text in green indicates default values. Text in bold indicates preferences whose value has changed from default. Colored bullets indicate preference type: System , Site , Account . | | | | | | | | |

| Order Entry Preferences: Click Setup > System > Preferences > Order Entry tab | | | | | | |
|---|------------------------------------|---|---------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Site | Order entry generate Accession | Select to allow the order entry system to automatically generate accession numbers. | False | | | |
| • Site | Order entry Accession prefix | Enter a prefix that will appear before each of your accession numbers. | Blank | | | |
| • Site | Order entry Accession counter | Enter the starting value for your accession numbers. | Blank | | | |
| • Site | Order entry generate MRN | Select to allow the order entry system to automatically generate MRNs. | False | | | |
| • Site | Order entry MRN prefix | Enter a prefix that will appear before each of your MRNs. | Blank | | | |
| • Site | Order entry MRN counter | Enter the starting value for your MRNs. | Blank | | | |
| • Site | Printable order entry confirmation | Select if you want to allow printing order entry confirmation messages. | False | | | |

Peer Review Preferences



Note: Peer review is an optional feature. If your organization has not purchased this feature, you do not need to configure these preferences.

| Workflow Permissions Order Entry | Peer Review Report Ed | iting Dictation | AutoCorrect De | vices | |
|---|-----------------------------|-----------------|----------------|-------------------|--|
| Explorer Screen Security ACO/LMO | | | | | |
| Enable auton | nated peer review: Disabled | | ~ | [Disabled] | |
| Enable man | ual peer review: 🗹 | | | [False] | |
| Maximum number of automated pee | r reviews per day: Unlimite | d | ~ | [Unlimited] | |
| Launch peer revie | w on report close: 🗌 | | | [False] | |
| Exclude inactive accounts from | auto peer review: 🗌 | | | [False] | |
| Require comment | nt for peer review: Ratings | 3 and 4 | ~ | [Ratings 3 and 4] | |
| Maximum age for pee | r reviewed report: 2 years | | ~ | [2 years] | |
| Count reports for auto pe | er review interval: Author | | ~ | [Author] | |
| Priors anatomy matchin | g for peer review: Broad m | atching | ~ | [Broad matching] | |
| Priors modality matchin | g for peer review: Broad m | atching | ~ | [Broad matching] | |
| Bracketed text in green indicates default values. Text in bold indicates preferences whose value has changed from default. Colored bullets indicate preference type: System, Site, Account. | | | | | |

| Peer Review Preferences: Click Setup > System > Preferences > Peer Review tab | | | | |
|---|--|---|-----------|--|
| Туре | System Preference | Definition | Default | |
| • Account | Enable automated peer review | Select an option: Disabled : The radiologist is not included in the peer review process. Allow to cancel : The radiologist can cancel an automatic peer review if he does not want to complete it. Required : The radiologist must complete the peer review before being allowed to create a new report. | Disabled | |
| • Account | Enable manual peer review | Select to allow manually generated peer reviews. If not selected, only system-prompted peer reviews are allowed, and the peer review button in the client application is hidden. | False | |
| • Account | Maximum number of automated peer reviews per day | Select a specific number from the drop-down list, or select Unlimited . | Unlimited | |

| Peer Review Preferences: Click Setup > System > Preferences > Peer Review tab | | | | | |
|---|---|---|----------------|--|--|
| Туре | System Preference | Definition | Default | | |
| • Account | Launch peer review on report close | Select to allow radiologists to finish dictating their current report before performing an automatically initiated peer review. If not selected, radiologists must perform the peer review when the new report is first opened. | False | | |
| • Site | Exclude inactive accounts from auto peer review | Select to exclude reports created by radiologists no longer at the facility from the peer review process. | False | | |
| • Site | Require comment for all peer review | Select to require providers to include a comment for peer review ratings 1 and 2. (Peer review ratings 3 and 4 still automatically require comments.) | False | | |
| • Site | Maximum age for peer reviewed report | Indicate at what point an exam becomes ineligible for peer review. For example, you might not want peer review to be performed on exams over two years old. Note: You can override this setting for individual sites. | 2 years | | |
| • Site | Count reports for auto peer review interval | Allows you to determine whose user account will be incremented when a peer review is performed; especially useful when resident workflow is predominately used by an Attending. The default behavior is to increment the resident's user account (i.e., the Author of the report) even though the Attending signs the report. The Author and Signer option will increment both the resident's account and the Attending's account. Signer only will increment the Attending's account. Choose either Author , Author and Signer , or Signer only . | Author | | |
| • Site | Priors anatomy matching for peer review | Choose one of the following: Broad matching, Exact matching, or Include All. | Broad matching | | |
| • Site | Priors modality matching for peer review | Choose either Broad matching or Exact matching . | Broad matching | | |

Report Editing Preferences

| Workflow | Permi | issions | Order Entry | Peer Re | view | Report Editing | Dictation | AutoCorrect | t Devices | |
|----------------------------|----------|-----------|------------------|------------|----------|------------------|-----------|-------------|---------------|-----------------|
| Explorer Sc | reen | Security | ACO/LMO | | | | | | | |
| • | | | Default fo | ont face: | Arial | | | ~ | | [Arial] |
| • | | | Default fo | nt size: | 11 | | | ~ | | [12] |
| • | | Start | with default A | utoText: | √ | | | | | [True] |
| • | N | Move cur | sor on AutoTe | ct insert: | First f | îeld | | ~ | | [First field] |
| • | Auto | omatic A | utoText catego | rization: | Disab | led | | ~ | | [Disabled] |
| • | | | Fill-in field na | vigation: | All | | | ~ | | [AII] |
| • | | | Merge field na | vigation: | All | | | ~ | | [AII] |
| • | С | ursor pos | ition on field s | election: | Text i | s selected | | ~ | [Te | xt is selected] |
| Monito | r order | data cha | anges during re | eporting: | Notify | and apply change | es | ~ | [Notify and a | pply changes] |
| • | | Show im | age captions i | n report: | ✓ | | | | | [True] |
| • | | I | mage size on i | nsertion: | Mediu | ım | | ~ | | [Medium] |
| • | Wa | rn if ope | n orders when | signing: | ✓ | | | | | [True] |
| • | | Open | orders property | y match: | None | | | \ge | | [None] |
| • | | Open | ı orders maxim | um age: | 10 da | ys | | ~ | | [10 days] |
| • | | Enab | le Quality Cheo | k types: | All | | | \otimes | | [AII] |
| • | | Pow | verShare image | viewer: | Basic | | | ~ | | [Basic] |
| • | | S | how brackets o | on fields: | ✓ | | | | | [True] |
| • | | | Enable talkir | ng fields: | ✓ | | | | | [True] |
| • | | Higł | nlight text on p | layback: | ✓ | | | | | [True] |
| • | Ado | d unmato | ched findings to | o report: | | | | | | [False] |
| • • | Restrict | diagnos | is codes by exa | am type: | | | | | | [False] |
| • | А | utomatic | ally load PACs: | studies: | | | | | | [False] |
| • | Foo | cus appli | cation on PACS | aunch: | ✓ | | | | | [True] |
| • Disca | rd uned | lited new | v report on PAC | CS close: | ✓ | | | | | [True] |
| • | Set app | plication | window always | on top: | | | | | | [False] |
| • | En | able bac | kground repor | t saving: | ✓ | | | | | [True] |
| • | | Er | nable AutoFeed | l polling: | | | | | | [False] |
| • | | Enable (| clinical guidanc | e alerts: | | | | | | [False] |

| Report Editing Preferences: Click Setup > System > Preferences > Report Editing tab | | | | | | |
|---|--------------------------------------|---|-------------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Account | Default font face | Specifies the typeface to use when viewing and editing reports. | Arial | | | |
| • Account | Default font size | Specifies the font size to use when viewing and editing reports. | 12 | | | |
| • Account | Start with default AutoText | If you select this option, and an AutoText entry has been designated as the default for a particular type of exam, the AutoText is automatically inserted when a provider creates a new report for an exam of that type. | True | | | |
| • Account | Move cursor on AutoText insert | This specifies where the cursor is placed after the user inserts AutoText. Select an option: End of AutoText: Cursor moves to the right of the AutoText First empty field: Cursor moves to the first empty field in the document. First field: Cursor moves to the first field in the document. | First field | | | |
| • Account | Automatic AutoText categorization | Allows automatic inclusion of procedures to an AutoText that is inserted into a report. The choices for this preference are: Always: Procedures for the orders associated with the report are automatically added to any/all AutoText inserted into the report. Prompt: User is prompted to accept the automatic categorization. Disabled: No automatic categorization occurs. | Disabled | | | |
| • Account | Fill-in field navigation | Select the status of fields to which your Tab button/key navigates. This allows you to skip fill-in fields that already have content. Choices are All ; Empty ; None ; or Unmodified (meaning it still contains its default value). | All | | | |
| • Account | Merge field navigation | Select the status of fields to which your Tab button/key navigates. This allows you to skip merge fields that already have content. Choices are All ; Empty ; None ; or Unmodified (meaning it still contains its default value). | All | | | |

| Report Editing Preferences: Click Setup > System > Preferences > Report Editing tab | | | | | | |
|---|--|---|--------------------------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Account | Cursor position on field selection | Select where to position the cursor in a field that you select or move to. Choices are Text is selected ; Cursor at the end ; or Cursor at the beginning . | Text is selected | | | |
| • Account | Monitor order data changes during reporting | Notifies users if the order data has changed while they are dictating a report. Choices are: Notify and apply changes Apply changes without notification Disabled | Notify and apply changes | | | |
| • Account | Show image captions in report | When selected, captions appear under any images you insert into your reports. | True | | | |
| Account | Image size on insertion | Default width of your inserted images. Choose either Small (1.4 inches), Medium (2.0 inches), or Large (3.1 inches). | Medium | | | |
| • Account | Warn if open orders when signing | Controls whether the system warns radiologists signing (or residents approving) a report when there are unreported orders for the patient that are not filtered by the Open orders property match and Open orders maximum age preferences. The radiologist or resident might want to add one or more of the open orders to the report before signing or approving it. Note that the warning applies only to the Open Orders that are displayed when the report is first opened. | True | | | |
| • Account | Open orders property match | Show (in the Report Editor Order Data tab) only orders that match the selected properties of the order(s) in the current report. Choices include Modality, Location, Section, and others. | None | | | |
| • Account | Open orders maximum age | Do not display (in the Report Editor Order Data tab) orders older than this value. Select a number of hours or days from the drop-down list. (Relative to the age of the order for the current report, or the oldest order if there are multiple orders in the current report.) | 10 days | | | |
| • Account | Enable Quality Check types | Allows you to include some, all, or none of the three available consistency checks (Critical Text Results; Gender Mismatches; and Laterality Mismatches) | All | | | |

| Report Editing Preferences: Click Setup > System > Preferences > Report Editing tab | | | | | |
|---|---|---|---------|--|--|
| Туре | System Preference | Definition | Default | | |
| • Account | PowerShare image viewer Note: PowerShare is a purchasable option. Please contact your Nuance account representative for more information. | Select either Basic or Advanced for the type of viewer to use when using PowerShare (which is an optional feature). Note: The PowerShare Advanced Viewer requires Java 6 update 32 or higher in order to run. If providers have applications running on their workstations that require an older version of Java, there is a potential for existing installed applications to operate improperly or to stop functioning altogether. | Basic | | |
| • Account | Show brackets on fields | Place square brackets around all fill-in fields. This feature does not cause actual bracket characters to be inserted in the text. | True | | |
| • Account | Enable talking fields | If you select this option, the software announces the name of the active field through the PowerMic II or SpeechMike, if one of these is the default sound device selected in Windows. The name is spoken when a user takes any of the following actions: Moves the cursor into a field Selects a field in the field pane Navigates into the field using the microphone buttons or Tab key This helps the user know which field to dictate without having to glance at the report. For example, the user might be dictating in a PACS window with the <i>PowerScribe 360</i> <i>Reporting</i> window minimized. Note: Talking Fields requires that Dragon Text-To-Speech (TTS) be installed on the user 's workstation. Note that field names are not spoken while the dictation mode is active. | True | | |
| • Account | Highlight text on playback | Each section of the report text is highlighted as it is played back. | True | | |

| Report Editing Preferences: Click Setup > System > Preferences > Report Editing tab | | | | | |
|---|---|--|---------|--|--|
| Туре | System Preference | Definition | Default | | |
| • Account | Add unmatched findings to report | Applies to Findings Only dictation mode in the <i>PowerScribe 360</i> <i>Reporting</i> client application. When the user clicks Apply Findings , the software creates a new item in the field pane for each unmatched finding. The fields are named *Unmatched1, *Unmatched2, and so on. If you do not select this option, any unmatched findings remain in the Findings Only window. | False | | |
| • Account | Restrict diagnosis codes by exam type | The list of ICD-9 codes is restricted to those that are appropriate for the exam. Note: This behavior is controlled through a check box in the Diagnosis Coding dialog box. | False | | |
| • Account | Automatically load PACS studies | If you select this option and a 'master' PACS integration is configured, as soon as a report is opened in <i>PowerScribe 360</i> <i>Reporting</i> , the corresponding study is automatically opened in the PACS selected for the site. | False | | |
| • Account | Focus application on PACS launch | If you select this option and a 'slave' PACS integration is configured, <i>PowerScribe 360</i> <i>Reporting</i> is brought to the front of all applications and activated when a dictation request is received from the PACS. <i>Note: This function does not work with</i> <i>all PACS systems.</i> | True | | |
| • Account | Discard unedited new report on PACS close | Allows the radiologist to delete a report that contains an AutoText template without being prompted, minimizing their interruptions. Permitted only if the radiologist did not create any content (audio or text) for the report. Note: Reports created manually will still prompt you before allowing deletion. | True | | |
| • Account | Set application window always on top | This preference keeps the <i>PowerScribe 360</i> <i>Reporting</i> application the top application in an environment with multiple applications present, and prevents you from having to switch between applications during the session. The preference is remembered per-user, regardless of workstation they are using. Note that this preference is applied only after login. | False | | |

| Report Editing Preferences: Click Setup > System > Preferences > Report Editing tab | | | | | |
|---|--|---|---------|--|--|
| Туре | System Preference | Definition | Default | | |
| • Account | Enable background report saving | If you select this option, the user, on closing a report, is taken immediately back to the Explorer screen (or to next report, in AutoFeed mode) while the report is being saved to the database. You can de-select this option for users who want to see the save operation completed before beginning new work. | True | | |
| • Account | Enable AutoFeed polling | Determines whether the system automatically looks for new reports when the AutoFeed queue is empty. | False | | |
| • Account | Enable clinical guidance alerts <i>Note:</i> Clinical Guidance is a purchasable option. Please contact your Nuance account representative for more information. | Select this check box to alert the user that there is a clinical guideline that covers the finding(s) that he or she documented in their report. This gives the user the opportunity to review the guideline and use it for recommendations. The alert appears once the provider dictates a relevant phrase. | False | | |

Dictation Preferences

| Workflow | Permissions | Order Entry | Peer Revi | iew | Report Editing | Dictation | AutoCorrect | Devices |
|--|--|--|---|-----------------------|--------------------------------------|---------------|-------------|---------------------|
| Explorer Sc | reen Securit | y ACO/LMO | | | | | | |
| • | 5 | Speech recognit | ion mode: | Text | streaming | | ~ | [Text streaming] |
| • | Curs | sor position on t | transcribe: | Curs | or at the end | | ~ | [Cursor at the end] |
| • | Select | t utterances sho | orter than: | 0 | | | | [0] |
| • | Bee | ep on dictation : | start/stop: | On s | tart | | ~ | [On start] |
| • | Beep | on command re | ecognized: | ✓ | | | | [True] |
| • | Use PC | speaker for sou | und alerts: | ✓ | | | | [True] |
| • 7 | Furn off dictatio | on when changir | ng modes: | | | | | [False] |
| • | Prom | pt to save spe | ech files: | Pror | npt | | ~ | [Always save] |
| • | 4 | AutoText voice (| command: | Auto | Text | | | [AutoText] |
| • | Voice enabl | e all default A | utoText: | ✓ | | | | [False] |
| • | E | nable micropho | ne toggle: | | | | | [False] |
| • | | Microphone off | idle time: | 3 m | nutes | | ~ | [3 minutes] |
| • | S | ave audio wit | h report: | ✓ | | | | [False] |
| • | Accession | number gram | mar rule: | Alph | anumeric Hyphe | n Slash Perio | d 🗸 | [Digit] |
| • | Allow E | Oragon Formatti | ing dialog: | ✓ | | | | [True] |
| • | Allo | w Dragon Optio | ons dialog: | ✓ | | | | [True] |
| • E | nable Dragon s | ave correction t | to archive: | ✓ | | | | [True] |
| • | Enab | le Dragon data | collection: | ✓ | | | | [True] |
| • | Enable Dragon | collect data for | research: | | | | | [False] |
| Enable | Dragon insert | rejections into o | document: | | | | | [False] |
| • | Enable Dra | agon greedy rep | lacement: | ✓ | | | | [True] |
| • | | Microphone | off delay: | Disa | bled | | ~ | [Disabled] |
| • | Sh | ort utterance re | etry delay: | 250 | msec | | ~ | [250 msec] |
| Bracketed te Text in bold Colored bulle | xt in green indi I indicates prefe ets indicate pref | icates default va erences whose v ference type: S | alues. /alue has c <mark>ystem, Si</mark> l | hang t e, A | ed from default. c count . | | | |

| Die | Dictation Preferences: Click Setup > System > Preferences > Dictation tab | | | | | |
|-----------|---|--|-------------------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Account | Speech recognition mode | Controls how speech recognition is performed. Text streaming: Automatically displays the dictated text as the provider dictates. Press to transcribe: Requires the provider to press a button on the microphone. Note: In this mode, the Enable Microphone Toggle preference has no effect; commands to toggle the microphone are ignored. Disabled, which means speech recognition is not loaded. The user, therefore, cannot record or play back audio. This setting is typically used for technologists. | Text streaming | | | |
| • Account | Cursor position on transcribe | Controls the position of the cursor after the provider presses the Transcribe button on the microphone. Cursor at the end: The cursor appears at the end of the transcribed text. Cursor at the beginning: The cursor appears at the beginning of the transcribed text. Text is selected: The transcribed text is highlighted. | Cursor at the end | | | |
| • Account | Select utterances shorter than | When the provider dictates audio shorter than the number of seconds you indicate here (for example, when she dictates short words, or the values in fill-in fields), the dictated content is automatically selected when she issues the "transcribe" command. She can then quickly edit the dictated content or move on to the next field. Note: This preference is available only when you have selected either Cursor at the beginning or Cursor at the end as the Cursor position on transcribe preference. | 0 | | | |
| • Account | Beep on dictation start/ stop | An audible tone sounds when the provider starts and stops dictation. Select No beep , On start , or On start and stop . <i>Note:</i> Beep on stop is available only in Text Streaming mode; it is always suppressed in Press to Transcribe mode. | On start | | | |

| Die | Dictation Preferences: Click Setup > System > Preferences > Dictation tab | | | | | | |
|-----------|---|--|-------------|--|--|--|--|
| Туре | System Preference | Definition | Default | | | | |
| • Account | Beep on command recognized | An audible tone sounds when the software recognizes a voice command. | True | | | | |
| • Account | Use PC speaker for sound alerts | Uses the computer's built-in speaker for beeps in the above two preferences. | True | | | | |
| • Account | Turn off dictation when changing modes | If you select this option, dictation is automatically toggled off when the user switches screens, such as when moving from the Explorer screen to the Report screen, or when opening or closing dialog boxes that accept dictation input. | False | | | | |
| • Account | Prompt to save speech files | Controls saving modified speech files when a user logs out of the application. Prompt: The software prompts the user to save the speech files or not save them. Always save: The software saves the speech files without prompting. Never save: The software does not save the speech files. Learning does not continue and new words added are not saved; the user must actively save any new words. A user who has worked with the system for awhile and is satisfied with speech recognition accuracy might want to change this option to Never save. | Always save | | | | |
| • Account | AutoText voice command | The word or phrase you specify here is used as the voice command for inserting AutoText into a report. (The word Macro might be preferable for users accustomed to older speech-reporting applications.) | AutoText | | | | |
| • Account | Voice enable all default AutoText | Select to allow insertion of AutoText marked as Default into Report Editor using voice commands, regardless of relevance. | False | | | | |
| • Account | Enable microphone toggle | If you select this option and the start/stop button has been configured to turn the microphone on and off, the provider can press the start/stop button once to turn the microphone on, use voice commands to start and stop recording, and then press the start/stop button to turn the microphone off. In Press to Transcribe recognition mode, this preference has no effect. | False | | | | |

| Die | Dictation Preferences: Click Setup > System > Preferences > Dictation tab | | | | | |
|-----------|---|---|-----------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Account | Microphone off idle time | The time the microphone is allowed to be idle before the system automatically turns it off. | 3 minutes | | | |
| • Account | Save audio with report | Set to True if a radiologist wants to save the report as a draft, re-open it later and be able to play the audio. In addition, set to True when a transcriptionist finishes a report with a note requesting clarification from the radiologist and the radiologist wants to listen to the report audio. | False | | | |
| • Site | Accession number grammar rule | This preference allows fine-tuning of the speech-recognition rule used to identify accession numbers, for optimal accuracy. For example, an accession number might include digits only, or digits plus hyphens and slashes. Digit Digit hyphen slash Alphanumeric hyphen slash Alphanumeric hyphen slash period | Digit | | | |
| • Account | Allow Dragon Formatting dialog | The user can access the Dragon Formatting tab, and modify the formatting settings for the application. | True | | | |
| • Account | Allow Dragon Options dialog | The user can access the Dragon Options tab, allowing him to modify the options settings for the application. | True | | | |
| • Account | Enable Dragon save correction to archive | Select this option if you want the speech recognition engine to collect correction data in the acoustic archive. | True | | | |
| • Account | Enable Dragon data collection | The software selects data for troubleshooting purposes; if recognition is unsatisfactory, a Nuance representative can use a log file to analyze the problem. | True | | | |
| • Account | Enable Dragon collect data for research | Select this option if you want the speech recognition engine to collect correction data for research purposes. | False | | | |
| • Account | Enable Dragon insert rejections into documents | Select this option to insert the audio from rejected segments (dictation in which Dragon cannot understand what the user says) without any corresponding text. | False | | | |

| Die | Dictation Preferences: Click Setup > System > Preferences > Dictation tab | | | | | |
|-----------|---|--|----------------------------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Account | Enable Dragon greedy replacement | If selected, replaces an entire word that has been only partially selected. For example, if a provider highlights only the letters im in superimposed infection , and then dictates "mild" , the resulting text would show mild infection . | True | | | |
| • Account | Microphone off delay | With this option enabled, the microphone does not turn off immediately when the provider presses the off switch. This delay prevents dictation from being lost when a provider presses the switch while still speaking. | Disabled | | | |
| • Account | Short utterance retry delay | Fine tunes the handling of dictation in Press to Transcribe mode to help ensure that short utterances are not lost. <i>Note:</i> Adjust this parameter only in rare scenarios when a user is experiencing unique speech-related issues, and only when directed by Nuance support. | 250 msec (milliseconds) | | | |

AutoCorrect Preferences

| Workflow Pe | rmissions | Order Entry | Peer Review | Report Editing | Dictation | AutoCorrect | Devices |
|---|--|-------------|-------------|----------------|-----------|-------------|---------|
| Explorer Scree | n Security | ACO/LMO | | | | | |
| Capitalize | Capitalize beginning of dictated sentences: ✓ | | | | | | [True] |
| • | Replace text during dictation: ✓ | | | | | | [True] |
| Bracketed text in green indicates default values. Text in bold indicates preferences whose value has changed from default. Colored bullets indicate preference type: System, Site, Account. | | | | | | | |

| AutoC | AutoCorrect Preferences: Click Setup > System > Preferences > AutoCorrect tab | | | | | | |
|-----------|---|---|---------|--|--|--|--|
| Туре | System Preference | Definition | Default | | | | |
| • Account | Capitalize beginning of dictated sentences | Automatically capitalizes the first letter of the first word of a new sentence. Can be modified for individual user accounts. | True | | | | |
| • Account | Replace text during dictation | Select to replace text during dictation for all users. Can be modified for individual user accounts. | True | | | | |

Devices Preferences

Note: When you configure these preferences at the system level, they become the defaults for all users. However, an administrator can assign preferences for individual users, or each user can set their own preferences in the PowerScribe 360 | Reporting client application.

Dictaphone PowerMic

Select the desired action for each of the buttons on the PowerMic. The default options appear in green at the right of the window.

| Workflow Permissions Order Entry P | eer Review | Report Editing | Dictation | AutoC | Correct Devices | |
|--|--|------------------|-----------|-------|-------------------|----|
| Explorer Screen Security ACO/LMO | | | | | | |
| Dictaphone PowerMic Philips SpeechMike | Foot P | edal | | | | |
| PowerMic Dictate Click | k: Use dead | man switch | | ~ | Use deadman switc | h] |
| PowerMic Transcribe Click | k: Transcrib | e | | ~ | [Transcrib | e] |
| PowerMic Tab Backward Click | k: Previous f | field | | ~ | Previous fiel | d] |
| PowerMic Tab Forward Click | k: Next field | | | ~ | [Next fiel | d] |
| PowerMic Rewind Click | k: Use dead | man switch | | ~ | Use deadman switc | h] |
| PowerMic Stop/Play Click | k: Deadman | play audio | | ~ | Deadman play aud | o] |
| PowerMic Fast Forward Click | k: Use dead | man switch | | ~ | Use deadman switc | h] |
| PowerMic Enter/Select Click | k: Enter key | | | ~ | Enter ke | y] |
| PowerMic Scan Click | k: Nothing | | | ~ | [Nothin | g] |
| PowerMic Custom Left Click | k: Nothing | | | ~ | [Nothin | g] |
| PowerMic Custom Right Click | k: Nothing | | | ~ | [Nothin | g] |
| Send barcode scan to focused application | n: 🗆 | | | | [Fals | e] |
| Bracketed text in green indicates default value Fext in bold indicates preferences whose valu Colored bullets indicate preference type: Syst | es. Je has chang tem, Site, A | ed from default. | | | | |

Barcode Scan Check Box



Note: The "focused" application is the one in which you are currently working. For example, you might have your PACS application, PowerScribe 360 | Reporting, and a messaging application open on your workstation at the same time. If you click (or select

with keystrokes) your PACS application, it becomes the one that is in "focus" since it is the one that you are working in right now.

Send barcode scan to focused application: Select this check box to allow the provider to scan barcodes into other applications (your PACS, for example) as long as *PowerScribe 360* | *Reporting* is not in focus. If the *PowerScribe 360* | *Reporting* application is not in focus, the scanned barcode is sent to the application which currently is in focus. If the *PowerScribe 360* | *Reporting* application is in focus, it accepts the scanned barcode. By default this check box is not selected.

Dictaphone PowerMic Button Actions

The following table shows the programmable buttons on the PowerMic, along with all the possible actions that can be assigned to each button.

| Dictaphone PowerMic Preferences: Click Setup > System > Preferences > Devices > Dictaphone PowerMic tab | | | | | |
|--|---|---|--|--|--|
| Button | Action/Setting | | | | |
| Transcribe, Enter/Select, | Toggle play audio on off | Save as draft | | | |
| and Scan buttons | Sign report | Backspace New line | | | |
| | Delete key Nothing | Delete last utterance Toggle visibility | | | |
| | Deadman play audio | Enter key Normal report | | | |
| | New paragraph STAT | Delete last word Sign as preliminary | | | |
| Dictate button | Toggle dictation on off | Use deadman switch | | | |
| Tab Backward and Custom Left buttons | Previous field Deadman play audio Sign report Delete key Nothing Save as draft Correct report New paragraph Previous discrepancy Sign as preliminary | Toggle play audio on off Backspace New line Delete last utterance Select backward Enter key Normal report Delete last word STAT Previous field or table cell | | | |

| Devices > Dictaphone PowerMic tab | | | | | | |
|-----------------------------------|------------------------------|--------------------------|--|--|--|--|
| Button | Action/Setting | | | | | |
| Tab Forward and Custom | Next field | Toggle play audio on off | | | | |
| Right buttons | Deadman play audio | Backspace | | | | |
| | Sign report | New line | | | | |
| | Delete key | Delete last utterance | | | | |
| | Nothing | Select forward | | | | |
| | Save as draft | Enter key | | | | |
| | Correct report | Normal report | | | | |
| | New paragraph | Delete last word | | | | |
| | Next discrepancy | STAT | | | | |
| | Sign as preliminary | Next field or table cell | | | | |
| Rewind button | Toggle rewind on off | Use deadman switch | | | | |
| | Previous field | Select backward | | | | |
| | Previous field or table cell | | | | | |
| Fast Forward button | Toggle fast forward on off | Use deadman switch | | | | |
| | Next field | Select forward | | | | |
| | Next field or table cell | | | | | |
| Stop/Play button | Toggle microphone on off | Toggle play audio on off | | | | |
| | Deadman microphone | Deadman play audio | | | | |

Dictaphone PowerMic Preferences: Click Setup > System > Preferences > Devices > Dictaphone PowerMic tab

Philips SpeechMike

Select the desired action for each of the buttons on the SpeechMike. The default options appear in green at the right of the window.

| Workflow Permissions Order E | intry Peer Review Report Editing Dictation AutoCorrect Devices |
|--|--|
| Explorer Screen Security ACO | ′LMO |
| Dictaphone PowerMic Philips Sp | eechMike™ Foot Pedal |
| SpeechMike Record Click: | Use deadman switch V [Use deadman switch] |
| SpeechMike Play/Stop Click: | Deadman play audio 💙 [Deadman play audio] |
| SpeechMike Rewind Click: | Use deadman switch V [Use deadman switch] |
| SpeechMike Forward Click: | Use deadman switch V [Use deadman switch] |
| SpeechMike EOL Click: | Previous field Previous field |
| SpeechMike INS/OVWR Click: | Next field V [Next field] |
| SpeechMike Command Click: | Nothing V [Nothing] |
| SpeechMike F1 Click: | Nothing V [Nothing] |
| SpeechMike F2 Click: | Nothing V [Nothing] |
| SpeechMike F3 Click: | Nothing V [Nothing] |
| SpeechMike F4 Click: | Nothing V [Nothing] |
| Bracketed text in green indicates def Text in bold indicates preferences w | ault values. hose value has changed from default. |

Colored bullets indicate preference type: System, Site, Account.

Philips SpeechMike Button Actions

The following table shows the programmable buttons on the Philips SpeechMike, along with all the possible actions that can be assigned to each button.

| Philips SpeechMike Preferences: Click Setup > System > Preferences > Devices > Philips SpeechMike tab | | | | | | | |
|--|---|---|--|--|--|--|--|
| Button | Act | Action/Setting | | | | | |
| Record button | Toggle play audio on off | Use deadman switch | | | | | |
| Play/Stop button | Toggle microphone on off Toggle audio play on off | Deadman microphone Deadman play audio | | | | | |
| Rewind button | Toggle rewind on off Use deadman switch Previous field or table cell | Previous field Select backward | | | | | |
| Forward button | Toggle fast forward on off Next field Next field or table cell | Use deadman switch Select forward | | | | | |
| EOL button | Previous field Normal report New paragraph Delete last word Toggle play audio on off Save as draft Enter key Correct report STAT Sign as preliminary | Sign report New line Delete key Delete last utterance Select backward Deadman play audio Backspace Previous discrepancy Nothing Previous field or table cell | | | | | |
| Ins/Ovr button | Next field Normal report New paragraph Delete last word Toggle play audio on off Save as draft Transcribe Correct report STAT Sign as preliminary | Sign report New line Delete key Delete last utterance Toggle visibility Deadman play audio Backspace Next discrepancy Nothing Next field or table cell | | | | | |

| Devices > Philips SpeechMike tab | | | | | | | |
|--|--|---|--|--|--|--|--|
| Button | Action/Setting | | | | | | |
| Command button (on back of microphone) | Toggle play audio on off Save as draft Transcribe Backspace Sign report New line Delete key Delete last utterance Nothing | Toggle visibility Deadman play audio Enter key Correct report Normal report New paragraph Delete last word STAT Sign as preliminary | | | | | |
| F1, F2, F3, and F4 buttons | Previous field Sign report New line Delete key Delete last utterance Select backward Toggle visibility Deadman play audio Enter key Previous discrepancy STAT Sign as preliminary Next field or table cell | Next field Normal report New paragraph Delete last word Toggle play audio on off Select Forward Save as draft Transcribe Backspace Next discrepancy Nothing Previous field or table cell | | | | | |

Foot Pedal

The foot pedal preferences govern how the software responds when the user presses each of the controls on the foot pedal.

Note that there are separate preferences for Editors and Authors. For example, you can configure the right pedal to fast forward the audio for a transcriptionist, and configure it to go to the next field for a dictation user.

| [Fast forward] |
|----------------------|
| [Deadman play audio] |
| [Rewind] |
| [Transcribe] |
| [Use deadman switch] |
| [Next field] |
| |

Foot Pedal Actions

The following table shows the programmable foot pedals, along with all the possible actions that can be assigned to each pedal.

| Foot Pedal Preferences: Click Setup > System > Preferences > Devices > Foot Pedal tab | | | | | | | |
|--|--|--|--|--|--|--|--|
| Pedal | Actie | on/Setting | | | | | |
| Editor Foot Pedal Left Editor Foot Pedal Center Editor Foot Pedal Right (all three Editor foot pedals have the same options) | Previous field Toggle play audio on off Rewind Previous discrepancy Previous field or table cell | Next field Deadman play audio Fast forward Next discrepancy Next field or table cell | | | | | |
| Author Foot Pedal Left Author Foot Pedal Right | Previous field Toggle play audio on off Transcribe Fast forward Next discrepancy Next field or table cell | Next field Deadman play audio Rewind Previous discrepancy Previous field or table cell | | | | | |
| Author Foot Pedal Center | Toggle dictation on off | Use deadman switch | | | | | |

Descriptions of Action for the Devices

The following list briefly describes each of the possible actions:

- Nothing: No action occurs when the user presses the button.
- Sign Report: Electronically sign the current report.
- Use deadman switch: Continue the action while the user holds the button down, stop when the button is released.
- **Toggle [action]**: Begin the action when the user presses and releases the button. Stop the action when the user presses the button again. Toggle actions include:
 - Toggle dictation on off
 - Toggle play audio on off
 - Toggle rewind on off
 - Toggle fast forward on off
 - Toggle microphone on off
- **Toggle visibility**: Toggles the application window (useful for single-workstation integrated PACS environments).
- Previous field: Highlights the previous field in the report.
- Next field: Highlights the next field in the report.
- Normal report: Creates and signs a normal report for the selected exam.
- New line: Inserts a new line into the report.
- New paragraph: Inserts a new paragraph into the report.
- Delete key: Deletes forward from current position.
- Delete last word: Deletes the last word dictated.
- **Delete last utterance**: Deletes the last group of words recognized (similar to the "scratch that" function).
- Save as draft: Saves current report to the draft folder.
- Transcribe: Convert the audio to text.
- **Deadman play audio**: Continue playing back audio while the user holds the button down, stop playing back audio when the button is released.
- Enter key: The key acts like the Enter key on the computer keyboard.
- Backspace: The key acts like the Backspace key on the computer keyboard.
- Correct report: Sends the report to an editor for correction/transcription
- STAT: Marks the dictation as a STAT report
- Select backward: Selects the previous word based on the current cursor location.
- Select forward: Selects the next word based on the current cursor location.
- **Next discrepancy**: Highlights the next discrepancy when using the Quality Check consistency checker (which is a purchasable option)

- **Previous discrepancy**: Highlights the previous discrepancy when using the Quality Check consistency checker (which is a purchasable option)
- Previous field or table cell: Highlights the next field or cell in a table
- Next field or table cell: Highlights the previous field or cell in a table

Explorer Screen Preferences

| Workflow Permissions Order Entry Peer Rev | iew | Report Editing | Dictation | AutoCorrect | Devices | |
|--|------|----------------|-----------|-------------|-----------|-------------|
| Explorer Screen Security ACO/LMO | | | | | | |
| Enable Explorer Quick Search: | ✓ | | | | [| True] |
| Enable Explorer Browse: | All | | | ≫ | | [AII] |
| Enable barcodes: | Enat | oled | | ~ | [Disa | bled] |
| Barcode filter start position: | 0 | | | ~ | | [0] |
| Barcode filter end position: | 0 | | | ~ | | [0] |
| Barcode filter: | | | | | [F | -alse] |
| Patient identifier field: | MRN | | | ~ | [| MRN] |
| Allow quick signing: | Alwa | iys | | ~ | - [N | ever] |
| Enable batch signing: | ✓ | | | | [F | - False] |
| Accession number length: | 0 | | | ~ | _ | [0] |
| Maximum Explorer search records: | 500 | | | ~ | | [500] |
| Detect accession length in search box: | | | | | [F | -alse] |
| Show old resident drafts in My Reports: | Do r | not show | | ~ | [Do not s | show] |
| Show resident corrected reports in My Reports: | | | | | [F | -alse] |
| Show subscribed worklists only: | ✓ | | | |] | True] |
| Display addenda above report: | ✓ | | | | [| True] |
| • TAT Deadline Standard: | 120 | minutes | | ~ | [] | None] |
| TAT Red Alert Standard: | 15 n | ninutes | | ~ | [] | None] |
| TAT Yellow Alert Standard: | 30 n | ninutes | | ~ | [] | None] |
| TAT Deadline STAT: | 20 n | ninutes | | ~ | [] | None] |
| TAT Red Alert STAT: | 10 n | ninutes | | ~ | [] | None] |
| TAT Yellow Alert STAT: | 15 n | ninutes | | ~ | [] | None] |

Bracketed text in green indicates default values.

Text in **bold** indicates preferences whose value has changed from default.

Colored bullets indicate preference type: System, Site, Account.

| Explorer Screen Preferences: Click Setup > System > Preferences > Explorer Screen tab | | | | | | | |
|---|---------------------------------|--|----------|--|--|--|--|
| Туре | System Preference | Definition | Default | | | | |
| • Account | Enable Explorer Quick Search | Select to display the Quick Search section in the left side of the Explorer window | True | | | | |
| • Account | Enable Explorer Browse | Allows you to select which of the Browse filters to display to the users. Choose one of the following: Time Frame; Status; Site; Location; Radiologist; Ordering Provider; Modality; Anatomy; Section; Patient Age; Patient Class; All; None | All | | | | |
| • System | Enable barcodes | Select to allow barcode scanning. Choose one of the following: Enabled; Disabled; PowerMic II Only Note: If you select PowerMic II Only, and the provider is using a PowerMic II, the barcode filter setting will not apply when manually typing into the accession field. | Disabled | | | | |
| • Site | Barcode filter start position | The position of the first valid character in scanned data such as the MRN or accession number. Use this preference in conjunction with the Barcode filter end position to filter out control characters. For example, if the scanned data contains one control character to the left of the actual MRN or accession number, enter 1 as the start position. Enter 0 if there are no leading control characters. (You must also select Enable barcodes and Barcode filter .) | 0 | | | | |

| Explorer Screen Preferences: Click Setup > System > Preferences > Explorer Screen tab | | | | | | |
|---|-----------------------------|---|---------|--|--|--|
| Туре | System Preference | Definition | Default | | | |
| • Site | Barcode filter end position | A <i>zero-based</i> (starts with zero, not one) index value that indicates the position of the last valid character in scanned data. Use this preference in conjunction with the Barcode filter start position to filter out control characters. For example, if the MRN is 10 characters long and there are <i>no</i> leading control characters, enter 9 (which actually indicates the <i>tenth</i> character, since this value is a zero-based). If the MRN is 10 characters long and there is one leading control character, enter 10 (which actually indicates the <i>eleventh</i> character position, to take into consideration the leading control character). (You must also select Enable barcodes and Barcode filter .) | 0 | | | |
| • Account | Barcode filter | Allows the system to filter out control characters from barcode-scanned data. If you select this option, use the Barcode filter start position and Barcode filter end position to specify where the valid data begins and ends. This option activates the Barcode Filter item in the <i>PowerScribe 360</i> <i>Reporting</i> client application's Tools menu and the corresponding toolbar button. | False | | | |
| • Site | Patient identifier field | Select MRN , Dept number , or Both . The selection you make here configures the entire system to use the selected item as the identifier for patients. For example, if you select Both, the system uses the combined MRN and Department Number as the patient identifier. | MRN | | | |
| • Site | Allow quick signing | Allows the normally displayed prompt to be bypassed when signing from Explorer. (Applies only to Pending Signature reports; for example, an attending signing a resident's reports). Changed from a check box to three choices: Never ; Always ; Attending reports only . | Never | | | |
| • Account | Enable batch signing | Select this check box to allow attending providers to sign several reports at the same time, or to allow residents to approve several reports at the same time. | False | | | |

| Explorer Screen Preferences: Click Setup > System > Preferences > Explorer Screen tab | | | | | | | |
|---|---|---|-------------|--|--|--|--|
| Туре | System Preference | Definition | Default | | | | |
| • Site | Accession number length | The length of an accession number, for sites that use a fixed number of characters/digits. It enables the Detect accession length in search box feature described below. | 0 | | | | |
| • System | Maximum Explorer search records | The number of records that can be retrieved from the database during a search. Select No Limit, 100, 200, 300, 400, 750, 1000, 2000, 3000, or 5000. | 500 | | | | |
| • Account | Detect accession length in search box | If you select this option, when the user enters an accession number in the Quick Search area, the system automatically begins the search when it receives the correct number of digits. This preference is applicable only if you have set the Accession Number Length preference to a value greater than zero. Automatic detection is not used when the Barcode filter preference (described above) is enabled. | False | | | | |
| • Account | Show old resident drafts in My Reports | Allows attending radiologists to see (and sign) their residents' drafts when they click the Drafts link in the My Reports section. This option helps ensure that a report is not lost if the resident does not complete it in a timely fashion. Attending physicians can choose to show all resident drafts, or only those that are older than a certain number of hours. | Do not show | | | | |
| • Account | Show resident corrected reports in My Reports | With this check box selected, when a resident dictates a report and sends it to an editor for correction, and the editor finishes the report, it becomes visible to the Attending provider. This preference applies to an Editor workflow. | False | | | | |
| • Account | Show subscribed worklists only | Determines whether the View "All" worklists option is available to the user. | True | | | | |
| • Account | Display addenda above report | Controls whether addenda are displayed before the report body for previewed reports. (Previewed reports include the report preview at the bottom of the Explorer screen, as well as the report preview in all instances of the Prior Reports Control.) | True | | | | |
| • Site | TAT Deadline Standard | TAT (turnaround time) for standard reports that do not have a Red or Yellow status. Selectable values range from 5 minutes to 4 weeks , or None . | None | | | | |

| Explorer Screen Preferences: Click Setup > System > Preferences > Explorer Screen tab | | | | | | | |
|---|------------------------------|---|------|--|--|--|--|
| Туре | System Preference | Default | | | | | |
| • Site | TAT Red Alert Standard | TAT for standard reports that have a Red alert status. Selectable values range from 1 minute to 24 hours , or None . | None | | | | |
| • Site | TAT Yellow Alert Standard | TAT for standard reports that have a Yellow alert status. Selectable values range from 1 minute to 24 hours, or None. | None | | | | |
| • Site | TAT Deadline STAT | TAT for STAT reports that do not have a Red or Yellow status. Selectable values range from 5 minutes to 4 weeks , or None . | None | | | | |
| • Site | TAT Red Alert STAT | TAT for STAT reports that have a Red alert status. Selectable values range from 1 minute to 24 hours , or None . | None | | | | |
| • Site | TAT Yellow Alert STAT | TAT for STAT reports that have a Yellow alert status. Selectable values range from 1 minute to 24 hours , or None . | None | | | | |

Security Preferences

| Wo | rkflow F | Permi | ssions | Order E | Entry | Peer Review | Report Editing | Dictation | AutoCorrect | Devices | |
|---------------|---------------------------------|----------------|------------------------|---------------------|---------------------|---------------------------|------------------|-----------|---------------------------------|--------------|--------------|
| Ехр | lorer Scre | en | Security | ACO, | /LMO | | | | | | |
| • | Signir | ıg pa | ssword c | ache int | terval: | Ask every time | | | ~ | [As | cevery time] |
| • | | Auto | matic log | off idle | time: | Never | | | ✓ | | [Never] |
| • | Lockout | t use | r after fai | iled atte | empts: | Never | | | ~ | | [Never] |
| • | Lockout ι | iser a | after days | s of inac | tivity: | Never | | | ~ | | [Never] |
| • F | orced pa | ssw | ord char | nge inte | erval: | Never | | | ~ | | [30 days] |
| • | | Red | quire stro | ng pass | word: | | | | | | [False] |
| • | Allow nul | l pas | sword via | a autom | ation: | ✓ | | | | | [True] |
| • | E | Enabl | e simulta | neous l | ogins: | | | | | | [False] |
| • | Enab | le au | Itomatic | log colle | ection: | | | | | | [False] |
| • | | Enab | ole applic | ation log | gging: | Disabled | | | \mathbf{x} | | [Disabled] |
| • | | | W | arn on l | ogoff: | Never | | | ~ | | [Never] |
| • | Bloc | k dis | play of d | lemogra | phics: | | | | | | [False] |
| • | | Phy | sician a | ccess n | node: | Enabled with s | elf registration | | Enabled wit | th administe | red regist] |
| Brack Text | keted text in bold in | in gr dicat | een indic es prefer | ates del ences w | fault va vhose v | alues. /alue has chang | ed from default. | | | | |

Colored bullets indicate preference type: System, Site, Account.

| Security Preferences: Click Setup > System > Preferences > Security tab | | | | | | | |
|---|---------------------------------|---|----------------|--|--|--|--|
| Туре | System Preference | Definition | Default | | | | |
| • System | Signing password cache interval | This setting controls how often to request a password confirmation when a radiologist signs or approves a report. This preference is ignored for transcriptionist/editors; they are not prompted for a password. Select Ask every time , Never ask , a number of minutes (5, 10, 15, 20, 25, 30, 45, 60, or 90), or of hours (2, 3, 4, 5, 6, or 12). | Ask every time | | | | |

| Security Preferences: Click Setup > System > Preferences > Security tab | | | | | |
|---|--|---|---------|--|--|
| Туре | System Preference | Definition | Default | | |
| • System | Automatic log off idle time | The amount of time the user can stay logged into the system when there is no activity at the workstation. Select Never, or a number of minutes (15, 30, 45, 60, or 90), or hours (2, 3, 4, 5, 8, 12, 18, or 24). Note: For administrators with access to the Administrator Portal, the idle time is fixed at 60 minutes. | Never | | |
| • System | Lock out user after failed attempts | Select Never, or select the number of attempts. | Never | | |
| • System | Lock out user after days of inactivity | Select Never, a number of days (7, 15, 30, or 45), a number of months (2, 3, 4, 5, or 6), or one year. | Never | | |
| • System | Forced password change interval | The period of time after which the user is prompted to create a new password. The user is not allowed to reuse an older password, and empty passwords are not permitted. This preference is disregarded when LDAP authentication is used. Select Never , a number of days (7, 15, 30, or 45), a number of months (2, 3, 4, 5, or 9), or one year. Selecting a value other than Never activates the Force Reset item in the Password menu on the Accounts tab. | 30 days | | |
| • System | Require strong password | The system will reject any password that does not contain at least six characters, with at least one letter and one digit. | False | | |
| • System | Allow null password via automation | A third-party system (for example, PACS) can log in a user to <i>PowerScribe 360</i> <i>Reporting</i> without specifying a password. This option can be useful for single sign-on scenarios where the PACS is not capable of sending the password. | True | | |
| • System | Enable simultaneous logins | Allows a user to log in at more than one workstation simultaneously. Caution : It is recommended that you not enable this preference, both for security purposes and to avoid corruption of the roaming speech profile. | False | | |
| • Account | Enable automatic log collection | Select this check box to enable the Collect logs feature automatically when the user logs off of the client application. | False | | |

| Security Preferences: Click Setup > System > Preferences > Security tab | | | | | |
|---|-------------------------------|--|--|--|--|
| Туре | System Preference | Definition | Default | | |
| • Account | Enable application logging | Allows you to log application activity. Choose either Grammar Rules; Cursor Moves; Reco Mode Changes; Field Navigation; Report Workflow; Speech Session; Stray Toolbars; Performance; RAS; Microphone Button; All; or Disabled. With the Microphone Button item selected, events are written to the log file on DOWN, UP, and HOLD actions for each button. Events are logged for PowerMic, SpeechMike, and foot pedal devices. | Disabled | | |
| • Account | Warn on logoff | The software displays a warning message when the user exits the application or if the application is closed automatically. | Never | | |
| • Account | Block display of demographics | The patient's Name and MRN appear as n/a , and are not displayed when the user views the report. (This option is usually activated for users with Editor or Technologist roles— assuming they do not need to see this patient information—so as to meet HIPAA requirements.) | False | | |
| • Site | Physician access mode | This preference controls the way physicians access the system. Disabled: Physicians do not have access. Enabled with administered registration: New Portal accounts for physicians are created by only administrators. Enabled with self-registration: A link in the login page allows a physician who already has one or more record in the database (typically originating from a HL7 feed) to create a Portal account and map it to the record(s) by providing his site identifier. Enabled with self-registration and OE access: At the time of the registration, the Order Entry User role is automatically assigned to the new physician account, allowing access to the Order Entry pages. If a physician account does not have that role, she can only access Explorer, to browse for patients' reports. | Enabled with administered registration | | |

Scheduling ACO and LMO

You can schedule the ACO and LMO processes for all users, or for individual users. Scheduling has two aspects: setting an interval for ACO and for LMO, and, if desired, limiting the time frame in which the server is permitted to run the ACO process. You can apply the schedule at the system level to all users, or modify the schedule for individual user accounts.

About the ACO and LMO Intervals

An interval is the period of time between two processes. The interval for ACO or for LMO might be daily, weekly, monthly, every three weeks, or some other time period. You can also disable either process by selecting 'Disabled' rather than an interval. Once you have set the intervals for these processes at the system level, you can tailor the intervals for individual user accounts.

Factors to Consider in Setting ACO and LMO Intervals

Because an LMO process runs quickly and does not tie up resources, you can schedule an LMO for every user every day. At minimum, you should schedule LMO:

- At least every week for providers new to dictating (that is, those who do not already have a user profile or who have not yet dictated five full hours of audio).
- At least every month for providers with more experience dictating (those who already have a user profile and have already dictated a minimum of five hours of audio).

Some factors to consider when deciding how often to run LMO include:

- How much dictation a provider or group of providers generates
- How often you add new words to vocabularies (page 181)

In the ACO process, the speech software measures the amount of dictation collected for each provider. If sufficient data has been collected for a particular provider, it runs the process. For example, if the interval for ACO is Weekly, the software checks once a week for accumulated dictation. If not enough data exists to run ACO for a particular provider, the system does not run ACO for that provider, but might run it for others.

The ACO process, by contrast with LMO, is time-intensive—it runs for one hour to process one hour of dictation. In deciding how often to run ACO, consider:

- Whether or not a particular provider has an accent. An accented provider might benefit from running ACO frequently.
- Whether the speech engine often fails to interpret a particular provider's speech accurately. In this case, increasing the ACO frequency might be warranted.
- How much dictation a provider or group of providers generates. A provider who seldom dictates might need ACO to be run less often than weekly or monthly.

For a provider to benefit most from the ACO process, you should set the schedule so that the process runs whenever he or she has dictated five hours of audio. A medical

practitioner is unlikely to dictate continuously for five hours, but might produce that much audio over a period of a month or two, dictating as needed.

At minimum, ACO should run for a given provider every six months. This allows the system to adjust the profile for natural variations that occur over time in a person's speech pattern.

One suggested method for scheduling LMO and ACO is as follows:

- 1. Set the interval to Every day for LMO at the system level.
- 2. Keep the default interval of Weekly for ACO at the system level.
- 3. When a new dictation provider is added to the system, or when a provider begins dictating with speech recognition, determine when this user's the first ACO has been run. You can get this information by viewing the audit data for the user (page 165), by viewing ACO and LMO logs for all users (page 574), or by checking the user's account, which shows the date and time of the most recent ACO and LMO.



4. When the ACO has run for that user, modify the interval in the user's account to **Monthly**.
About Setting the ACO Time Window(s)

It is recommended that you *not* schedule specific time slots for ACO. If you define daily windows for the ACO process, it can run **only** during the specified periods. Furthermore, even if the process is ready to run during the specified time frame, other jobs with higher priority might prevent it from running during that time.

To allow ACO to run at any time, do not set the time windows; leave all of the **ACO Daily Windows** fields blank. The system prioritizes jobs based on when the ACO was last run.

| Workflow Perr | missions | Order Entry | Peer Review | Report Editing | Dictation Aut | oCorrect Devic | es | | | |
|---|--|------------------|-----------------|-----------------|---------------|----------------|---------|--|--|--|
| Explorer Screen | Security | ACO/LMO | | | | | | | | |
| Dragon LMO | interval: | Daily | | - |] | | [Daily] | | | |
| Dragon ACO | Dragon ACO interval: Weekly Weekly | | | | | | | | | |
| ACO Daily Wi | indows | | | | | | | | | |
| | From | То | From | То | From | То | | | | |
| Sunday: | | - | | - | | - | [] | | | |
| | From | То | From | То | From | То | | | | |
| Monday: | | - | | - | | - | | | | |
| | From | То | From | То | From | То | | | | |
| Tuesday: | | - | | - | | - | | | | |
| | From | То | From | То | From | То | | | | |
| Wednesday: | | - | | - | | - | | | | |
| | From | То | From | То | From | То | | | | |
| Thursday: | | | | - | | - | | | | |
| | From | То | From | То | From | То | | | | |
| Friday: | | - | | - | | - | | | | |
| | From | То | From | То | From | То | | | | |
| Saturday: | | - | | | | | L] | | | |
| Note: The time windows must not overlap and should be entered in order. | | | | | | | | | | |
| | | | | | | | | | | |
| Bracketed text in g | reen indic | ates default val | ues. | | | | | | | |
| Text in bold indica Colored bullets ind | ites prefer | ences whose v | alue has change | d from default. | | | | | | |

Leaving the ACO time parameters blank does not disable the process, but removes any limitations on when it can run. If you need to disable ACO, select **Disabled** as the **Dragon ACO Interval**:

| Workflow Per | missions | Order Entry | Peer Review | Report | Editing | Di | | | | |
|---------------------------------|-------------|---------------|--------------|--------|---------|-----|--|--|--|--|
| Explorer Screen | Securit | ty ACO/LMO | | | | - 3 | | | | |
| Dragon LMC |) interval: | Daily | Daily | | | | | | | |
| Dragon ACC |) interval: | Weekly | | | - | | | | | |
| | | Disabled | | | | | | | | |
| ACO Daily W | /indows | Daily | | | | 1 | | | | |
| | From | Every 2 days | | | | | | | | |
| Sunday | : | Every 3 days | | | | | | | | |
| | From | Every 4 days | Every 5 days | | | | | | | |
| Monday | | Every 5 days | | | | | | | | |
| | Erom | Weekly | | | | | | | | |
| Turnel | FIOII | Every 8 days | | | | | | | | |
| Tuesday: | | Every 9 days | | | | _ | | | | |
| | From | Every 10 days | | | | | | | | |
| Wednesday | | Every 12 days | | | | | | | | |
| | From | Bi-weekly | | | | | | | | |
| Thursday | | Every 3 weeks | | | | | | | | |
| | From | Monthly | | | | | | | | |
| Friday | | BI-monthly | | | | | | | | |
| Friday | human . | | 5 - 4000 AD | | | ~1 | | | | |

| Туре | System Preference | Definition | Default |
|-----------|-------------------------------|---|---------|
| • Account | Dragon LMO interval (days) | Set the amount of time between language model optimizations, or select Disabled if you do not want to run LMO. | Weekly |
| • Account | Dragon ACO interval (days) | s) Set the amount of time between acoustic model optimizations, or select Disabled if you do not want to run ACO. | |
| • Account | ACO daily windows | Configure the time(s) during which you want the ACO to run. | None |

Scheduling or Disabling ACO and LMO

You can schedule ACO and LMO at the system or individual user level.

To schedule or disable ACO and LMO at the system level:

- 1. In the **Setup** group, select the **System** tab.
- 2. Click Preferences, and then select the ACO/LMO tab.
- 3. Set the Dragon LMO Interval to Every day.
- 4. Set the Dragon ACO Interval to Weekly.
- 5. Click Save and Close.

To schedule or disable ACO and LMO for an *individual user*:

- 1. In the Setup group, select the Accounts tab.
- 2. Select the provider whose optimization schedule you want to modify.
- 3. Click Preferences, and then select the ACO/LMO tab
- 4. Set the Dragon LMO Interval to Every day.
- 5. Set the **Dragon ACO Interval** to **Weekly**.
- 6. Click Save and Close.

| Туре | Description |
|----------------------------|--|
| Reset speech | The administrator performs a checkpoint restore (page 172). For this event, the Info column indicates whether the entire profile is restored, or just the acoustics. |
| Checkpoint speech | The user creates a checkpoint (backup of the current speech profile), or the system creates one automatically after the user performs training. |
| Set speech to mock profile | The administrator creates a profile from the prototype (page 172). |
| Delete speech profile | The administrator removes the user's profile (page 174). |
| Set speech language | The administrator assigns a language model to the account. |
| Set speech acoustics | The administrator assigns an acoustic model to the account. |
| Delete speech acoustics | The administrator selects Reset acoustics and retrain from the Roaming Profile menu. |
| Optimize speech acoustics | The ACO process runs for the account. |
| Optimize speech language | The LMO process runs for the account. |
| Import speech vocabulary | The <i>PowerScribe 360</i> <i>Reporting</i> client application detects new words and adds them to the user's profile. |



Tip: Look for *Speech Utility* in the *Realm* column to find ACO or LMO-related events. You can click the *Realm* column heading to sort the list by this column.

7. When you have finished reviewing the LMO and ACO events for this account, click **Close Window**.



Tip: You can also use the ACO/LMO tab in the Logs group to view LMO and ACO activity. Refer to "ACO/LMO Logs" on page 574.

Chapter 5 Configuring Sites

Objectives

In this chapter, you will:

- Review the available site configuration options
- Define PACS
- Describe the purpose and use of sections
- Describe the purpose and use of custom fields
- Explain how locations are used

Introduction to Site Configuration

In a single-site installation, you need only configure one site. In a multiple-site installation, you have the option of configuring settings differently for one or more sites, depending on your organization's needs.

Site Settings

Site settings include each site's name and description, PACS (Picture Archiving and Communications System) setup, sections, locations (if applicable), and custom fields. These configurations are on the **Sites** tab in the **Setup** group. This tab contains a drop-down list from which you can select the site you want to configure.

| | | | | | and the second | |
|--------|-------|------------------|--------|---|----------------|---|
| lures | Sites | Speech | System | | | Administration V Sign out |
| plates | Peer | Reviews | Audit | Quality Check CTR Filter Custo | m Fields 🔻 | Create New A1 - St Luke |
| \$ | | Descript | ion | | | Exchange Imaging Center Fairview Medical Friday Imaging |
| i e | | A1 - S | | Gotham Hospital Health Partners Henry Imaging | | |
| ; ; | | | | Hospital Special Surgery Imaging Center | | |
| | 6. an | andre an andre a | | | | |

In a single-site installation, you need only configure one site on this tab.

Site Preferences

If your facility has multiple sites, you might want to configure some preferences differently for one or more sites; any setting you make at the site level overrides the corresponding system preference and affects only that site. You can use the **Preferences** link on the **Sites** tab to tailor the site's configuration as needed.

| N NII. | LICE | | | | | | | | | | | | | | System: Comr | missure Heal | th System [1] 🗸 |
|--|------------------|-------|-------------------|--------------|---------|----------|-------------|--------|---------|----------|----------|------|------------|----------------------|--------------------------------|----------------|------------------|
| | NCE | | | | | | | | | | | | | | | We | come, Tom Hrkach |
| Setup 🔻 / | Accoun | ts | AutoText | Bridge | Proces | dures | Sites | Speech | Syst | em | | | | | A | dministratior | Sign out |
| | | | | | | | | | | | | | | | | | |
| 🛞 Save Changes Clear Delete Preferences Templates Peer Reviews Audit Quality Check CTR Filter Custom Fields 🕶 University | | | | | | | | | | | | | | | | | |
| | Na | me | | | | | | Descri | intion | | | | | | | | |
| si | Site: University | | | | | | | | | | | | | | | | |
| | En | db. 0 | odo | | Usersan | | | | | | | Date | rund | | | | |
| eRADPE | R: U | niver | sity | | Useman | le | | | | | | | sword | | | | |
| | | | , | | | | | _ | | | | | | | | | |
| PAG | cs: | | Туре | | | Nan | 18 | | Descrip | otion | | | | Mode | | | |
| | ~ | 9 | PowerScrib | e XML | | Powe | erScribe XM | L | | | | | | Slave: c:\nu base | ance\study.xml;c:\ 54=False | nuance\status. | ml;password=hob; |
| | ۲, | þ | | | | | | | | | | | | - | | | Page 1 |
| Sectio | ns: | | Name | | | Descr | iption | | | | | | Procedur | es | Accounts Worklists | | klists |
| | > | < 🗹 | Abdominal | | | Abdom | inal | | | | | | (212) Edi | Edit (17) Edi | | (0) | Edit |
| | > | ۷ | Abdominal/ | Ortho | | Abdom | inal/Ortho | | | | | | (10) Edit. | | (17) Edit | (0) | Edit |
| | > | ۷ | Cardiac | | | | | | | | | | (5) Edit | (0) Edit. | | (0) | Edit |
| | > | ۷ | Chest | | | Chest | | | | | | | (22) Edit. | Edit (90) E | | (0) | Edit |
| | > | ۷ | ст | | | | | | | | | | (3) Edit | | (91) Edit | (3) | Edit |
| | < C | > | | | | | | | | | | | | | | Page 1 [2] | [3][4][5][6] 🖡 |
| Custom Fiel | ds: | | Name | | Descr | iption | | | Act | Exp | RF | RP | Role | Choi | ces | | Procedures |
| | > | < 🗹 | Dose 1. DL -cm | P(body) mGy | 1 | | | | ~ | | 1 | 1 | | Edit. | - | | (0) Edit |
| | > | < 🗹 | Dose 2. CT mGy | DIvol (body) | | | | | ~ | | 1 | 1 | | Edit. | - | | (0) Edit |
| | > | ۷ | Dose 3. SS | DE mGy | | | | | 1 | | | | | Edit. | | | (0) Edit |
| | > | ۷ | Dose 4. IC | RP 103 mSv | | Edit | | | | | (0) Edit | | | | | | |
| | > | ۷ | Film ID/Cle | rical | | | | | 1 | | | | | No I | D Marker | ✓ Edit | (7) Edit |
| | Ę | þ | | | | | | | | | | | | | P | age 1 [2] [3] | [4][5][6][7] 👃 |
| Locatio | ns: | | Name | | D | escripti | ion | | | | | | | Templates | | | |
| | ~~> | (R | Adult Psych | iatry | | | | · | | <u>.</u> | | - | | Edit | | | |

For example, suppose you have created an attestation statement at the system level; this statement appears on all reports in the system. If you do not change this preference at the site level, reports at all sites contain this statement. You might require, however, that reports at one site display a different attestation statement. Or, you might require that the report transmission grace period be longer at a particular site than at the others.

Refer to Chapter 4 for information on setting your system, site, and user account preferences.

Configuring Sites

Follow the procedure below to configure an individual site in your system.

Creating the Site

Follow this procedure to create and configure a new site.

To create the site:

- 1. In the **Setup** group, select **Sites**.
- 2. From the drop-down list at the upper right, select Create New.



3. Enter a name for the site in the Name field. If desired, add a Description.



Caution: Site names can contain *only alphabetic and numeric characters*; apostrophes and any other type of punctuation or special characters are *not* permitted.

4. Click Save and Close to save the site, or continue with the procedures below.

Adding a PACS to a Site

In most cases, your Nuance representative configures the site for your PACS. If you need to perform this configuration, consult with your Nuance representative.

To add a PACS:

- 1. In the Setup group, select Sites.
- 2. Click the plus sign next to PACS.
- 3. From the **Type** drop-down list, select the type of PACS integration you want to add to this site. For example, you might select ProVision.

- 4. In the **Name** field, type the name by which this PACS will be known in your system. By default, the PACS has the same name as its type.
- 5. If desired, type a description of the PACS.
- 6. Select **Master** or **Slave** mode. (If the PACS is in both master and slave mode, you will need to create two separate entries.)
- 7. In the text field next to the selected mode, enter any information required for this integration type.

| PACS: | | | Туре | Name | Description | Mode |
|-------|---|------------|---|-----------------------|-----------------------|--|
| | × | 2 | PowerScribe XML | PowerScribe XML | | Slave: c: \nuance \study.xml;c: \nuance \status.x |
| | × | - - | Synapse 💌 | Synapse | | Master |
| | | | | | | © Slave |
| | ¢ | A | the second se | and the second second | wanter a stranger | and a second |

8. Click the Save icon 💾 to add this PACS to the site.

Adding Sections to a Site

Sections are automatically populated upon importing the Procedure Master Translator. Sections can also be added as needed. For example, to control the work a user receives, you can associate a particular section with a user account and also with one or more worklists. To use sections, you will need to define them in the site.

Tip: Create an *Editor* section for those who will send to the editor. You can then use this section to subscribe the editors to the Editor worklist.

To add a section:

- 1. In the Setup group, select the Sites tab.
- 2. Click the plus sign in the Sections area. A line for a new section is added.

| بسبين المرجوع | ~ ~ | | ومعاصف المراري والمنصول والمناد المالي | مى يەرىمىرى مەرىيىنى يېرىكى <u>مەرىيى</u> | — 2004—200 | The second second | er versenen er en er |
|---------------|-----|----------|--|---|------------|-------------------|----------------------|
| Sections: | | | Name 🔹 | Description | Procedures | Accounts | Worklists |
| | × | 2 | Vascular | Vascular | (149) Edit | (14) Edit | (0) Edit |
| | × | 2 | Vascular/Neuro | Vascular/Neuro | (17) Edit | (14) Edit | (0) Edit |
| | × | n | | | (0) Edit | (0) Edit | (0) Edit |
| | ¢ | | and the second | | | [] | L][2][3][4][5]P |

- 3. Enter a Name for the new section.
- 4. If desired, enter a **Description** of the section.
- 5. Click the Save icon to save the section.

6. To associate this section with one or more procedure codes, click **Add** (or **Edit** if modifying an existing section) in the **Procedures** column next to the new section. The **Procedure Code Selection** dialog box opens.

| Procedure Code Selection W | ebpage Dialo | 9 | | | X |
|--|--------------|--------|-----|---|--------------|
| Site: A1 - St Luke - Section: | /ascular | | | | Close Window |
| Modality: + Absorptiometry + CT • Echocardiography • EEG • ETT + Fluoroscopy • Invasive + Mammography • MEG • MR + Nuclear Medicine Procedure Code/Description | | | < > | Anatomy: Abdomen & Pelvis Breast Cardiac Chest External Genitalia Extremity Head & Neck Other Spine Whole Body Indude uncategorized Reset Search Q | |
| All Procedures: | Code | | Add | Selected Procedures: | Remove |
| | couc | Page 1 | Add | | Page 1 |

Find the procedure(s) you want to associate with this section:

a. Place a check mark next to any modality or anatomy whose codes you want to display.

b. Click **Search**. Any procedures connected to the items you chose appear in the **All Procedures** list.

| Procedure Code Selection Webpage Di | alog | | | | | × |
|--|--------------|-----|--|----------------|--------|----------|
| Site: A1 - St Luke - Section: Vascular | | | | | Clos | e Window |
| Modality: Absorptiometry CT Echocardiography EEG ETT Fluoroscopy Invasive Mammography MEG MR Nuclear Medicine Procedure Code/Description | | ~ | Anatomy: Abdomen & Pelvis Breast Cardiac Chest External Genitalia Extremity Head & Neck Other Spine Whole Body Indude uncategorized | Reset Search Q | [| |
| All Procedures: | Code I | Add | Selected Procedures: | Code | | Romova |
| AHN CT Abdomen | A454 | Auu | Description | coue | Page 1 | Kelliove |
| AHN CT Abdomen LTD | A455 | | | | | |
| AHN CT Abdomen W | A456 | | | | | |
| AHN CT Abdomen W WO | A457 | | | | | |
| AHN CT Abdomen WO | A458 | | | | | |
| AHN CT Angiogram Abdomen W WO | A461 | | | | | |
| AHN CT Angiogram BIL Lower Extremity | A462 | | | | | |
| AHN CT Angiogram Carotid | A463 | | | | | |
| AHN CT Angiogram Chest W WO | A464 | | | | | |
| AHN CT Angiogram Circle of Willis | A465 | | | | | |
| AHN CT Angiogram Pelvis | A466 | | | | | |
| AHN CT Ankle LT | A467 | | | | | |
| AHN CT Ankle RT | A468 | | | | | |
| Page 1 [2] [3] [4] [5] [6] [7] [8] [9 | 9] [10] [] 👃 | | | | | |
| L | | | | | | |
| | | | | | | |

c. In the **All Procedures** list, place a check mark next to each procedure you want to add to this section.

| Procedure Code Selection Webpag | e Dialog | | CORDERATE CONTRACTOR | Clos | e Window |
|---|----------------|-----|---|--------|----------|
| Modality: Absorptiometry VCT Echocardiography EEG ETT Fluoroscopy Invasive Mammography MEG MR Nuclear Medicine Procedure Code/Description | | ~ | Anatomy: Abdomen & Pelvis Breast Cardiac Chest External Genitalia Extremity Head & Neck Other Spine Whole Body Indude uncategorized Reset Search | h Q | |
| All Procedures: | | | Selected Procedures: | | |
| Description | Code | Add | Description | Code 🖻 | Remove |
| CT Angiogram Carotid | CTAN | | CT Angiogram Carotid | CTAN | |
| CT Angiogram Upper Extremity | CTAU | | CT Angiogram Upper Extremity | CTAU | |
| CT Angiogram Chest Abdomen W | CTCA | | CT Angiogram Chest Abdomen W | CTCA | |
| CT Angiogram Circle of Willis | CTCOW | | CT Angiogram Circle of Willis | CTCOW | |
| CT Drain | CTDR | | | Page 1 | |
| CT Followup NC | CTFU | | | | |
| CT Guided Aspiration | CTGA | | | | |
| CT Guided Sacroplasty | CTGSA | | | | |
| CT Orbits MR Screening | CTMR | | | | |
| CT Guided Nephrostomy Tube | CTNP | | | | |
| CT Pelvis WO Limited | CTPL | | | | |
| CT Thoracic Spine Limited | CTTSL | | | | |
| CT Unlisted Procedure | CTUP | | | | |
| [] [11] [12] [13] [14] [15] [16] [17] [18] Pa | age 19 [20] [] | + | | | |

d. Click Add. The procedure(s) appear in the Selected Procedures list at the right.

e. Click **Close window**. The count is increased by the number of procedures you added.

Tip: For more information on procedure codes, refer to Introduction to Procedure Master Translators, beginning on page 188.

7. To associate one or more user accounts with this section:

a. Click **Add** (or **Edit** if you are modifying an existing account) in the **Accounts** column next to the section. The **Accounts** dialog box displays the accounts in this site.

| Accounts Webpage Dialog | | ra ke este de keen kirg |
|--------------------------|---------------|-------------------------|
| Section: US | | |
| 3w2121, test123 | Eric, Noorda | Hebb, Ben |
| □A, A | Eric, Noorda | Hendrickson, Brian |
| 🗌 aa, test | Eric, Noorda | Henry, Philip |
| ABEL, NICHOLAS | Eric, Noorda | HLUBOCKY, JAMES |
| Abraham12, John | Eric, Noorda | Hrkach, Tom |
| addd, Abc | Eric, noorda | Hrkach, Tom |
| Administrator, Stephanie | Eric, Noorda | Hrkach, Tom |
| | Eric, Noorda, | Hvatt Tys 9 |

- b. Select the accounts you want to associate with this section.
- c. Click **Save and Close**. The count in the **Accounts** column is increased by the number of user accounts you chose. In each of these accounts, the section is added in the **Sections** field (**Accounts** tab in the **Setup** group).
- 8. To associate one or more worklists with this section:
 - a. Click Add (or Edit if you are modifying an existing worklist) in the Worklists column next to the section. The Worklists dialog box opens.

| 🗿 WorkLists Webpage Dialog | | × |
|---|--|--|
| Section: US | | Save and Close Close Window |
| ADMIN: Demonstration Reset ADMIN: Exams with Wet Reads ADMIN: Pending Delivery All Pending Correction CT Scans Custom Test ED Pending Correction Editor Queue Example Worklist Hot Worklist Mammography | MyWorklist (CT/Head) OB Ultrasound Peer Review Pending Delivery Plain Film Extremities Pre-op Pending Correction Red alert RIS Upload Failures Simple Expression Example test | test tech test1 Test123 TestTH Unread Abdominal US Unread Chest Unread ED Abd/Pelvis CT Unread Fluoro Unreported CTs < 24 hrs Unreported ER CT Exams |
| | | Select All Unselect All |

- b. Select the worklists you want to associate with this section.
- c. Click Save and Close.



Tip: You can also associate sections with a worklist. Refer to Chapter 15 for information about creating worklists.

Adding Accounts to a Section

You can associate one or more accounts with a section. You can use this method to control providers' access to worklists; refer to Using Sections to Control Worklist Access, beginning on page 424.

To add accounts to a section:

- 1. Click Add in the Accounts column next to the section. The Accounts dialog box opens.
- 2. Place a check mark next to each account you want to add to this section. OR

Click Select All.

3. Click Save and Close.

Adding Custom Fields to a Site

-)

Tip: For more information, see Custom Fields, beginning on page 325.

Custom fields are data items (also called metadata) associated with a particular order. These might include measurements, radiation dosage information, flags, and so on.

Adding Locations to a Site

To add a location to the site:

- 1. In the **Setup** group, select the **Sites** tab.
- 2. Click the plus sign in the Locations area. A new location line is added.

| Locations: | | | Name 📼 | Description | Templates |
|------------|---|----|--------------------|-------------|-------------------|
| | × | 2 | Adult Psychiatry | | Edit |
| | × | V | Cancer Care | | Edit |
| | × | D2 | Cardiology | | Edit |
| | × | D. | Child Psychiatry | | Edit |
| | × | D | Diagnostic Imaging | | Edit |
| | ¢ | | | | Page 1[2][3][4] 🕴 |

- 3. Enter a name and optional description for the site location.
- 4. Click the Save icon to save the location.



Tip: The Edit link in the Templates column allows you to create and maintain print, fax, and fax cover sheet templates for a site location. Refer to Creating Templates for the Site, beginning on page 109.

Creating Templates for the Site

To create print and fax templates at the site level, or for locations within a site, refer to Chapter 19.

Auditing Site Events

Administrators can now audit several types of events at both the system and site levels.

• To view the audit log at the site level, click **Setup > Sites > Audit**.

| NUANCE | | | | | | | | |
|--|----------|----------|--------|------------|-------|--------|--------|--|
| Setup 💌 | Accounts | AutoText | Bridge | Procedures | Sites | Speech | System | |
| Save Changes Clear Delete Preferences Templates Peer Reviews Audit | | | | | | | | |
| Name Description | | | | | | | | |

Filter your audit event list by:

• Site: The Site-level audit list shows only the current site

| 🥖 Nuance Po | 🔗 Nuance PowerScribe® 360 Reporting: Admin Events - Windows Internet Explorer | | | | | | | | |
|--------------------|---|------------------------|-------------------|------------|------------------------|--|--|--|--|
| Site University | | Account All | Type All | • | Time Frame No limit | Cus | | | |
| Time | I Realm | Account | Туре | Site | Workstation | Info | | | |
| 6/20/2014 | Portal | autotext, test | Change Preference | University | RO-MMACHLER-L7 | Final electrication Final electrication (% 1997) Final electrication (% 19 | | | |
| 6/12/2014 | Portal | Administrator, Default | Import Procedures | University | BN-PHENRY13 | Procedul Procedu updated | | | |
| 6/12/2014 | Portal | Administrator, Default | Change Preference | University | BN-PHENRY13 | Diagnosi | | | |
| 6/12/2014 | Portal | Administrator, Default | Import Procedures | University | BN-PHENRY13 | Procedu | | | |

- Account: Select an administrator account or select all administrators
- Type: Select a specific type of event or select all events:

Note: Although the Change configuration and Change worklist items are
 visible in the Type drop-down list at the Site level, audit results for these items are displayed only at the System level, and not at the Site level.

| 🥑 Nuance Pov | S Nuance PowerScribe® 360 Reporting: Admin Events - Internet Explorer | | | | | | |
|--------------|---|--|--------------|--|--|--|--|
| Site All | | → Account All | ~ | Type All Create entity | | | |
| Time 🛛 💌 | Realm | Account | Туре | Delete entity | | | |
| 9/18/2015 | Portal | Administrator, Stephanie | Change Prefe | Update entity Change preference Change configuration | | | |
| 9/17/2015 | Portal | Hrkach, Tom | Import Proce | Change bridge option Change worklist Import procedures | | | |
| 9/17/2015 | Portal | Hrkach, Tom | Import Proce | Import auto text Import custom fields | | | |
| ~~~~ | | and the second s | | man and the second | | | |

- Create/Delete/Update Entity: Shows create, delete, and update events for entities such as systems and sites
- Change preference: Shows changes in system- or site-level preferences performed by the selected administrators
- Change configuration: Shows changes made to any of the tabs in the Setup > System > Configuration window. Available at system level only; see note above.
- Change bridge option: Shows changes made in the Setup > Bridge tab
- Change worklist: Shows changes made to any worklists in the system (Setup > System > Worklists). Available at system level only; see note above.
- **Import procedures/persons/auto text/custom fields**: Shows any activity involving the import procedures within the system.
- **Time Frame**: Select a time from the drop-down list, or click **Custom** and create your own filter

Several account-level items are available in the account audit log (to view an accountlevel audit log, click **Setup > Accounts**, select the account you want to view, and click the **Audit** link):

- Change Username
 Change Personal Info
- Change Admin Rights Change Sections
- Change Supervisor
 Change Specialties

Managing Procedure Codes in the Site

To import, edit, and map procedure codes at the site level, refer to *Introduction to Procedure Master Translators, beginning on page 188.*

Chapter 6

Creating Provider, Transcriptionist/Editor, and Other Accounts

Objectives

In this chapter you will:

- Define the roles you can assign to accounts
- Create provider and transcriptionist/editor accounts
- Create front desk, technologist, and order entry user accounts
- Import physicians, patients, and non-administrative users
- Define the preferences you can assign to users
- Describe multiple-site user access
- Discuss user auditing
- Maintain a user account and manage speech profiles

Creating Users

This section provides instructions for creating dictation providers, transcriptionist/editors, and other accounts. You create users on the **Accounts** tab of the **Setup** group.

Roles

To understand how to create users in *PowerScribe 360* | *Reporting*, you need to be familiar with the various *roles* you can assign to them.

Roles determine which features users see when they log into the Portal. A user might have the same role in all sites to which she has access, or a different role in each site. As administrator, you can assign users the following roles:

- Attending: An attending radiologist is certified and is authorized to create and sign his own medical reports and those authored by residents.
- **Resident**: A provider who is not yet certified. Residents can author medical reports but are not authorized to sign them; they can only approve the reports, which are later signed by an attending provider. In most cases, the resident has a designated attending radiologist (or group of attending radiologists) who eventually signs the report.
- Fellow: A fellow is a visiting physician who has been invited to serve at a healthcare institution. A fellow's role is similar to a resident's, but a fellow might have the privileges of an attending provider if certified in a specialty. When logging in as a fellow, the user can select either the attending or resident role. Depending on your facility, a fellow might have signing privileges on some reports but resident privileges (non-signing) on others.
- Editor: An editor transcribes recorded dictation. In addition, an editor can listen to dictated audio and correct errors in the output of automated speech recognition. An editor can create a draft report without dictation; the draft report is then finalized by a radiologist.
- **Front Desk**: A Front Desk user has limited rights on the Portal. For example, Front Desk users can scan patient insurance cards, and so on.
- **Order Entry**: Users assigned the Order Entry role can use the Web-based portal application only to enter, modify, or update orders in the system.
- **Technologist**: Before the radiologist dictates a report on an order, a technologist might supply some data that has not been sent in HL7 as part of the order. Alternately, a technologist can create a draft report without dictation; the report is then finalized by a radiologist.

Providers

A provider can create reports in the *PowerScribe 360* | *Reporting* client application, and can edit reports in the Administrator Portal.

Physicians

A physician can log in only to the Portal. In the Portal, she can perform order entry and view reports. A physician can see only the **Explorer** and **Profile** tabs in the Portal.

Administrators

In the *PowerScribe 360* | *Reporting* system, administrators are users who have been granted some or all of the administrator rights. An administrator might also be a user who has been assigned to a specific role in the *PowerScribe 360* | *Reporting* system. (See *Creating an Attending, Resident, or Fellow Account*, beginning on page 113.)

As an administrator, you are not able to edit your own administrative rights. If there is a need for your rights to be modified, another administrator must edit your account.

Creating an Attending, Resident, or Fellow Account

Use the following steps to create a provider account with the **Attending**, **Resident**, or **Fellow** role.



- If you have to add more than a few provider accounts, you can use the **Import** feature located under the **System** tab. Refer to "Importing Persons" on page 124.
- If the Bridge service receives a report and does not find its provider in the system, it automatically creates a new, inactive user account with the provider's last name and RIS identifier as the user ID. To prevent creation of these 'dummy' accounts, ensure you have created all the necessary accounts before the Bridge service begins receiving reports from the RIS.

To create a provider account:

- 1. In the Setup group, click the Accounts tab.
- 2. Enter a Username for the user.
- 3. Enter a Password.

4. Enter a First name and a Last name for the user.

Tip: If your system is configured to require users to change their passwords at their first login (that is, if the Setup > System > Preferences > Security tab > Forced password change interval preference is set to anything other than Never), consider creating a basic password for all users to use at first, allowing each user change to a more secure one at first login.

Note: The field names labeled in **bold** text are required fields. All other fields, such as the user's ID and email address, are optional and appear only on this tab. Only users with access to this tab have the ability to see these data items; they are not displayed in any reports.

| Create New Clear Delete Password V Activate Preferences Audit | | | | | | |
|---|------------------------------|-------------------------|-----------------|-------------|---------------------|----------------------|
| Login: | Username tanderson | Passw | ord •• | | Administrator | Edit Rights |
| Name: | Prefix First Teresa | | Middle | Last And | erson | Suffix Degree |
| ID: | SSN | Alternate | ACR | | Critical Results NF | I |
| Contraction of the second | | - Andrew States and the | A second second | e (n | Eax- | الأستميم محصيت ستعتب |

- 5. Optional: Fill in the ID, Contact, and Address information for the user.
- 6. Click **Create New**. The **Practice**, **Sections**, and **Specialties** fields become active, and an area to assign a role now appears.
- 7. If this user requires a language model other than the default:
 - If the workstation on which this user will work was set up primarily as a transcription workstation ('T' was selected during client installation), select **PS360 Transcriptionist**.
 - If the workstation was set up for both transcription and dictation ("R" was selected during client installation), select **US Radiology**.



Note: If any other language model is selected for a user, ensure that the language model (e.g., PS360 Cardiology) was installed on the system properly.

| Acoustic Model | Language Model | ~~~~~ |
|---|--|--------------------------------|
| Speech: US English | Select | Profile 🔻 👘 |
| Practice: Health Solutions Edit | PS360 Cardiology PS360 General Medical | |
| Sections: CR, CT, CT, CT, CT, CT, CT Alpha S Edit | ection, M US Pathology PS360 Pediatric Cardiology | rasound |
| Residents: Hannah Anderson; Philip Henry; Her | nry Phillip US Radiology | |
| Specialties: Edit | PS360 Transcriptionist | |
| Account Created: 3/6/2012 2:34:23 PM Last Logon: 10/29/2014 2:19:23 PM | Last ACO Adapt Last LMO Adapt | tation: Never tation: Never |

8. Again in the Speech item, select an Acoustic Model from the list.

Note: Select an accent acoustic model for users who have strong accents. The US English model works well for most users, including those with moderate accents.

| 2 | · · · · · · · · · · · · · · · · · · · | and the second | and a second a second and a second a s |
|----------|---------------------------------------|--|--|
| ξ | | Acoustic Model | Language Model |
| ş | Speech: | Select | US Radiology 📃 🗨 Roaming Profile 🔻 |
| ζ., | Practice: | US English | |
| (| Sections: | US English (Australian accent) US English (British accent) | MMO, MR, MRI, Pediatrics, RAD, Ultrasound |
| Ż | | US English (Indian accent) | |
| } | Residents: | US English (Inland Northern US) | Edit |
| <u>}</u> | Specialties: | US English (Pakistani accent) | |
| } - | | US English (Southeast Asian accent) | |
| Ac | count Created: 3/ | US English (Southern US) | Last ACO Adaptation: Never |
| { Las | st Logon: 10/29/2 | US English (Spanish accent) | Last LMO Adaptation: Never |
| S | A | man and a second se | - Angeneration and a state of the second se |

- 9. If applicable, assign the user to a practice group. Typically, radiologists do not belong to practice groups.
 - a. In the Practice item, click Edit. The Practice Groups dialog box opens.
 - b. Select one or more practice groups to assign to the user.

| 4 | Practice Groups Webpage Dialog | |
|---|--------------------------------|-------------------------------|
| | Account: Tracy Alba | Save and Close Close Window |
| | ✓ Health Solutions | Select All Unselect All |
| | | |

c. Click Save and Close. Your selections now appear next to the Practice item.

10. If applicable, assign one or more sections to the user. The sections you assign to users affect what they can do and see in the *PowerScribe 360* | *Reporting* applications. For example, you can use sections to control which worklists a user can see. Or, you might use sections to associate a group of residents with a particular attending provider, to group radiologists who work only for certain facilities, or to group a number of radiologists who usually perform the same type of exams.



Tip: You define sections in the site. For more information about creating and using sections, refer to "Adding Sections to a Site" on page 103.

- a. In the Sections item, click Edit. The Sections dialog box opens.
- b. Select one or more sections in one or more sites (if more than one site exists).

| Account: Tracy Alba | | Save and Close Close Window |
|---------------------|----------------|-------------------------------|
| University | | |
| Abdominal | Emergency Dept | Trauma |
| Abdominal/Ortho | Interventional | Trauma/Abdominal |
| Cardiac | Mammo | Trauma/Ortho |
| Chest | Multiple | ✓ Ultrasound |
| ✓ CT | Neuro | Unread |
| Editors | Neuro/Vascular | 🗌 Vascular |
| Editors 2 | NucMed | Vascular/Neuro |
| | | Select All Unselect All |
| Winchester Hospital | | |
| BD | MAM | RAD |
| CUS | MRI | |
| | | Select All Unselect All |

- c. Click Save and Close. Your selections now appear next to the Sections item.
- 11. If applicable, select one or more specialties for this user. This information is stored in the user's profile but is not used by the *PowerScribe 360* | *Reporting* application at this time.
 - a. In the Specialties item, click Edit. The Specialties dialog box opens.
 - b. Select any specialties that apply to this provider.

| 🥖 Specialties Webpage [| Dialog | × |
|--|--|---|
| Name: Tracy Alba | | Save and Close Close Window |
| Radiology Abdominal Body Cardiothoracic | Genitourinary Head/Neck Interventional | □ Neuroradiology □ Nuclear Medicine □ Pediatric |
| Chest Emergency Gastrointestinal | ☐ Interventional/Vascular ☐ Musculoskeletal | ☐ Vascular ☐ Women's Imaging |

c. Click Save and Close. Your selections now appear next to the Specialties item.

- 12. For each site that this user must access:
 - a. Enter an **Identifier**. For example, enter the ID for this provider in the RIS. Ensure that this identifier is accurate, otherwise the RIS can reject reports.
 - b. If the provider is a fellow and sometimes logs in as a resident, enter their resident ID in the **Secondary ID** field.
 - c. Choose a **Role**. In this example, choose Attending, Resident, or Fellow, depending on the type of provider you are creating.
 - d. Click Create.



Note: You might want to assign an attending provider to a Resident or Fellow user. After you finish creating the resident or fellow, refer to Assigning an Attending Provider to a Resident or Fellow, beginning on page 117.

| Access | Site | Identifier | Secondary ID | Role | Active | |
|--------|-------------------------------|------------|--------------|-------------|--------|--|
| Create | Melbourne Regional Medical | | | Attending 🗸 | ✓ | |
| Create | Memorial Hospital | | | Attending 🗸 | ✓ | |
| Create | MGH Boston | | | Attending 🗸 | ✓ | |
| Create | MPLS | | | Attending 🗸 | ✓ | |

When you click the **Create** button to add the identifier to the site, the **Create** link becomes a **Delete** link, allowing you to remove a user from a specific site if needed.

In addition, the **Save** icon \square appears in the right column. If you make changes to an identifier or a role, click the icon to save the changes.

| Access | Site | Identifier | Secondary ID | Role | Active | |
|--------|-------------------------------|------------|--------------|-------------|--------|---|
| Delete | Melbourne Regional Medical | tand | | Attending 🗸 | ✓ | H |
| Delete | Memorial Hospital | tand | | Attending 🗸 | ✓ | |
| Create | MGH Boston | | | Attending 🗸 | ✓ | |
| Create | MPLS | | | Attending 🗸 | ✓ | |

Assigning an Attending Provider to a Resident or Fellow

To assign an attending provider to a resident or fellow:

- 1. In the Setup group, select the Accounts tab.
- 2. Select the resident or fellow to whom you want to assign an attending provider.
- 3. Click Edit next to the word Attendings. The Account Supervisors dialog box opens.
- 4. Select the attending provider, or providers, you want to assign to the resident or fellow. Or, click **Select all** to assign all the providers in the list.
- 5. Click Save and Close. The attending provider is assigned to the resident or fellow.

Creating a Transcriptionist/Editor Account

To create a transcriptionist/editor:

1. In the **Setup** group, click the **Accounts** tab. The left side of the page lists all the users in the system, and the right side displays a form you can use to create a new user.



Note: If a user's information already appears in the right side of the window, click Clear. Remember that Clear simply removes the data from the window; it does not delete the user from the system.

- 2. Enter a Username and Password for the transcriptionist.
- 3. Enter a First name and a Last name for the transcriptionist.



Note: The field names in bold text are required fields. All other fields, such as the user's ID and email address, are optional and appear only on this tab. Only users with access to this tab have the ability to see these data items; they are not displayed in any reports.

- 4. Select the **Administrator** check box if you want to give this transcriptionist administrative rights.
- 5. Select PS360 Transcriptionist from the Language Model drop-down list.
- 6. Click **Create New** to save the user; this action allows you to edit the user's administrative rights, if applicable.
- 7. If you are granting this user administrative rights:
 - a. Click the **Edit Rights** link at the right of the **Administrator** check box. The **Administrative Rights** dialog box opens.
 - b. Select the **Limited access with the following rights** option. Use the table that begins on page 19 to help make your choices. Note that the rights fall into two categories: Edit rights and View rights. If you grant an Edit right, you should also grant the corresponding View right.
 - c. When finished, click Save and close.
- 8. For each site that this user must access, enter an **Identifier** (and an eScription ID, if applicable). Then select Editor as the role, and click Create.



Note: Once you click the *Create* button to add the identifier to the site, the Create link becomes a *Delete* link, allowing you to remove a user from a specific site if needed.

| Access | Site | Identifier | Secondary ID | Role | Active | |
|--------|--------------------------|------------|--|-----------------------|------------|---------|
| Create | Cooke County Hospital | 12345 | | Editor 🗸 | ✓ | |
| Create | Davis Hospital | | | Attending 🗸 | ✓ | |
| | Carelandar Andrewson | | and the second s | and the second second | المحجم الم | -1-1-1- |

9. Add the editor to the Editor Section. (See *Adding Sections to a Site*, beginning on page 103.)

Creating a Physician Account

Physicians are accepted from the HL7 feed; you can also maintain them on the **Physicians** tab in the Administrator Portal. Physicians cannot access the *PowerScribe 360* | *Reporting* system unless you create accounts for them. The **Physicians** grid in the **Accounts** tab is a shortcut you can use to do this. If you assign a physician Order Entry rights in a site, she can access the *PowerScribe 360* | *Reporting* order entry system (RadPort) for that site.

To create a physician account:

- 1. In the Setup group, click the Accounts tab.
- 2. Enter a Username and Password for the physician.
 - *Tip:* If your system is configured to require users to change their passwords at their first login (that is, if the Setup > System > Preferences > Security tab > Forced password change interval preference is set to anything other than Never), consider creating a basic password for all users to use at first, allowing each user change to a more secure one at first login.
- 3. Enter a First name and a Last name for the user.
- 4. Click Create New. The Roles grid appears by default at the bottom of the tab.

| Access | Site | Identifier | Secondary ID | Role | Active | |
|--------|-------------------------------|------------|--------------|--------------|------------|------|
| Create | Melbourne Regional Medical | | | Attending 🗸 | ✓ | |
| Create | Memorial Hospital | | | Attending 🗸 | ✓ | |
| Create | MGH Boston | | | Attending 🗸 | ✓ | |
| | | | | Switch to Ph | ysicians o | grid |

| Access | Site | Identifier | Order Entry |
|--------|----------------------------|------------|----------------------|
| Create | Melbourne Regional Medical | | |
| Create | Memorial Hospital | | |
| Create | MGH Boston | | |
| | | | Switch to Roles grid |

5. Click Switch to Physicians grid. The grid changes.

- 6. For each site to which this physician is to have access:
 - a. Enter an **Identifier**. For example, enter the identifier by which this user is known in the HL7 system.
 - b. If the physician is to have order entry capability at the site, select **Order Entry**. If the physician is only to view orders at this site, leave the check box empty.
 - c. Click Create. The Save icon appears.

| Access | Site | Identifier | | Order Entry | |
|--------|----------------------------|------------|---|---------------------|------|
| Create | Melbourne Regional Medical | | | | |
| Delete | Memorial Hospital | 123456 | | ✓ | H |
| Create | MGH Boston | | | | |
| | | | 9 | witch to Roles | grid |

d. Click the Save icon.

7. Click Save Changes to save the physician account.

Modifying a Physician Account

The **Physicians** tab in the **Exams** group provides access to all the physicians in the system. On this tab, you can use various criteria to find and edit physician accounts.

Note that each physician record is associated with a single site (that is, a single RIS). The same physician might have multiple physician records, one per site, each with a different site identifier. You can link these physicians by creating an account for them for use in *PowerScribe 360* | *Reporting*.

To modify a physician account:

- 1. In the Exams group, select the Physicians tab.
- 2. Find the physician you want to modify.

| A B C D E F G H I | JKLMNOPQRSTUV | w x y z 🔞 |
|-------------------|---------------|-------------------|
| All | Last Name | Search \bigcirc |

Click **All** to see all physicians, or select a letter from the alphabet to see physicians whose last names begin with that letter.

To search by name or identifier:

- a. Select a site, if applicable.
- b. Select Last Name or Identifier.
- c. Enter all or part of the physician's last name or identifier.

d. Click Search. Any physicians who meet your criteria appear in the list.

Tip: In the *Look for* text field, you can use an asterisk (*) as a wild-card character. For example, if you do not know the exact last name of a physician but you know the name ends in the letters MAN, type *man and click Search.

3. Select the physician you want to modify.

| | | | | | | Sys | tem: Com | missure Healt | n System [1] | • |
|-----------------------------|--------------------------|-------------|---------------|--------------------|----------------|---------|-----------|----------------|----------------|-----|
| NOANCE | | | | | | | | Welco | me, Tom 📗 | |
| Exams 🕶 Explorer Dashb | oard Patients | Physicians | Peer Reviews | ; | | | | Administration | Sign | out |
| A B C D E F G H I J K L M N | OPQRSTU | v w x y z 🔞 | Save Changes | Clear Delete | E | | | | | |
| All Last Name | and* | Search Q | Identifier: | Site University | RIS 4567890 | | NPI | | Active | |
| Physician 🔳 | Site | Identifier | | Prefix First | | Middle | Last | | Suffix Degre | e. |
| Anderson, Hannah | University | 4567890 | Name: | Hannan | | - | Anderson | l Coltrad | | 1 |
| ANDERSON, PAULA | University | 017107 | ID: | 550 | Alternate | | AUK | Critical | Results | 1 |
| ANDERSON, ROBERT S | University | 016627 | 10. | E-mail | | | IM | Fax | | 1 |
| Anderson, Teresa | Cooke County Hospital | 32541 | Contact: | Home | Work | | Mobile | Pager | |] |
| | | Page 1 | | | 3215553333 | 3 | - Totalic | - uger | | 1 |
| | | | Addroces | Street | City | | State | c+ | Zip | 1 |
| | | | Audress. | | Cou | ntry Se | lect | | | 1 |
| | | | Specialties: | Cardiology Edit | | | | | 1 | 1 |
| | | | Username: n/a | | | | | | Last Logon: n/ | a |

- 4. *If you are creating a new physician from this window*: Select a site from the **Site** drop-down list,
- 5. Type the **RIS** identifier for this physician. (**Required**)
- 6. Enter the NPI (National Provider Identifier) for this physician.
- 7. Type the physician's **First** and **Last** names. (**Required**)
- 8. Enter any other information you have for this physician.
- 9. If desired, indicate the specialties for this physician. Click the **Edit** link, select one or more specialties, and then click **Save and close**.
- 10. When finished entering the information for this physician, click Save Changes.

Creating a Front Desk or Technologist Account

Creating a Front Desk Account

A Front Desk user has limited rights on the Portal. For example, Front Desk users can scan patient insurance cards, enter patient name and address, and so on.

To create a Front Desk user:

1. In the **Setup** group, click the **Accounts** tab. The left side of the page lists all the users in the system, and the right side displays a form you can use to create a new user.



Note: If a user's information already appears in the right side of the window, click Clear. Remember that Clear simply removes the data from the window; it does not delete the user from the system.

- 2. Enter a Username and Password for the Front Desk user.
- 3. Enter a First name and a Last name for the Front Desk user.
- 4. Click **Create New** to save the user. The user's name appears in the list at the left of the page.
- 5. For each site this user must access:
 - a. Enter an Identifier.
 - b. Select Front Desk as the role.
 - c. Click Create.

| Access | Site | Identifier | Secondary ID | Role | Active |
|--------|-------------------------------|------------|--------------|--------------|--------|
| Create | Melbourne Regional Medical | 12345 | | Front Desk 🗸 | ✓ |
| Create | Memorial Hospital | | | Attending 🗸 | |

The user's site access information is added to the list at the left of the page.

| | Account | Authorization | |
|----------|------------------|------------------------|--|
| <u>^</u> | Devaro, Franklin | University: Front Desk | |
| | | Page 1 | |



Note: Once you click the *Create* button to add the identifier to the site, the *Create* link becomes a *Delete* link, allowing you to remove the user's access to a specific site if needed.

Creating a Technologist Account

Before the radiologist dictates a report on an order, a technologist might need to supply some data that has not been sent in HL7 with the order. Alternately, a technologist can create a draft report without dictation; the report is then finalized by a radiologist.

To create a technologist account:

1. In the **Setup** group, click the **Accounts** tab. The left side of the page lists all the users in the system, and the right side displays a form you can use to create a new user.



Note: If a user's information already appears in the right side of the window, click Clear. Remember that Clear simply removes the data from the window; it does not delete the user from the system.

- 2. Enter a Username and Password for the technologist.
- 3. Enter a First name and a Last name for the technologist.
- 4. Click **Create New** to save the user. The user's name appears in the list at the left of the page.
- 5. Click **Preferences...**. The **Preferences** dialog box opens.
- 6. On the **Dictation** tab, select **Disabled** as the **Speech recognition mode** preference. This action stops the technologist from begin prompted to train upon logging in.
- 7. Click Save and Close to close the Preferences dialog box.
- 8. For each site this user must access:
 - a. Enter an Identifier.
 - b. Select **Technologist** as the role.
 - c. Click Create.

| Access | Site | Identifier | Secondary ID | Role | Active | |
|--------|-------------------------------|------------|--------------|----------------|--------|--|
| Create | Melbourne Regional Medical | 65748 | | Technologist 🗸 | ✓ | |
| Create | Memorial Hospital | 46342 | | Technologist 🗸 | ✓ | |

The user's site access information is added to the list at the left of the page.

| | Account | Authorization | |
|----------|----------------|--------------------------|--|
| <u>^</u> | Wagner, Walter | University: Technologist | |
| | | Page 1 | |



Note: Once you click the *Create* button to add the identifier to the site, the *Create* link becomes a *Delete* link, allowing you to remove the user's access to a specific site if needed.

Importing Persons

Use this feature to import referring physicians, patients, or non-administrative users into the *PowerScribe 360* | *Reporting* system from an Excel (*.xls, not .xlsx*) file. Importing allows you to add or modify many users at one time. This features is especially useful for importing accounts when converting from *RadWhere*.

This section provides separate procedures for importing patients, physicians, and non-administrative accounts. You can, however, import both physicians and non-administrative accounts from the same spreadsheet in a single procedure.

Importing Patients

Creating the Excel File

To import patients into your system, you must create an Excel spreadsheet file with, at the minimum, columns representing the site name, MRN, first name, and last name. The columns can be in any order. The spreadsheet can be with or without column heading labels.

| | А | В | С | D | E |
|---|-------------|-----------|------------|---------|-----------|
| 1 | Site | Last Name | First Name | MRN | DOB |
| 2 | UniversityA | Gray | Elizabeth | 1234567 | 2/16/1944 |
| 3 | UniversityA | White | Michael | 2345678 | 4/11/2004 |
| 4 | UniversityA | Scarlett | Arunna | 3456789 | 12/1/1992 |
| 5 | UniversityA | Magenta | Martin | 4567890 | 3/16/1998 |

Importing the Patients

To import the patients:

1. Select the System tab in the Setup section.

2. Click Import Persons.... The Import Persons dialog box opens.

| Import Persons Webpage Dialog | × | |
|---|----------------|--|
| System: Commissure Health System | | |
| Select what to import: | | |
| O Accounts/Physicians | | |
| Patients | | |
| File to import: | | |
| C:\Current Projects\PS360 Reporting 3.5\Import Patients.xls | Browse | |
| First line of import data includes column headings | | |
| | Next >> Cancel | |
| | | |

- 3. Select Patients.
- 4. Click **Browse** and then navigate to and select the Excel file containing the patients you want to import. Click **Open**.
- 5. Select **First line of import data includes column headings** if your Excel file contains a row of heading labels.
- 6. Click **Next**. A dialog box displays the columns (by name, if you specified heading labels in Step 5), a sample of each column's contents, and a **Field** drop-down list for each column.

| 🗿 Import Persons Webpage Dialog | | | | | |
|----------------------------------|-----------------------|----------------------------|--|--|--|
| System: Commissure Health System | | | | | |
| Column Mapping | | | | | |
| Column Name | Sample | Field | | | |
| DOB | 2/16/1944 12:00:00 AM | DOB | | | |
| First Name | Elizabeth | First Name 🗸 | | | |
| Last Name | Gray | Last Name 🗸 | | | |
| MRN | 1234567 | MRN V | | | |
| Site | University | Site Name 🗸 | | | |
| | | << Previous Next >> Cancel | | | |

7. For each column, select the database field in which you want to insert the data. For example, map the column containing site names to the Site Name field in your database. For any columns you don't want to include, select **Skip Column**.

| Column | Column | Column |
|-----------------------------|---------------------------------|---------------------------------|
| Last Name* | First Name* | Site Name* |
| MRN* | MPI | DOB |
| Gender | SSN (Social Security Number) | Dept Num (Department Number) |
| Alternate ID | Deceased Date | Middle Name |
| Prefix | Suffix | Degree |
| Street | Street2 | City |
| State | Zip | Country |
| Home Phone | Work Phone | Mobile Phone |
| Pager Phone | FAX | Email |
| IM | Insurance Plan Identifier | Insurance Company Identifier |
| Group Number | Group Name | Insured Group Employer ID |
| Insured Group Company ID | Tax Identifier | Plan Effective Date |
| Plan Expiration Date | Insured Relationship | Insured DOB |
| Insured Identifier | | |
| *Required | | |

You can map data to the following columns in the patient database.

8. Click Next >>. The next dialog box in the import procedure opens.

| Import Persons Webpage Dialog | | × |
|--|---------------------------|----|
| System: Commissure Health System | | |
| Update of existing patients: | | |
| Do not replace existing data on update Replace existing data on update | | |
| Blank cells in input file: | | |
| Do not replace original value with blank on update Replace original value with blank | | |
| | << Previous Next >> Cance | el |

9. Indicate what you want the import software to do when a patient in the spreadsheet already exists in the database.

Select **Do not replace existing data on update** if you do not want the data in the spreadsheet to replace that in the database. For example, if the software finds a patient with the same MRN in the database as in the import list, it will not replace the patient's name or other information with that in the spreadsheet.

OR

If you do want to replace existing data, select Replace existing data on update.

10. Indicate how the import software should treat blank columns in the spreadsheet.

If you do not want any existing values to be replaced with spaces, select **Do not replace original value with blank**. For example, if the address and phone number columns in the spreadsheet are blank, the patient's address and phone number in the database will remain intact.

OR

To replace an existing value in the database with spaces when the corresponding spreadsheet column is blank, select **Replace original value with blank on update**.

11. Click **Next** >> to continue. The system displays the results found. Any patients who already exist appear with a check mark in the **Exists** column.

| Import Persons - | - Webpage D | ialog | | | | | | × |
|---|--|------------------------------------|------------------------|-------------|-----|-------------|-----------------|--------|
| System: Comm | issure Health | System | l | | | | | |
| Selected Options | 5 | | | | | | | |
| Replace origi Update data Found 5 new and | nal value with for existing p d 0 existing p | h blanks atient: F atient(s) | in input alse). | file: False | | | | |
| Site Name | MRN | MPI | Sex | DOB | De | ceased Date | Full Name | Exists |
| University | 123456 | | | 2/16/1944 | N/A | L | Elizabeth Gray | |
| University | 234567 | | | 7/10/1964 | N/A | L | Michael White | |
| University | 345678 | | | 3/26/1971 | N/A | | Isabella Cline | |
| University | 456789 | | | 10/6/1990 | N/A | | Sofia Hernandez | |
| University | 369852 | | | 5/11/1959 | N/A | | David Lang | |
| Page 1 | | | | | | | | |
| | | | | | | << Previous | Import | Cancel |
| | | | | | | | | |

Your preferences for the import appear at the top of the dialog box. To change your preferences, click **<<Previous** to go back to the last step.

12. Click **Import**. The patients are imported, and a confirmation message appears.

| é | Import Persons Webpage Dialog | × |
|---|----------------------------------|-------|
| | System: Commissure Health System | |
| | Finished | |
| | Import completed successfully. | |
| | | Close |

Importing Referring Physicians

Creating the Excel Spreadsheet

To import physicians, you must provide, at the minimum, the physician's First name, Last Name, Site Name, and Identifier. Leave the Login Name column blank or omit the Login Name column. The columns can be in any order. For example:

| | А | В | С | D | E | F |
|---|-------------|------------|-------------|------------|------------|-------------------|
| 1 | Site | First Name | Last Name | Identifier | Work Phone | Dept Name |
| 2 | UniversityA | Tracy | Alba | 1234567 | 3215559999 | Internal Medicine |
| 3 | UniversityA | Richard | Patterson | 2345678 | 3215558888 | Internal Medicine |
| 4 | UniversityA | Janice | Oppenheimer | 3456789 | 3215557777 | Cardiology |
| 5 | UniversityA | Hannah | Anderson | 4567890 | 3215553333 | Cardiology |

Importing the Physicians

To import the physicians:

- 1. Select the System tab in the Setup section.
- 2. Click Import Persons.... The Import Persons dialog box opens.

| [2] Import Persons Webpage Dialog | | × |
|---|--------|----|
| System: Commissure Health System | | |
| Select what to import: | | |
| Accounts/Physicians Patients | | |
| File to import: | | |
| C:\Current Projects\PS360 Reporting 3.5\Import Reporting Physicians.xls | Browse | |
| ✓ First line of import data includes column headings | | |
| Next >> | Cance | el |
| | | |
| | | |

- 3. Select Accounts/Physicians.
- 4. Click **Browse...**, and then navigate to and select the Excel file containing the physicians you want to import. Click **Open**.
- 5. Select **First line of import data includes column headings** if your Excel file contains a row of heading labels.

6. Click **Next**. A dialog box displays the columns (by name, if you specified heading labels in Step 5), a sample of each column's contents, and a **Field** drop-down list for each column.

| Import Persons Webpage Dialog | | | | | | |
|-------------------------------|----------------------------------|------------|-------------|---------|--------|--|
| System: Commissure H | System: Commissure Health System | | | | | |
| Column Mapping | | | | | | |
| Column Name | Sample | Field | | | | |
| First Name | Tracy | First Name | ~ | | | |
| Identifier | 1234567 | Identifier | ~ | | | |
| Last Name | Alba | Last Name | ~ | | | |
| Site | University | Site Name | ~ | | | |
| Work Phone | 3215559999 | Work Phone | ~ | | | |
| | | | << Previous | Next >> | Cancel | |
| | | | | | | |

7. For each column, select the database field in which you want to insert the data. For example, map the column containing site names to the Site Name field in your database. For any columns you don't want to include, select **Skip Column**.



Note: At minimum you must map columns to First Name, Last Name, Site Name, and Identifier.

You can map data to the following columns in the physician database:

| Column | Column | Column |
|----------------|---------------------------|---------------------------------|
| Last Name* | First Name* | Site Name* |
| Identifier* | NPI | Role |
| Is Physician | Veriphy ID | ACR ID |
| Practice Group | Specialties | Middle Name |
| Prefix | Suffix | Degree |
| Street | Street2 | City |
| State | Zip | Country |
| Home Phone | Work Phone | Mobile Phone |
| Pager Phone | Fax | Email |
| IM | Insurance Plan Identifier | Insurance Company Identifier |
| Column | Column | Column |
|-----------------------------|----------------------|------------------------------|
| Group Number | Group Name | Insured Group Employer ID |
| Insured Group Company ID | Tax Identifier | Plan Effective Date |
| Plan Expiration Date | Insured Relationship | Insured DOB |
| Insured Identifier | | |
| *Required | | |

8. Click Next >>. The next dialog box in the import procedure opens.

| Import Persons Webpage Dialog | x |
|---|---|
| System: Commissure Health System | |
| Update of existing accounts: | |
| Do not replace existing data on update Replace existing data on update Replace existing data only for inactive accounts | |
| Login name for existing accounts: | |
| O not replace login name on update Replace login name on update (except for radiologists with speech files) | |
| Password for existing accounts: | |
| Do not replace password on update C Replace password on update C Replace password only if unchanged by user Use fixed password for all updates (users will be prompted to change it at logon): | |
| Blank cells in input file: | |
| Do not replace original value with blank on update Replace original value with blank | |
| << Previous Next >> Cancel | |

9. Indicate what you want the import software to do when a physician in the spreadsheet already exists in the database.

Select **Do not replace existing data on update** if you do not want the data in the spreadsheet to replace that in the database. For example, if the software finds a physician with the same site name and identifier in the database as in the import list, it will not replace the physician's name or other information with that in the spreadsheet. OR

To replace the existing data, select Replace existing data on update.

10. Indicate how the import software should treat blank columns in the spreadsheet.

If you do not want any existing values to be replaced with spaces, select **Do not replace original value with blank**. For example, if the phone number and address columns in the spreadsheet are blank, the physician's address and phone number remain intact in the database.

OR

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To replace an existing value in the database with spaces when the corresponding spreadsheet column is blank, select **Replace original value with blank on update**.

11. Click **Next** >> to continue. The system displays the results found. Any physicians who already exist appear with a check mark in the **Exists** column.

| Import Persons Webpage Dialog | | | * | | |
|---|----------|---------------|------------------------|--|--|
| System: Commissure Health System | | | | | |
| Selected Options Replace password for existing accounts: No. Replace login name for existing accounts: No. Replace original value with blanks in input file: No. Update data for existing accounts: No. | | | | | |
| Full Name | Exists | Site Accounts | Physicians | | |
| Tracy Alba | ✓ | | • University (1234567) | | |
| Richard Patterson | ~ | | • University (2345678) | | |
| Janice Oppenheimer | v | | • University (3456789) | | |
| Hannah Anderson | ~ | | • University (4567890) | | |
| Page 1 | | | | | |
| | | << | Previous Import Cancel | | |

Your preferences for the import appear at the top of the dialog box. To change your preferences, click **<<Previous** to go back to the last step.

12. Click Import. The physicians are imported, and a confirmation message appears.

| Import Persons Webpage Dialog | × |
|----------------------------------|-------|
| System: Commissure Health System | |
| Finished | |
| Import completed successfully. | |
| | Close |
| | |

Importing Non-Administrative Accounts

Creating the Excel File

For importing accounts, you must provide, at a minimum, the Site Name, Identifier, First Name, Last Name, Login Name, Role, and Password. Available roles include Attending, Editor, Fellow, Front Desk, Order Entry, Resident, and Technologist.



Tip: You can omit the Password column if you intend to assign the same password to all the imported accounts.

To give an account access to more than one site, you must include a separate row for each site. For example, a provider might be a Fellow at one site, but an Attending at another.

| | А | В | С | D | E | F | G |
|---|-----------------|------------|-----------|------------|--------------|---------|----------|
| 1 | Site | First Name | Last Name | Identifier | Role | Login | Password |
| 2 | UniversityA | Jason | Baker | 1111112 | Fellow | jbaker | jbaker |
| 3 | Lakeside Clinic | Jason | Baker | 1111112 | Attending | jbaker | jbaker |
| 4 | UniversityA | Irma | Woods | 1111113 | Technologist | iwoods | iwoods |
| 5 | UniversityA | Walter | Wagner | 1111114 | Technologist | wwagner | wwagner |

To give an account access to more than one site, you must include a separate row for each site.

Importing the Non-Administrative Accounts

To import the non-administrative accounts:

- 1. Select the System tab in the Setup section.
- 2. Click Import Persons.... The Import Persons dialog box opens.

| Import Persons Webpage Dialog | | |
|--|---------|---------|
| System: Commissure Health System | | |
| Select what to import: | | |
| Accounts/Physicians Patients | | |
| File to import: | | |
| C:\Current Projects\PS360 Reporting 3.5\Import Non Admin Users.xls | 1 | Browse |
| First line of import data includes column headings | | |
| | Next >> | Cancel |

- 3. Select Accounts/Physicians.
- 4. Click **Browse...**, and then navigate to and select the Excel file containing the accounts you want to import. Click **Open**.
- 5. Select **First line of import data includes column headings** if your Excel file contains a row of heading labels.
- 6. Click **Next**. A dialog box displays the columns (by name, if you specified heading labels in Step 5), a sample of each column's contents, and a **Field** drop-down list for each column.

| Import Persons Webpage Dialog | | | | | | | |
|-------------------------------|----------------------------------|------------|-------------|------|--------|--|--|
| System: Commissure | System: Commissure Health System | | | | | | |
| Column Mapping | | | | | | | |
| Column Name | Sample | Field | | | | | |
| First Name | Jason | First Name | ~ | | | | |
| Identifier | 1111112 | Identifier | ~ | | | | |
| Last Name | Baker | Last Name | ~ | | | | |
| Login | jbaker | Login Name | ~ | | | | |
| Password | jbaker | Password | ~ | | | | |
| Role | Fellow | Role | ~ | | | | |
| Site | University | Site Name | ~ | | | | |
| | | | << Previous | Next | Cancel | | |

7. For each column, select the database field in which you want to insert the data. For example, map the column containing site names to the Site Name field in your database. For any columns you don't want to include, select **Skip Column**.



Note: At minimum you must map columns to First Name, Last Name, Site Name, Identifier, Login Name, and Role.

You can import data into the following columns in the account database:

| Column | Column | Column |
|--------------|-------------|----------------|
| Login Name* | Password** | Last Name* |
| Identifier* | Role* | First Name* |
| Veriphy ID | ACR ID | Practice Group |
| Specialties | Site Name* | NPI |
| Is Physician | Middle Name | Prefix |

| Column | Column | Column | | |
|---|---------------------------------|-----------------------------|--|--|
| Suffix | Degree | Street | | |
| Street2 | City | State | | |
| Zip | Country | Home Phone | | |
| Work Phone | Mobile Phone | Pager Phone | | |
| Fax | Email | IM | | |
| Insurance Plan Identifier | Insurance Company Identifier | Group Number | | |
| Group Name | Insured Group Employer ID | Insured Group Company ID | | |
| Tax Identifier | Plan Effective Date | Plan Expiration Date | | |
| Insured Relationship | Insured DOB | | | |
| *Required **You can omit the password if you intend to assign the same password to all imported accounts. | | | | |

8. Click **Next** >>. The next dialog box in the import procedure opens.

| Import Persons Webpage Dialog | × |
|---|----|
| System: Commissure Health System | |
| Update of existing accounts: | |
| Do not replace existing data on update Replace existing data on update Replace existing data only for inactive accounts | |
| Login name for existing accounts: | |
| O not replace login name on update Replace login name on update (except for radiologists with speech files) | |
| Password for existing accounts: | |
| Do not replace password on update Replace password on update Replace password only if unchanged by user Use fixed password for all updates (users will be prompted to change it at logon): | |
| Blank cells in input file: | |
| O not replace original value with blank on update Replace original value with blank | |
| << Previous Next >> Canc | el |

9. Indicate what you want the import software to do when an account in the spreadsheet already exists in the database.

Select **Do not replace existing data on update** if you do not want the data in the spreadsheet to replace that in the database. For example, if the software finds an account with the same Site Name and Identifier in the database as in the import list, it will not replace the account's address or other information with that in the spreadsheet. OR

If you do want to replace existing data, select **Replace existing data on update**. OR

If you want to replace the existing data only in the case of user accounts that have been deactivated, select **Replace existing data only for inactive accounts**.

10. Indicate how the import software should treat login names, where it finds an existing account (that is, an account with the site name/identifier) in the database.

Select **Do not replace login name on update** if you never want the import to change the account's login name.

OR

Select **Replace login name on update (except for radiologists with speech files)**. This option allows the import to change users' login names, but preserves the login names of users for whom the system has begun collecting data for speech recognition.

11. Indicate how the import software should treat users' passwords, where it finds an existing account in the database.

Select **Do not replace password on update** if you never want the import to change existing accounts' passwords.

OR

Select **Replace password on update** if you want the import process to change passwords for existing accounts.

OR

Select **Replace password only if unchanged by the user** if you want the import process to change the passwords only in accounts where the user has not yet logged in.

If you selected either of the **Replace password** options, you can assign the same password to all existing users, or to existing users who have not logged in. To use this option, specify the password you want to use (see example below).



12. Indicate how the import software should treat blank columns in the spreadsheet.

If you do not want any existing values to be replaced with spaces, select **Do not replace original value with blank**. For example, if the phone number column in the spreadsheet is blank, the provider's phone number remains intact in the database. OR

To replace an existing value in the database with spaces when the spreadsheet column is blank, select **Replace original value with blank on update**.

13. Click **Next** >> to continue. The system displays the results found. Any accounts that already exist appear with a check mark in the **Exists** column.

| Import Persons Web | page Dialog | | × | | | |
|---|---|--|------------|--|--|--|
| System: Commissure Health System | | | | | | |
| Selected Options Replace password for existing accounts: No. | | | | | | |
| Replace login name Replace original va Update data for ex | e for existing Ilue with blaı isting accour | j accounts: No. nks in input file: No. nts: No. | | | | |
| Persons (3) | - | | | | | |
| Full Name | Exists | Site Accounts | Physicians | | | |
| Jason Baker | ~ | University - 1111112 (Fellow) Lakeside Clinic - 1111112 (Attending) | | | | |
| Irma Woods | ~ | University - 1111113 (Technologist) | | | | |
| Walter Wagner | ~ | University - 1111114 (Technologist) | | | | |
| | I | | Page 1 | | | |
| | | << Previous Import | Cancel | | | |

Your preferences for the import appear at the top of the dialog box. If you want to change your preferences, you can click **<<Previous** to go back to the last step.

14. Click **Import**. The accounts are imported, and a confirmation message appears.

| Import Persons | Webpage Dialog | | × |
|-----------------|-----------------------|--|-------|
| System: Comm | nissure Health System | | |
| Finished | | | |
| Import complete | d successfully. | | |
| | | | Close |

Configuring Account Preferences

You can set preferences for the entire system, for the site, and for individual user accounts. To change a user's preferences, follow the procedure below.

Refer to *Configuring the Basic System Settings*, beginning on page 24 for some important points regarding the relationship between system, site, and account preferences.

For information on setting system, site, or user account preferences, refer to Chapter 4.

-)

Tip: You can copy the entire set of preferences from one user to another. Refer to Copying User Account Preferences, beginning on page 164.

To assign user preferences:

1. From the **Setup** group, click the **Accounts** tab and select a user for whom you want to set preferences.

Save Changes | Clear | Delete | Password ▼ | Deactivate | Preferences.. Audit...

2. Click the **Preferences** tab. The **Account Preferences** dialog box opens with the **Workflow** tab selected by default.

| Suance PowerScribe® 360 Reporting: Account Preferences - Internet Explorer | | | | |
|--|---|--|--|--|
| Account: Tracy Alba | and Close Close Window | | | |
| Workflow Permissions Peer Review Report Editing Dictation AutoCorrect | Devices Explorer Screen | | | |
| Security ACO/LMO | | | | |
| Perform spell check at signoff: 🗹 | [True] | | | |
| Perform Quality Check at signoff: 🗹 | [True] | | | |
| Invoke Fax at signoff: 🗌 | [False] | | | |
| Enable Wet Reads: Allowed V [Disabled] | | | | |
| Add note on reject: 🗹 | Add note on reject: 🗹 [True] | | | |
| Prompt on GUI sign: 🗌 | [False] | | | |
| Warn if fields are empty when signing: 🗹 | Warn if fields are empty when signing: 🗹 [True] | | | |
| Warn on sign if new notes exist: From transcription | [From transcription] | | | |
| Bracketed text in green indicates default values. Text in bold indicates preferences whose value has changed from default. | | | | |

Tip: If a user has managed to accidentally hide windows or move toolbars in their application, click the **Reset UI State** link to return these items to their original positions and locations in the user's client application windows.

| | Account Preference | Definition | |
|-------------------------------------|-----------------------|--|----------|
| Perform spell check at signoff | | Automatically spell checks a report when the provider signs it. If the system finds errors, it prompts the user to correct them. | True |
| Perform Quality Check at signoff | | Runs the Quality Check feature when a report is signed. <i>Note: Quality Check is a purchasable option. Please contact your Nuance account representative for more information.</i> | True |
| | Invoke FAX at signoff | Automatically opens the Fax dialog box when a provider signs a report. Allows user to select the person(s) to whom the report is faxed. | False |
| | Enable wet reads | Select an option: Allowed : Radiologist can create a report either as a wet read or a draft. Provider can send these reports to an editor (if they are assigned the Allow correctionist workflow permission). Always : All reports are automatically wet reads (as opposed to drafts). Provider <i>cannot</i> send these reports to an editor. Disabled : Provider cannot create reports as wet reads. | Disabled |
| | Add note on reject | When the radiologist rejects a corrected/transcribed report, the Insert Note dialog box automatically opens, allowing her to create a note for the transcriptionist. This preference also applies when an attending provider rejects a report approved by a resident. | True |
| | Prompt on GUI sign | When a radiologist signs a report by clicking the Sign button, he is prompted to confirm his signature. This preference also causes a prompt to appear when residents click Approve and when editors click Finish . | False |

Use the following table to select preferences on the Workflow tab.

| Account Preference | Definition | Default |
|---|--|-----------------------|
| Warn if fields are empty when signing | The radiologist or resident is warned when signing or approving a report if the report contains empty fill-in or merge fields. | True |
| Warn on sign if new notes exist | Controls whether the user is alerted during the signing process if new notes have been added since the last time he opened the report. Never: New notes do not trigger a warning. From Transcription: Notes are shown only when added by the transcriptionist. Always: Any new notes trigger a warning, including those from other radiologists, or notes the system automatically adds on certain actions, such as when an order is assigned to a radiologist. | From transcription |

3. Click the **Permissions** tab.

| Nuance PowerScribe® 360 Reporting: Account Preferences - Internet Explorer | | | |
|--|------------------|--|--|
| Account: Tracy Alba @ Copy Reset UI State Reset to Defaults Save and Close | e Close Window | | |
| Workflow Permissions Peer Review Report Editing Dictation AutoCorrect Devices | Explorer Screen | | |
| Security ACO/LMO | | | |
| Allow report creation for non-radiologists: Not allowed | [Not allowed] | | |
| Allow order association: 🗹 | [True] | | |
| Allow correctionist workflow: 🗹 | [True] | | |
| Enable mobile access: 🗹 | [True] | | |
| Bracketed text in green indicates default values. Text in bold indicates preferences whose value has changed from default. | | | |

Refer to the table below to select preferences on the **Permissions** tab.

| Account Preference | Definition | Default |
|---|---|-------------|
| Allow report creation for non- radiologists | Determines what types of reports, if any, users other than radiologists can create. Choices are: Reports and addendums ; Reports only ; Addendums only ; or Not allowed . (Replaces the Allow report creation check box preference in previous versions.) | Not allowed |
| Allow order association | Controls whether the provider has the right to add unreported orders to existing reports, or to dissociate an order from a multi-accession report. This function is available only if your RIS/HIS permits multiple accessions per order. | True |
| Allow correctionist workflow | Select this option to activate the Correct and Reject functions for radiologists. | True |
| Enable mobile access | Allows users to sign reports and use Assisted Diagnosis from their mobile devices | True |



Note: Peer Review is a purchasable option. Contact your Nuance account executive for information.

4. Click the **Report Editing** tab. (For better visibility, the illustration for this tab is shown on this page and the next.)

| 6 | Nuance PowerScribe® 360 Reporting: Account Pr | eferences - Internet Explorer | - | |
|----|---|---|--------|----------------------------|
| | Account: Tracy Alba | Reset UI State Reset to Defaults S | Save a | nd Close Close Window |
| | Workflow Permissions Peer Review Re | port Editing Dictation AutoCorrect | Devic | es Explorer Screen |
| | Security ACO/LMO | | | |
| | Default font face: | Arial | ~ | [Arial] |
| | Default font size: | 11 | ~ | [11] |
| | Start with default AutoText: | \checkmark | | [True] |
| | Move cursor on AutoText insert: | First field | ~ | [First field] |
| | Automatic AutoText categorization: | Disabled | ~ | [Disabled] |
| | Fill-in field navigation: | All | ~ | [AII] |
| | Merge field navigation: | All | ~ | [AII] |
| | Cursor position on field selection: | Text is selected | ~ | [Text is selected] |
| | Monitor order data changes during reporting: | Notify and apply changes | ~ | [Notify and apply changes] |
| | Show image captions in report: | | | [True] |
| | Image size on insertion: | Medium | ~ | [Medium] |
| | Warn if open orders when signing: | \checkmark | | [True] |
| | Open orders property match: | None | ≫ | [None] |
| | Open orders maximum age: | 10 days | ~ | [10 days] |
| l, | Enable Ouality, Check types | مالي مستقول المحمد محمد المحمد المحم المحمد ا | | LAND MARKEN CALLAND |

| [AII] | × | All | Enable Quality Check types: |
|------------|---|--------------|--|
| [Advanced] | ~ | Advanced | PowerShare image viewer: |
| [True] | | \checkmark | Show brackets on fields: |
| [True] | | \checkmark | Enable talking fields: |
| [True] | | \checkmark | Highlight text on playback: |
| [False] | | | Add unmatched findings to report: |
| [False] | | | Restrict diagnosis codes by exam type: |
| [False] | | | Automatically load PACS studies: |
| [True] | | \checkmark | Focus application on PACS launch: |
| [True] | | \checkmark | Discard unedited new report on PACS close: |
| [False] | | | Set application window always on top: |
| [True] | | \checkmark | Enable background report saving: |
| [False] | | | Enable AutoFeed polling: |
| [False] | | | Enable clinical guidance alerts: |

Text in **bold** indicates preferences whose value has changed from default.

Refer to the following table to set preferences on the **Report Editing** tab.

| Account Preference | Definition | Default |
|--------------------------------|---|--------------------|
| Default font face | Specifies the font typeface to use when viewing and editing reports. | Arial |
| Default font size | Specifies the font size to use when viewing and editing reports. | 11 |
| Start with default AutoText | If you select this option, if an AutoText entry has been designated as the default for a particular type of exam, the AutoText is automatically inserted when a user creates a new report for an exam of that type. | True (selected) |

| Account Definition | | Default |
|---|---|--------------------------|
| Move cursor on AutoText insert | This specifies where the cursor is placed after the user inserts AutoText. Select an option: End of AutoText: Cursor moves to the right of the AutoText First empty field: Cursor moves to the first empty field in the document. First field: Cursor moves to the first field in the document. | First field |
| Automatic AutoText categorization | Allows providers to automatically include procedures in their AutoText. The choices for this preference are: Always: Procedures in the report's order(s) are added to any AutoText that providers insert. Prompt: Provider is prompted to accept categorization prior to the addition of any procedure(s). Disabled: Do not perform auto-categorization of AutoText. | Disabled |
| Fill-in field navigation | Select the status of fields to which your Tab button/ key navigates. This allows you to skip <i>fill-in fields</i> that already have content. Choices are All ; Empty ; None ; or Unmodified . | All |
| Merge field navigation | Select the status of fields to which your Tab button/ key navigates. This allows you to skip <i>merge fields</i> that already have content. Choices are All ; Empty ; None ; or Unmodified . | All |
| Cursor position on field selection | Select where to position the cursor in a field that you select or move to. Choices are Text is selected ; Cursor at the end ; or Cursor at the beginning . | Text is selected |
| Monitor order data changes during reporting | Notifies users if the order data has changed while they are dictating a report. Options are: Notify and apply changes Apply changes without notification Disabled | Notify and apply changes |
| Show image captions in report | When selected, captions appear under any images providers insert into their reports. | True (selected) |
| Image size on insertion | Default size of your inserted images. Choose either Small , Medium , or Large . | Medium |

| Account Preference | Definition | Default |
|--|---|----------|
| Warn if open orders when signing | Controls whether the system warns radiologists signing (or residents approving) a report when there are unreported orders for the patient that are not filtered by the Open orders property match and Open orders maximum age preferences. The radiologist or resident might want to add one or more of the open orders to the report before signing or approving it. Note that the warning applies only to the Open Orders that are displayed when the report is first opened. | True |
| Open orders property match | Show (in the Report Editor Order Data tab) only orders that match the selected properties of the order(s) in the current report. Choices include Modality, Location, Section, and others. | None |
| Open orders maximum age | Do not display (in the Report Editor Order Data tab) orders older than this value. Select a number of hours or days from the drop-down list. (Relative to the age of the order for the current report, or the oldest order if there are multiple orders in the current report.) | 10 days |
| Enable Quality Check types | Select one or more of the Quality Checks (currently Critical Test Results, Gender Mismatches, and Laterality Mismatches), or select All. <i>Note: Quality Check is a purchasable</i> <i>option. Contact your Nuance account</i> <i>executive for information.</i> | All |
| PowerShare image viewer | Select either the Basic or the Advanced <i>PowerShare</i> image viewer from the drop-down menu. | Advanced |
| Show brackets on fields | Place square brackets around all fill-in fields. | True |

| Account Preference | e Definition | |
|---|---|-------|
| Enable talking fields | If you select this option, the name of the field is spoken out loud when a user takes one of the following actions: Moves the cursor into a field Selects it in the field pane Navigates into it using the microphone buttons or Tab key Note: Talking Fields requires that Dragon Text-To-Speech (TTS) be installed on the user's workstation. Note that field names are not spoken while the dictation mode is active | True |
| Highlight text on playback | Each section of the report text is highlighted as it is played back. | True |
| Add unmatched findings to report | Applies to Findings Only dictation mode in the <i>PowerScribe 360</i> <i>Reporting</i> client application. When the user clicks Apply Findings , the software creates a new item in the Field pane for each unmatched finding. The fields are named *Unmatched1, *Unmatched2, and so on. If you do not select this option, any unmatched findings remain in the Findings Only window. | False |
| Restrict diagnosis codes by exam type | The list of ICD-9 codes is restricted to those that are appropriate for the exam. Note: This behavior is controlled through a check box in the Diagnosis Coding dialog box. | False |
| Automatically load PACS studies | If you select this option and a 'master' PACS integration is configured, as soon as a report is opened in <i>PowerScribe 360</i> <i>Reporting</i> the corresponding study is automatically opened in the PACS selected for the site. | False |
| Focus application on PACS launch | If you select this option and a 'slave' PACS integration is configured, <i>PowerScribe 360</i> <i>Reporting</i> is brought to the front of all applications and activated when a dictation request is received from the PACS. <i>Note: This function works only with some</i> <i>PACS systems</i> | True |

| Account Preference | Definition | Default |
|---|--|---------|
| Discard unedited new report on PACS close | Allows the radiologist to delete a report that contains an AutoText template without being prompted, minimizing their interruptions. Permitted only if the radiologist did not create any content (audio or text) for the report. Note: Reports created manually will still prompt you before allowing deletion. | True |
| Set application window always on top | This preference keeps the <i>PowerScribe 360</i> <i>Reporting</i> application the top application in an environment with multiple applications present, and prevents you from having to switch between applications during the session. | False |
| Enable background report saving | If you select this option, when the user approves or signs a report, he is taken immediately back to the Explorer screen (or to next report, in AutoFeed mode) without waiting to see that the report has been saved to the database. | True |
| Enable AutoFeed polling | If selected, the system automatically polls for reports when a provider's AutoFeed queue is empty. | False |
| Enable clinical guidance alerts | Select this check box to alert the user that there is a clinical guideline that covers the finding(s) that he or she documented in their report. This gives the user the opportunity to review the guideline and use it for recommendations. | False |

5. Click the **Dictation** tab.

| Nuance PowerScribe® 360 Reporting: Account Preference | es - Internet Explorer | | | | |
|---|--------------------------------------|---------------------|--|--|--|
| Account: Tracy Alba | | | | | |
| Workflow Permissions Peer Review Report Ed | diting Dictation AutoCorrect Devices | Explorer Screen | | | |
| Security ACO/LMO | | | | | |
| Speech recognition mode: Tex | t streaming 🗸 🗸 | [Text streaming] | | | |
| Cursor position on transcribe: Curs | sor at the end 🗸 | [Cursor at the end] | | | |
| Select utterances shorter than: 0 | | [0] | | | |
| Beep on dictation start/stop: No | beep 🗸 | [On start] | | | |
| Beep on command recognized: 🗹 | | [True] | | | |
| Use PC speaker for sound alerts: 🗹 | | [True] | | | |
| Turn off dictation when changing modes: \Box | | [False] | | | |
| Prompt to save speech files: Pro | mpt 🗸 🗸 | [Prompt] | | | |
| AutoText voice command: Auto | oText | [AutoText] | | | |
| Voice enable all default AutoText: 🗹 | | [True] | | | |
| Enable microphone toggle: 🗌 | | [False] | | | |
| Microphone off idle time: 3 m | inutes 🗸 | [3 minutes] | | | |
| Save audio with report: \Box | | [True] | | | |
| Allow Dragon Formatting dialog: 🗹 | | [True] | | | |
| Allow Dragon Options dialog: 🗹 | | [True] | | | |
| Enable Dragon save correction to archive: 🗹 | | [True] | | | |
| Enable Dragon data collection: 🗹 | | [True] | | | |
| Enable Dragon collect data for research: 🗌 | | [False] | | | |
| Enable Dragon insert rejections into document: \Box | | [False] | | | |
| Enable Dragon greedy replacement: 🗹 | | [True] | | | |
| Microphone off delay: Disa | abled 🗸 | [Disabled] | | | |
| Short utterance retry delay: 250 | msec 🗸 | [250 msec] | | | |

Bracketed text in green indicates default values.

Text in **bold** indicates preferences whose value has changed from default.

| Account Preference | Definition | Default |
|-----------------------------------|---|----------------------|
| Speech recognition mode | Controls how speech recognition is performed. Text streaming: Automatically displays the dictated text as the provider dictates. Press to transcribe: Requires the provider to press a button on the microphone. Disabled, which means speech recognition is not loaded. The user, therefore, cannot record or play back audio. This option is typically assigned to technologist accounts. Note: Do not select Disabled for editors; they need to be able to play back the audio to perform edits. | Text streaming |
| Cursor position on transcribe | Controls the position of the cursor after the provider presses the Transcribe button on the microphone. Cursor at the end: The cursor appears at the end of the transcribed text. Cursor at the beginning: The cursor appears at the beginning of the transcribed text. Text is selected: The transcribed text is highlighted. | Cursor at the end |
| Select utterances shorter than | When the provider dictates audio shorter than the number of characters you indicate here (for example, when she dictates short words, or the values in fill-in fields), the dictated content is automatically selected when she issues the "transcribe" command. She can then quickly edit the dictated content or move on to the next field. Note: This preference is available only when you have selected either Cursor at the beginning or Cursor at the end as the Cursor position on transcribe preference. | 0 |
| Beep on dictation start/stop | Choose whether an audible tone sounds when the provider starts and/or stops dictation. Select either No beep , On start , or On start and stop . | On start |
| Beep on command recognized | An audible tone sounds when the software recognizes a voice command. | True |
| Use PC speaker for sound alerts | Uses the computer's built-in speaker for beeps in the above two preferences. | True |

Use the following table to assign preferences on the **Dictation** tab.

| Account Preference | Definition | Default |
|--|--|-------------|
| Turn off dictation when changing modes | If you select this option, dictation is automatically toggled off when the user switches screens, such as when moving from the Explorer screen to the Report screen, or when opening or closing dialog boxes that accept dictation input. | False |
| Prompt to save speech files | Controls saving modified speech files when a user logs out of the application. Prompt: The user is asked whether or not to save. Always save: Speech files are saved without prompting. Never save: Speech files are never saved. Learning does not continue and new words added are not saved; the user must actively save any new words. It is recommended that you select Prompt or Always save. For a user who has used the system for awhile and is satisfied with speech recognition accuracy, you might change this option to Never save. | Always save |
| AutoText voice command | The word or phrase you specify here is used as the voice command for inserting AutoText into a report. (The word Macro might be preferable for users accustomed to older speech-reporting applications.) | AutoText |
| Voice enable all default AutoText | Select to enable voice commands for all AutoText marked as default, regardless of relevance. | True |
| Enable microphone toggle | If you select this option and the start/stop button has been configured to turn the microphone on and off, the provider can press the start/stop button once to turn the microphone on, use voice commands to start and stop recording, and then press the start/ stop button to turn the microphone off. | False |
| Microphone off idle time | The time the microphone is allowed to be idle before the system automatically turns it off. | 3 minutes |

| Account Preference | Definition | Default |
|---|---|---------|
| Save audio with report | Controls whether the dictated audio is saved to the server. The default is False to minimize system load. Set this preference to True for: Self-edit radiologists who want to play back their dictations Radiologists who send their reports for transmission | True |
| | <i>CAUTION</i> : Enable this option for self-edit radiologists <i>only</i> if they need to play back their dictations. This option adds considerable overhead to the server and delays opening and saving of reports. | |
| Allow Dragon Formatting dialog | The user can access the Dragon Formatting tab, and modify the formatting settings for the application. | True |
| Allow Dragon Options dialog | The user can access the Dragon Options tab, allowing her to modify the options settings for the application. | True |
| Enable Dragon save correction to archive | Select this option if you want the speech recognition engine to collect correction data in the acoustic archive. | True |
| Enable Dragon data collection | If you select this option, the software selects data for troubleshooting purposes; if recognition is unsatisfactory, a Nuance representative can use a log file to analyze the problem. | True |
| Enable Dragon collect data for research | Select this option if you want the speech recognition engine to collect correction data for research purposes. | False |
| Enable Dragon insert rejections into document | Do not change this preference unless you are instructed to do so by Nuance. | False |
| Enable Dragon greedy replacement | If selected, replaces an entire word that has been only partially selected. For example, if a provider highlights only the letters im in superimposed infection , and then dictates "mild" , the resulting text would show mild infection . | True |

| Account Preference | Definition | Default |
|--------------------------------|---|---------------------|
| Microphone off delay | Do not change this preference unless you are instructed to do so by Nuance. | Disabled |
| Short utterance retry delay | Do not change this preference unless you are instructed to do so by Nuance. | 250 milliseconds |

6. Click the **AutoCorrect** tab. (Administrators can access individual user AutoCorrect rules, and either edit or delete the rules.)

| Ø | 🧉 Nuance PowerScribe® 360 Reporting: Account Preferences - Windows Internet Explorer | | | | | | | | | | |
|---|--|-----------------|--------------------------|--------|-------|---------------|-------------|-----------|------------|-------|-------------|
| | Account: Tracy Alba | | | | | | | | | | |
| | Wor Sec | rkflov urity | W Permissions ACO/LMO | Peer R | eview | Report Editin | g Dictation | AutoCorre | ct Devices | Explo | rer Screen |
| | Capitalize beginning of dictated sentences: 🗹 [True] Replace text during dictation: 🗹 [True] | | | | | | | | | | |
| | | | Text | | | | Replacemen | nt | | | Ignore Case |
| | X | Z | tech turning | | | | Tekturna | | | | ~ |
| | 夺 Page 1 | | | | | | | | | | |
| В | Bracketed text in green indicates default values. Text in bold indicates preferences whose value has changed from default. | | | | | | | | | | |

Use the following table to assign preferences on the AutoCorrect tab.

| Account Preference | Definition | Default |
|--|---|---------|
| Capitalize beginning of dictated sentences | Automatically capitalizes the first letter of the first word of a new sentence. Note: Using this function can disrupt audio playback functionality; you should not enable it for radiologists who use a correctionist workflow. | True |
| Replace text during dictation | If selected, the system automatically replaces words or phrases with different words or phrases during dictation. This feature is useful if the speech engine consistently makes the same mistakes over and over despite efforts to re-train. | True |

To add a new AutoCorrect rule:

- a. Click the Create new item icon 🛟 .
- b. In the Text field, type the text that you want to replace.
- c. In the **Replacement** field, type the text that you want to appear (instead of the word or words you entered in the **Text** field).
- d. Select the **Ignore Case** check box to ignore the case (uppercase or lowercase) of your text.
- e. Click the **Commit changes** icon .

To change an AutoCorrect rule:

- a. Click the **Edit item** icon \mathbf{M} to the left of the rule you want to modify.
- b. Make the appropriate changes to the text.
- c. Click the **Commit changes** icon .

To remove an AutoCorrect rule:

• Click the **Delete item** icon \mathbf{X} to the left of the rule you want to remove.

To return without changing or deleting an AutoCorrect rule:

• Click the **Cancel update** icon **s** to the left of the rule that you were modifying.

- 7. Click the **Devices** tab.
- 8. Click the **Dictaphone PowerMic** tab only if the provider is using a PowerMic. Otherwise, continue with Step 9 or Step 10, whichever is appropriate for the provider's needs.



Note: All of the buttons on the Dictaphone PowerMic are configurable. Each drop-down list indicates the valid functions for each button.

| Suance PowerScribe® 360 Reporting: Account Preferences - Internet Explorer | | | | | |
|--|------------------------|--|--|--|--|
| Account: Tracy Alba @ Copy Reset UI State Reset to Defaults Save and | l Close Close Window | | | | |
| Workflow Permissions Peer Review Report Editing Dictation AutoCorrect Dev Security ACO/LMO ACO/LMO Action Action< | Explorer Screen | | | | |
| Dictaphone PowerMic Philips SpeechMike™ Foot Pedal | | | | | |
| PowerMic Dictate Click: Use deadman switch 🗸 🗸 | [Use deadman switch] | | | | |
| PowerMic Transcribe Click: Transcribe | [Transcribe] | | | | |
| PowerMic Tab Backward Click: Previous field | [Previous field] | | | | |
| PowerMic Tab Forward Click: Next field | [Next field] | | | | |
| PowerMic Rewind Click: Use deadman switch | [Use deadman switch] | | | | |
| PowerMic Stop/Play Click: Deadman play audio | [Deadman play audio] | | | | |
| PowerMic Fast Forward Click: Use deadman switch 🗸 | [Use deadman switch] | | | | |
| PowerMic Enter/Select Click: Enter key | [Enter key] | | | | |
| PowerMic Scan Click: Nothing | [Nothing] | | | | |
| PowerMic Custom Left Click: Nothing | [Nothing] | | | | |
| PowerMic Custom Right Click: Nothing | [Nothing] | | | | |
| Send barcode scan to focused application: [False] | | | | | |

Bracketed text in green indicates default values.

Text in **bold** indicates preferences whose value has changed from default.

Actions you can assign to PowerMic buttons include:

- Nothing: No action.
- Sign Report: Electronically sign the current report.
- Use deadman switch: Continue the action while the user holds the button down, stop when the button is released.
- Deadman play audio: Plays recorded audio for as long as button is held

- **Toggle [action]**: Begin the action when the user presses and releases the button. Stop the action when the user presses and releases the button again. Toggle items include **Toggle dictation on off**; **Toggle play audio on off**; **Toggle rewind on off**; **Toggle microphone on off**; and **Toggle fast forward on off**.
- **Toggle visibility**: Toggles the application window (useful for single-workstation integrated PACS environments).
- Next field: Selects next field in reports that have multiple fields
- Previous field: Selects previous field in reports that have multiple fields
- Normal report: Creates and signs a normal report for the selected exam.
- New line: Inserts a new line into the report.
- New paragraph: Inserts a new paragraph into the report.
- Delete key: Deletes forward from current position.
- **Delete last word**: Deletes the last word dictated.
- **Delete last utterance**: Deletes the last group of words recognized (similar to the "scratch that" function).
- Save as draft: Saves current report to the draft folder.
- Transcribe: Convert the audio to text.
- Enter key: The key acts like the Enter key on the computer keyboard.
- Backspace: The key acts like the Backspace key on the computer keyboard.
- **Next discrepancy**: Highlights the next discrepancy located by the Assure consistency checker (which is a purchasable option).
- **Previous discrepancy**: Highlights the previous discrepancy located by the Assure consistency checker (which is a purchasable option).
- Correct report: Send report to an editor for transcription or editing
- STAT: Mark a report as STAT
- Sign as preliminary: Allows you to mark a report as Preliminary Sign.
- Next field or table cell: Assignable tasks that allow you to move to the next cell in a table that you have inserted into your report or AutoText.
- **Previous field or table cell**: Assignable tasks that allow you to move to the previous cell in a table that you have inserted into your report or AutoText.

9. Click the **Philips SpeechMike** tab only if the provider is using a SpeechMike. Otherwise, continue with Step 10.



Note: All of the buttons on the Philips SpeechMike are configurable. Each dropdown list indicates the valid functions for each button.

| Wuance PowerScribe® 360 Reporting: Account Preferences - Internet Explorer | |
|--|---------------------------------|
| Account: Tracy Alba @ Copy Reset UI State Reset to Defaults | I Save and Close Close Window |
| Workflow Permissions Peer Review Report Editing Dictation AutoControl Security ACO/LMO ACO/LMO Action Acti | orrect Devices Explorer Screen |
| Dictaphone PowerMic Philips SpeechMike™ Foot Pedal | |
| SpeechMike Record Click: Use deadman switch | [Use deadman switch] |
| SpeechMike Play/Stop Click: Deadman play audio | [Deadman play audio] |
| SpeechMike Rewind Click: Use deadman switch | [Use deadman switch] |
| SpeechMike Forward Click: Use deadman switch | [Use deadman switch] |
| SpeechMike EOL Click: Previous field | [Previous field] |
| SpeechMike INS/OVWR Click: Next field | [Next field] |
| SpeechMike Command Click: Nothing | [Nothing] |
| SpeechMike F1 Click: Nothing | [Nothing] |
| SpeechMike F2 Click: Nothing | [Nothing] |
| SpeechMike F3 Click: Nothing | [Nothing] |
| SpeechMike F4 Click: Nothing | [Nothing] |
| | |

Bracketed text in green indicates default values. Text in **bold** indicates preferences whose value has changed from default. 10. Click the **Foot Pedal** tab. (If the user does not have a foot pedal, skip this step, go to Step 11, and configure the **Explorer Screen** settings.)



Note: All of the buttons on the foot pedal are configurable. Each drop-down list indicates the valid functions for each button.

Notice that each button on the foot pedal can be configured for either an editor, an author, or both.

| | Decet to Defaults C | energia de la classe Mindau |
|--|-----------------------|------------------------------|
| Account: Tracy Alba | Reset to Defaults 5 | ave and close close window |
| Workflow Permissions Peer Review Report Editing | Dictation AutoCorrec | t Devices Explorer Screen |
| Security ACO/LMO | | |
| Dictaphone PowerMic Philips SpeechMike™ Foot Peda | | |
| Editor Foot Pedal Left Click: Fast forward | ~ | [Fast forward] |
| Editor Foot Pedal Center Click: Deadman play audio | ~ | [Deadman play audio] |
| Editor Foot Pedal Right Click: Rewind | ~ | [Rewind] |
| Author Foot Pedal Left Click: Transcribe | ~ | [Transcribe] |
| Author Foot Pedal Center Click: Use deadman switch | ~ | [Use deadman switch] |
| Author Foot Pedal Right Click: Next field | ~ | [Next field] |
| | | |

11. Click the **Explorer Screen** tab.

| Nuance PowerScribe® 360 Reporting: Account Preferences - Internet Explorer | - • × |
|--|-------------------|
| Account: Tracy Alba @ Copy Reset UI State Reset to Defaults Save and Clos | se Close Window |
| Workflow Permissions Peer Review Report Editing Dictation AutoCorrect Devices | Explorer Screen |
| Security ACO/LMO | |
| Enable Explorer Quick Search: 🗹 | [True] |
| Enable Explorer Browse: All | [All] |
| Barcode filter: 🗆 | [False] |
| Enable batch signing: 🗹 | [True] |
| Detect accession length in search box: \Box | [False] |
| Show old resident drafts in My Reports: Do not show | [Do not show] |
| Show resident corrected reports in My Reports: \Box | [False] |
| Show subscribed worklists only: 🗹 | [True] |
| Display addenda above report: 🗹 | [True] |
| Bracketed text in green indicates default values. Text in bold indicates preferences whose value has changed from default. | |

| Account Preference | Definition | Default |
|---|---|-------------|
| Enable Explorer Quick Search | Determines whether the Quick Search section of the Explorer window is visible to providers. If not selected, the Quick Search section is hidden from the specified user. Only administrators can access and change this setting. | True |
| Enable Explorer Browse | This drop-down box determines which sections of the Browse area in the Explorer window are visible to providers. You can choose: | All |
| | • None: Hides the Browse section from the specified user | |
| | • Combination of one or more filters: Select individual filters to show to the user. Including one or more filters makes the Browse section visible to the specified user, showing only the filters you selected. All : Shows the Browse section and all its filters to the specified user | |
| Barcode filter | Enables the barcode filtering as configured by the administrator. Selecting this option activates the corresponding menu and toolbar button in the <i>PowerScribe 360</i> <i>Reporting</i> client application. | True |
| Enable batch signing | Select this check box to allow attending providers to sign several reports at the same time. | False |
| Detect accession length in search box | If you select this option, when the user enters an accession number in the Quick Search area, the system automatically begins the search when it receives the correct number of digits. This preference is applicable only if you have set the Accession Number Length preference to a value greater than zero. Automatic detection is not used when the Barcode filter preference (described above) is enabled. | False |
| Show old resident drafts in My Reports | Allows attending radiologists to see (and sign) their residents' drafts when they click the Drafts link in the My Reports section. This option helps ensure that a report is not lost if the resident does not complete it in a timely fashion. Attending providers can choose to show all resident drafts, or only those that are older than a certain number of hours. | Do not show |
| Show resident corrected reports in My Reports | Select this check box to show reports that were corrected by a resident and returned to the attending provider in the provider's My Reports list. | |

Refer to the following table to set preferences on the Explorer Screen tab.

| Account Preference | Account Definition | | | |
|---------------------------------|---|-------|--|--|
| Show subscribed worklists only | Select this check box to show users only worklists to which they are subscribed. | False | | |
| Display addenda above report | If selected, displays addenda at the beginning of previewed reports. Previewed reports appear at the bottom of the Explorer window and in the Prior Reports tab in the Report Editor window. | True | | |

12. Click the **Security** tab.

| Nuance PowerScribe® 360 Reporting: Account Preferences - Internet Explorer | - 0 X | | | | |
|--|--------------------|--|--|--|--|
| Account: Tracy Alba | ose Close Window | | | | |
| Workflow Permissions Peer Review Report Editing Dictation AutoCorrect Devices Security ACO/LMO ACO/LMO Action (Action (Act | Explorer Screen | | | | |
| Enable automatic log collection: \Box | [False] | | | | |
| Enable application logging: Disabled | [Disabled] | | | | |
| Warn on logoff: If queue not empty | [Never] | | | | |
| Block display of demographics: 🗌 | [False] | | | | |
| Bracketed text in green indicates default values. Text in bold indicates preferences whose value has changed from default. | | | | | |

Use the following table to assign preferences on the Security tab.

| Account Preference | Definition | Default |
|---------------------------------|--|----------|
| Enable automatic log collection | Select this check box to enable the Collect logs feature automatically when the user logs off of the client application. | False |
| Enable application logging | Used for troubleshooting purposes, choose one or more selections from Disabled , Grammar Rules , Cursor Moves , Reco Mode Changes , Field Navigation , Report Workflow , Speech Session , Stray Toolbars , Performance , RAS , Microphone Button , or All . With the Microphone Button item selected, events are written to the log file on DOWN, UP, and HOLD actions for each button. Events are logged for PowerMic, SpeechMike, and foot pedal devices. | Disabled |

| Account Preference | Definition | Default |
|----------------------------------|---|---------|
| Warn on logoff | The software displays a warning message when the user exits the application or if the application is closed automatically. Choose from Never , Always , or If queue not empty . | Never |
| Block display of demographics | The patient's Name and MRN appear as n/a , and are not displayed when the user views the report. (This option is usually activated for users with editor or technologist roles—assuming they do not need to see this patient information—so as to meet HIPAA requirements.) | False |

13. Click the ACO/LMO tab.

| SNuance PowerScri | be® 360 Re Alba | eporting: Accou | int Preferences - Wii | ndows Inter | net Explorer to Defaults Sav | e and Close (| Close Window |
|--|----------------------|-----------------|-----------------------|-------------|-----------------------------------|-----------------|--------------|
| Workflow Perr Security ACO/ | missions LMO | Peer Review | Report Editing | Dictation | AutoCorrect D | evices Explore | er Screen |
| Dragon LMO inte | rval: Daily | | | ~ | | | [Daily] |
| Dragon ACO inte | rval: Week | ly | | ~ | | | [Weekly] |
| ACO Daily Wind | ows | | | | | | |
| | From | То | From | То | From | То | |
| Sunday: | | - | | | | - | |
| Monday: | From | To | From | To | From | To | п |
| Monday. | From | То | From | То | From | То | |
| Tuesday: | | - | | - | | - | [] |
| | From | То | From | То | From | То | |
| Wednesday: | | | _ | | | | L |
| Thursday: | From | - | From | - | From | - | [] |
| , | From | То | From | То | From | То | |
| Friday: | | - | | | | - | [] |
| Caturday | From | То | From | То | From | То | n |
| Note: The time windows must not overlap and should be entered in order. | | | | | | | |
| Bracketed text in green indicates default values. Text in bold indicates preferences whose value has changed from default. | | | | | | | |

| Account Preference | Definition | Default |
|------------------------|---|---------|
| Dragon LMO interval | Set the amount of time between language model optimizations, or select Disabled if you do not want to run LMO. | Daily |
| Dragon ACO interval | Set the amount of time between acoustic model optimizations, or select Disabled if you do not want to run ACO. | Weekly |
| ACO daily windows | Configure the time(s) during which you want the ACO to run. | None |

Use the following table to help you make your choices on the ACO/LMO tab.

14. When you have finished assigning preferences, click Save and Close.

Copying User Account Preferences

To copy preferences from an existing user account:

- 1. Follow the procedure beginning on page 112 to create a new user, and modify the account preferences as needed. Or, edit an existing user's preferences. When you have finished setting preferences, save your changes to the account.
- 2. Begin creating another new user, or edit an existing user account.
- 3. On the Accounts tab, click Preferences.

| Save Changes Clear Delete Password - | Deactivate | Preferences | Audit |
|--|------------|-------------|-------|
|--|------------|-------------|-------|

The Account Preferences dialog box opens.

4. In the Account Preferences dialog box, click Copy. The Copy Preferences dialog box opens.

| Copy Preferences | [x] |
|------------------------------|---------|
| Select source account: Alba, | Tracy 🗸 |
| Сору | Cancel |

- 5. From the drop-down list, select the name of the user whose preferences you want to copy.
- 6. Click Copy. The preferences are copied to the user account you are creating or editing.

Auditing User Activity

The **Accounts** tab of the **Setup** group allows you to monitor activity by the users in your system. The **Account Events** window shows such activities as password changes, deactivation of users, and changes to preferences.

LMO and ACO events appear in the **Account Events** window only when they are successful. Any failed LMO or ACO processes appear in the **Exception** tab in the **Logs** group. To see all activity on the Speech Utility Server, refer to the **ACO/LMO** tab in the **Logs** group.

Viewing the Audit Log

To view the audit log:

- 1. Find the user account whose events you want to audit. Refer to *Searching for Existing Users*, beginning on page 169.
- 2. With the user account displayed, click **Audit**. The **Account Events** window opens, and displays all activity for this user.

| Acco | unt: Tr | acy Alba | | | All | ~ | Time Frame Custom Events Past month | Reset | Sear | ch C |
|-----------|---------|-------------|---------------|---------------|-------------------|---|---|---------------------------|---------|--------|
| ime 🔻 | Realm | Account | Administrator | Workstation | Type | Info | | Duration | Audio T | ext lu |
| 1/11/2014 | Portal | Alba, Tracy | Hirkach, Tom | MEL-THRKACH-L | Change Role | Before: Administrator/Full, Atten Melbourne Regional Medical, Rive Administrator/Full, Attending (Im Melbourne Regional Medical, Men | ding (Imaging Center, IRR02, Lakeside Clinic, erview Hospital, University) - After: aging Center, IRR02, Lakeside Clinic, norial Hospital, Riverview Hospital, University) | | | |
| 1/11/2014 | Portal | Alba, Tracy | Hrkach, Tom | MEL-THRKACH-L | Change Role | Before: Administrator/Full, Atten Riverview Hospital, University) - Center, IRR02, Lakeside Clinic, M Hospital, University) | ding (Imaging Center, IRR02, Lakeside Clnic, After: Administrator/Full, Attending (Imaging felbourne Regional Medical, Riverview | | | |
| 0/29/2014 | Portal | Alba, Tracy | Taylor, James | MEL-THRKACH-L | Change Role | Before: Attending (Imaging Cent University) - After: Administrator Lakeside Clinic, Riverview Hospita | er, IRR02, Lakeside Clnic, Riverview Hospital, /Full, Attending (Imaging Center, IRR02, al, University) | | | |
| 0/29/2014 | Portal | Alba, Tracy | | MEL-THRKACH-L | Logoff | | | | | |
| 0/29/2014 | Portal | Alba, Tracy | | MEL-THRKACH-L | Logon | IE 8.0+ (Windows 7) | | | | |
| 0/29/2014 | Portal | Alba, Tracy | | MEL-THRKACH-L | Bad Logon Attempt | Client host: VRADPROD1 | | | | |
| 0/29/2014 | Portal | Alba, Tracy | | MEL-THRKACH-L | Bad Logon Attempt | Client host: VRADPROD1 | | | | |
| 0/29/2014 | Portal | Alba, Tracy | Hrkach, Tom | MEL-THRKACH-L | Change Role | Before: Administrator/Full, Atten Riverview Hospital, University) - Lakeside Clinic, Riverview Hospita | ding (Imaging Center, IRR02, Lakeside Clinic, After: Attending (Imaging Center, IRR02, al, University) | | | |
| | | | | | | | | | | Page |

3. If desired, select one or more criteria by which to filter the events list:

• Select an event type from the **Type** drop-down list. The table below shows the available event types.

| Туре | Description |
|------------------------------|---|
| Create | The account is added to the system. |
| Delete | The account is removed from the system. |
| Change password | The user assigns a new password to the account. |
| Change role | The administrator modifies the role(s) that define this user's system access. |
| Log on | The user signs on to the system. |
| Log off | The user signs off the system. |
| Activate | The administrator reinstates an inactive account. Refer to page 171 for more information about activating and deactivating accounts. |
| Deactivate | The administrator makes the account inactive. |
| Reset speech | The administrator performs a checkpoint restore (page 172). For this event, the Info column indicates whether the entire profile is restored, or just the acoustics. |
| Checkpoint speech | The user creates a checkpoint (backup of the current speech profile), or the system creates one automatically after the user performs training. |
| Bad logon attempt | The user entered an incorrect user name or password. |
| Change preferences | The user or administrator changes one or more preferences that affect the account. |
| Set speech to mock profile | The administrator creates a profile from the prototype (page 172). |
| Delete speech profile | The administrator removes the user's profile (page 174). |
| Set speech language | The administrator assigns a language model to the account. |
| Set speech acoustics | The administrator assigns an acoustic model to the account. |
| Delete speech acoustics | The administrator selects Reset acoustics and retrain from the Roaming Profile menu. |
| Optimize speech acoustics | The ACO process runs for the account. |
| Optimize speech language | The LMO process runs for the account. |
| Import speech vocabulary | The <i>PowerScribe 360</i> <i>Reporting</i> client application detects new words and adds them to the user's profile. |
| Train speech | The user used the train speech function. |
| Change Username | An administrator changed the user name in a user's profile. |
| Change Personal Info | An administrator changed the personal information in a user's profile. |
| Туре | Description |
|----------------------------|---|
| Change Admin Rights | An administrator changed the Administrator rights in a user's profile. |
| Change Sections | An administrator changed the Sections information in a user's profile. |
| Change Supervisors | An administrator changed the Supervisors information in a user's profile. |
| Change Specialties | An administrator changed the Specialties information in a user's profile. |
| Launch PowerShare study | The user accessed the PowerShare site to view a study. |

- Select a period of time from the **Time Frame** drop-down list. Or, to enter a date range, click **Custom**, select the start date from a calendar to insert it in the first text box. Then click the second text box and select an end date from the calendar. To revert back to choosing a time frame from a list, click **List**.
- Select All, Admin, or Account from the Events drop-down list. If you select Admin, the search retrieves events caused by an administrator, such as a change to a preference, or the deactivation of a user account.

Click **Search** to filter the events by your criteria. Only the events that meet your criteria are shown.

If the search yields more than one page of results, click the page number at the bottom right corner of the grid to navigate to a specific page. To view the entire list, click the small down arrow at the right of the page number list. The arrow then reverts to an up arrow; click the up arrow to see the results one page at a time.

| Page 1 [2] 🕴 |
|--------------|
|--------------|

The table below describes each of the columns in the Account Events window.

| Column | Description |
|---------------|---|
| Time | The time of day when the event occurred. |
| Realm | The application that was running when the event occurred. |
| Account | The first and last name of the account owner. |
| Administrator | The administrator who acted on the account in the Administrator Portal, if applicable. |
| Workstation | The identifier of the computer where the event occurred. |
| Туре | The event; for example, "Log off" or "Change password." Refer to the table on page 165 for descriptions of the event types. |
| Info | Information about the changes made. For example, if the event is a change to a user preference, this column shows the preference before and after the change. |

| Column | Description |
|----------|---|
| Duration | The time it took to complete an acoustic or language model adaptation. |
| Audio | The length of the audio used in an acoustic or language model adaptation. |
| Text | The number of characters in the text used in an adaptation. |
| Log | Contains a link to the zipped <i>Dragon</i> log for an adaptation. |



Tip: Click on any column heading to sort the list; click the heading again to sort in reverse order.

Printing the Audit Log

You can send a copy of the audit log for a particular user to a printer on your network.

To print the audit log:

- 1. With the audit log displayed, click **Print this page...** A standard **Print** dialog box opens.
- 2. Select the printer you want to use. To ensure that all the columns appear on the page, be sure to select landscape mode in the printer's properties.
- 3. Click **Print**. The log is sent to your printer.

Maintaining User Accounts

The **Accounts** tab in the **Setup** group allows you to search for and modify users, including their roles in the system.

Searching for Existing Users

| Setup 💌 | Accounts | AutoText | Bridge | Procedures | Sites |
|-----------|------------|---------------|--------|--------------|----------|
| All A B C | DEFGH | IJKLMN | OPOR | STUVWX | YZ 🔞 |
| Site | | Authorization | | Status | |
| | × | Administrate | or 🗸 | | <u> </u> |
| Look for: | ast Name 🗙 | | | Reset Se | arch Q |
| Accou | nt | nn | 🖸 Au | Ithorization | |

To display all existing users,

Click the **All** link at the left of the alphabet.

To find users whose last names begin with a specific letter

Click one of the A through Z links.

To perform a filter search:

- 1. Select one or more of the following criteria:
 - Select a Site to find users at a particular site in the system.
 - Select an option from the **Authorization** drop-down list to search by user role or whether the user is an administrator.
 - Select an option from the **Status** drop-down list to search for users by logon status, or whether the account is active or inactive.
- 2. Click Search. Any users who meet your criteria appear in the list.

To search with the Look for field:

- 1. In the Look for field, select Last Name, First Name, Email, Identifier, or Username.
- 2. Enter all or part of the text for which you want to search.



Tip: In the *Look for* text field, you can use an asterisk (*) as a wild-card character. For example, if you do not know the exact last name of a provider but you know the name ends in the letters MAN, type *man and click Search.

- 3. Click Search. Any users who meet your criteria appear in the list.
- 4. Click **Reset** to return all search fields (**Site**, **Authorization**, **Status**, and **Look for**) to their defaults.

Using the Results Area to View or Modify an Existing User

After you perform a search, the results appear below the search criteria.

| | والمربي والمسترين والمستريب | produced the strength | | | |
|------------|-----------------------------|-----------------------|---|--------------|----------------|
| All | ABCDEFGHI | J K L M N O P Q | R S T U V W X Y Z 🔞 | Save Changes | Clear |
| Site | | Authorization All | Status Image: Status Image: All Image: Status | Login: | Usern atten |
| Loo | k for: Last Name 💌 | | Reset Search \bigcirc | Name: | Prefix |
| | Account | | Authorization | | SSN |
| <u>*</u> | Anderson, Teresa | | Imaging Center: Attending IRR02: Attending | ID: | E-mail |
| * | Anderson, Teresa | | Administrator Cooke County Hospital: Physician | Contact: | Home |
| å : | associates, radiology | | Aneestest: Attending | | Street |
| <u>*</u> | Attending, David | | Imaging Center: Attending | Address: | |

To view the details of an account, click the user's name in the **Account** column. The user's information appears in the right side of the window.

Account Icons

The icons to the left of the account name identify whether an account *has* administrative rights (red icon &) or *does not have* administrative rights (blue icon &). A red circle with a white dash on an icon \geqq indicates an *inactive* account. For information on deactivating an account, refer to page 171.

Option Tabs for Users

Just above the user information portion of the window is a group of tabs that allow you to modify an existing user, or create a new user. These tabs are slightly different depending upon which of these two tasks you intend to perform.

Creating a New User

Create New | Clear | Delete | Password v | Deactivate | Preferences... | Audit...

- Create New: Click this link after you've finished entering the information for a new user. (When the window refreshes, this tab becomes the Save Changes tab. In addition, the other dimmed tabs become active.)
- **Clear**: Removes the contents of the user information area. This link does *not* delete a user. It simply removes the information you've typed and allows you to begin again.

Modifying an Existing User

Save Changes | Clear | Delete | Password ▼ | Deactivate | Preferences... | Audit...

- Save Changes: Click this link after you've made changes to the user.
- **Clear**: Removes the contents of the user information area. This link does *not* delete a user. It simply removes the information you've typed and allows you to begin again.
- Delete: Deletes a user from the system. A dialog box containing the following text opens: Deleting this account will cause all its data, including its speech profile to be lost. Are you sure you want to continue? You can click either OK or Cancel.
- **Password**: Allows you to change or force a reset of the user's password.
- **Deactivate**: Deactivates the user's account. When clicked, this button changes to **Activate**, allowing you to reactivate the account if you choose to do so. Use **Deactivate** as an alternative to **Delete** to simplify system maintenance and preserve data integrity.
- **Preferences**: Opens the **Account Preferences** dialog box. (See *Configuring Account Preferences*, beginning on page 138.)
- Audit: Opens the Account Events dialog box. From here you can view and print information about a user's activities in the system. Refer to *Auditing User Activity*, beginning on page 165.

Managing Speech Profiles

As administrator, you can use the Roaming Profile menu to:

- Create a roaming profile for a user from a prototype, if one exists in your system.
- Restore a user's entire speech profile from a backup, or restore only the acoustic portion of the profile.
- Reset the user's acoustic model and begin training again.
- Delete a roaming profile.



Creating a Roaming Profile

You can assign a 'dummy' *Dragon* profile to a user who does not use speech recognition; with this profile, the user does not have to go through speech training on application startup. A prototype (trained) profile must exist in the Administrator Portal for this option to be available; this profile is put in place by Nuance personnel during system installation. (The folder where the prototype profile is located is:

[DragonUserDirectory]\PS360_TrainedProfile.)

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Note: You do not need to perform this procedure for transcriptionist/editor users; the 'Transcriptionist' language model is assigned to them by default at initial login.

To create a roaming profile:

- 1. Find the user account in which you want to create the profile.
- 2. Float your mouse cursor over the Roaming Profile link.
- 3. Select Create from Prototype. The profile is created in the user account.

Restoring a Profile

As administrator, you can overwrite a user's current roaming speech profile with the last profile backup, or checkpoint.

Every time a user performs training, or selects the **Checkpoint Speech Files** option from *PowerScribe 360* | *Reporting* client application's **Speech** menu, the software makes a backup of his or her speech profile. The system keeps only the most recent backup. If

necessary, you can restore the entire speech profile from the backup. Or, you can restore only the acoustic portion of the profile; use this option when you want to retain any vocabulary changes the user has made in the profile.

To restore the entire speech profile:

- 1. Find the user account in which you want to restore the speech profile.
- 2. Float your mouse cursor over the Roaming Profile link.
- 3. Select Restore Checkpoint (Entire Profile).
- 4. Click **OK** at the confirmation message. The profile is restored.

To restore only the acoustic portion of the profile:

- 1. Find the user account in which you want to restore the speech profile.
- 2. Float your mouse cursor over the Roaming Profile link.
- 3. Select Restore Checkpoint (Acoustics Only).
- 4. Click **OK** at the confirmation message. The acoustic portion of the profile is restored.

Resetting the Acoustic Model

As administrator, you can reset a given user's acoustic model, while keeping intact any added, trained, or disabled words. You might take this action when there are enough recognition issues to warrant the user's restarting the training process from scratch, but you want to retain any vocabulary changes the user has made.

To reset a user's acoustic model:

- 1. Find the user account in which you want to reset the acoustic model.
- 2. Float your mouse cursor over the Roaming Profile link.
- 3. Select Reset Acoustics and Re-Train. A confirmation message appears.



4. Click **OK**. The user is prompted to begin training again at the next login.

Deleting a Speech Profile

You might need to delete a user's speech profile if you want her to re-train without saving any added or trained words. If you use this option, the user is warned at the next login that a new profile will be generated, and will have to re-enroll.

To delete a speech profile:

- 1. Find the user account whose speech profile you want to delete.
- 2. Float your mouse cursor over the Roaming Profile link.
- 3. Select **Delete Profile**. A confirmation message appears.
- 4. Click **OK** to delete the profile.

Chapter 7 Profiles and Vocabulary Management

Objectives

In this chapter, you will:

- Configure speech options
- Manage words in the system-wide vocabulary

Speech Configuration Options

Overview of Speech Recognition

Speech recognition is a technology that interprets human speech patterns and converts them accurately into written text. The speech recognition process uses these files:

- The acoustic model (AM) represents how patterns of individual sounds are likely to occur in speech for an individual provider.
- The language model (LM) represents the words providers are likely to say, how those words are pronounced, and how they are used.



Tip: To increase accuracy for a user with a very strong accent, you can assign an accented acoustic model, preferably before the user trains. The appropriate accented model can help such users achieve better speech recognition. Models are now available for a variety of accents. Refer to page 115 for information on assigning an acoustic model to a user.

Acoustic Optimization (ACO) is the process in which the system learns how the provider pronounces various sounds and modifies the provider's acoustic model to increase recognition accuracy. It compares the dictation to the corrected speech-recognized text to improve overall speech recognition.

Language Model Optimization (LMO) is the process in which the system analyzes signed reports, extracts words, and adds them to the language model. It improves speech recognition by identifying the words a provider says frequently.

What Qualifies a Report to Be Used for ACO?

All final reports with 30 seconds or more of audio will be used with the following exceptions:

- Specific words or phrases modified via keyboard correction are ignored.
- Specific words or phrases that are dictated over are ignored.
- Words or phrases entered or changed by a user other than the final author are ignored.

What Qualifies a Report to Be Used for LMO?

• Any final report with over 100 characters of text will be processed.

Assigning a System-Wide Acoustic Model

The system-wide acoustic model is the default for all sites and providers. You can override the default for a particular provider by assigning an acoustic model to the provider's account. Changing the system-wide acoustic model affects only users added to the system after the change. Jobs with multiple contributors, that is, jobs containing dictation by more than one provider, are not included in the acoustic optimization or language model optimization processes.

To assign a system-wide acoustic model:

- 1. In the Setup group, select the Speech tab.
- 2. From the **Acoustic Model** drop-down list, select the appropriate acoustic model for the system.

| NUANCE | | | | | | | | | |
|-------------|----------------|------------------------------|-------------|---------------------------|-------|--------|--------------|--------|-------------------------------|
| Setup 💌 | Accounts | AutoText | Bridge | Procedures | Sites | Speech | System | | |
| Edit Form | matting Optio | ons View \ | Norkstatio | on Updates | | | | | |
| Acoustic Mo | del: US Engl | lish PS360 Be | estMatch IV | | | • | US English | Active | Save Changes Set as Default |
| Language M | lodel: US Engl | lish Large F | S360 Radio | ology | | • | US Radiology | Active | Save Changes Set as Default |
| | | an one of state of the local | | أعاميا والمراجر والتلاجير | | mana | | | And and the second second |

- 3. Click Set as Default.
- 4. Click Save Changes.

Assigning a System-Wide Language Model

The system-wide language model is the default for all sites and providers. You can override the default for a particular provider by assigning a language model to the provider's account. Changing the system-wide language model affects only users added to the system after the change. Jobs with multiple contributors, that is, jobs containing dictation by more than one provider, are not included in the acoustic adaptation or language model adaptation processes.

To assign a system-wide language model:

- 1. In the **Setup** group, select the **Speech** tab.
- 2. From the Language Model drop-down list, select the appropriate language model for the system.

| NUANCE | | | | | | | | | |
|-------------|--|---------------|-----------|---------------------------|--------------|------------|-------------------------------|-------------------------------|--|
| Setup 💌 | Accounts | AutoText | Bridge | Procedures | Sites | Speech | System | | |
| Edit Form | matting Optio | ons View \ | Workstati | on Updates | | | | | |
| Acoustic Mo | Acoustic Model: US English PS360 BestMatch IV | | | | • | US English | Active | Save Changes Set as Default | |
| Language M | Language Model: US English Large PS360 Radiology | | | • | US Radiology | Active | Save Changes Set as Default | | |
| | | an management | | المعرفة والمراجع والمعالي | | | and a substantion of the same | Andrea Annotation | And and a state of the state of |

- 3. Click Set as Default.
- 4. Click Save Changes.

ACO and LMO Intervals

ACO and LMO run at the intervals you specify. You can set the intervals for the entire system and for individual users.

The current recommendations for ACO and LMO are as follows:

• ACO: At the system level, schedule the process to run weekly.



Note: Some users who dictate more than they use AutoTexts might need to be set to run ACO more often; for example, every two days.

• LMO: At the system level, schedule the process to run daily. This job runs very quickly and does not consume many system resources.

Scheduling ACO and LMO

Set the schedule for the entire system. Later, you can change the schedule for individual providers.

To schedule ACO and LMO for the system:

- 1. In the Setup group, select the System tab.
- 2. Click Preferences, and then select the ACO/LMO tab.
- 3. Set the Dragon LMO Interval to Every day. This should not be changed or disabled.
- 4. Set the **Dragon ACO Interval** to your preferred interval. The recommended setting is **Weekly**.
- 5. Click Save and Close.

To schedule ACO and LMO for an individual provider:

- 1. In the **Setup** group, select the **Accounts** tab.
- 2. Select the provider whose optimization schedule you want to modify.
- 3. Click **Preferences**, and then select the **ACO/LMO** tab.
- 4. Set the **Dragon LMO Interval** to your preferred interval. It is recommended that you leave this setting at **Every day**.
- 5. Set the Dragon ACO Interval to your preferred interval.
- 6. Click Save and Close.

Monitoring ACO and LMO Activity

If a dictator complains about recognition, you can monitor ACO and LMO by viewing the dictators profile.

To view a user's LMO and ACO activity:

- 1. In the **Setup** group, select the **Accounts** tab.
- 2. Select the provider whose LMO and ACO activity you want to view.

3. Look at the lower-right portion of the user's profile screen. You can see the last time a user went through ACO/LMO.

| ave changes | Liear Delete | Password | Deacti | vate | Preference | s Audit | |
|--|--|---------------------------------|--------------------|--------------|----------------------------------|------------------------------|--------------------------|
| Login: | talba | | 🗹 Ad | ministr | ator Edit Ri | ights | |
| Name: | Prefix First Tracy | | Middle | Last Alba | | Suff | fix Degree |
| ID: | SSN | Alternate | ACR | | Critical Result 71230 | ts NPI | |
| Contact: | E-mail | | | IM | | Fax 32125586 | 596 |
| Address: | Home Street Acoustic Model | Work | City Country Un | Yobile | State Select | Pager | Zip |
| Speech: | US English | | ~ | US Ra | diology | ✓ Roaming |) Profile 🔻 |
| Practice: Sections: | Health Solutions I CR, CT, CT, CT, CT Edit | E dit Г, СТ, СТ Alpha | Section, MAN | IMO, MF | २, MRI, Pediatr | ics, RAD, Ultr | asound |
| Residents: | Hannah Anderson; | Philip Henry; H | lenry Phillip | Edit | | | |
| Specialties: | Edit | | | | | | |
| Account Created: 9/6 ast Logon: 9/9/201 | 5/2012 2:34:23 PM 5 9:20:28 AM | | | Last Last | : ACO Adaptati : LMO Adaptati | on: 9/6/2015 on: 9/9/2015 | 2:34:23 PM 9:20:28 AM |

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Note: Depending on the user's dictation style (they do not add words, or add spoken / trained forms of words), they may not run ACO and /or LMO regularly.

If you are concerned about ACO for a user, you can force ACO to run to confirm that there is no technical issue, using the following steps:

- 1. Open the user's vocabulary editor.
- 2. Search for the word tomato (you can use any other word you wish).
- 3. If there are multiple entries for the same word or phrase, delete any additional entries that have been added, which can be identified by a plus sign + next to them.
- 4. Select the word **tomato** from the vocabulary and add a spoken form for the word. A spoken form is how the word sounds when the user speaks it. (For example, **tomato** can be **"ta mate oh"** or **"to mot oh"** depending on the speakers accent.)
- 5. Click the **Train** button and have the user speak the word (usually twice) until the little LED flashes green.

- 6. Click **OK** to close the vocabulary editor.
- 7. Check the user's profile in 24 hours to verify if ACO has run.

Note: If you have a concern about a user who is not running ACO or LMO, contact your system administrator or open a ticket with Nuance support.

Vocabulary Management

Adding custom words to your language models can improve speech recognition. Custom words might include place names, or the names of drugs or persons. For example, if a new drug comes on the market, you can add the drug name to all the language models in your system. Adding words at the system level eliminates the need for providers to add the words themselves.

You can add individual custom words or import a list of words from a file. Importing words saves time when you have many words to import, or when you need to add the same words to more than one language model. You can also delete one or more words. Adding or deleting words from one language model does not affect the others.

Adding Custom Words

Follow the procedure below to add one or more words to a language model.

To add custom words:

- 1. In the Setup group, select the Speech tab.
- 2. Select the language model to which you want to add the word(s).
- 3. Click Add.

| NU,NU | ANCE | | | | | | | | | |
|-------------|-------------------------|-----------------------|-----------------------|-------------------------|-------|----------|------------------|---------------------|--------------|---------------|
| Setup 🔻 | Accounts | AutoText | Bridge | Procedures | Sites | Speech | System | | | |
| 🕖 Edit For | matting Optic | ns View \ | Workstatic | on Updates | | | | | | |
| Acoustic Mo | del: US Eng | ish PS360 Be | estMatch IV | | | • | US English | @ Active | Save Changes | Set as Defaul |
| Language M | Iodel: US Eng | ish Large F | S360 Radio | logy | | | US Radiology | @ Active | Save Changes | Set as Defaul |
| Custom We | ords: All A Time Fra | BCDEFG me Cur t | HIJKL stom Adminis | M N O P Q R : trator | STUV | w x y z | Add Delete : | Import Spoken Fo | rm | Date |
| | Word Ac All | tions | | | Reset | Search Q | | | | Page 1 |

The Add Word dialog box opens.

| Add Word | | [x] |
|-----------------|--------------|-----|
| Language Model: | US Radiology | |
| Word: | | |
| Spoken Form: | | |
| | Save Cancel | |

- 4. In the **Word** field, type the word or phrase you want to add.
- 5. If desired, spell the word phonetically in the **Spoken Form** field. That is, spell the word the way it sounds. This helps the speech software to recognize the word when it is dictated. You might want to provide a spoken form for a word that is frequently being mis-recognized, or for a name with an uncommon spelling.



Note: The combined length of the *Word* and *Spoken Form* fields cannot exceed 127 characters.

| Add Word | | [x] |
|-----------------|-----------------------------|-----|
| Language Model: | US Radiology | |
| Word: | Dr. Victor Czestochowa | |
| Spoken Form: | doctor victor chest a ho va | |
| | Save Cancel | |

6. Click **Save**. The word or phrase is saved in the selected language model, and appears in the list along with the date and time it was added.

Importing Custom Words

You can import custom words from a text file. Use one word per line; use a back slash to separate a word from its optional spoken form. You can specify more than one spoken form for a word. For example:

```
Epstein-Barr
cirrhosis
Dr. Hannah Wagner\doctor hannah vog ner
Dr. Joseph Gneirig\doctor joseph ny rig
Dr. Joseph Gneirig\doctor joseph nigh rick
```

To import words:

- 1. In the Setup group, select the Speech tab.
- 2. Select the language model into which you want to import the words.
- 3. Click Import.

| NU. | ANCE | | | | | | | | | | |
|-------------|-------------------------------------|-----------------------|-----------------------|-------------------------|-------|----------|-------------|-----------|----------------|--------------|---------------|
| Setup 💌 | Accounts | AutoText | Bridge | Procedures | Sites | Speech | System | | | | |
| 🕖 Edit For | natting Optic | ns View \ | Vorkstatio | on Updates | | | | | | | |
| Acoustic Mo | del: US Engl | ish PS360 Be | stMatch IV | | | • | US English | | Active | Save Changes | Set as Defaul |
| Language M | lodel: US Engl | ish Large P | S360 Radio | logy | | • | US Radiolog | Y | I Active | Save Changes | Set as Defaul |
| Custom We | ords: All A Time Fran No limi | BCDEFG me Cus t | HIJKL stom Adminis | M N O P Q R : trator | STUV | w x y z | Add Del | ete Impor | t Spoken Fo | erm | Date |
| | Word Act All | tions | | | Reset | Search Q | | | | | Page 1 |

The Import Words dialog box opens.

| Import Word: | s Webpage Dialog | | × |
|--------------|---------------------|------|-----------|
| Language M | Iodel: US Radiology | | |
| Choose file: | | | Browse |
| | | Impo | rt Cancel |
| | | | |

- 4. Click Browse.
- 5. Navigate to and select the file you want to import.
- 6. Click **Open**. The file name and path appear in the **Choose file** field.

| Import Word | s Webpage Dialog | × |
|--------------|--|----------|
| Languago M | | |
| Language | iouel. US Radiology | |
| Choose file: | C:\Current Projects\PS360 Reporting 3.5\import words.txt | Browse |
| | Impor | t Cancel |
| | | |

- 7. Click Import.
- 8. If you attempt to import a spoken form for a word that is already in the system with another spoken form, you see a warning message.

| Import Words Webpage Dialog | | | | | | | | |
|--|---------------------|----------------------------------|--|--|--|--|--|--|
| Language Model: US Radiology | | | | | | | | |
| There are words you are trying to add which already exists in the system with a different spoken form. | | | | | | | | |
| | | Add All Replace All Skip All | | | | | | |
| Word | Current Spoken Form | Spoken Form Update Policy | | | | | | |
| Dr. Joseph Gneirig | Dr. Joseph ny rig | None None Add Replace Skip | | | | | | |
| | | | | | | | | |

- a. Select an option:
 - None: Do not add the new spoken form.
 - Add: Add the new spoken form.
 - Replace: Discard the existing spoken form, and add the new one in its place.
 - Skip: Do not add the word.

b. Click Import to continue

OR

Click Add All, Replace All, or Skip All.

The words in the file are imported into the selected language model, and appear in the list. Any words already in the language model are skipped, unless you are adding a new spoken form.

A message box indicates the number of words added and skipped.



Searching for Words

Follow the procedure below to search for a custom word in a language model.

To search for a word:

- 1. In the Setup group, select the Speech tab.
- 2. Select the language model.
- 3. To see all the words in the selected language model, click All.

OR

Select a letter in the alphabet to see words beginning with that letter.

OR

Use any of the search criteria to find the word:

- In the field to the right of **Word Actions**, type all or part of the word or its phonetic spelling.
- From the **Time Frame** field, select the period of time in which the word was added, if you know it. Or, click **Custom** and enter a specific date range.
- If you know which administrator acted on the word, select the **Administrator** from the drop-down list.
- From the **Word Actions** drop-down list, select **All** to see all words, select **Additions** to see words that were added, or select **Deletions** to see words that were deleted.

| Custom Words: | AIIABCDEFGHIJKLMNO | P Q R S T U V W X Y Z |
|---------------|---------------------------------|-----------------------|
| | Time Frame Custom Administrator | |
| | No limit 🔹 All | |
| | Word Actions All Dr. | Reset Search 🔍 |

4. Click **Search**. Any words that meet your criteria appear in the list at the right. You can click on the **Word**, **Spoken Form**, or **Date** heading to sort the list by the selected column; click the column heading again to reverse the sort order.

Deleting Words

To delete one or more words:

- 1. In the Setup group, select the Speech tab.
- 2. Find the word you want to delete, using the procedure above.
- 3. Place a check mark next to the word(s) you want to delete.
- 4. Click **Delete**. A confirmation message appears.

| Confirm Delete | [x] |
|--|---|
| Are you sure you want to from language model US R | delete the selected words Radiology? |
| Yes | No |

5. Click **Yes** to remove the word from the selected language model. A message indicates the number of words deleted.

| Message from webpage |
|----------------------|
| Deleted 1 word(s). |
| ОК |

6. Click **OK**. The word is removed from the language model, and appears crossed out in the list.

Chapter 8 Working with Procedure Codes

Objectives

In this chapter, you will:

- Define the purpose of Procedure Master Translators (formerly known as ChargeMasters)
- Illustrate the importance of mapping procedure codes to modality and body regions.
- Create a sample Procedure Master Translator
- Demonstrate importing a Procedure Master Translator
- Demonstrate making changes to your imported Procedure Master Translator

Introduction to Procedure Master Translators

In this chapter we will examine what Procedure Master Translators (formerly known as ChargeMasters) are used for in *PowerScribe 360* | *Reporting*, as well as the diagnostic coding options available within the system, including ICD-9 and ICD-10.

Your *PowerScribe 360* | *Reporting* system uses imported procedure codes, along with modality and anatomy (also referred to as *body region*) mapping information in many areas. For example:

- In the AutoText Categories dialog box, where you assign procedure codes to an AutoText entry, you search for procedure codes by modality and anatomy. The mapped data causes the codes to appear correctly in the **Procedures** list for the data you choose here.
- Browse functions when logged into the client. Categories include Modality, Body Region and Sections (which are your modalities in the system).
- You can create Worklists to pull specific search criteria including: modality, body region, and or specific procedure codes. For example, a worklist could include a request to "show me all CT scans of the brain."
- When you set up peer review (purchasable option), you select the modalities and intervals for the peer review process. The code and mapping data causes the modalities to appear correctly in the list.
- When you create custom fields, you need to associate the fields with the appropriate procedure codes where applicable. In the **Procedure Code** selection dialog box, the correct display of codes, modalities, and anatomies depends on the procedure code data you imported and mapped.

Note: Your organization is responsible for ensuring that the modalities and anatomies are mapped correctly in PowerScribe 360 | Reporting.

About the PowerScribe 360 | Reporting Database

When your system is installed, modalities and anatomies (pre-determined by Nuance) already exist in the database. If the pre-determined modalities are not what you are currently using, you can use Sections to accurately depict what your organization uses for modalities. The Nuance modalities will always be used to determine AutoText mappings and peer review mappings. You can, however, use sections in worklists or to run a query.

For your procedure code, you can map more than one Nuance modality or Nuance anatomy. For example, for your procedure code ABC123, you can categorize abdomen and pelvis as the body regions, and CT and CTA as the modalities.

Using Procedure Master Translators to Maintain Your Database

You can provide either of the following two options to your Nuance representative for your Procedure Master Translator.

Option 1

If you are accustomed to maintaining a typical Procedure Master Translator in which clinical codes are used as the translator between your procedure codes and the database's modalities and anatomies, your Procedure Master Translator will include the following columns (the first three columns typically come from the billing system or RIS/HIS):

- **Procedure code**: The code that drives your order.
- **Procedure code description**: The description that is listed on the order for the procedure code.
- Modality: Can be a copy of the Section column (see below).
- Section: The modality that your facility recognizes. For example, the *PowerScribe* 360 | *Reporting* system uses **Radiography** for x-rays; your system might use **CR**.
- **Anatomy**: We need this information from your system. In case the conversion does not have a direct match, this assists with ensuring the match.
- **CPT Code**: The clinical codes that might already be used in your billing system. If possible, retrieve an export of those codes.

| - 24 | А | В | С | D | E | F | G |
|------|--|--------------------------------|--|---------|------------------|----------|-------|
| 1 | Procedure code | Procedure code description | Modality | Section | Anatomy | CPT Code | Mammo |
| 2 | BMA44860617 | DUCTOGRAM RT SINGLE DUCT | Mammo | Mammo | Breast | 77053 | YES |
| 3 | ABD/PELWO | ABD / PELVIS W/O | СТ | СТ | Abdomen & Pelvis | 74176 | NO |
| 4 | ABDOMENWO | ABDOMEN W/O | СТ | СТ | Abdomen | 74150 | NO |
| 5 | ANC | CTA CEREBRAL | СТ | СТ | Head | 70496 | NO |
| 6 | ANLE | CTA LOWER EXTREMITY | СТ | СТ | Lower Extremity | 73706 | NO |
| 7 | Brain W/O | HEAD / BRAIN W/O | СТ | СТ | Head | 70450 | NO |
| 8 | CERVICSPWO | CERVICAL SPINE W/O | СТ | СТ | Cervical Spine | 72125 | NO |
| 9 | CHESTW/O | CHEST W/O CONTRAST | СТ | СТ | Chest | 71250 | NO |
| 10 | CTA CHEST | CTA CHEST | СТ | СТ | Chest | 71275 | NO |
| 11 | CTACORONAR | CTA HEART W/CON CORNONARY ART | СТ | СТ | Chest | 75574 | NO |
| 12 | CTAHEART | CTA HEART WO CON CALCIUM SCORE | СТ | СТ | Chest | 75571 | NO |
| 13 | CTAHEARTW | CTA HEART WC CALCIUM SCORING | СТ | СТ | Chest | 75572 | NO |
| 14 | CTALOWEXT | CTA LOWER EXT RUNOFF BIL | СТ | СТ | Lower Extremity | 75635 | NO |
| 15 | CTANECKW | CTA OF NECK/CAROTIDS WITH | СТ | СТ | Neck | 70498 | NO |
| Lora | and a second | | and the second | | | | |

• Mammo: Place a YES or NO in this field.

Note: Once you have created the spreadsheet, email it to

diagnosticproservices@nuance.com. An Optimization Consultant will work with you to ensure that your Procedure Master Translator is ready for importing.

To create the Procedure Master Translator, begin by exporting the procedure codes from your own billing or RIS system. Refer to your RIS system's documentation for information on how to export the codes. Be sure to export them in the form of an Excel spreadsheet (*.xls* format). The columns in the spreadsheet can be in any order from left to right. You do not need to include a row of column headings, but these are helpful. Any empty rows will be ignored; you do not need to delete them.

The following illustration shows an example of an Excel spreadsheet containing the data exported from a RIS system:

| POWERSCRIBE EXAM TABLE.xls [Compatibility Mode] - Microsoft Excel | | | | | | | | |
|--|---------------------|----------------|-----------------------------------|------------------|------|--|--|--|
| File Home Insert Page Layout Formulas (| Data Review View | Add-Ins | Acrobat | ه 🕜 🗆 ه | 23 | | | |
| Image Break Preview Image Break Preview Imag | Coom to election | Window | Save Switch orkspace Windows * | Macros Macros | | | | |
| C684 ▼ (= <i>f</i> _x MR | | | | | * | | | |
| A | B | С | D | E | - | | | |
| 1 PROCEDURE DESCRIPTION | PROCEDURE CODE | SECTION | CLINICAL CODE | MAMMO | | | | |
| 696 MRI HIP BILAT WITH AND WITHOUT CONTRAST* | 3400152 | MR | 73721NU2 | | | | | |
| 697 MRI BRAIN ORBITS WO CONTRAST | 3400148 | MR | 70551,70540 | | | | | |
| 698 MRI BRAIN ORBITS W WO CONTAST | 3400149 | MR | 70551,70540 | | | | | |
| 699 MRI BRAIN ORBITS W CONTRAST | 3400147 | MR 70551,70540 | | | | | | |
| 700 MRI BRAIN IAC WO CONTRAST | 3400122 | MR 70551,70540 | | | | | | |
| 701 MRI BRAIN IAC W CONTRAST | 3400105 | MR 70551,70540 | | | | | | |
| 702 MRI BREAST BILAT W WO | 3400106 | MR 77059 | | yes | | | | |
| 703 MRI BREAST RT W WO | 3400101 | MR 77058 | | yes | | | | |
| 704 MRI BREAST LT W WO | 3400100 | MR 77058 | | yes | - 11 | | | |
| 705 MRI 3D RECONSTRUCTION | 3400071 | MR 76377 | | | _ | | | |
| 706 MRI ABDOMEN W WO CONTRAST | 3400098 | MR 74183 | | | | | | |
| 707 MRI ABDOMEN W CONTRAST | 3400081 | MR | 74182 | | - 11 | | | |
| 708 MRI MRCP MRI ABDOMEN WO CONTRAST | 3400141 | MR | 74181 | | - | | | |
| 709 MRI ABDOMEN WO CONTRAST | 3400080 | MR | 74181 | | - 11 | | | |
| 710 MRI KNEE RT W WO CONTRAST | 3400068 | MR | 73723 | | - 11 | | | |
| 711 MRI KNEE LT W WO CONTRAST | 3400069 | MR | 73723 | | _ | | | |
| 712 MRI HIP RT W WO CONTRAST | 3400066 | MR | 73723 | | Ŧ | | | |
| Exams 04092013 | | | | | | | | |
| Ready | | | | | Ð ii | | | |

The **MAMMO** column is an optional fifth column if you intend to use the database's builtin BI-RADS codes.



Note: If you have multiple clinical codes for one line item, place them in the same cell, using a comma to separate them.

Option 2

If you will be creating a Procedure Master Translator from scratch, your Procedure Master Translator will be a mapping of your procedure codes directly to modality and anatomy categories within the database. Your Procedure Master Translator will include the following columns:

- Procedure Code
- Procedure Description
- Section
- Modality (select from the modality category list provided by Nuance)
- Anatomy (select from the body region category list provided by Nuance)

Note: If the modalities or anatomies are different from what is displayed in the Nuanceprovided list, your Procedure Master Translator will fail to import properly.

| | A | В | | С | D | E | |
|------|------------------|---|---|-----------|------------------|-----------|--|
| 1 | Procedure Code 🔻 | Procedure Description | ٣ | Section 👻 | Modality * | Anatomy 👻 | |
| 2 | ABD1 | HU ABDOMEN KUB | | CR | Radiography | Abdomen | |
| 3576 | WBISP | NM I131 SPECT | | NM | Nuclear Medicine | Other | |
| 3577 | YAABOC | RM IR ARTERIOGRAM ASSOC BALLOON OCCLUSION | | XA | Angiography | Vessels | |
| 3578 | YAAEMB | RM IR ARTERIOGRAM ASSOC EMBOLIZATION | | XA | Angiography | Vessels | |
| 3579 | YAAPTA | RM IR ARTERIOGRAM ASSOC PTA STENT | | XA | Angiography | Vessels | |
| 3580 | YAARCH | RM IR ARTERIOGRAM ARCH | | XA | Angiography | Vessels | |
| 3581 | YAATHR | RM IR ARTERIOGRAM ASSOC THROMBOLYSIS | | XA | Angiography. | Vessels | |

In this scenario, a procedure code, a procedure description, and a section are present. However, you must identify a modality and anatomy for each procedure code based on the *PowerScribe 360* | *Reporting* database. Select appropriate modalities and anatomies from the category lists provided by Nuance.



Note: If you have multiple anatomies and modalities for one line item, place them in the same cell, using a comma to separate them.

Additional Information for Both Options

You can include the following information (by creating additional columns in your Procedure Master Translator) whether you used either Option 1 or Option 2:

- Relative Value Units (RVUs)
- Diagnostic Codes (ICD-9 or ICD-10)

Assign RVUs

You have the option of assigning professional, technical and global RVUs to each of your procedure codes for display in the radiologist's dashboard.

To assign RVUs:

• Add the columns **Prof RVU**, **Tech RVU** and **Glob RVU** to your Procedure Master Translator. Each value must be a decimal number with up to 3 places to the left and two places to the right of the decimal point.



Note: Providers can see the quota values in the client application dashboard (if a quota is set in the administrator preferences).

Diagnostic Codes

For information on adding diagnostic codes to your PMT, see *Map Procedure Codes to Diagnostic Codes*, beginning on page 212.

Importing the Procedure Master Translator

After creating your Procedure Master Translator, your Nuance Optimization Consultant must approve it and then guide you through the importing process. Schedule an appointment with your Nuance Optimization Consultant to perform these two tasks.

Please do not import your initial Procedure Master Translator on your own. Your project manager will set up a call to work directly with a Nuance Optimization Consultant to ensure that the Procedure Master Translator is imported accurately.

The following directions are provided so that you understand the import process, especially for future importing of updated or new procedure codes.

To import a Procedure Master Translator:

1. In the Setup group, click the Procedures tab.

| N.N. | JANCE | | | | | | | | | | |
|---------------|---------------|----------------|----------|--|--------|-------------|--------|--------|-----|------------|--------|
| Setup 💌 | Accounts | AutoText | Bridge | Procedures | Sites | Speech | System | | | | 1 |
| Site: A1 - S | St Luke, A2 - | St Luke, AA- 🗄 | 2 🕜 Ne | ew Edit | Delete | Categorize. | Uncate | gorize | Im | port E | Export |
| Categorizatio | n: All | | ✓ | Code Pro | cedure | | | Site | Mam | Modality | () |
| Mammograph | iy: All | 2 | ~ | | | | | | | | |
| Global RVU: | All | | ~ | | | | | | | | 1 |
| Usage: | All | | ~ | | | | | | | | |
| Look for: | | | | | | | | | | | |
| | R | eset Search | 9 | | | | | | | | |
| Modality: | ptiometry | ····· | | ور المحمد ال | | | | - | | 6 performe | |

- 2. Click the Import link. The Procedure Code Import dialog box opens.
- 3. Select the appropriate site from the **Site** drop-down list.

4. Click **Browse**. Navigate to and select the Procedure Master Translator file you want to import, and click **Open**. The path and file name appear in the **File to import** text box.

| Procedure Code Import Webpage Dialog | × |
|--|--------|
| Site: University 🗸 | |
| File to import: C:\Current Projects\PS360 Reporting 3.5\chargemaster 3.5 example.xls | Browse |
| ✓ First line of import data includes column headings | |
| Next >> | Cancel |

- 5. If your Procedure Master Translator file contains a heading row with column names, select the **First line of import data includes column headings** check box.
- 6. Click Next to continue. The dialog box displays:
 - The number of codes the software found in the Excel spreadsheet
 - The name of each column, along with a sample of that column's contents.

Note: If your Procedure Master Translator has a heading row with column names, the software uses these names. Otherwise, it uses the Excel identifier for the column name; for example, **F6**

• A drop-down list where you will indicate how you want the software to map the contents of each column during the import.

| Column | Sample | Mapping |
|-----------------------|-----------------------|-------------------------|
| Procedure Code | 70450 | Procedure Code 🗸 |
| Procedure Description | CT HEAD/BRAIN W/O DYE | Procedure Description 🗸 |
| Category Modality | СТ | Category 🗸 |
| Category Anatomy | Head | Category 🗸 |
| Section Name | СТ | Section Name 🗸 |
| Mammo | | Mammography V |
| Clinical/CPT Code | 70450 | Skip Column 🗸 |
| | | Page 1 |

 From each drop-down list in the Mapping column, select the name of the *PowerScribe 360* | *Reporting* database column to which the software is to map the corresponding Procedure Master Translator column. For any column in your Procedure Master Translator that is *not* to be processed, select Skip Column.

Note: Somewhat counter-intuitively, both *Anatomy* and *Modality* must be mapped to the *Category* selection in the drop-down list. In addition, for *Clinical Code* or *CPT Code*, select *Skip Column*.

Mappings List

Skip Column Procedure Code Procedure Description Mammography Professional RVU Technical RVU Global RVU Modality Primary Modality Anatomy Primary Anatomy Category Primary Category Section Name Section Description ICD-9 Code ICD-10 Code Diagnosis Name Diagnosis Description Diagnosis Deactivate

8. Click **Next**. This dialog box shows the default options you can use to control how the software handles the procedure codes you are importing.

| Procedure Code Import Webpage Dialog | x |
|--|---|
| Procedure code identification Use code to match procedure codes Use description to match procedure codes Use code and (if fails) description to match procedure codes | |
| Un-mapped procedure code action Create new procedure code Do nothing, log procedure details | |
| Update Actions Update procedure code data Clear existing category mapping before import Clear existing section mapping before import Clear existing diagnosis code mapping before import | |
| << Previous Import >> Cance | I |

- 9. In the **Procedure code identification** section, select **Use code to match procedure codes**.
- 10. In the **Un-mapped procedure code action** section, select **Create new procedure code**.
- 11. In the **Update Actions** section, do not select any of the options for an initial import of your Procedure Master Translator.

The table below explains the Update Actions options.

| Update Action | Description |
|---|--|
| Update procedure code data | Updates only the description. It would not update the code; it would create a new entry. |
| Clear existing category mapping before import | Category mapping includes both the body region and modality mapping in the Nuance system. |
| Clear existing section mapping before import | Section mapping is cleared from procedure code to the section. |
| Clear existing diagnosis code mapping before import | Diagnosis coding mapping would be from procedure code to diagnostic code mapping. |

12. Click **Import.** The system imports the data from your Procedure Master Translator into the database. When it has finished, it displays a report like this one:

| | Procedure Code Import Webpage Dialog | |
|---|---|----------|
| | Procedure codes created/updated | 3/0 |
| | Successful Procedure-Category mappings | 6 |
| | Sections created | 1 |
| | Successful section mappings | 3 |
| | ICD-9 codes Created/Updated | 0/0 |
| | ICD-10 codes Created/Updated | 0/0 |
| | Procedure-Diagnosis mappings (ICD-9/ICD-10) | 0/0 |
| | Number of import errors/warnings | 0/0 View |
| | | |
| | | |
| L | | |

The **Number of import errors/warnings** appears in the bottom row of the report. Click **View** to see the errors/warnings. *Warnings* are typically duplicate messages, meaning that the code or section was mapped previously, whereas an *error* truly is an error or something did not exist.



Note: If you are unsure about the significance of an error or warning, contact your Nuance representative.

13. Click Close.

Using Procedure Master Translators to Add or Modify Codes

In most cases you do not need to add individual procedure codes to your system because they are added automatically as new orders are received through HL7. But if you find a need to do so, or if you have a need to modify procedure codes, there are two methods available to accomplish this:

- Create a new mini-Procedure Master Translator
- Manually manipulate the procedure codes in the system

Method 1: Create a New Mini-Procedure Master Translator

One method for adding and mapping new procedure codes in the database, or modifying procedure codes that have changed since the initial import, is to create a new Procedure Master Translator containing only your new or changed codes (referred to as a *mini* Procedure Master Translator), as shown in the image below.

This mini Procedure Master Translator is then imported into your database.

Note: Once you create this spreadsheet, you must send it to a Nuance representative at *diagnosticproservices@nuance.com* so that they can convert the clinical codes to modalities and anatomies.

- **Tip:** To avoid requesting a Nuance representative from converting the file, delete the **Clinical Code** column and add two new columns, one for the Nuance **Modality** and one for the Nuance **Anatomy**. (Requires that the modality and anatomy names appear exactly as they do in the Nuance database. Refer to the Modality and Anatomy Tables, beginning on page 625 of this guide for exact naming conventions.)

To use a Procedure Master Translator to add or modify codes:

1. Create a new, mini Procedure Master Translator containing only the procedure codes you want to add or change, as in the example below.

| | A | В | C | | D | E | |
|------|------------------|---|---|-----------|------------------|-----------|--|
| 1 | Procedure Code 🔻 | Procedure Description | Ŧ | Section 👻 | Modality - | Anatomy 👻 | |
| 2 | ABD1 | HU ABDOMEN KUB | | CR | Radiography | Abdomen | |
| 3576 | WBISP | NM I131 SPECT | | NM | Nuclear Medicine | Other | |
| 3577 | YAABOC | RM IR ARTERIOGRAM ASSOC BALLOON OCCLUSION | | XA | Angiography | Vessels | |
| 3578 | YAAEMB | RM IR ARTERIOGRAM ASSOC EMBOLIZATION | | XA | Angiography | Vessels | |
| 3579 | YAAPTA | RM IR ARTERIOGRAM ASSOC PTA STENT | | XA | Angiography | Vessels | |
| 3580 | YAARCH | RM IR ARTERIOGRAM ARCH | | XA | Angiography | Vessels | |
| 3581 | YAATHR | RM IR ARTERIOGRAM ASSOC THROMBOLYSIS | | XA | Angiography. | Vessels | |

- 2. Begin the procedure for importing a Procedure Master Translator beginning on page 193.
- 3. In the Update Actions group box, select the first three Update check boxes.

| Procedure Code Import Webpage Dialog | |
|---|------------------------------|
| Procedure code identification • Use code to match procedure codes • Use description to match procedure codes • Use code and (if fails) description to match proce | edure codes |
| Un-mapped procedure code action | |
| Update Actions ✓ Update procedure code data ✓ Clear existing category mapping before import ✓ Clear existing section mapping before import □ Clear existing diagnosis code mapping before imp | ort |
| | << Previous Import >> Cancel |

4. Click **Import** to complete the update procedure. The number of updated items is displayed.

Method 2: Manually Manipulate Procedure Codes

Create Procedure Codes

The steps below show the second method for adding or modifying procedure codes:

To create a procedure code:

- 1. In the Setup group, select the Procedures tab.
- 2. Click the New link. The Edit Procedure dialog box opens.

Note: Both the *Site* and *Code* fields are required (indicated by bold text titles).

| Edit Procedure | | [x] |
|------------------------|-------------|-----|
| Create a new Procedure | | |
| Site: | Select 🗸 | |
| Code: | | |
| Description: | | |
| Mammography: | | |
| Professional Work RVU: | | |
| Technical Work RVU: | | |
| Global Work RVU: | | |
| | | |
| | Save Cancel | |

- 3. Select the appropriate site from the Site drop-down list.
- 4. In the Code field, enter the new procedure code.
- 5. Fill in the information for the remaining fields (Description, Mammography check box, and RVU information) if any are required for this site.
- 6. When finished, click Save.

Edit Procedure Codes

If there are changes to one of your facility's procedure codes, or to a small number of them, you can edit the codes manually in the *PowerScribe 360* | *Reporting* Administrator Portal rather than importing a Procedure Master Translator. For example, you might need to change the description associated with a single code.

To edit a procedure code:

1. In the Setup group, select the Procedures tab.

| | NCE | | | | | | | | | | | | |
|-----------------|------------|---------------|----|------|---------------------|------|--------|-------------|--------|--------|-----|-----------|----------|
| Setup 🝷 / | Accounts | AutoText | Br | idge | Procedu | res | Sites | Speech | System | | | | |
| Site: A1 - St | Luke, A2 - | St Luke, AA- | × | 🕜 Ne | w Edit | 1 | Delete | Categorize. | Uncate | gorize | Im | port Exp | ort |
| Categorization: | All | | ~ | | Code | Proc | cedure | | | Site | Mam | Modality | |
| Mammography: | All | 2 | ~ | | | | | | | | | | |
| Global RVU: | All | 5 | ~ | | | | | | | | | | 1 |
| Usage: | All | | ~ | | | | | | | | | | - 1 |
| Look for: | | | | | | | | | | | | | - 3 |
| | R | eset Search | 9 | | | | | | | | | | |
| Modality: | metry | | | | and a second second | | | | | - | | 6 | ء لير |

- 2. Search for the code you want to edit. To narrow your results, use the search filters in the left portion of the window:
 - Site: From this drop-down list, select one or more sites.
 - Categorization: Choose Uncategorized, No Modality, No Anatomy, or All.
 - Mammography: Choose Set, Not Set, or All.
 - Global RVU: Choose Set, Not Set, or All.
 - Usage: Choose Never, At least once, or All.
 - Look for: Type the first few letters of the procedure code, followed by an asterisk * (which acts as a wild-card character).

Note: These filters are **additive**, which means that if you select an item from more than one filter, both (or all) of the criteria will be considered, possibly reducing the number of results.

• Modality and Anatomy lists: These two areas are separate from the filters mentioned above and have their own Search button. Make one or more selections

to locate the procedure you want to edit. As shown in the note above, both these lists are additive as well.

- 3. Click the Search link. The codes that meet your criteria appear in the list.
- 4. Click the check box to the left of the code that you want to edit.

| | | | | System: Commi | ssure Health System | [1] \ |
|---|------------------|---------------------------------|------------|--|--|-------|
| - CNUANCE | | | | | Welcome, Tom | Hrka |
| Setup 🕶 Accounts AutoText B | ridge Procedures | Sites Speech System | | Adr | ninistration 🗸 Sig | in ol |
| Site: A1 - St Luke, A2 - St Luke, Ant 🗵 | New Edit Del | lete Categorize Uncategoriz | e Import | Export | | |
| Categorization: All | Code 🔺 | Procedure | Site Mam | Modality | Anatomy | P.R |
| Mammography: All Global RVU: All | 00020072220 | SACRUM COCCYX | MPLS | CT - Guided Biopsy Radiography | Chest Wall OX Other X Pelvis OX Upper Extremity X | |
| Usage: At least once 🗸 | 00020073030 | SHOULDER COMPL MIN TWO VIEWS | MPLS | CT OX Radiography OX | Lower Extremity OX Shoulder OX | |
| Look for: Reset Search Q | 00020073540 | HIPS AND PELVIS INFANT/CHILD | MPLS | CT OX Radiography OX | Head OX Hip OX Knee OX | |
| Modality: Absorptiometry | 00020075982 | PERCUT PLACEMENT OF DRAINAGE | MPLS | CT OX Invasive OX Radiography OX | Head X Neck X Other X | |

5. Click the Edit link. The Edit Procedure dialog box opens.

| Edit Procedure | | [x] |
|-------------------------|------------------------------|-----|
| You have selected 1 pro | ocedure to edit | |
| Code: | 00020073540 × | |
| Description: | HIPS AND PELVIS INFANT/CHILD | |
| Mammography: | | |
| Professional Work RVU: | | |
| Technical Work RVU: | | |
| Global Work RVU: | | |
| | | |
| | Save Cancel | |

- 6. Make the necessary changes to the code, description, or both. Select or clear the **Mammography** check box, and add **RVU** information, as applicable. (Note that the **Code** field is the only required field.)
- 7. Click Save to save your changes.
Delete Procedure Codes

- 1. Search for one or more procedure codes. (Follow steps 1 through 3 shown in *Edit Procedure Codes*, beginning on page 201.)
- 2. From the search results list that appears, select the code, or codes, that you want to delete.
- 3. Click the **Delete** link. The **Delete Procedures** dialog box opens.

| Delete Procedures | | | | | | | | | | |
|-------------------|---|-------------------------------|------|--|--|--|--|--|--|--|
| You have selec | You have selected 1 procedures to delete. | | | | | | | | | |
| Any procedure tha | t is associated with an oro Delete | ler, can't be remov Cancel | ved. | | | | | | | |

4. Click **Delete** to delete the code, or codes. Note that if the procedure code is associated with an order, it cannot be removed.

| Delete Procedures | | [x] |
|---------------------------------------|------------------|-----------------------|
| The procedure 70450 is be deleted. | already used wit | h an order and cannot |
| | ОК | |

Categorize and Uncategorize Procedure Codes

If you need to categorize, uncategorize, or re-categorize only a few codes, you can select a code through the *PowerScribe 360* | *Reporting* Administrator Portal and categorize it manually.

Categorize Procedure Codes

To categorize procedure codes:

- 1. Search for one or more procedure codes. (Follow steps 1 through 3 shown in *Edit Procedure Codes*, beginning on page 201.)
- 2. From the search results list that appears, select the code, or codes, that you want to categorize.

| NU.NU | JANCE | | | | | | | | | | | |
|----------------|--|---------------|--------|-------------|------------|--------------|-------------|-----------|-----------|------------------------|----------|-------|
| Setup 🔻 | Accounts | AutoText | Bridge | Procedures | Sites | Speech | System | | | | A | dmini |
| Site: A1 - S | St Luke, A2 - | St Luke, Ane | New | Edit De | lete Cat | egorize | Uncategoria | ze Impo | rt Expor | t | | |
| Categorization | n: All | | - | Code 💽 | Procedure | | | Site | Mam | Modality | Anato | omy |
| Mammograph | hv: All | | | 00022076948 | CARDIAC DO | OPPLER STUD | 6 | MPLS | | US | × Cardia | ic X |
| Global RVU: | All | | - | 00023093925 | CARDIAC DO | OPPLER STUD | (| MPLS | | US US - Obstretical | × Uterus | × |
| Usage: | All | | I | 00026078465 | CARDIAC BL | OOD POOL (M | IUGA) | MPLS | | NUC - Spect | × Heart | × |
| Look for: | card* | | | 00026078478 | CARDIAC BL | OOD POOL FI | RST PASS | MPLS | | NUC - Spect | × Heart | × |
| | R | eset Search | | 00040078451 | CARDIAC BL | OOD POOL FI | RST (INT) | MPLS | | Nuclear Medicine | × Heart | × |
| Madaliken | and the second design of the | | | 00040078809 | CARDIAC ST | RESS TEST (T | READMILL) | MPLS | | Invasive | × Heart | •× |



Note: Select more than one code to assign the same modality and anatomy to multiple codes.

3. Click the **Categorize** link. The **Anatomy/Modality Assignment to Procedure** dialog box opens.

| Anatomy/I | Modality Assignment to Procedure | [x] |
|----------------------|--|--------|
| You have Modality | selected 1 procedure to assign Anatomy | AND/OR |
| Modality: | Select | \sim |
| Anatomy: | Select | ~ |
| | Save Cancel | |

4. Make your selections from the **Modality** and/or **Anatomy** drop-down lists. (These lists are quite extensive; use the scroll bar to move through the entire list.)



Note: The items in the Modality and Anatomy lists come from the PowerScribe 360 | Reporting system.

5. When finished, click **Save** to save your changes.

Uncategorize Procedure Codes

To uncategorize a procedure code:

- 1. Follow the steps shown above to locate the code you want to uncategorize.
- 2. Select the code and click the **Uncategorize** link. The **Uncategorize Procedures** dialog box opens.

| Uncategorize Procedures | | | | | | | | |
|--|--------|--|--|--|--|--|--|--|
| You have selected 1 procedures to uncategorize. | | | | | | | | |
| □Modality □Anatomy | | | | | | | | |
| Save | Cancel | | | | | | | |

- 3. Select the Modality, Anatomy, or both check boxes to uncategorize.
- 4. When finished, click **Save** to save your changes. A message opens confirming that the uncategorize was successful.

| Uncategorize P | Procedures | [x] |
|-----------------|------------------|--------------|
| The uncategoriz | zing completed s | uccessfully. |
| | ОК | |

Another way to uncategorize a procedure code:

- 1. Search for one or more procedure codes. (Follow steps 1 through 3 shown in *Edit Procedure Codes*, beginning on page 201.)
- 2. From the search results list that appears, locate the code that you want to uncategorize.
- 3. Click the red X in the Modality or Anatomy column.

| NUANCE | | | | | | | | | | | | | |
|---|-------------|---------------|-------------|-------------------------------|-----------------------------------|--------------|-----------|------|-------------|------------------------------|-------|-------------|--------|
| Setup 💌 | Accounts | AutoText | Bridg | e Procedures | Sites | Speech | System | | | | | Adm | ninist |
| Site: A1 - St Luke, A2 - St Luke, Ant R New Edit Delete Categorize Uncategorize Import Export | | | | | | | | | | | | | |
| Categorization | n: All | , | | Code 💽 🖬 | Code Procedure | | | Site | Mam | Modality | | Anatomy F | |
| Mammograph | y: All | , | | 00022076948 | 00022076948 CARDIAC DOPPLER STUDY | | | MPLS | | US | × | Cardiac | × |
| Global RVU: | All | , | | 00023093925 | 093925 CARDIAC DOPPLER STUDY | | (| MPLS | | US US - Obstretical | x | Uterus | × |
| Usage: | All | , | | 00026078465 | CARDIAC BL | OOD POOL (M | IUGA) | MPLS | | NUC - Spect | × | Heart | × |
| Look for: card* | | | 00026078478 | CARDIAC BLOOD POOL FIRST PASS | | RST PASS | MPLS | | NUC - Spect | | Heart | × | |
| | R | eset Search | | 00040078451 0 | CARDIAC BL | OOD POOL FI | RST (INT) | MPLS | | Nuclear Medicine | × | Heart | × |
| Madelin | A. Lawrence | | سايه | 00040078809 | CARDIAC ST | RESS TEST (T | READMILL) | MPLS | | Invasive Nuclear Undicine | X | Heart Other | × × |

4. At the message box that opens, click **OK** to uncategorize the modality or anatomy, depending upon what you selected. The message box describes the action that will be taken if you click **OK**. (See example below.)



5. At the successful uncategorizing message box, click **OK**.

| Uncategorize Procedures | | | | | | |
|--|----|--|--|--|--|--|
| The uncategorizing completed successfully. | | | | | | |
| | ОК | | | | | |
| | | | | | | |

Export Procedure Codes, Diagnosis Codes, Anatomy/Modality, and Section Data

Use the Export link to send a site's procedure code, diagnosis code, anatomy/modality, and section data to an Excel spreadsheet. You can use the spreadsheet to import this information into another site, or just keep it for reference purposes.

To export procedure codes and other data:

- 1. In the **Setup** group, select the **Procedures** tab.
- 2. Click the **Export** link.

| NUANCE | | | | | | | | | | | |
|---------------|--|---------------|---|----------------------------|--------|--------|------------------|------|------------|----------------|---|
| Setup 💌 | Accounts | AutoText | Bridge | Procedures | Sites | Speech | System | | | | |
| Site: A1 - S | Site: A1 - St Luke, A2 - St Luke, AA-🗵 @ New Edit Delete Categorize Uncategorize Import Export | | | | | | | | | | |
| Categorizatio | n: All | • | - | Code Pro | cedure | | | Site | Mam | Modality | |
| Mammograph | iy: All | | Image: A set of the set of the | | | | | | | | |
| Global RVU: | All | | ~ | | | | | | | | 1 |
| Usage: | All | • | ~ | | | | | | | | 1 |
| Look for: | | | | | | | | | | | 4 |
| | R | eset Search | 9 | | | | | | | | |
| Modality: | ntiometry | ······ | | and a second second second | | | an particular de | | have shown | and an and the | |

The Export Procedures dialog box opens.

| Export Pro | cedures | | [x] |
|------------|---|---|-----|
| Site: | Select | ~ | |
| Content: | Procedures and Anatomy/Modality, Section Mappings | ~ | |
| | Export Cancel | | |

3. From the Site drop-down list, select the site whose data you want to export.

- 4. From the **Content** drop-down list, select the type of data you want to export from the site you selected to an Excel spreadsheet. Choose one of the following selections:
 - Procedures
 - · Procedures and Anatomy/Modality, Section Mappings
 - Procedures and Diagnosis Code Mappings
 - Procedures and Anatomy/Modality, Section, Diagnosis Code Mappings
 - ICD-9 Diagnosis Codes
 - ICD-10 Diagnosis Codes
- 5. After making your selection, click **Export**. A standard Windows Save/Open bar opens at the bottom of the window.

| ţ, | | | | | · · | | | | |
|----|-----------------------|-------------------|-------------------------|----------|------|------|---|--------|---|
| | Do you want to open o | r save Tom Test_C | hargeMaster.csv from vr | adprod1? | Open | Save | • | Cancel | × |
| ٤ | | | | | | | | | - |

- Save: Saves the file to your Windows Downloads folder.
- Save As: Opens a standard Windows save dialog box from which you can select a location to save the file.
- Save and Open: Saves the file to Downloads and opens the file in Excel for viewing.
- **Open**: Opens the data file in Excel as a comma separated values (CSV) file. The content of the file is determined by the selection you made in the Content drop-down list. An example of exporting the Procedures content selection is shown below.

| | 🚽 47 • 🖻 • 🖛 | | | | | | - | | Trib |
|-----|--------------------------------------|-------------------|------------|---------------|---------------------------------------|--------|----------------------|--------------------------|----------------|
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| No | rmal Page Page Bre Layout Preview | w Views Screen | Gridlin | es 🔽 Headings | Zoom | 100% | Zoom to Selection | New Arrang Window All | e Frez Pang |
| | Workbook | Views | | Show | | Zoor | n | | |
| | F67 | ▼ (* <i>f</i> x | =""" | | | | | | 1 |
| 1 | A | В | | C | D | | E | F | C |
| 1 | Procedure Code | Procedure Descrip | otion | Mammograph | Professio | nal RV | Technical F | RV Global RVU | |
| 51 | BRASTD | NM BRAIN SPECT | THALLIUM (| False | | | | 0.00 | 1 |
| 52 | BRCI4H | NM CISTERNOGRA | M 4 HOUR | False | | | | 0.00 | - 1 |
| 53 | BRCID1 | NM CISTERNOGRA | M 24 HOUR | False | | | | 0.00 | - |
| 54 | BRCID2 | NM CISTERNOGRA | M 48 HOUR | False | | | | 2.71 | |
| ,55 | BRCID3 | NA-MATERNOGRA | M 72 HOUR | False | · · · · · · · · · · · · · · · · · · · | | | | |

Chapter 9 Exploring Diagnostic Coding

Objectives

In this chapter, you will:

- Define workflow diagnostic coding options in *PowerScribe 360* | *Reporting*.
- Managing diagnostic codes in *PowerScribe 360* | *Reporting*.
- Demonstrate configuration of coding according to workflow diagnostic coding requirements.
- Demonstrate using the diagnostic coding in the client.

Introduction

PowerScribe 360 | *Reporting* comes with both the ICD-9 and ICD-10 code sets installed in its database. Administrators can decide which version to install on a site-by-site basis.

Diagnostic Coding in Reporting

Diagnostic coding allows administrators to:

- map procedure codes to diagnostic codes,
- add codes to the system,
- deactivate codes, and/or
- change the code descriptions.

Workflow

PowerScribe 360 | *Reporting* allows both radiologists and residents to enter diagnostic codes. The workflows for each type of user are shown below.

Radiologist Workflow



Resident Workflow

| Resident Dictates a Report | Bageni Galer |
|-------------------------------|--------------|
|-------------------------------|--------------|

Map Procedure Codes to Diagnostic Codes

PowerScribe 360 | *Reporting* is installed with a master set of both the ICD-9 and ICD-10 diagnostic codes. Each of your procedure codes can be mapped to diagnostic codes to specify valid diagnoses for those procedures.

To map procedure codes to diagnostic codes:

- 1. Add the columns ICDCode and ICDDesc to your Procedure Master Translator.
- 2. Add the diagnostic code information for the procedure codes as needed.

Note: If you have multiple diagnostic codes for one line item, place them in the same cell, using a comma to separate them.

| - 21 | А | В | С | D | E | R |
|------|--|------------------------|---------|---------------|----------------------|--|
| 1 | Code | Description | Section | IsMammo | ICDCode | ICDDesc |
| 2 | CT.LVBX | LIVER BIOPSY | СТ | | 70.3 | VIRAL HEPATITIS B WITHOUT HEPATIC COMA ACUT |
| 3 | CT.LVBX | LIVER BIOPSY | CT | | 70.7 | UNSPECIFIED VIRAL HEPATITIS C WITHOUT HEPATI |
| 4 | CT.LVBX | LIVER BIOPSY | CT | | 571.5 | CIRRHOSIS OF LIVER WITHOUT ALCOHOL |
| 5 | CT.LVBX | LIVER BIOPSY | CT | | 571.8 | OTHER CHRONIC NONALCOHOLIC LIVER DISEASE |
| 6 | CT.LVBX | LIVER BIOPSY | CT | | 573.3 | HEPATITIS UNSPECIFIED |
| 7 | CT.LVBX | LIVER BIOPSY | CT | | 573.8 | OTHER SPECIFIED DISORDERS OF LIVER |
| 8 | CT.LVBX | LIVER BIOPSY | CT | | 573.9 | UNSPECIFIED DISORDER OF LIVER |
| 9 | CT.LVBX | LIVER BIOPSY | CT | | 789 | ABDOMINAL PAIN UNSPECIFIED SITE |
| 10 | CT.LVBX | LIVER BIOPSY | CT | | 789.1 | HEPATOMEGALY |
| 11 | CT.LVBX | LIVER BIOPSY | CT | | 794.8 | NONSPECIFIC ABNORMAL RESULTS OF FUNCTION \$ |
| | and the second | المتناطع ومحمد والأرار | | Sec. A second | here a second second | المحافي والمحاصب والمحافظ والمعاصر والمحاصر والمحاري والمحافظ ووالمحافظ والمحافظ و |

- 3. Save your spreadsheet.
- 4. Log in to the *PowerScribe 360* | *Reporting* Administrator Portal.
- 5. Click Setup > Procedures > Import.
- 6. Select the appropriate site.
- 7. Browse for the spreadsheet file you created in steps 1 through 3 above.
- 8. Click Next.

| Procedure Code Import Webpage Dialog |
|--|
| Site: St Vincents 🗸 |
| File to import: C:\Current Projects\PS360 Reporting 3.5\Import ICD9 codes and desc.xls: Browse |
| ✓ First line of import data includes column headings |
| Next >> Cancel |
| |

9. From the **Mapping** drop-down lists, select the item that matches your column heading name. See the illustration below for an example.

| ð | Procedure C | ode Import Webpage Dialog | X | | | | | | |
|---|--|--|---|-----|--|--|--|--|--|
| | Number of rows to import: 10 The following columns were automatically identified in the import data: | | | | | | | | |
| | Column | Sample | Mapping | | | | | | |
| | Code | CT.LVBX | Procedure Code 🗸 | | | | | | |
| | Description | LIVER BIOPSY | Procedure Description 🗸 | | | | | | |
| | Section | СТ | Section Name 🗸 | | | | | | |
| | IsMammo | | Mammography 🗸 | | | | | | |
| | ICDCode | 70.3 | ICD-9 Code 🗸 | | | | | | |
| | ICDDesc | VIRAL HEPATITIS B WITHOUT HEPATIC COM | Diagnosis Description 🗸 | | | | | | |
| | | | Page 1 | | | | | | |
| | | | | | | | | | |
| | | << | Previous Next >> Cancel | | | | | | |
| N | and the second second | and the second | - and a family and the second statement | · l | | | | | |

- 10. Click Next.
- 11. Click Import.

| Procedure Code Import Webpage Dialog | | | × |
|--|-------------|--|-----------------|
| Procedure code identification | | | |
| • Use code to match procedure codes | | | |
| OUse description to match procedure codes | | | |
| \bigcirc Use code and (if fails) description to match proced | ure codes | | |
| Un-mapped procedure code action | | | |
| Oreate new procedure code | | | |
| \bigcirc Do nothing, log procedure details | | | |
| Update Actions | | | |
| Update procedure code data | | | |
| Clear existing category mapping before import | | | |
| Clear existing section mapping before import | | | |
| Clear existing diagnosis code mapping before impor | t | | |
| | | | |
| | << Previous | Import >> | Cancel |
| and the second sec | | and the second s | الممين ومناصبته |

12. At the results screen, review the summary and click Close.

| Procedure Code Import Webpage Dialog | | | | X |
|---|--------------------------|-------|------|-----------|
| Procedure codes created/updated | 1/0 | | | |
| Successful Procedure-Category mappings | 0 | | | |
| Sections created | 1 | | | |
| Successful section mappings | 1 | | | |
| ICD-9 codes Created/Updated | 2/1 | | | |
| ICD-10 codes Created/Updated | 0/0 | | | |
| Procedure-Diagnosis mappings (ICD-9/ICD-10) | 10/0 | | | |
| Number of import errors/warnings | 0/9 View | | | |
| | | | | Close |
| and a subficient subscription of a | and the star of the star | - | | ciose |

Import Diagnostic Codes

To import diagnostic codes:

- 1. Create a spreadsheet that contains two columns: ICDCode and ICDDesc.
- 2. Add the ICD codes and the descriptions for those codes.
- 3. Save your spreadsheet.
- 4. Log in to the *PowerScribe 360* | *Reporting* Administrator Portal.
- 5. Click Setup > Procedures > Import.
- 6. Select the appropriate site.
- 7. Browse for the spreadsheet file you created in steps 1 through 3 above.
- 8. Click Next.

| Procedure Code Import Webpage Dialog |
|--|
| Site: St Vincents V |
| File to import: C:\Current Projects\PS360 Reporting 3.5\Import ICD9 codes and desc.xls: Browse |
| ✓ First line of import data includes column headings |
| |
| Next >> Cancel |
| |

9. From the **Mapping** drop-down lists, select the item that matches your column heading name. See the illustration below for an example.

| Number of rows to import: 10 The following columns were automatically identified in the import data: | |
|--|--|
| Column Sample Mapping | |
| ICDCode 70.3 ICD-9 Code V | |
| ICDDesc VIRAL HEPATITIS B WITHOUT HEPATIC COM Diagnosis Description V | |
| Page 1 | |
| | |
| << Previous Next >> Cancel | |

10. Click Next.

11. Click Import.

| Procedure Code Import Webpage Dialog | | |
|--|-----------|---------|
| Procedure code identification Use code to match procedure codes Use description to match procedure codes Use code and (if fails) description to match procedure codes | | |
| Un-mapped procedure code action | | |
| Update Actions Update procedure code data Clear existing category mapping before import Clear existing section mapping before import Clear existing diagnosis code mapping before import | | |
| << Previous | Import >> | Cancel |

12. At the results screen, review the summary and click Close.

| Procedure codes created/updated | 0/0 | |
|---|----------|--|
| Successful Procedure-Category mappings | 0 | |
| Sections created | 0 | |
| Successful section mappings | 0 | |
| ICD-9 codes Created/Updated | 10/0 | |
| ICD-10 codes Created/Updated | 0/0 | |
| Procedure-Diagnosis mappings (ICD-9/ICD-10) | 0/0 | |
| Number of import errors/warnings | 0/1 View | |

Deactivate Diagnosis Codes

To deactivate diagnostic codes:

- 1. Create a spreadsheet that contains two columns: ICDCode and Deactivate.
- 2. In the ICDCode column, enter the diagnosis codes you want to deactivate.
- 3. In the **Deactivate** column, enter the word **TRUE**.
- 4. Save your spreadsheet.
- 5. Log in to the *PowerScribe 360* | *Reporting* Administrator Portal.
- 6. Click Setup > Procedures > Import.
- 7. Select the appropriate site.
- 8. Browse for the spreadsheet file you created in steps 1 through 4 above.
- 9. Click Next.

| Procedure Code Import Webpage Dialog |
|--|
| Site: St Vincents |
| File to import: C:\Current Projects\PS360 Reporting 3.5\Import ICD9 codes and desc.xls: Browse |
| ✓ First line of import data includes column headings |
| |
| Next >> Cancel |
| and a second |

10. From the **Mapping** drop-down lists, select the item that matches your column heading name. See the illustration below for an example.

| Procedure Coo | de Import We | ebpage Dialog | | | × | | | | |
|-----------------------------|--------------------------|--|---------------------------|--|--|--|--|--|--|
| Number of rows to import: 1 | | | | | | | | | |
| The following | columns we re | automatically identified | in the import data: | | | | | | |
| Column | Sample | Mapping | | | | | | | |
| ICDCode | 324.1 | ICD-9 Code | ~ | | | | | | |
| Deactivate | True | Diagnosis Deactivat | e 🗸 | | | | | | |
| | | | Page 1 | | | | | | |
| | | | | | | | | | |
| << Previous Next >> Cancel | | | | | | | | | |
| ود باراه مدرده برس | and a second second | and the second | and a state of the second | | and the second sec | | | | |

11. Click Next.

12. Click Import.

| Procedure Code Import Webpage Dialog | × |
|--|--------|
| Procedure code identification | |
| Un-mapped procedure code action Create new procedure code Do nothing, log procedure details | |
| Update Actions Update procedure code data Clear existing category mapping before import Clear existing section mapping before import Clear existing diagnosis code mapping before import | |
| << Previous Import >> | Cancel |

13. At the results screen, review the summary and click Close.

| Procedure Code Import Webpage Dialog | | | |
|---|----------|--|--|
| Procedure codes created/updated | 0/0 | | |
| Successful Procedure-Category mappings | 0 | | |
| Sections created | 0 | | |
| Successful section mappings | 0 | | |
| ICD-9 codes Created/Updated | 10/0 | | |
| ICD-10 codes Created/Updated | 0/0 | | |
| Procedure-Diagnosis mappings (ICD-9/ICD-10) | 0/0 | | |
| Number of import errors/warnings | 0/1 View | | |

Diagnostic Coding Configuration

Configuring diagnostic codes is a two-step process:

- 1. Import diagnostic codes linked to procedure codes (optional)
- 2. Set your diagnosis coding preferences

Note: Notice that step one above is optional: Administrators can choose not to link the facility's procedure codes to the diagnostic codes. However, this forces providers to search for the diagnostic codes they require for their reports. If an administrator does perform this step, the appropriate codes are available to the provider, based upon the procedure that is being reported on.

Step 1: Import Diagnostic Codes Linked to Procedure Codes (Optional)

Nuance uses a conversion tool to convert your Procedure Master Translator so that it includes your procedure codes. The conversion also provides a suggested diagnosis code to which the procedure code could be mapped.



Note: Nuance has a list of suggested procedure code to diagnostic code mappings. This is a select list; it does not provide a mapping for every code.

If you want to perform these mappings, you must provide an import file in a specific file format. The illustration below shows an example of the file format and column headings required from our customers to allow Nuance to use the conversion tool.

| X 🛃 🎝 • (° • = | Sample Chargemaster.xls (| Compatibility Mode] - Microsoft Excel | |
|--------------------|---|--|-----------|
| File Home Insert | Page Layout Formulas Data Review View Add | d-Ins | x 🔮 🗆 🕄 x |
| E2 • (* | f.x | | ~ |
| A | В | C | D 🔺 |
| 1 Procedure code | Procedure code description | PS360 Clinical Code | Section |
| 2 0212 | CTA HEAD | 70496, 70498NU1 | СТ |
| 3 0001 | CT ABDOMEN WITH AND W/O CONTRAST | 74150, 74160, 74170 | CT |
| 4 0003 | CT ABDOMEN W/O CONTRAST | 74150, 74160, 74170 | СТ |
| 5 0004 | CT GUIDE EPID INJ-CERV/THOR | 72125, 72126, 72127, 72128, 72129, 72130 | CT |
| 6 0005 | CT ABDOMEN WITH CONTRAST | 74150, 74160, 74170 | CT |
| 7 0006 | CT GUIDE FAC INJ-LUM/SAC 1LEV_ | 72131, 72132, 72133 | CT |
| 8 0007 | CT GUIDE BIOPSY DEEP_ | 61751, 77012 | СТ |
| 9 0008 | CT GUIDE NEEDLE PLACE-DEEP | 61751, 77012 | СТ |
| 10 0009 | CT GUIDE BIOPSY SUPERFIC | 61751, 77012 | СТ |
| 11 0010 | CT GUIDE ASP/INJ LRG JT | 61751, 77012 | СТ |
| 12 0011 | CT 3D RECONSTRUCTION READING ONLY | 76376, 76377 | СТ |
| 13 0012 | CT 3D RECONSTRUCTION | 76376, 76377 | CT |
| 14 0013 | CT GUIDE ASP/INJ SMALL JT | 61751, 77012 | CT |
| 15 0014 | CT GUIDE ASP/INJ MED JT | 61751, 77012 | CT |
| 16 0015 | CT WITH WATER SOLUBLE | 76380 | CT |
| 17 0016 | CT GUIDE ASP CYST | 61751, 77012 | CT |
| 18 0018 | CT GUIDE NERV RT CERV/THO 2LEV_ | 72125, 72126, 72127, 72128, 72129, 72130 | CT |
| 19.0020 | CONTRACTOR OF THE POINT OF THE | 72131, 72132, 72133 | СТ |

The illustration below shows an example of the worksheet Nuance returns to the customer after using the conversion tool.

| X | - 9· C· | | and a | Sampl | e Chargemaster Conve | erted ICD9.xls - Microsoft Excel | |
|-----|-----------|-----------------------------------|-----------|-------------|----------------------|--------------------------------------|-----------|
| | File Home | Insert Page Layout Form | ulas Data | Review View | Add-Ins | | v 🕜 🗆 🖶 X |
| | 9L | → (* f _x | | | | | |
| | A | В | С | D | E | F | G |
| 1 | Code | Description | Section | IsMammo | ICDCode | ICDDesc | CPTCode |
| 2 | 0212 | CTA HEAD | СТ | | 430 | SUBARACHNOID HEMORRHAGE | 70496 |
| 3 | 0212 | CTA HEAD | СТ | | 431 | INTRACEREBRAL HEMORRHAGE | 70496 |
| 4 | 0212 | CTA HEAD | СТ | | 433.1 | OCCLUSION AND STENOSIS OF CAROTID | 70496 |
| 5 | 0212 | CTA HEAD | СТ | | 434.91 | CEREBRAL ARTERY OCCLUSION UNSPECIF | 70496 |
| 6 | 0212 | CTA HEAD | СТ | | 436 | ACUTE BUT ILL-DEFINED CEREBROVASCU | 70496 |
| 7 | 0212 | CTA HEAD | СТ | | 437.3 | CEREBRAL ANEURYSM NONRUPTURED | 70496 |
| 8 | 0212 | CTA HEAD | СТ | | 437.9 | UNSPECIFIED CEREBROVASCULAR DISEAS | 70496 |
| 9 | 0212 | CTA HEAD | СТ | | 784 | HEADACHE | 70496 |
| 10 | 0212 | CTA HEAD | СТ | | 780.97 | ALTERED MENTAL STATUS | 70496 |
| 11 | 0001 | CT ABDOMEN WITH AND W/ | СТ | | 562.11 | DIVERTICULITIS OF COLON (WITHOUT HE | 74150 |
| 12 | 0001 | CT ABDOMEN WITH AND W/ | СТ | | 592 | CALCULUS OF KIDNEY | 74150 |
| 13 | 0001 | CT ABDOMEN WITH AND W/ | СТ | | 592.1 | CALCULUS OF URETER | 74150 |
| 14 | 0001 | CT ABDOMEN WITH AND W/ | СТ | | 788 | RENAL COLIC | 74150 |
| 15 | 0001 | CT ABDOMEN WITH AND W/ | СТ | | 789 | ABDOMINAL PAIN UNSPECIFIED SITE | 74150 |
| 16 | 0001 | CT ABDOMEN WITH AND W/ | СТ | | 789.03 | ABDOMINAL PAIN RIGHT LOWER QUADR | 74150 |
| 17 | 0001 | CT ABDOMEN WITH AND W/ | СТ | | 789.07 | ABDOMINAL PAIN GENERALIZED | 74150 |
| 18 | 0001 | CT ABDOMEN WITH AND W/ | СТ | | 789.09 | ABDOMINAL PAIN OTHER SPECIFIED SITE | 74150 |
| 19 | 0001 | CT ABDOMEN WITH AND W/ | СТ | | 789.9 | OTHER SYMPTOMS INVOLVING ABDOME | 74150 |
| 20 | 0001 | CT ABDOMEN WITH AND W/ | СТ | | 599.7 | HEMATURIA UNSPECIFIED | 74150 |
| 21_ | 0093 | CTARDOMENNA/O-CONTRAS | CTA Ma | | Auro 050-01 | DIVERTICULITIS OF COLON (MITHOLIT HE | 74150 |

Step 2: Set Your Diagnosis Coding Preferences

1.6.6.5

The diagnosis coding preferences described in this section can be set at either the **System** or **Site** level:

- If these preferences will be system wide, log in to the *PowerScribe 360* | *Reporting* administrator portal and click **Setup** > **System** > **Preferences** > **Workflow**.
- If these preferences will differ from site to site (assuming your facility has multiple sites), log in to the *PowerScribe 360* | *Reporting* administrator portal and click
 Setup > Site (select a site) > Preferences > Workflow.

The illustration below shows an example of the System version of the diagnosis coding preferences.

| 6 | Nuance PowerScribe® 360 Reporting: System Preferences - Internet Explorer | |
|---|---|----------------|
| | System: Commissure Health System | Reset to Defau |
| | Workflow Permissions Order Entry Peer Review Report Editing Dictation AutoCorrect | Devices Ex |
| | • Diagnosis coding system: Disabled 🗸 🗸 | 2 |
| | • Diagnosis coding at preliminary signoff: Do not perform | |
| | • Diagnosis coding at final signoff: Do not perform | |
| | • Require BI-RADS for mammography exams: | - |

The following table describes the options for these preferences.

| Setting | Description | Default |
|---|--|----------------|
| Diagnosis coding system | Select which diagnostic coding system to use. Choices are ICD-9 , ICD-10 , or Disabled . | Disabled |
| Diagnosis coding at preliminary signoff | Controls whether <i>PowerScribe 360</i> <i>Reporting</i> requires diagnosis coding when a resident approves a report. <i>Note: This preference does not apply when an attending saves a report as preliminary.</i> Do not perform: Diagnosis coding is not invoked at preliminary signoff. Do not require codes: Diagnosis coding is invoked, if not already set for all the accessions of the report, but the user is allowed to cancel without assigning codes. Require codes: The report cannot be approved unless at least one code is entered for each order in the report. | Do not perform |
| | <i>Note: This setting may override the behavior of the Diagnosis coding at final signoff preference as noted below.</i> | |

| Setting | Default | |
|---------------------|---|----------------|
| Setting | Description Controls whether PowerScribe 360 Reporting requires diagnosis coding when the Attending provider signs a final report. Note: This setting is ignored if the Diagnosis coding at preliminary signoff preference is set to Require codes and at least one code is not entered for each order in the report. That is, if coding is required at preliminary signoff, but the report was not approved by a resident, coding will be required at final signoff. | Default |
| Diagnosis coding at | <i>Do not perform</i>: Diagnosis coding is not invoked | |
| final signoff | at final signoff. | Do not perform |
| | • Do not require codes : Diagnosis coding is invoked, if not already set for all the accessions of the report, but the user is allowed to cancel without assigning codes. | |
| | • Require codes : The user cannot sign the report without entering one or more codes for each order in the report. | |
| | <i>Note:</i> If codes were entered by the Resident, this setting will cause diagnosis coding to be invoked so that the Attending can review the codes entered by the Resident. | |

Using Diagnostic Coding in the Client

This section shows providers how to use mapped diagnosis codes and non-mapped diagnosis codes.

Diagnosis Coding with Imported Mappings

If your organization has imported mappings for diagnosis codes, a short list of possible diagnosis codes is displayed for you to select from, as shown in the example illustration below.

1. After signing a report, the **Diagnosis Codes** dialog box opens.

| atient: Jame | s X Joyce | | Accession: | 443601222-6 |
|-------------------------------|------------------------------|----------------------|-----------------|-------------|
| rocedures: (| CT BRAIN; W O CON | | | |
| vailable Code earch and se | es lect ICD-10 codes from | m the list below. | | |
| Restrict to | exam codes | | | Search |
| ICD-10 Code | t Description | | | |
| 348.89 | OTHER CONDI | TIONS OF BRAIN | | |
| 432.9 | UNSPECIFIED I | INTRACRANIAL HEMOR | RHAGE | |
| 436 | ACUTE BUT ILL | -DEFINED CEREBROV | ASCULAR DISEASE | |
| 780.2 | SYNCOPE AND | COLLAPSE | | |
| 780.39 | OTHER CONVU | JLSIONS | | |
| 780.4 | DIZZINESS ANI | D GIDDINESS | | |
| 780.97 | ALTERED MEN | TAL STATUS | | |
| 784 | HEADACHE | | | |
| 959.01 | OTHER AND U | NSPECIFIED INJURY TO | D HEAD | |
| • | | | | , |
| elected Code | | | | |
| elected Code | 19 | | | Clear |

- 2. Make sure that the **Restrict to exam codes** check box is selected. Selecting this check box limits the codes that are presented to the ones that are mapped to procedure codes.
- 3. From the search results list, select the check box next to the diagnosis code you want to use. The code then appears in the **Selected Codes** area of the window.
- 4. When finished, dictate "OK" to close the Diagnosis Codes window.

Diagnosis Coding without Imported Mappings

If you did not import diagnosis code mappings, you will have to perform a search for the correct diagnosis code, as illustrated in the example below.

1. After signing a report, the Diagnosis Codes window opens.

| gnosis Codes | | | | B S |
|------------------------------|-----------------|------------|-----------|--------|
| Report Information | | | | |
| Patient: Beth I Hedemann | | Accession: | SIM813552 | |
| Procedures: CT LOWER EXT | REMITY W/DYE | | | |
| Available Codes | | | | |
| Search and select codes from | the list below. | | | |
| Restrict to exam codes | Į | |) | Search |
| Code t | Description | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| < III | | | | ÷ |
| Salacted Codes | | | | |
| 000000000000 | | | | Clear |
| | | | ÷, | Clear |
| | | | | |
| | | | | |

- 2. With your mouse cursor in the Search field, dictate the code you want to add.
- 3. Dictate "Search."

Note: The **Restrict to exam codes** check box must be **cleared**. If this box is selected, it limits the codes that are presented to the ones that are mapped to procedure codes. Once this box is cleared, you can do a partial search and select the codes you would like to incorporate.

4. From the search results list, select the check box next to the diagnosis code you want to use. The code then appears in the **Selected Codes** area of the window.



5. When finished, dictate "OK" to close the Diagnosis Codes window.

Chapter 10 Provider Training— Introduction and Pre-Enrollment

Objectives

In this chapter you will:

- Demonstrate using the microphone and its proper positioning.
- Define the purpose of audio setup and reason for re-running it.
- Set expectations for reading the training screens
 - Do not dictate punctuation marks or paragraph breaks
 - Do not dictate capital for acronyms.
 - Do not dictate slashes or dashes for dates (Demonstrate all methodologies)

Using Your Microphone

You can use *PowerScribe 360* | *Reporting* with either a headset or a hand-held microphone. A headset is more practical if you dictate for long periods of time, or if you are in an environment that is not conducive to holding a microphone in your hand, such as pathology.



Note: If you use more than one microphone, you must perform the audio setup and general training steps (shown later in this section) for each device.

Types of Microphone Supported

• PowerMic II



, *Note:* PowerMic II requires a USB 2.0 port; USB 3.0 ports are not currently supported.

Philips SpeechMike



Note: The Philips SpeechMike requires a driver that **must be installed before you plug the microphone into your computer**. Either install the driver from the CD that came with the Philips microphone, or download it from the Philips Web site.

Connecting the Headset or Handheld Microphone

USB Microphones

USB microphones do not connect to a sound card. If you have a USB microphone, plug it into one of your computer's USB ports. If you experience trouble plugging in your USB device, follow the instructions that came with it.



Microphone Jacks

Microphone jacks are located on your computer, sound

card, or monitor. Consult your computer documentation if you need help locating your microphone jack.

Positioning a Handheld Microphone

To position your handheld microphone correctly for optimal speech recognition:

- 1. Hold the microphone in a comfortable position. Be sure not to hold it in an awkward, tiring position.
- 2. Point the microphone head close to and directly in front of your mouth.
- 3. Hold the microphone consistently every time you use it.



- 4. Do not use a microphone stand or holder because it will be harder to keep a consistent position and the stand could conduct noise.
- 5. Do not dictate into the side of the microphone.

Positioning a Headset Microphone

To position your headset microphone correctly and consistently for optimal speech recognition:

1. Adjust the headset so that it fits comfortably on your head.



- 2. Move the microphone element to the side of your mouth to avoid noise from breathing (about a thumb's width from the side of your mouth).
- 3. Confirm that the front of the microphone points toward the side of your mouth. The front of the microphone might be indicated by a colored dot, or some other label.

Using a Headset with the PowerMic II Microphone

Nuance sells the VXi TalkPro USB1 Computer USB Headset - Monaural for use with *PowerScribe 360* | *Reporting*.

| MFG. P/N | Nuance P/N | Description |
|------------|-------------|-------------------------------|
| VXI 203008 | 5000078-001 | HEADSET WITH MICROPHONE, USB1 |

The above headset will work as an input device for *PowerScribe 360* | *Reporting* when used either standalone or in conjunction with a PowerMic II microphone.

Any headset attached to the VXi x100 or x200 audio adapter will support the PowerMic II/Headset combination.

Regarding the VXi X100 or X200 USB adapters, the V, P, and G series refer to the type of quick disconnect that attaches to the different headsets.

X100 USB Adapters

X100-V USB Adapter (202926) - Compatible with VXi V-series, TalkPro SP or TuffSet headsets
X100-P USB Adapter (202927) - Compatible with VXi P-series or Plantronics headsets
X100-G USB Adapter (202928) - Compatible with VXi G-series or GN Netcom/Jabra headsets

X200 USB Adapters

X200-V USB Adapter (202930) - Compatible with VXi V-series, TalkPro SP or TuffSet headsets
X200-P USB Adapter (202931) - Compatible with VXi P-series or Plantronics headsets
X200-G USB Adapter (202932) - Compatible with VXi G-series or GN Netcom/Jabra headsets



Logging On and Logging Off

You can start the *PowerScribe 360* | *Reporting* application from an icon on your desktop, or in some installations, from within a PACS system.

To log on to PowerScribe 360 | Reporting:

1. Double-click the **Nuance PowerScribe 360** desktop icon (shown at right).



- 2. Type the user name and password provided by your administrator.
- 3. If this is your first login:
 - Depending on your system configuration, you might be prompted to change your password on your first login. Type the new password in both fields and then click **OK**.
 - You are prompted run the Audio Setup Wizard to create your speech files (shown later in this section)
- 4. If you have more than one role at this site (for example, if you are both a resident and an attending physician), you are prompted to specify the role you want to use for this session. Select the role and click **OK**.

There is a short delay while the speech files are loaded onto your workstation. Once they have been loaded, the **Nuance PowerScribe 360** | **Reporting** window opens.

To log off:

To log out and close the application completely, click on the X (close window icon), in the upper right corner of the application, or select File > Exit from the menu bar.

OR

• To log off and return to the logon window, click File > Log Off.

Initial Voice Training

Before you can begin dictating in *PowerScribe 360* | *Reporting*, you must perform two voice training tasks:

- Audio Setup
- General Training

General Training Dictation Guidelines

- Read the training screens in the environment in which you will be working.
- Do not dictate punctuation.
- You do not need to dictate dashes or slashes when dictating dates with those types of formats.
- Dictate acronyms, units of measure, blood pressures, dosages, and so on as you normally would.
- Speak in continuous phrases. Using this approach provides contextual clues about what you said and helps the software choose between homophones like ":" the punctuation mark, and "colon" the body part.
- Speak naturally at your normal rate, not too quickly or too slowly.
- Do not Dictate. Only. One. Word. At. A. Time.
- Fast dictation is acceptable as long as the words are spoken clearly and not slurred.
- Avoid clearing your throat and yawning while you are dictating. Do not talk through a yawn or when you clear your throat; please stop dictating.
- Eliminate utterances (urs, ahs, coughing) and similar sounds.
- Do not chew gum or eat while dictating.

Audio Setup

Audio Setup automatically adjusts the volume level of your microphone to its optimal setting, providing the *PowerScribe 360* | *Reporting* system with the best possible audio input, which in turn improves your speech recognition results.

Running **Audio Setup** is a very important first step in ensuring the best possible speech recognition by the system.

You must run **Audio Setup** the first time you log in to the system. In addition, if the microphone has been unplugged from the system (and then plugged back in) you must rerun the wizard.

Audio Setup is a two-step process:

- Volume Check: Adjusts the volume level of your microphone based on the loudness or softness of your voice as well as the dictation room's ambient noise levels.
- **Quality Check**: Ensures that you have a high quality sound available from your microphone.

Note: If necessary, you can run *Audio Setup* by clicking *Speech > Audio Setup* on the menu bar once you are logged into the PowerScribe 360 | Reporting client.

To use Audio Setup (at your first login):

- 1. Log into the *PowerScribe 360* | *Reporting* client application. In a few seconds, the **Check Microphone** window opens.
- 2. Review the text in this dialog box, adjust your microphone position if necessary, and click **Next**.



3. Click the **Start Volume Check** button and begin dictating the text in the box (**"While you are reading this ..."**). The system is adjusting your microphone volume while you are dictating this text.

| Seck Microphone | × |
|--|--------|
| Dragon will adjust your volume | 2 |
| Dragon needs to listen to you read some text aloud for 10 seconds. Make sure your microphone is plugged in and positioned correctly, then select the Start Volume Check button. While you are reading this, the computer will adjust your microphone volume settings and then beep to signal that the process is complete. Speak into the microphone as if you were talking to a friend in person. It should only take about ten seconds to complete this step. If you do not hear the beep, start reading again from the beginning until you do. | |
| Start Volume Check Finished1 | |
| < Back Next > | Cancel |

4. When you hear a beep and see the word **Finished!**, click **Next**.

5. In the next window, click the **Start Quality Check** button and begin dictating the text in the box (**"For Dragon to recognize your voice accurately..."**).

| 🤣 Check Microphone | x |
|---|----------|
| Check Microphone is complete | Ø |
| For Dragon to recognize your voice accurately, it needs to check the quality of your audio system and your microphone. Speak into the microphone as clearly and naturally as you did in the previous step. While reading this, Dragon is listening to you and examining the quality of your audio. Once Dragon has enough information, you will hear a beep to signal that the process is complete. This should take about fifteen seconds. If you do not hear the beep, start reading again from the beginning until you do. | |
| Start Quality Check Microphone: Passed | |
| < Back Finish | Cancel |

6. When you see the **Check Microphone Passed** message (in the black text box) click **Finish** to complete the audio setup.

General Training

Immediately after running **Audio Setup** the first time, you must go through a process called **general training**, which is the initial voice training for the system, before you can access the application. This training can last anywhere from 10 to 15 minutes.

The purpose of general training is to give the system an opportunity to listen to the way that you pronounce the sounds that make up your words. For example, for the word *radiology*, the system hears *ray-dee-awl-u-gee* or something close to that. When you choose a general training script, you can choose any of the scripts available. The system is listening to the *sounds that make up the word*, not the word itself.

The dialog boxes for this training appear automatically on the first login, right after you complete **Audio Setup**.



Note: You can repeat general training by clicking *Speech > General Training* on the menu bar once you are logged into the PowerScribe 360 | Reporting client.

To perform the General Training voice training (at your first login):

1. After completing the initial Audio Setup, the General Training dialog box opens.

| 🧃 General Training (handerson) | x |
|--|---------------|
| Click Go and then read the following sentence aloud. | |
| Welcome to general training | |
| Start Go Demo Can | Finish cel |

- Click Go and dictate the sentence "Welcome to general training" into your microphone. (There is one more short dictation in this section of the training: "Training is about to begin.")
- 3. In the Select Text dialog box, select the training text you would like to use.



- 4. Click OK.
- 5. Before you begin reading the text, review the following guidelines:
 - Do not dictate punctuation you see on the screen.

- If you want to take a break, click the **Pause** button (which then changes to a **Go** button you click to resume dictation).
- If you stumble over a phrase, click **Redo** and begin dictating again from the yellow arrow.
- Do not click **Skip** until you've read all the text on the screen, and the text color has changed from black to light gray.
- Once you have successfully read the text on the screen (all the text is light gray), the next screen opens automatically.

| 🗬 General Training (talba) | X |
|--|---|
| Read the following paragraph. | |
| For this training, we would like you to read aloud for a fe while the computer listens to you and learns how you sy you've finished reading, we'll make some adjustments, a be able to talk to your computer and see the words app screen. | ew minutes beak. When nd then you'll ear on your |
| Start | Finish |
| Pause <- Redo Skip -> Finish | Cancel |

- 6. As you read the text in each dialog box:
 - A yellow arrow points to your current location in the dictation. Words that you've already dictated are grayed out as you speak.
 - The bar directly below the text box is a volume level indicator. It moves to the right as your volume increases. Try to keep it in the green areas, avoiding the red area (which would appear in the far right side of the line). This bar turns yellow when you stop speaking.

• The green dashed line (between the words **Start** and **Finish**) indicates your progress in the training. In the illustration above you can see that the user is almost finished.

| 🖛 General Training (talba) |
|---|
| Read the following paragraph. |
| Four views of the lumbar spin spot lateral view of the lumbosacral junction show minor degenerative changes throughout the lumbar spine involving particularly the lower apophyseal joints from L3 to the sacrum. |
| Start Finish Pause <-Redo Skip-> Finish Cancel |

- **Note:** If you are unable to complete one of the training pages (the yellow arrow stops moving or appears to be stuck on a word), click the **Skip** button to move to the next training page and continue dictating. Providers with strong accents or pronunciation issues might encounter this occasionally during general training.
- 7. At the congratulations dialog box, click **OK**. The system displays an **Adapting user files** message while it finishes adapting your voice files. Once this process is finished, your login proceeds and the application opens, displaying the Explorer window (see illustration on next page).
View of the Initial PowerScribe 360 | Reporting Explorer Window

| Menu Bar | Tool Bar | Search Results Table |
|---|------------------------------------|--|
| PowerScribe 360 Reporting File View Tools Sneeth Help | | |
| New - Open Draft Ocorrect | t 🐑 Reject 😰 Prelim 🖓 Sign 🗸 Norma | I 😥 Discard 💷 PACS - 🎧 🏥 🗐 - 🛄 🚯 - 🚺 🛛 → 🕅 🕅 🕂 → |
| Quick Search R Site: University Look for: Single Accession Image: Single Accession Image: Search My Reports R Signing queue R Signed today Image: Signed today Image: Dirafts (14) Image: Accession Annotated (12) Image: Accession Image: Dirafts (14) Image: Accession Image: Dirafts (12) Image: Accession | Search Results | Location Exam Date Procedure MRN Patient Nam |
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| (1) Hot Worklist (49) | × | |
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| Browse & Site: Al • Status: Al • | | |
| User: James Taylor Drafts: 14 | 4 | 🤌 PowerMicII-SC, VEC USB Footpedal |
| Search/Browse Filters | | Order Preview |

- Best Practice: In Speech > Options > View, Set the Auto-hide delay to Never show. Also, in Speech > Options > Correction, clear the "Select" commands bring up Correction menu check box.

Chapter 11 Provider Training— Intermediate and Advanced

Objectives

In this chapter you will:

- Review screen elements
- Create a test report
- Create a test report containing AutoText
- Select facility-specific topics to cover with your providers
- Select advanced topics to cover with your providers

Explorer Window Screen Elements

By default, the first window you see after logging in to the *PowerScribe 360* | *Reporting* client is the **Explorer** window. **Explorer** is where you access your reports and worklists, and search for orders and reports. The following illustration shows the main components of the **Explorer** window.

| Menu | Bar | | Tool | bar | | | | Sear | rch Res | ults Table | |
|--|---------------|----------|--------------|--------------------------|--------------|--------------------|-----------------|-----------------------|-----------------|-----------------------|-----|
| PowerScribe 360 Re | porting | | | - | | | | | - | | × |
| le <u>V</u> iew <u>T</u> ools <u>S</u> | eech Help | | + | | | | | | | | |
| New - 20pen | Draft Correct | % Reject | t 📝 Prelim | Sign | V Norm | al 🙀 Discard 📃 | PACS - 🎧 | # 7 | • | . 🕒 ÞU 🕅 🤻 | 44 |
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| Site: All | • | | 1 58 22 | 56 Univ | restyA | 4/9/2013 2:20 PM | MXR150 | Left FOOT MIN 3 | MRN3344 | Sung, Samuel A | Mai |
| Look free | | ** | 1 59 -23 | 03 Univ | versityA | 4/9/2013 2:20 PM | MXR150 | Left FOOT MIN 3 | MRN4455 | Sung, Samuel A | Mai |
| Look for: Single Access | ion • | ** | 60 | Univ | versityA | 4/19/2012 1:29 PM | USID-45 | X-ray of the left leg | 16 | L16, O'F16 M16 | Mai |
| | Search | ** | 61 | Univ | resityA | 10/23/2009 4:18 PM | CT71250 | CT-Chest | 00009999 | PATIENT, IMA NEW | Fer |
| | | | 62 | Imag | ging Center | 10/23/2009 4:18 PM | XRA140 | KNEE 1 OR 2 VI | PMSC13 | Primary, Secondar X13 | Ma |
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| Charles annu | | | 65 | Univ | restvA | 1/27/2009 12-44 AM | PET906 | | 80355 | AARON AARON | Ma |
| Signing queue | | | 66 | Univ | restvA | 1/27/2009 12-44 AM | PET906 | | 80355 | AARON, AARON | Ma |
| Signed today | | | 67 | Imag | ging Center | 1/27/2009 12:36 AM | SCLCBRMET | | 54542985 | HORNET, GREEN | Ma |
| Touched today | | | 68 | Univ | restyA | 10/1/2006 12:14 PM | NCT326 | TR CT RECONS | 5377433 | PEREZS, JOHN R | Ma |
| Drafts (6) | | ** | 1 69 | Univ | restyA | 4/30/2006 1:35 AM | CBT234 | TR CT ABDOME | 5120315 | LURIES, JANE R | Fer |
| Annotated (1) | | | 70 | Univ | versityA | 3/1/2013 1:15 PM | 19000 | BREAST CYST A | TEMPO | Unknown | |
| Assigned orders | | | 71 | Imag | ging Center | 4/30/2013 6:24 PM | CADCT | CAD CT | TEMPO | UNKNOWN | |
| Pending Correction | (3) | | 72 | Univ | versityA | 4/24/2013 11:30 AM | CBT195 | CT ABDOMEN & | TEMPO | Unknown | |
| Wet Reads (1) | | | 73 | Imag | ging Center | 1/27/2009 12:36 AM | CTALEGS | | TO38 | ANGIO, CT | Mal |
| | | | 74 | Imag | ging Center | 1/27/2009 12:36 AM | MRIBRAIN | | GE1234 | FUSION, HEAD | Ma |
| Worklists | | • | | | m | | | | | | , |
| A Hot Worklist (20) | | Order D | Data | | p | Report Notes At | tachments Prior | 8 | | | |
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| -Mammo (UniversityA) | | Site: | Univer | sitvA | | | | | | | T |
| -Radiography (Univers | ityA) | | | | | There are no | rmal hepatic | size, contour a | and dens | ity. There is no | |
| Transcription (University) | iityA) | Accessi | on: T7699 | 547 | | evidence of h | epatic mass | s. There is no e | vidence | of dilated ducts. | = |
| Ultrasound (Universit) | yA) | Procedu | Ire: CBT19 | 5 | | The galiblado | ter is unrem | arkable. There | is no evi | dence of | |
| | | Descript | tion: CT ABI | DOMEN & P | ELVI | galistones. | | | | | |
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| | | Status: | Tempo | orary | | no evidence | of pancreati | tis. There is no | evidence | e of a pancreatic | |
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| My critical commun | ications | | | | | is no evidence | e or renal Ca | acuit. There is i | f a ronal | mass Tho | |
| My productivity | | 1 | | | | ureters are u | nremarkable | No ureteral co | alculus is | identified | |
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| Tracy Alba | Deafter 6 | | | | | | A | A Downshifter CC | VEC LISP E | Isheatas | |

Search/Browse Filters

Report Preview (with Impression ScreenTip shown)

*

Create a Test Report

Initiate a Report

- 1. In the Quick Search section, make sure that the Look for field shows Single Accession.
- 2. Enter your initials followed by **123**.
- 3. Click **Search**. Since this is a test report, a message window opens allowing you to create a temporary order.
- 4. Click **OK** to create the order. The **Report Editor** window opens.



Quick Search

CAD CT

Cardiac

| Menu B | ar | Toolbars | Record/Play | /back Controls |
|---|--|---------------------------------|---------------------------------|-----------------------------|
| PowerScribe 360 Reporting | 1. W. S. C. S | | | |
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| Properties | Report - Jackson, John - / | ICCTH5234 | | |
| Attending: James Taylor Status: Draft STAT: | | | | Order Data |
| Insert Contributors Insert Custom Fields Insert Diagnosis Codes | Navigation Panel | | | = |
| Properties | Fallei | | | |
| Fields (12) | | Report F | Preview Area | |
| Notes | | | | |
| Attachments | | | | |
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| 30 1 | | | | - |
| AutoText | | | | a |
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| S Abdominal Ultrasound | University | | | |
| S Bartum Enema | University | | | |
| S CT Brain W/O IV Contrast | University | | | |
| Prior Reports Kato Text | Feed I Montage | nce PowerShare Studies | | |
| User James Taylor | Drafts: 14 | Attending | 3 PowerN | vicII-SC, VEC USB Footpedal |
| Prior AutoText Reports AutoFeed – | Montage Guid | ical PowerShare ance Studies | | Order Data Tab |

CADCT

CARDIAC01

Dictate and Edit the Report



Note: As a best practice, have providers hold the microphone in their left hand and use the mouse with their right. For left-handed providers, it's mouse left, microphone right.

- 1. Make sure your cursor is in the report preview portion of the window.
- 2. Dictate something you would normally dictate on a regular basis. Doing this lets you evaluate the quality of your speech recognition since the time you completed the general training.

If you can't think of anything, use the following findings and impression text as an example:

FINDINGS: The thoracic vertebral bodies are normal in height and alignment with normal CT density. Disc spaces are unremarkable with no disc bulge or focal disc herniation and the visualized spinal cord is intact. Visualized soft tissues are unremarkable.

IMPRESSION: No abnormality seen in CT scan of thoracic spine.

- 3. When finished, review the text you dictated and look for any dictation errors.
- If you find an error, use the voice command "Select <x>" to highlight the word you want to change or delete. Using the text in the example above, you could say "Select unremarkable" to highlight the word *unremarkable*.

Note: Do not pause or take a breath between the command **"Select"** and the word you want to select. For example, if **"Select unremarkable"** does not immediately highlight **unremarkable**, the system interpreted what you said as dictation instead of a voice command. This occurs when you pause too long between the command itself and the word you want to select.

- 5. With the text highlighted, you can now either dictate the correct word to replace it, or you can use another voice command **"Scratch that"** to delete the word completely.
 - Note: If you selected the word you want to delete with your mouse instead of the "Select <x>" voice command, you must use either the "Scratch that" or the "Delete that" voice command to remove the word. Otherwise, the audio file still contains the word, even though the text portion is gone. Using the voice command removes both the text and the audio.
- Now use a new voice command, "Select <a> through " to highlight a range of consecutive words. For example, in the impression section shown above, say "Select no abnormality through spine" to highlight all of the impression text.



Note: You can use more than one word as a starting or ending point; in this example we used "no abnormality." In some cases, a single word, especially articles such as "a" or "the" can cause the wrong text to be selected since they frequently occur more than once in many reports.

- 7. Once again, either dictate the correct phrase to replace it, or say **"Scratch that"** to remove the text and audio completely.
- 8. When finished, click the **Draft** button on the toolbar to save your report and place it in your **Drafts** report queue.

Find, Open, and Sign the Draft Report

- 1. In the **My Reports** section of the **Explorer** window, click the **Drafts** link. The report you just created is listed in the search results table. (Notice the number in parentheses next to the **Drafts** link. This indicates the number of draft reports that are in your queue.)
- 2. Double-click the report listing in the results table. The **Report Editor** window opens once again, displaying the contents of your report.
- 3. Sign your report either by clicking the **Sign** button on the toolbar, or by pressing the button on your microphone that performs the sign function. If you are prompted to sign the report with a message box, click **Yes**. The report is signed and you return to the **Explorer** window.

Create a Report That Contains AutoText

Create Temp

The order w If you wish t

Initiate a Report

- 1. In the Quick Search section, make sure that the Look for field shows Single Accession.
- 2. Enter your initials followed by **456**.
- 3. Click **Search**. Since this is a test report, a message window opens allowing you to create a temporary order.
- 4. Click **OK** to create the order. The **Report Editor** window opens.

| | Look for: | Single Accession | • |
|----------------------------------|--|------------------------------------|---------------|
| | | | Search |
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| th accession th create a temp | 24601 is not found orary order with the | l. at accession, please specify | a site below. |
| ing Center | | • | |

All

| _ | | |
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| Type an optional pr | cedure or select from the list below: | |
| Code | † Description | |
| CARCE | CADICT | |

Quick Search

Site:

- 5. The AutoText tab is located at the bottom-left corner of the window. You should see an AutoText named template.
- 6. Use the voice command "AutoText template" to insert the AutoText into the report. ("AutoText" is a *trigger word* that tells the system to insert an AutoText. Your

2

organization might have chosen a different trigger word. Other choices are "Macro," "PowerScribe," or "Dictaphone" or a custom trigger word.)

This example AutoText contains three *fields* into which you can dictate: **Clinical Information**, **Findings**, and **Impression**.

| 0 | Pov | verSo | cribe 360 Reportin | 9 | | | - | | | | | | ala ang sa | l | - 0 | x |
|--------------|------|-------------|--|-------------|---------------|---------------|--------------------|----------------|--------------|------------|----------|-------------|--|------|-------------|-----|
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| find | ngs | | | | | | | | | | | | | | | e. |
| imp | ess | sion | | Finding | IS: | | | | | | | | | | | a a |
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| \checkmark | - | s | Name | 1 | Used | * | List: All Personal | - 1 🤏 | Create 🞾 Edi | t X Delete | | | | | | _ |
| | -++ | | CT abdomen pelvis dive | rticulosis | 1/3/2013 4: | | Clinical Info | notion [1 | | | | | | | | _ |
| | | | CT abdomen pelvis hepa | atic cyst | | | Clinical Info | mation: | | | | | | | | _ |
| | | | CT abdomen pervis hepi | atic subcas | | | Findings: [] | | | | | | | | | _ 1 |
| | | | CT abdomen pelvis liver | abscess | | | L'unaniga. | | | | | | | | | _ |
| | - | | CT Thoracic Spine | | | | Impression: | | | | | | | | | _ |
| ~ | | | CT thorax | | | | | | | | | | | | | |
| | | | CT upper abdomen | | | 1 | | | | | | | | | | |
| | | | kidney | | 4/25/2013 4 | | | | | | | | | | | _ |
| _ | | | knee ultrasound | | E 10 10010 0 | | | | | | | | | | | _ |
| | | | TH Text | | 5/5/2013 2 | | | | | | | | | | | |
| rið i | hinr | Reno | te AtoTed | toFeed . | Montana | • | | | | | | | | | | _ |
| | T | nepo | | Durfter 7 | | | | | | 112 | Dente | n co uno | UCD Fast | - | | - |
| Use | | acy A | 0.04 | Dians: / | | | | | | | FOWERVIC | ande, vec | 038 FOOtpe | cual | | |

- 7. Use the **Tab** buttons on your microphone to select the fields. You can tab forward and backward
- 8. Tab to the Clinical Information field and dictate "Diabetes."
- 9. Press the forward tab button to move to the Findings field and dictate the following:

The thoracic vertebral bodies are normal in height and alignment with normal CT density. Disc spaces are unremarkable with no disc bulge or focal disc herniation and the visualized spinal cord is intact. Visualized soft tissues are unremarkable.

10. When finished, press the forward tab button again to move to the Impression field and dictate the following:

No abnormality seen in CT scan of thoracic spine.

11. Practice your editing voice commands to see that they work with AutoText as well:

- In any field, say "Select <x>" to select a word
- Say "Scratch that" to delete the selected word (text and audio) from your report.
- Say "Select <a> through " to highlight a phrase or sentence.
- 12. When you have finished editing, sign your report either by clicking the **Sign** button on the toolbar, or by pressing the button on your microphone that performs the sign function. If you are prompted to sign the report with a message box, click **Yes**. The report is signed and you return to the **Explorer** window.
- 13. Click the **Signed Today** link in the **My Reports** section of the **Explorer** window to see the two reports you created and signed.

Facility-Specific Features Check List

Not everyone has the same set of training requirements. Use the following check list to create a list of topics to cover for each customer.

| _ | Addendums |
|---|---|
| Ш | For information on this feature, see Addendums beginning on page 249. |
| | Multiple Accession Numbers |
| | For information on this feature, see <i>Multiple Accession Numbers</i> beginning on page 249. |
| - | Send to Editor Options |
| Ш | For information on this feature, see Send to Editor Options beginning on page 250. |
| | Report Transmit Grace Period |
| | For information on this feature, see <i>Report Transmit Grace Period</i> beginning on page 250. |
| | Reject a Report with Note |
| | For information on this feature, see <i>Reject a Report with Note</i> beginning on page 251. |
| | Worklists |
| Ш | For information on this feature, see Use a Worklist beginning on page 252. |
| | Add Contributors |
| | For information on this feature, see Add Contributors beginning on page 254. |
| | Assign Orders |
| Ш | For information on this feature, see Assign Orders beginning on page 255. |
| | Attending Sign from Resident Workstation |
| | For information on this feature, see <i>Use Attending Sign from Resident Workstation</i> beginning on page 255. |
| | AutoFeed |
| | For information on this feature, see AutoFeed beginning on page 256. |

Addendums

If providers want to modify a report whose transfer status is either **Queued** $\Rightarrow or$ **Sent** \checkmark (or any status other than **Ready** \Rightarrow), they must create an addendum to the report.

Multiple Accession Numbers

Customers whose RIS or HIS support multiple accession numbers per order can use **Quick Search** in the **Explorer** window to find an order that contains multiple accession numbers.

To find an order that contains multiple accession numbers:

- 1. In the Quick Search portion of the Explorer window, select either Single Accession or Multiple Accession from the drop-down list.
- 2. Enter any one of the accession numbers and click **Search**.
- 3. In the results grid, double-click the report to open it.

On the right side of the **Report Editor** window, the **Order Data** tab shows all of the accession numbers associated with the order (one in the example here).

- To add accession numbers: In the Open Orders area, select one or more accession numbers and click the Add selected orders to report link.
- 5. To remove one or more accession numbers from the order, select the number in the Accessions field and click the Remove this order from report link, located at the bottom of the Order Data window.
- 6. Continue dictating the report based on the remaining accession numbers.
- 7. When finished, sign or save the report.

| Order Data | | ą |
|--|---|----|
| Open Order | s (1) 🏾 🕆 | ^ |
| Accession - PET906 Completer (Fmerger | 41238164 d on 1/27 12:44 AM | |
| Fidd Sele | | |
| Patient | ۲ | |
| Name: MRN: DOB - Class: Site: | AARON AARON 80354 7/12/1966 (49 vrs.) - M Emergency University | 11 |
| Exam | \$ | |
| Accession: Procedure Descriptio n: | 41238166 PET906 CT ABDOMEN/PELVIS P-2045 STUDY | |
| Exam Status: Reason: | 12/30/2008 12:44 AM Completed Suspected bleed, fracture. | |
| Clinical: | Diagnosis: Abdominal pain. History: 38 y/o w/ GSW to L2, multiple episodes of osteomyeltis with debridements. VENTILATOR:N, ISOLAT ION:N, SEDATION:N | |

Send to Editor Options

In some cases you might choose to send your reports to an editor instead of self-editing them. The editor corrects the report and returns it to you for signature.

Before sending a report to an editor, you can mark the report as STAT by clicking the STAT icon \clubsuit in the toolbar.

If you change your mind and want to self-edit the report, you can retrieve the report by clicking the **Pending Correction** link (under **My Reports** in the **Explorer** window) and opening the report once again.

<

Note: If an editor has already opened the report, it will not appear in the **Pending** *Correction* queue and you can not access it.

To send a report to an editor:

- 1. Create or open a report to send to an editor.
- 2. Say "Correct Report" or click the Correct icon in the task bar.



The report is saved and sent to the editing queue. It is also added to the **Pending Correction** section of your **My Reports** search area (located below **Quick Search**). The **Report Editor** closes and you return to the **Explorer** window.

Report Transmit Grace Period

Many customers configure their *PowerScribe 360* | *Reporting* system to allow providers a specific amount of time during which they can recall a report for further dictation or editing before it is uploaded to their RIS.

With this feature enabled, a provider can retrieve a report from their **Signed today** queue if it has a **Report Transfer Status** (the column with the \square icon) of **Ready**, indicated by a single green arrow \Rightarrow .

To open and edit a Ready report:

- 1. From the Explorer window, click the Signed today link under My Reports.
- In the results grid, find the report you want to revise, making sure it is in the Ready state.
- 3. Double-click the report to open it in the **Report Editor**.
- 4. Make the necessary revisions and sign the report once again.

If a provider double-clicks a report that has any other transfer status (Queued \Rightarrow), Sent \checkmark , and so on), he sees the following message box:

| PowerScribe 360 Reporting | | x |
|----------------------------------|-------------------|-----------|
| This report is finalized. Do you | want to create an | addendum? |
| | Yes | No |

In these cases, the provider must create an addendum to the report in order to make changes or add to it.

Reject a Report with Note

Attending providers and residents can choose to reject a report. Rejecting a report returns a report to the last person who worked on it, and changes the report status from **Corrected** to **Pending Correction**.

| User | Reject Privilege |
|-----------|--|
| Attending | Sends a report back to a Resident or an Editor for further corrections |
| Resident | Sends a report back to an Editor for further corrections |
| Editor | Editors cannot reject a report. |

The following table shows which users can reject a report.

To reject a report:

- 1. In either Explorer or Report Editor, select the report you want to reject.
- Click the Reject icon Reject in the toolbar (or click File > Reject). The Report Note dialog box opens, allowing you to either dictate or type a reason for rejecting the report.

3. Add a note to the report and click **OK** to return the report to the resident or editor for further work.

Note: Click Tools > Preferences > Workflow and make sure the preference Warn on sign if new notes exist is set to either Always or From Transcription. This ensures that you are notified when a new note has been added to a report that you are about to sign.

Use a Worklist

Worklists are filters your site administrator has configured; each worklist retrieves a specific set of orders, reports, or both. Worklists are very powerful, allowing virtually any combination of search criteria, and can span multiple sites if configured to do so. For example, a worklist might show all unreported pediatric CT exams from the Emergency Department that are more than one hour old.

Worklists are closely related to *sections*. An administrator assigns you to sections (for example, Abdominal, Chest, Thoracic, and so on). The administrator then associates the sections with worklists. You can filter which worklists appear in this list by changing your **Sections** preferences.

Example Worklist

The following illustration shows an example worklist created by an administrator.

| Worklists Webpage Dialog | |
|--|--|
| Worklist: Unreported CTs < 24 hrs | Export Worklist Save and Close Close Window |
| Edit Try it | |
| Unreported CTs < 24 hrs | Selection: Simple Expression |
| Composite Expression Report Status equals 'Unreported' And Modality equals 'CT' | Field: Last Modified Operator: Is more recent that |
| □Last Modified is more recent than '1' days | Values: 1 Logical Operator: And |
| | Update Remove |

The worklist is entitled **Unreported ER CT Exams**. The left side of the window contains all of the statements that make up the worklist expression. Notice in this example that the administrator is concerned with **Report Status**, **Modality**, and the date the report was **Last Modified**. Administrators can create worklists built on just about any criteria needed.

To use a worklist to filter your Explorer screen results:

- 1. Expand one or more of the worklist groups in the Worklists search area.
- 2. Select a worklist as your filter.



The results filtered by the worklist appear in the Explorer window.

Limiting Which Worklists You View

Note: Your system administrator can set a privilege that allows you to choose to see either all of the worklists, or only subscribed worklists. If you do not have this permission, you will not see the All and Subscribed items shown in the illustration below.

Depending upon how worklists are used at your facility, you can view all worklists, or you can limit the worklists that appear by selecting **Subscribed Only** from the menu bar.

To limit the worklists that appear in the Worklists search drop-down list:

• Click View > Worklists and select Subscribed Only.

| File View Tools Speech Help Image: Ima |
|--|
| Image: Site Image: Sit |
| Qu Toolbars My Reports: Annotate Qu Communication History Image: Communication History Site My Productivity Ctrl+Shift+P Loc Worklists Image: Annotate Refresh F5 Subscribed Only |
| Qu Communication <u>History</u> P P O Dea Site Image: My Productivity Ctrl+Shift+P 1 |
| Site Image: My Productivity Ctrl+Shift+P 1 Loc Worklists ✓ All Refresh F5 Subscribed Only |
| Loc Worklists → All Refresh F5 Subscribed Only |
| Refresh F5 Subscribed Only |
| |
| ← S <u>h</u> ow Sections |
| <u>Expand All</u> |
| My Reports © Collapse All |

Add Contributors

Use the **Contributors** dialog box to identify additional radiologists who helped create the report (other than the attending and resident).



Note: Adding a contributor to a report does not send a copy of the report to the contributor.

To insert a contributor into your report:

1. In the **Report Editor** window, select **Properties** from the navigation panel and click the **Insert Contributors** link (or click **Insert > Contributors** from the menu bar). The **Contributors** dialog box opens.

| Contributors | | | ? × |
|---|-----|---------------------------|-----------|
| Report Information Attending: James Taylor | | | |
| Radiologists: | | Contributors: | |
| Gul, Gul Gurujala, Harshal Hartzell, James Hendrickson, Brian Henry, Philip Hyatt, Tyson K, Ravi Kandaswamy, Ravi Kunigan, Glenn Labrakos, Yiannis Lee, Stan Lester, Tricia Mahon, Patrick Mardini, Michael McKinney, David Miller, Todd | | Hauser, Gary Hebb, Ben | |
| | Add | Clear | Clear All |
| | | ОК | Cancel |

- 2. From the **Radiologists** list, select the name, or names of the radiologists you want to add as contributors and click **Add**.
- 3. To remove a contributor, select the name from the **Contributors** side of the dialog box and click **Clear**. To remove all contributors from the list, click **Clear All**.
- 4. When your contributors list is correct, click **OK**. The names you selected appear in the **Contributors** section of **Properties**.

Assign Orders

You can assign an *unreported* order to a radiologist. Assigned orders appear in the **Assigned Orders** queue under **My Reports**.

To assign an order:

- 1. Select an unreported order to assign.
- 2. Click Tools > Assign Order. The Assign Orders dialog box opens.

| Assign Orders | ? × |
|---------------|--------------------------------|
| Radiologist: | Taylor, Jane 🔹 |
| Note: | This order was assigned to you |
| | OK Cancel |

- 3. Select a radiologist from the drop-down list; the note is optional.
- 4. Click **OK** to assign the selected order.

Use Attending Sign from Resident Workstation

If your *PowerScribe 360* | *Reporting* system administrator has selected a specific permission for your site (**Allow attending signoff on resident login**), an attending provider can sign a report from your workstation while you are logged into the workstation.

To have an attending provider sign a report from your workstation:

- 1. In the **Explorer** window, select the report you want the provider to sign. (Or you can open the report in **Report Editor** if you choose.)
- 2. If you need to do so, click **Tools > Change Attending** and select the attending provider who is about to sign your report.

3. Press the **Shift** key and click the **Approve** button (or press **Shift+F12**). The **Confirm Password** dialog box opens with the attending provider's name shown next to the words **Confirm for**.

| Confirm Password | ? × |
|--------------------|--------------|
| Password: | ••••• |
| Confirm for: Harsł | nal Gurujala |
| | OK Cancel |

4. Have the attending provider enter her password and click **OK**.

AutoFeed

The AutoFeed tab shows a list of files that are in your orders queue, based on the type of search you performed in the Explorer window. As the reports from your search are loaded into your computer sequentially, the information turns from black to a gray text. In the illustration, the first three reports in the list have already been loaded; the others have not.

| rè | and the | / | | 1 ° - 1 ' - | مرد ما از با السر المرامر | سر المحمد ليسري برايا ال | - A Sher Market | ***** | والمحارب والمحاص والمحار والمراجع والمحارب | والمسارد المحمسين الراران | مير والمساوري | and the second second | يمت إيراد |
|------|---------|----------|-----|-------------|---------------------------|--------------------------|------------------|-------|--|---------------------------|---------------|-----------------------|-----------|
| i Au | oFee | d | | | | | | | | | | | |
| 8 | ₽ | ! 0 |) | Deadline | Site | Location | Exam Date | | Procedure | MRN | Status | Class | Patie |
| | | | 1 | | University | | 10/14/2006 3 | 3:4 | Right Lower Extremity | 6819686 | Draft (A) | Emergency | MAN |
| | | | 2 | | Imaging C | | 5/20/2013 4: | 39 | TEMPORARY | TEMPOR | Draft (T) | | UN |
| | | | 3 | | Imaging C | | 11/14/2012 9 | 9:0 | | TEMPOR | Draft (T) | | UNE |
| | | | 4 | | University | | 11/1/2012 11:0 | 1 AM | | PAT999 | Draft (T) | | Jack |
| | | | 5 | | Imaging Center | | 10/25/2012 5:0 | 5 PM | CTA LEGS | TEMPORA | Draft (T) | | UNK |
| | | | 6 | | Imaging Center | | 7/26/2012 9:44 | AM | | TEMPORA | Draft (T) | | UNK |
| | | | 7 | | University | | 5/15/2012 9:32 | AM . | CT VIRTUAL COLONSCOPY | PAT999 | Draft (T) | | Jack |
| | | | 8 | | Imaging Center | | 3/13/2012 3:17 | PM | | TEMPORA | Draft (T) | | UNR |
| | | A | ٥ | _ | Impaine Contor | | 2 /c /2012 11-10 | 1.11 | MDI Desis un/o Contront | TEMPODA | | | LINE |
| F 🖸 | nior Re | eports | n 🎇 | to Text 📑 | AutoFeed | fontage | | | | | | | |
| User | : Jame | es Tayl | or | | Drafts: 13 | | | Atten | ding | | | | |

Example

If you selected the **Signing Queue** link (from the **My Reports** section) in **Explorer**, and then clicked the **Start AutoFeed** icon (in **Explorer**), the **Report Editor** opens, and the **AutoFeed** section also opens, showing the reports from your signing queue. The first report in the list appears in the **Report Editor** window. After you sign the first report, the second report automatically opens in the **Report Editor**, and so on.

Note: If you decide to start with a report other than the first one in your *Explorer* search results list, AutoFeed does **not** return to *Explorer* and pull in those first few reports. To access those first reports, you must return to the *Explorer* window and start AutoFeed again.

If you did not click the **AutoFeed** icon in the **Explorer** window and want to view the queue, click the AutoFeed tab in the bottom left corner of the main screen. Note that the **AutoFeed** tab has a push-pin which allows you to hide the tab, or keep it open during your session.

Other AutoFeed Features

- From the **Report Editor** window, you can turn AutoFeed off or on by clicking the AutoFeed icon on the tool bar. If you turn off AutoFeed, you are returned to the **Explorer** window when you finish the current report.
- If there are no more orders or reports in your original query, you are returned to the **Explorer** window when you finish the last report.
- To view a list of upcoming reports from your query, click the AutoFeed tab located in the lower-left portion of the Report Editor window near the Prior Reports and AutoText tabs. (Note that this is a read-only list; you cannot select a report from it.)
- With this feature selected, a report that is in the process of being saved appears in the **Explorer** window in a gray italicized font.
- If you attempt to open a report that is being saved, you will get a message box explaining that the report is being saved.
- If you attempt to log out of the application while a report is being saved, a message box opens asking you to Please wait.
- If you decide to log out of the application during the save, you are notified that you might lose some of your data. Best practice: wait until the save is completed.

Advanced Training Topics

Not everyone has the same set of training requirements. Use the following check list to create a list of advanced training topics to cover for each customer.

| | Review of Editing Techniques |
|---|---|
| | For information on this feature, see <i>Review of Editing Techniques</i> beginning on page 259. |
| | Additional Voice Commands |
| | For information on this feature, see <i>Additional Voice Commands</i> beginning on page 259. |
|] | Training Pronunciation |
| | For information on this feature, see <i>Training Pronunciation: The Train Words Dialog Box</i> beginning on page 260. |
| | Using the Vocabulary Editor |
| | For information on this feature, see <i>Using the Vocabulary Editor</i> beginning on page 263. |
| | ota: AutoToxt is considered an advanced training tonic. For information on creating an |

Note: AutoText is considered an advanced training topic. For information on creating and using AutoText, see Chapter 8 of this manual, AutoText – Beginning and Advanced.

Review of Editing Techniques

The following is a short review of the report editing voice commands and best practice tips presented earlier in this section:

- "Select <x>": Use to select one or two words. Once selected you can either replace them by dictating, or delete them by using the "Scratch That" voice command.
- "Scratch that": Deletes the selected word or words completely.
- "Select <a> through ": Use to highlight a range of consecutive words. You can
 use more than one word as a starting or ending point. In some cases, a single word,
 especially articles such as "a" or "the" can cause the wrong text to be selected since
 they frequently occur more than once in many reports.
- As a best practice, have providers hold the microphone in their left hand and use the mouse with their right. For left-handed providers, it's mouse left, microphone right.
- Do not pause or take a breath between the command "Select" and the word you want to select. For example, if "Select unremarkable" does not immediately highlight unremarkable, the system interpreted what you said as dictation instead of a voice command. This occurs when you pause too long between the command itself and the word you want to select.
- If you selected the word you want to delete with your mouse instead of the "Select <x>" voice command, you must use the "Scratch that" voice command to remove the word. Otherwise, the audio file still contains the word, even though the text portion is gone. Using the voice command removes both the text and the audio.

Additional Voice Commands

The following table explains additional voice commands that more advanced users might find useful.

| Voice Command | Description |
|---------------|-------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Training Pronunciation: The Train Words Dialog Box

The two most commonly used methods that allow you to train words or phrases that are consistently misrecognized are **Train Phrase** and **Vocabulary Editor**. In each method, training takes place in the **Train Words** dialog box.

This section first introduces you to the steps required to train a word or phrase, and then shows you methods you can use to access the **Train Words** dialog box, where you will use the steps to train your word or phrase.

Specific Steps for Training a Word or Phrase

Once you are in the **Train Words** dialog box (no matter which method you use to get there), be sure to use the following steps to train your word or phrase.

- 1. Say the word out loud two times, pronouncing the word as you would in one of your dictations.
- 2. After practicing the word twice, click **Go** to begin recording, and dictate the correct pronunciation of the word. The word or phrase is removed from the text box.
- 3. Click **Go** *a second time* to begin recording, and dictate the correct pronunciation of the word a second time. The gray dot below the text field briefly flashes green.
- 4. When finished, click **Done** to save your work and exit.

Methods for Accessing the Train Words Dialog Box

This section shows the two most commonly used methods (**Train Phrase** and **Vocabulary Editor**) to access the **Train Words** dialog box, as well as an alternate, less commonly used method (**Add Word**).

Use Train Phrase

1. Say "Train Phrase" (or click Speech > Train Phrase).

Note: If you say **"Train Phrase"** with no text selected, or if you select **Speech > Train Phrase** from the menu bar, the **Training** dialog box opens. Type the word or phrase you want to train, and click **Train** to open the **Train Words** dialog box.

| Training | ? × |
|---|--------|
| Enter the word or phrase you want to train: | |
| You can also enter a command to train. | |
| Train | Cancel |

Train Words
Click Go to begin recording your speech.
Tekturna
Go Cancel Help
Done Done & Train Another

The Train Words dialog box opens, displaying the word or phrase you want to train.

Use Vocabulary Editor

1. Select **Speech > Vocabulary Editor** from the menu bar. The **Vocabulary Editor** dialog box opens.

| Written form: | Spoken form (if different): | | |
|-------------------------|-----------------------------|---|------------|
| cholangioenterostomy | | | Close |
| Written form | Spoken form | | |
| Chol | | | |
| cholangeitis | | | |
| cholangiectasis | | | |
| cholangio- | cholangio | | |
| cholangio- | cholangio hyphen | | |
| cholangiocarcinoma | | | |
| cholangiocatheter | | | |
| cholangioenterostomy | | | |
| cholangiogram | | | |
| cholangiograms | | | Add |
| cholangiographic | | | |
| cholangiographically | | | Delete |
| cholangiographies | | | |
| cholangiography | | | Train |
| cholangiohepatitis | | | |
| cholangiohepatocellular | | | Properties |
| cholangiolar | | | |
| cholangiole | | - | Help |

2. Select the word you want to train.

3. Click **Train**. The **Train Words** dialog box opens, displaying the word or phrase you chose to train.

| Train Words | | × |
|---------------------------|-----------------|----------------------|
| Click Go to begin recordi | ng your speech. | |
| cholangio | enterostom | y |
| , | • | |
| Go | Cancel | Help |
| | Done | Done & Train Another |

Alternate Method: Add Word

A less frequently used method of adding and training words is through the **Add Word or Phrase** dialog box.

- 1. Click Speech > Add Word. The Add Word or Phrase dialog box opens.
- 2. Enter the word you want to add and select a category, if applicable.
- 3. To train the word from this dialog box, select the I want to train the pronunciation of this word or phrase check box.

| C Add word or phrase |
|---|
| Spell or type the word(s) to add to the vocabulary: Spoken form (if different): Hrkach |
| Word category: Person name |
| ✓ I want to train the pronunciation of this word or phrase |
| Add Cancel Help |

4. Click Add. The Train Words dialog box opens.

| Train Words | | |
|-----------------------------|----------------|----------------------|
| Click Go to begin recording | g your speech. | |
| Hrkach | | |
| , | • | |
| Go | Cancel | Help |
| | Done | Done & Train Another |

Using the Vocabulary Editor

Along with being an access point to the **Train Words** dialog box for training pronunciation, the **Vocabulary Editor** allows you to add words to the speech vocabulary and modify word properties. The **Vocabulary Editor** provides access to the written form and spoken form (if different) of all words in the vocabulary.

To add a word to the speech vocabulary:

1. Select **Speech > Vocabulary Editor** from the menu bar. The **Vocabulary Editor** dialog box opens.

| Vritten form: | Spoken form (if differen | ł): | |
|------------------------|--------------------------|-----|------------|
| thole | | | Close |
| Written form | Spoken form | | |
| cholecalciferol | | | |
| cholectomy | | | |
| cholecyst | | | |
| cholecystectomies | | | |
| cholecystectomy | | | |
| cholecystenterostomy | | | |
| cholecystic | | | |
| cholecystis | | | |
| cholecystitis | | | |
| cholecysto | | | Add |
| cholecystoduodenal | | | 700 |
| cholecystoduodenostomy | | | Delete |
| cholecystogram | | | |
| cholecystographic | | | Train |
| cholecystography | | | |
| cholecystojejunostomy | | | Properties |
| cholecystokinase | | | Hale |
| cholecystokinin | | - | нар |

- 2. In the Written form field, type the word as it is to appear in your documents.
- 3. If the word is pronounced differently than it is spelled, type the word phonetically in the **Spoken form** field.
- 4. Click Add. The word and its pronunciation are added to the vocabulary.

To modify the properties of a word in the vocabulary:



Caution: Modifying the properties of an *existing* word in the *Vocabulary Editor* is intended for advanced users. Use extreme care when making changes to word properties, because unexpected results can occur.

- 1. Select **Speech > Vocabulary Editor** from the menu bar. The **Vocabulary Editor** dialog box opens.
- 2. Select the word you want to change and click **Properties**.
- 3. Make the changes as needed.
- 4. Click OK.

Chapter 12 AutoText—Beginning and Advanced

Objectives

In this chapter you will:

- Log into the *PowerScribe 360* | *Reporting* client application as an administrator
- Create AutoText with fill-in fields:
 - Text fill-in fields
 - Numeric fill-in fields
 - Pick lists
 - Fill-in fields with default text or numeric values
- Create normal and default AutoText
- Use merge fields and custom fields in AutoText
- Design AutoText to work with Findings Mode
- Manage AutoText in the Administrator Portal

Introduction to AutoText

AutoText is standard text providers or transcriptionists can insert into reports. AutoText entries are sometimes referred to as macros or templates. They can be of any length and might contain plain text, standard headings, numbered lists, fill-in fields, data retrieved from the RIS, or other items.

As administrator, you can create AutoText entries in the *PowerScribe 360* | *Reporting* client application; providers can create their own AutoText entries for sharing with other users or for their own personal use.

In the *PowerScribe 360* | *Reporting* Administrator Portal, you can find, view, and edit some AutoText properties. You can associate AutoText entries with procedure codes. You can promote an AutoText entry created for personal use to make it available to all providers at a site, export AutoText entries from one site and import them to another, upgrade AutoText entries that were created in the *RadWhere* application for use in *PowerScribe 360* | *Reporting*, and delete AutoText entries.

Opening the AutoText Editor in the PowerScribe 360 | Reporting Client

To create AutoText entries, you will need to log in to the *PowerScribe 360* | *Reporting* client application and use the AutoText Editor.

To open the AutoText Editor:

1. Double-click the **Nuance PowerScribe 360** icon on your desktop. The main *PowerScribe 360* | *Reporting* client application Explorer window opens.



2. Select **Tools > AutoText Editor** from the menu bar.

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| tries. | Name: | | | | | CT Sinuses | CT | Max-Face | | reconstruction. |
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| | Text: | | | | | CT PA | CTA | Chest | | Carotid arteries are normal in caliber with no |
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| | Motionty: | Al | • | | | CT Lumbar Spine | CT | Lumbar | | Flow in each vertebral artery is the normal direction |
| | Anatomy: | Al | • | | | CT Extremity | CT | Lower F | | and there are no areas of significant stenosis or |
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| | Procedure: | All | - | | | CT Brain W/O IV Contr | CT | Head | | |
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The AutoText Editor opens.

Searching for AutoText Entries in the PowerScribe 360 | Reporting Client

Follow the procedure below to search for one or more AutoText entries in the AutoText Editor. To find AutoText in the *PowerScribe 360* | *Reporting* Administrator Portal, refer to *Managing AutoText in the Administrator Portal*, beginning on page 303.

To search for AutoText entries:

- 1. Select Tools > AutoText Editor from the menu bar.
- 2. In the Browse pane, use one or more criteria to find the AutoText:
 - Use the **Owner** drop-down list to filter the search by AutoText owner. If you select the **Site** item in the **Owner** drop-down list, the search retrieves all shared AutoText entries in the site, provided they belong to owners with an active *PowerScribe 360* | *Reporting* role in the site.
 - Use the **Name** field to search by AutoText name or by the shortcut used to invoke it. You can use a wild-card character (*) to search by any part of the name or shortcut.
 - Use the **Text** field to search for an AutoText entry containing the entered search text. You can enter part of the text without using a wild-card character.
 - Use the **Modality** drop-down list to filter the search by type of exam (for example, **CT** or **MRI**).
 - Use the **Anatomy** drop-down list to filter their search by body region (for example, **Chest** or **Head & Neck**).

Note: For Modality and Anatomy search to function, you must configure the site's procedure codes to Modality and Anatomy. Refer to Introduction to Procedure Master Translators, beginning on page 188.

• Use the **Procedure** drop-down list to filter by procedure. This list is empty if you have not selected a modality or anatomy, because without narrowing this criterion, there would be too many entries to fit in a drop-down list. It is also empty if there are no mappings between procedure codes and clinical codes.

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| AutoText Manager AutoText Manager Browse Owner: Site: University Name: Text: Modality: CT Anatomy: Abdomen Procedure: All Keset Filters User: Tracy Alba Drafts: 6 | ✓ ₩ 1 Modality Anatomy ₩ CT Abdomen / Pelvis Catheter D Abdome CT Abdomen / Pelvis Catheter D Abdome CT Abdomen CT Abdome CT Abdomen CT Abdome CT Abdomen CT Abdome CT Abdomen CT Abdome CT Abd/Pelvis Narrative CT. Radio Abdome | COMPARISON: None. CLINICAL HISTORY: TECHNIQUE: Helical axial images of the abdomen and pelvis were performed from the lung bases through the ischial tuberosities following the administration of oral and IV contrast. CT ABDOMEN: Liver: Liver is normal in size and CT density. Spleen: Spleen is normal in size and CT |

3. Click Browse. Any AutoText entries that meet your criteria appear in the list.

Creating an AutoText Entry

This section provides instructions for creating an AutoText entry containing only text. Other sections discuss creating AutoText with fill-in fields, pick lists, merge fields, and other advanced features.

To create an AutoText entry:

In the *PowerScribe 360* | *Reporting* client Explorer application, select Tools > AutoText Editor from the menu bar. (If you are already editing a report in Report Editor, click the AutoText icon with the open the AutoText Editor.)

The AutoText Editor window opens.

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2. Type a **Name** for the AutoText entry. This is the word or phrase the provider can dictate to invoke the AutoText.

Follow these naming conventions to ensure that the speech software can distinguish the shortcut from other dictation:

• Use at least two syllables.

• Use lowercase, except for initials. For example, type CT chest.

All AutoText entries belonging to an account must have unique names.

- 3. In the **Shortcut** field, type the characters the transcriptionist/editor or dictation user can type to invoke the AutoText, if applicable. Do not include any spaces in the shortcut. Shortcuts for AutoText entries belonging to an account must be unique.
- 4. Optional: Type a **Description** of the AutoText.
- 5. Set a **Lower** and **Upper** age limit in years, if desired. If you set an age limit, the AutoText is available only for reports where the patient's age falls within the specified range. For example, you might define a range of zero to 13 for AutoText that is exclusively for use in pediatric reports. A range from 0 to 13 years includes all patients up to 12 years, 23 months.
- 6. Select a **Gender** if applicable. If you select a gender, the AutoText is available only during dictation of reports for patients of the indicated gender. Otherwise, it is available for all reports.
- 7. From the Class drop-down list, select a patient class, if applicable.
- 8. If desired, associate one or more procedure codes with the AutoText. Refer to *Associating Procedure Codes with an AutoText Entry*, beginning on page 290.

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9. Dictate or type the AutoText. The text appears in the work area.

10. When you have finished defining the AutoText, press Ctrl+S or click the Save icon in the toolbar.

The AutoText is stored in the system and appears in the list at the bottom of the window.

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| ×. | | | | knee ultrasound | | |
| 4 | \checkmark | • | ٩, | CT thorax | CT | Chest |
| 2 | | • | | CT Thoracic Spine | CT | Thoraci |
| ζ | | | | CT abdomen pelvis divertic | | |
| <u>{</u> | . | | · · · · | CT abdomen - Vis divertic | | المريد المراجع |

11. Test the AutoText by using it in a dictation.

Creating AutoText with Fill-In Fields

In this section you will create AutoText with text fill-in fields, numeric fill-in fields, pick lists, and default values.

A fill-in field is a simple way for a provider to insert variable information, for example, a dosage or a measurement, within a block of standard text. The provider can either dictate or type the information in the field.

The procedures below assume that you have created a new AutoText entry and that the AutoText is open for editing in the *PowerScribe 360* | *Reporting* client application's **AutoText Editor**.

Creating a Text Fill-In Field

A text fill-in field contains alphanumeric characters. If you know the value a provider will most often enter or dictate in a particular fill-in field, you should assign a default value to the field. For more information on using default values in fields, refer to *Creating Text or Numeric Fill-In Fields with Default Values*, beginning on page 279.

To create a text fill-in field:

- 1. With the AutoText open for editing, click to place the insertion point at the position where you want the fill-in field.
- 2. Click the Fill-in button in the toolbar.

| For <u>m</u> at | <u>T</u> o | ols | <u>S</u> peech | <u>H</u> elp |
|-----------------------|------------|-----|-------------------|--------------------|
| 🛛 🖾 Fill- | in | Mer | ge 🔻 🕞 🤇 | ategorie |
| | | | Lower color, [| extrem Dopple |
| and the second second | | | all a second | And a start of the |

| Name: | | | |
|-----------------|------|---------|--------------------------|
| Type: | Text | • | |
| Hyponyms: | | * | |
| | | - | |
| Default: | | ^ | Clear |
| | | - | |
| Choices: | | | New |
| | | <u></u> | Edit |
| | | | Delete |
| | | | Set Default |
| Findings codes: | | | Al caps |
| | | E | Allow empty |
| | | | Impression field |
| | | | Does not indicate findir |
| | | * | Enforce Pick List |

The Fill-in Field Definition dialog box opens.

3. Type a **Name** for this fill-in field. This name does not appear in the final document, but is used by the software to reference the field and appears in the left column of the *PowerScribe 360* | *Reporting* client window during dictation. For example, type Order Procedure Description.



Tip: If you select the Enable Talking Fields preference, the field name you provide here is announced through the PowerMic II or SpeechMike when the user navigates to the field. Refer to page 68 for more information about talking fields.

4. Select Text from the Type drop-down list.



5. Select the **All Caps** option if you want the entire contents of this field to appear in capital letters if the provider dictates over it.

Notes:

• In most facilities, the Impression field is in all caps. Refer to Creating an Impression Field, beginning on page 301.

• For this feature to be active, the 'Capitalize beginning of dictated sentences' preference must **not** be in effect at the system or provider level:

| - Reporting | Capitaliz | e beginning of dictated sentences | |
|-----------------------------|-----------|-----------------------------------|-----|
| General Fonts and Colors | Repla | e text during dictation | |
| Dictation | Replace: | Wth: | IC: |
| Workflow | | | |
| AutoCorrect | | | |
| - Dictaphone PowerMic | | | |
| - Foot Pedal | | | |

- 6. Select Allow Empty if you want to allow providers to leave this field blank.
- 7. Click **OK**. The field appears in the AutoText.

| - | |
|---|---|
| | PROCEDURE: Order Procedure Description |
| | HISTORY: Field 1 |
| | COMPARISONS: Field 2 |
| | TECHNIQUE: Region of abnormality is interrogated with a high frequency linear transducer without and with Valsalva. |
| | FINDINGS: Field 3 |
| | IMPRESSION: [<normal abdominal="" evaluation="" of="" the="" ultrasound="" wall.="">]</normal> |



Note: In this example, there are brackets around some fields. Providers can set brackets on or off in the AutoText preferences: Select **Tools > Preferences**, and then in the **Reporting** node, select **Show brackets on fields**.
Creating a Numeric Fill-In Field

Use a numeric fill-in field where the provider must type or dictate a number. For example, use a numeric field for a dosage, a percentage, or a number of days.

Tip: Users can enter text values in numeric fill-in fields. Defining a field as numeric, however, causes the speech recognition software to expect numbers when that field is active (that is, while it contains the cursor and is accepting input), improving recognition.

To create a numeric fill-in field:

- 1. With the AutoText open for editing, click to place the insertion point at the position where you want the fill-in field.
- 2. Select the Fill-in button in the toolbar.

| For <u>m</u> at | <u>T</u> ools | <u>S</u> peech | <u>H</u> elp |
|-----------------|---------------|---------------------------|--------------|
| 🖉 🖾 Fill- | in Me | rge 👻 📬 | Categorie |
| { | | Lower | extrem |
| E. | | color, | Dopple |

The Fill-in Field Definition dialog box opens.

| Name: | | | |
|-----------------|------|------|-----------------------|
| Туре: | Text | ▼] | |
| Hyponyms: | | * | |
| | | - | |
| Default: | | * | Clear |
| | | - | |
| Choices: | | | New |
| | | | Edit |
| | | | Delete |
| | | | Set Default |
| Findings codes: | | × [] | All caps |
| | | | Allow empty |
| | | | Does not indicate fin |
| | | * | Enforce Pick List |

3. Type a name for this fill-in field. For example, type **Minutes** for a field in which the provider must indicate for how long a procedure was performed. This name does not

appear in the final document, but is used by the software to reference the field and appears in the left column of the *PowerScribe 360* | *Reporting* client window during dictation.

4. Select Numeric from the Type drop-down list.



- 5. Select Allow Empty if you want to allow providers to leave this field blank.
- 6. Click **OK**. The field appears in the AutoText.

COMPARISON: None

HISTORY: History

PROCEDURE: The patient exercised on a treadmill for a total of Minutes minutes, reaching stage Stage of the Protocol protocol and achieving an estimated workload of METs METs. Resting HR was bom bpm at baseline and increased to bom bpm at peak exercise, representing Percentage of age-predicted maximal heart rate.

The patient had myocardial perfusion imaging performed using a Days -day imaging protocol, with the injection of mCi mCi of sestamibi at peak exercise, and mCi mCi of sestamibi at rest. Imaging was performed by gated tomographic



Note: Providers can set brackets on or off in the AutoText preferences: Select *Tools > Preferences*, and then in the *Reporting* node, select *Show brackets on fields.*

Creating a Pick List Fill-in Field

A pick list is a set of choices from which the user selects one. The choices appear in the AutoText, separated by slashes, while you are creating or editing it. The user can then tab to the field and dictate the desired choice; while the field is selected, the available options appear in the left column of the dictation window.

To create a fill-in field with a pick list:

- 1. With the AutoText open for editing, click to place the insertion point at the position where you want the pick list.
- 2. Select the Fill-in button in the toolbar.

| For <u>m</u> at | <u>T</u> ools | <u>S</u> peech | <u>H</u> elp |
|-----------------|---------------|----------------|--------------|
| 🗧 🖾 Fill- | in Mer | ge 🕶 📲 (| ategorie |
| <u>}</u> | | Lower | extrem |
| Enne | | color, [| Dopple |

The Fill-in Field Definition dialog box opens.

| rvame: | | | |
|-----------------|------|---------|-------------------|
| Type: | Text | • | |
| Hyponyms: | | * | |
| | | - | |
| Default: | | * | Clear |
| | | - | |
| Choices: | | | New |
| | | \land | Edit |
| | | \sim | Delete |
| | | | Set Default |
| Findings codes: | | | All caps |
| | | | Allow empty |
| | | | Impression field |
| | | * | Enforce Pick List |

3. Type a name for this pick list. This name does not appear in the final document, but is used by the software to reference the field and appears in the left column of the *PowerScribe 360* | *Reporting* client window during dictation.

4. Select **Pick list** from the **Type** drop-down list.

| ر است میں اور ^{روم مرکب} کر روم میں اس | ار در از این میکند. از میکن از میکن میکن میکن و میکند بر این میکن میکن میکن میکن میکن میکن میکن می |
|---|--|
| Type: | Pick List |
| | Text Numeric |
| ş | Pick List |
| Same and a second | الأمرية الاستمياري فحمانا المحملين والمحمول والمحمد والمحمد والمحم |

5. Click New.

| Name: | Chest pain | | |
|-----------------|------------|---|---|
| Type: | Pick List | • | |
| Hyponyms: | | * | |
| | | | |
| Default: | | * | Clear |
| | | - | |
| Choices: | | | New |
| | | | ∧ Edt |
| | | | V Delete |
| | | | Set Default |
| Findings codes: | | * | All caps |
| | | | Allow empty |
| | | | Impression field |
| | | - | Does not indicate findi Enforce Pick List |

The Choice Definition dialog box opens.

6. In the Choice Text text box, type the first choice you want to place in the list.

If the choice is too long to be displayed easily in the list, enter a shorter **Optional Label**. Be sure to use a label that clearly identifies the item. The provider can dictate the abbreviated label to select the item; the report displays the full choice text.

| Choice Definition | | ? × |
|-------------------|----------------------------------|----------|
| Choice Text: | no evidence of cryptosporidiosis | ^ |
| | | + |
| Optional Label: | No crypto | |
| | ОК | Cancel |

- 7. Click **OK**. The choice appears in the list.
- 8. Repeat Steps 6 and 7 for each choice you want to add to the list.

-)

Tip: You can rearrange the items in the pick list. Select an item and click the Up or Down arrow; repeat this process until the list is organized in the order you want the provider to see it.

| M ² | بالمستعلم فسترجز والمتصفي فالمنافع | and the second secon | |
|--|------------------------------------|--|-----------------------------|
| Choices: | mild | | New |
| | moderate | | |
| | severe | \frown | Edit |
| | | | Delete |
| | | | Set Default |
| La construction de la constructi | An a share a share a second | And the second s | da una santa antera asara . |

Creating Text or Numeric Fill-In Fields with Default Values

If you know the value a provider will most often enter or dictate in a particular fill-in field, you can assign a default value to the field. The provider sees the default, and can change it if desired.

To create a fill-in field with a default text value:

1. Create the AutoText, and click to place the insertion point at the position where you want to insert the fill-in field.

2. Select the Fill-in button in the toolbar.

| For <u>m</u> at | Ţo | ols | | <u>S</u> peech | <u>H</u> elp |
|-----------------|----------|-----|-----|----------------|--------------|
| 📔 🖾 Fill-i | in | Me | rge | | Categorie |
| { | | | * | Lower | extrem |
| Enne | <u> </u> | | | color, l | Dopple |

The Fill-in Field Definition dialog box opens.

- 3. Type a **Name** for this fill-in field.
- 4. Select Numeric or Text from the Type drop-down list.

| سروي بالمردول الم | ويسترج والمستعمل والمستان والمتعار والمستعد والمستعم والمستعم والمستعم والمستعم والمستع والمستع والمستع والمست |
|--|--|
| Type: | Numeric 🗸 |
| | Text |
| | Numeric |
| | Pick List |
| and the second s | and the second state of th |

5. In the **Default** text box, type the text or number that is to be the default value in this fill-in field. If the field type is **Numeric**, the default value must be a number.

| Name: | Right length | | |
|---------------|--------------|---|-------------------------|
| Type: | Numeric | - | |
| Hyponyms: | | ^ | |
| | | - | |
| Default: | 3 | * | Clear |
| | | - | |
| Choices: | | | New |
| | | | Edt |
| | | | Delete |
| | | | Set Default |
| Findings code | s: | | All caps |
| | | | Allow empty |
| | | | Does not indicate findi |
| | | | Enforce Pick List |

6. Click OK.



Tip: While editing the AutoText, float your mouse cursor over a field to see any default text you have defined for it.

| es Right length cm in lengt | hх |
|-----------------------------|----|
| Fill-in: Right length | |
| Type: Numeric | |
| Default: 3 | |
| | |

Editing a Fill-In Field

You can modify the properties of a fill-in field you have placed in an AutoText entry.

To edit a fill-in field:

- 1. Open the AutoText entry for editing.
- 2. Right-click the field you want to edit.
- 3. Select Edit fill-in field from the shortcut menu.



| Name: | Chest pain | | |
|-----------------|------------|---|---|
| Type: | Pick List | - | |
| Hyponyms: | | * | |
| | | * | |
| Default: | No | * | Clear |
| | | - | |
| Choices: | Yes | | New |
| | | | ∧] Edt |
| | | | V Delete |
| | | | Set Default |
| Findings codes: | | * | All caps |
| | | | Allow empty |
| | | | Impression field |
| | | * | Does not indicate find Enforce Pick List |

The Fill-in Field Definition dialog box opens.

- 4. Modify the field's properties as desired.
- 5. Click **OK** to return to the AutoText Editor.

Creating Normal and Default AutoText Entries

A normal AutoText entry, referred to as a normal, is a block of text the provider invokes to report a normal finding. The provider ordinarily does not make any changes to the AutoText after invoking it, and the report is automatically approved or signed. Typically, a normal AutoText entry does not contain fill-in fields, although it can if they have default values.

A default AutoText entry is one that is invoked automatically for a particular procedure, if the 'Start with default AutoText' preference is in effect. For information on creating default AutoText, refer to *Creating a Default AutoText Entry*, beginning on page 285.

When you create a normal or default AutoText entry, you can associate it with one or more procedure codes. You can take that action either in the *PowerScribe 360* | *Reporting* client (page 290) or in the *PowerScribe 360* | *Reporting* Administrator Portal (page 306). If you do not associate an AutoText entry with a procedure code, the AutoText can be used as a generic or basic AutoText that can be relevant to all procedures.

Creating a Normal AutoText Entry

To create a normal AutoText entry:

1. In the *PowerScribe 360* | *Reporting* client application, select **Tools** > **AutoText Editor** from the menu bar.



The **AutoText Editor** window opens. The items you can use to define and create new AutoText appear at the upper left of the window.

- 2. Type a **Name** for the AutoText entry.
- 3. In the **Shortcut** field, type the characters the transcriptionist/editor can type to invoke the AutoText, if applicable. **Do not include any spaces in the shortcut**.
- 4. Optional: Type a **Description** of the AutoText.
- 5. Set a Lower and/or Upper age limit, if applicable.
- 6. From the **Gender** drop-down list, select either **Male** or **Female**, if the AutoText is gender-specific.
- 7. From the Class drop-down list, select a patient class, if applicable.
- 8. Select the Normal attribute.

| Name: | CT Thorax | |
|---|---|--|
| Shortcut: | CTthor | |
| Description: | CT scan of thoracic cavity for geriatric patient. | |
| Patient Infor | mation | |
| Age Lower: | 65 Upper: | |
| Gender: | • | |
| Class: | • | |
| Attributes | Default 🔲 Private | |
| Categories <u>University:</u> <u>Riverview Hospital:</u> <u>Lakeside Clinic:</u> <u>Imaging Center:</u> | | |

9. Dictate or type the AutoText. The text appears at the upper right.

TECHNIQUE: Transabdominal and endovaginal ultrasound were performed of the pelvis.

FINDINGS:

Bladder distends normally. No pelvic adenopathy is identified. Visualized GI structures are unremarkable. The visualized pelvic organs are unremarkable. Bony structures are intact.

IMPRESSION: Normal ultrasound of pelvis.

- 10. Refer to *Associating Procedure Codes with an AutoText Entry*, beginning on page 290 to associate the AutoText with at least one procedure code.
- 11. When you have finished defining the AutoText, press Ctrl+S or click the Save icon in the toolbar.

The AutoText is stored in the system and appears in the list at the bottom of the window.

| | | Nuclear stress test 2 | | |
|--------------|----|-----------------------|--------------------------|------------|
| | ۹, | Thyroid | Head & Neck | Ultrasound |
| \checkmark | | US Pelvis Site | Abdomen & Pelvis, Uterus | Ultrasound |

In this example, the icon at the left of the AutoText name indicates that this AutoText has been designated as a normal.

12. Test the AutoText by using it in a dictation.

Creating a Default AutoText Entry

On beginning a report, a provider sees a default AutoText if one exists in the system and if the **Start with default AutoText** preference is selected.

| Preferences | | ? × |
|---|--|---|
| Reporting General Editor Fonts and Colors Dictation Workflow AutoCorrect Dictaphone PowerMic Foot Pedal Sections | Start with default AutoText Enable talking fields Add unmatched findings to report Automatically load PACS studies Focus application on PACS launch Discard unedited new report on PACS close Enable background report saving Display addenda above report Show resident corrected reports in My Rep Enable clinical guidance alerts Show old resident drafts in My Reports: Automatic AutoText categorization: Monitor order data changes during reporting: Open orders maximum age: Open orders property match: Enable Quality Check types: | e orts Do not show Disabled Notify and apply changes Unlimited Critical Test Results, Gender Mism |
| | | OK Cancel |

You should always associate a default AutoText entry with at least one procedure code. Doing so causes the software to display the default AutoText to the provider only when a report is for that procedure.





• You cannot associate more than one default AutoText entry with the same procedure code, unless there exists another factor, such as age or gender, to differentiate between the AutoText entries. If you attempt to do so, you see a warning message similar to this one when you attempt to save the AutoText entry:

| PowerScribe 360 Reporting | | | | |
|--|--|--|--|--|
| The following Default AutoText entries are associated with the same procedures. | | | | |
| CT abdomen pelvis diverticulosis: CT CHEST W/O CONTRAST | | | | |
| Do you want to save AutoText 'CT abdomen pelvis colon mass' without the Default option? | | | | |
| Yes No | | | | |

• Where a personal AutoText entry and a site AutoText entry have the same name and both are relevant to a report, if the site AutoText is marked as a default, but the personal AutoText is not, the site AutoText is used.

To create a default AutoText entry:

1. In the *PowerScribe 360* | *Reporting* client application, select **Tools** > **AutoText Editor** from the menu bar.

| File View | Tools | Speech | Help | |
|------------|-----------------|---------------------|--------------|---|
| New → [| - <u>P</u> A | <u>P</u> ACS Viewer | | ł |
| | 😽 A <u>u</u> | toText Edit | or | |
| Quick Sear | As | sign <u>O</u> rder. | | |
| Site: | Ch | ange Atten | ding | |
| Look for: | Ch | ange Passv | vor <u>d</u> | |
| | Co | mpare Rev | isions | |
| | 😨 Sta | rt AutoF <u>e</u> e | d Ctrl+T | |
| My Reports | | eferences | | |

The **AutoText Editor** window opens. The items you can use to define the new AutoText appear at the upper left of the window.

| Name: |
|--------------------------|
| Shortcut: |
| Description: |
| Patient Information |
| Age Lower: Upper: |
| Gender: |
| Class: |
| Attributes |
| Normal Default Private |
| Categories |
| University: Tom Test: |

- 2. Type a Name for the AutoText entry.
- 3. In the **Shortcut** field, type the characters the transcriptionist/editor can type to invoke the AutoText, if applicable. **Do not include any spaces in the shortcut**.
- 4. Optional: Type a **Description** of the AutoText.

- 5. Set a Lower and/or Upper age limit, if applicable.
- 6. From the Gender drop-down list, select either Male or Female, if the AutoText is gender-specific.
- 7. From the **Class** drop-down list, select a patient class, if applicable.
- 8. Select the **Default** attribute.

| | and the second secon | |
|---------------------------|---|--|
| Name: | CT upper abdomen | |
| Shortcut: | CTabd | |
| Description: | CT scan of upper abdominal region | |
| Patient Inform | ation | |
| Age Lower: | Upper: | |
| Gender: | • | |
| Class: | • | |
| Attributes | | |
| 📄 Normal | Default Private | |
| Categories | | |
| University: Tom Test: | | |
| Contraction of the second | Loss and the second second second second | |

9. Dictate or type the AutoText. The text appears in the work area.



Tip: The example below includes fill-in fields. Refer to Creating AutoText with Fill-In Fields, beginning on page 272.

COMPARISON: None HISTORY: History TECHNIQUE: Real-time ultrasound was performed through the thyroid gland and jugular chains bilaterally. FINDINGS: No adenopathy is seen in either jugular chain. RIGHT LOBE: The right lobe of the thyroid gland measures Right length cm in length x Right diameter cm in AP diameter x Right transverse cm transversely. LEFT LOBE: The left lobe of the thyroid gland measures Left length cm in length x Left diameter cm in AP diameter x Left transverse cm respectively. IMPRESSION: mpression

10. Follow the procedure on page 290 to associate the AutoText with one or more procedure codes. If you take this action, the AutoText automatically loads only when a provider begins a report on one of those procedures.

Caution: If you do not associate this AutoText with any procedure codes, it will load when a provider begins any report. If you attempt to save the AutoText without associating it with any procedure codes, you see the warning message below. It is strongly recommended that you click Cancel to close the message box, and then add at least one procedure code to the AutoText before saving it.

| PowerScribe 360 Reporting | × |
|--|--|
| This AutoText has no categories assigned. Markin applicable to all exam types. Are you sure you war | g it as Default will make it nt to do this? |
| Yes | No Cancel |

11. When you have finished defining the AutoText, press Ctrl+S or click the Save icon in the toolbar.

The AutoText is stored in the system and appears in the list at the bottom of the window.

| \checkmark | : - | 9 | Name | Modality | Anatomy |
|--------------|------------|---|---------------------------------|-------------|-------------|
| | • | | CT thorax | CT | Chest |
| | | | THE Forder of the second second | and date of | Annabalande |

In this example, the icon at the left of the AutoText name indicates that this AutoText has been designated as the default for the procedure code(s) you specified.

12. Test the AutoText by using it in a dictation.

Associating Procedure Codes with an AutoText Entry

Follow this procedure to associate an AutoText entry with one or more procedure codes in the AutoText Editor. Because procedure codes are site-specific, you must perform this categorization process separately for each site.

To take this action in the *PowerScribe 360* | *Reporting* Administrator Portal, refer to "Adding or Removing Procedures from a Normal, Default, or Relevant AutoText Entry" on page 306.

1. With the AutoText open, click the **Categories** tool in the toolbar, or select a site name in the **Categories** group box.

| utoText Categories | ? × |
|---|---|
| Search Procedure Codes | Site: Tom Test |
| Search | Matching Procedure Codes: |
| | Code † Description |
| Browse Procedure Codes | |
| Modality: | |
| Absorptiometry Absorptiometry CT Echocardiography EEG FIT Fluoroscopy Mammography Mammography MR Nuclear Medicine | Add Add All Assigned to AutoText: CT upper abdomen Code t Description |
| Anatomy: | |
| Abdomen & Pelvis Breast Gradiac Cardiac Chest External Genitalia Extremity Head & Neck Other Spine Whole Body | |
| × Reset Filters | Clear Clear All OK Cancel |

The AutoText Categories window opens.

- 2. Select a site from the **Sites** drop-down list at the upper right, if the appropriate site is not already selected.
- 3. Use any method to find the procedure code(s) you want to associate with this AutoText entry:
 - Enter all or part the procedure name and click Search, OR
 - Click to place a check mark next to a Modality, OR
 - Click to place a check mark next to an **Anatomy**.

Any procedure codes found appear in the **Matching Procedure Codes** list at the upper right.

4. Select one or more procedures from the list. Hold down the **Ctrl** key and click each desired item, or hold down the **Shift** key and select the first and last desired item; then click **Add**. Or, click **Add All** to add the entire list. The selected procedure codes appear in the **Assigned to AutoText** list.

| AutoText Categories | | ? <mark></mark> |
|------------------------|-------------------|--------------------------|
| Search Procedure Codes | | Site: University |
| Search | Matching Procedur | lure Codes: |
| | Code | † Description |
| Browse Procedure Codes | NUC231 | MYO PERF STRESS PLANAR |
| browse Procedure codes | NUC232 | MYO PERF PHARM PLANAR |
| Modality: | NUC233 | MYO PERF REDIST PLANAR |
| E-Fluoroscopy | NUC237 | CSF LEAKAGE STUDY & ANAL |
| ⊕-□Invasive | NUC238 | LIVER-SPLEEN W/FLOW |
| Mammography | NUC239 | PERITONEAL-SHUNT PATENCY |
| MEG | NUC241 | SALIVARY GLAND FX |
| MR Mudaze Medicina | NUC242 | ESOPHAGEAL TRANSIT |
| B-PET | NUC244 | GASTRIC EMPTY-DUAL |
| Post Processing | < | |
| | | Add All |
| i ⊡- III US | Assigned to AutoT | oText: CT upper abdomen |
| | Code | t Description |
| Anatomy: | NUC238 | LIVER-SPLEEN W/FLOW |
| ⊕- Abdomen & Pelvis | NUC242 | ESOPHAGEAL TRANSIT |
| Breast | | |
| Cardiac | | |
| Chest Cesitalia | | |
| | | |
| Head & Neck | | |
| Other | | |
| ⊕- | < III | • |
| | | |
| | | Clear Clear All |
| × Reset Filters | | |
| | | OK Cancel |
| | | |

5. Click **OK**. The procedure codes are associated with the AutoText entry.

Creating AutoText with Merge Fields

Merge fields are data items retrieved from your RIS or HIS. You can use merge fields in AutoText to display patient information or other data, eliminating the need for the provider to enter or dictate this information.

To create AutoText with merge fields:

1. With the AutoText open for editing, click to place the insertion point at the position where you want the merge field.

| COMPARISON: None |
|---|
| HISTORY: |
| TECHNIQUE: |
| FINDINGS: The bony structures are intact without evidence of fracture or bone destruction. Paranasal sinuses, orbital and facial soft tissues are unremarkable. |
| MPRESSION: No fracture or other abnormality is seen in the facial bones. |

2. Select the down arrow next to the **Merge** button in the menu bar, and select the desired item from the list of fields.

Note: The table in Appendix B shows

HIS or created in PowerScribe 360 |

Reporting. In addition to the fields

beginning on page 325.

report at that position.

The name of the merge field appears in the

AutoText. The data item will appear in the

the full list of merge fields. Merge field

data might contain data from the RIS or

shown here, the list might also contain

custom fields; refer to Custom Fields,



| COMPARISON: None |
|---|
| HISTORY History |
| TECHNIQUE: |
| FINDINGS: The bony structures are intact without evidence of fracture or bone destruction. Paranasal sinuses, orbital and facial soft tissues are unremarkable. |
| IMPRESSION: No fracture or other abnormality is seen in the facial bones. |

Creating AutoText Entries Relevant to a Procedure

A radiologist might want to insert an AutoText entry into a report without having to select from a large number of entries not related to the procedure. To make it easier to locate the desired AutoText entry, you can design your entries so that only those relevant to a particular procedure appear in the drop-down list.



For example, a radiologist reporting on a chest x-ray might need to include findings related to pneumonia, lung cancer, or other disorders. The radiologist might want to see only the AutoText entries relevant to the chest x-ray procedure, not those relevant to x-rays of other regions, and not those related to other procedures performed on the chest.

Relevant personal entries are those that are related to a procedure and belong to a particular user. These appear in the list when the user selects **Relevant Personal**. Relevant site entries are those related to a procedure and used by any user in the site. These items appear in the AutoText list when a user selects **Relevant Site**.

- *Tip: The most important relevancy criterion for an AutoText entry is the exam procedure, but other criteria include the patient's age and gender.*

For the appropriate AutoText entries to appear in the list when the user selects **Relevant Personal** or **Relevant Site**, you will need to assign AutoText entries to a procedure code without marking any of these entries as Default.

Note: Where both a personal AutoText entry and a site AutoText entry have the same name, and both are relevant, that is, both are categorized with the current procedure or both are uncategorized, the site AutoText entry does not appear in the Relevant Site list, but the personal AutoText entry appears in the Relevant Personal list. The voice command to invoke the AutoText will insert the personal AutoText.

Relevant Personal AutoText Entries

Relevant personal entries are those that are related to a procedure and belong to a particular user. These appear in the list when the user selects **Relevant Personal**.

To create a relevant personal AutoText entry:

1. In the *PowerScribe 360* | *Reporting* client, select **Tools** > **AutoText Editor** from the menu bar. The **AutoText Editor** window opens.

- 2. Create the AutoText entry, following the procedure beginning on page 270.
 - Select the **Private** property.
 - Do not select the **Default** property.
- 3. Assign the AutoText entry to the procedure code, following the procedure beginning on page 290.
- 4. Repeat the process for all AutoText entries related to this procedure.

Relevant Site AutoText Entries

Relevant site entries are those related to a procedure and used by any user in the site. These items appear in the AutoText list when a user selects **Relevant Site**.

To create a relevant site AutoText entry:

- 1. In the *PowerScribe 360* | *Reporting* client, select **Tools** > **AutoText Editor** from the menu bar. The **AutoText Editor** window opens.
- 2. Create the AutoText entry, following the procedure beginning on page 270.
 - Do not select the **Private** property.
 - Do *not* select the **Default** property.
- 3. Assign the AutoText entry to the procedure code, following the procedure beginning on page 290.
- 4. Repeat the process for all AutoText entries related to this procedure.

Designing AutoText to Work with Findings Mode

In Findings Mode, the *PowerScribe 360* | *Reporting* software automatically converts freeform 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 the 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.

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.

In the *PowerScribe 360* | *Reporting* client application:

- 1. The user begins a report using structured AutoText.
- 2. To start Findings Mode, he clicks **Enter Findings Mode** or dictates "Findings mode." A special **Findings** box opens below the report body.
- 3. The user dictates the study's findings. He does not need to follow the order in which the anatomical regions appear in the AutoText, and does not need to use the exact words shown in any headings or field labels.

| O PowerScribe 360 Reporting | | x | | | | |
|--|--|---------|--|--|--|--|
| <u>File Edit View</u> Insert For | mat Iools Speech Help | | | | | |
| 🛿 Close 🔝 Wet Read 📲 Draft 🍺 Correct 💮 Reject 😰 Prelim 🛷 Sign 🗸 Normal 🙀 Discard 🚸 🍣 🥑 🤧 🗔 💷 | | | | | | |
| i 🤜 AutoText 🔹 🦉 B I | 🖳 Abe 🗟 📰 🚍 🗮 🦉 i 🔛 Content 🍓 Wizard 🦉 i 🔹 🕨 🕅 📢 👐 🕅 | * | | | | |
| Fields (4) | Report - Unknown, - 4141504726 | 53 | | | | |
| Aorta | FINDINGS: | g | | | | |
| measure Kidney | Aorta: | er Data | | | | |
| Exit Findings Mode | Right Kidney: Normal in size and echogenicity. No hydronephrosis is present. The right kidney | Ч | | | | |
| Apply Findings | eft Kidney: Normal in size and echogenicity. No hydronephrosis is present. | | | | | |
| Properties | IMPRESSION: | | | | | |
| Fields (4) | Findings Only | | | | | |
| Notes (1) | The inferior vena cava is unremarkable. | | | | | |
| J Attachments | | | | | | |
| Quality Check | | | | | | |

4. The provider clicks **Apply Findings** or dictates "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.

| PowerScribe 360 Reporting | | x |
|---|---|----------------------|
| Eile Edit View Insert Fo Close Wet Read Draft Wet Read Draft Wet Read Draft B I Fields (4) Aorta Kidney measure | rmat Iools Speech Help t Correct Reject Prelim Sign Normal Discard | 2 IN 2 IN 🛃 Order Da |
| Kidney Exit: Findings Mode Apply Findings Properties | Right Kidney: Normal in size and echogenicity. No hydronephrosis is present. The right kidney Left Kidney: Normal in size and echogenicity. No hydronephrosis is present. | ta III |
| Fields (4) Notes (1) Attachments | Findings Only | • |

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



Note: Enter and apply Findings Mode only once per report. If a provider enters Findings Mode a second time (after Applying Findings), anything dictated and applied to a section of the report that contained prior dictation will be overwritten with the new dictation. In addition, dictation in Findings Mode is not saved as an audio file, so it is expected that the provider will self-edit the report rather than send to editor when using Findings Mode.

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.



Tip: The **Add Unmatched Findings to Report** preference determines how the software handles unmatched dictation. Refer to page 69 to configure this setting at the system or provider level. In the PowerScribe 360 | Reporting client, select **Tools > Preferences**, and under the **Reporting** node, select **Add Unmatched Findings to Report**.

Adding Hyponyms to Fields in AutoText

Any fields in the AutoText entries shipped with *PowerScribe 360* | *Reporting* contain hyponyms, and you can design your own AutoText entries to accept findings-only dictation.

If the *PowerScribe 360* | *Reporting* 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.

| Fields (5) | Report - Unknown, - test | 87345 |
|----------------------|----------------------------|---|
| Lungs | Lungs: Lungs are normal. | |
| Aorta Pericardium | Heart: Heart appears norma | al] |
| Exit Findings Mode | Aorta: | |
| Apply Findings | Pericardium: 🛄 | Consistently unmatched findings might indicate a missing hyponym. |
| Properties | | |
| Fields (5) | Summary: |] |
| | Findings Only | |
| len Notes | Pericardial sac appears en | larged. |
| Mttachments | | |
| Quality Check | | |
| » | | |

To add hyponyms to a field:

- 1. In the *PowerScribe 360* | *Reporting* 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.

| Name: | Heart | | |
|-----------------|-----------------------|---------|-------------------|
| Туре: | Text | • | |
| Hyponyms: | Cardio Cardiac | ^ | |
| | | ~ | |
| Default: | Heart appears normal. | ~ | Clear |
| | | - | |
| Choices: | | | New |
| | | \land | Edit |
| | | \sim | Delete |
| | | | Set Default |
| Findings codes: | | | All caps |
| | | | Allow empty |
| | | | Impression field |
| | | - | Enforce Pick List |

- 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**.

| | <u></u> | an a | | 2 |
|---------------------|---------|--|----------|------|
| The left kidney m | ¥ | Cut | Ctrl+X | |
| The left fidiney fi | E) | Сору | Ctrl+C | |
| IMPRESSION: n | 2 | Paste | Ctrl+V | ł |
| | | Select Field | | 1 |
| | XY | Edit Fill-in Field | | |
| التنجيب | | and have from Man | ahulanus | , al |

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

- 5. Find the AutoText in which you want to insert the field. (Refer to *Searching for AutoText Entries in the PowerScribe 360* | *Reporting Client*, beginning on page 268.)
- 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.

- 9. Click OK.
- 10. 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.

To omit a field from findings mode:

- 1. In the *PowerScribe 360* | *Reporting* 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 Does not indicate findings.

| ~~ | الم المستوحين الأمنين المستعد المالي المراجع المن المستعمان المستعمان والمراجع المستوحين المستع مراجع المستع مراجع المستم |
|-----------------|---|
| Findings codes: | All caps |
| | Allow empty |
| | Impression field |
| | Does not indicate findings |
| | ▼ Enforce Pick List |
| | OK Cancel |

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

Creating an Impression Field

The impression field contains the provider's final remarks about the study. Some facilities use "summary," "conclusion," or another term for this field.

When the provider dictates the word "impression," "summary," or "conclusion," the software identifies the verbiage following it as the impression, and places it in the Impression field when it applies findings. It does not search this part of the dictation for text to match with the other fields in the document.

To create an impression field:

- 1. In the *PowerScribe 360* | *Reporting* client, select **Tools** > **AutoText Editor** from the menu bar.
- 2. Double-click the AutoText entry in which you want to create an impression field. The AutoText entry opens for editing
- 3. If desired, type the word Impression, Summary, Conclusion, or another term in the AutoText.
- 4. Click the **Fill-in** icon on the tool bar (or select **Insert > Fill-in** field from the menu bar).

| For <u>m</u> at <u>T</u> o | ols | <u>S</u> peech | <u>H</u> elp |
|----------------------------|-----|----------------|--------------|
| 🖉 🖾 Fill-in | Mer | ge 🔹 📲 🕻 | ategorie |
| } | | Lower | extrem |
| Eman | | color, [| Dopple |

- 5. Enter a Name for the impression field.
- 6. Select **Text** as the **Type**.
- 7. If desired, enter a value in the **Default** text box.

8. Select **Impression field**. The **Does not indicate findings** option is automatically selected.

| Name: | Impression | | |
|-----------------|---------------------|-----|--|
| Туре: | Text | - | |
| Hyponyms: | | * | |
| | | - | |
| Default: | Normal chest x-ray. | * | Clear |
| | | - | |
| Choices: | | | New |
| | | | Edt |
| | | | / Delete |
| | | | Set Default |
| Findings codes: | | * | All caps |
| | | | Allow empty |
| | | | Impression neu Does not indicate find |
| | | * [| Enforce Pick List |

9. Click OK.

Managing AutoText in the Administrator Portal

Navigating to the AutoText Tab

As administrator, you can manage AutoText entries through the **AutoText** tab in the **Setup** group. This tab provides access to all AutoText entries in the system.

| | | Shira | | | | | | System: Com | missure Health System [1] 💌 | |
|-------|-------|--------------|-------------------------------|-------------------------------|------------------|--|-------|---|--|--|
| - 1 | | NUA | NCE | | | | | | Welcome, Tom | |
| Setu | p • | • A | Accounts AutoText | Bridge Procedures | Sites S | peech System | | | Administration 💌 Sign out | |
| Site | vor | eity | Owner | 6 | Type | Attribute | | Save Changes Procedu | res | |
| Uni | ver | Sily | | | | | | Name | Text Shortcut | |
| Moda | ality | | Anatom | iy | Procedure | | | CT Abdomen | | |
| CI | | | AD0 | omen | All | | • | Description | | |
| Patie | nt (| lass | Name/Shortcut | Text | | Den block | | | | |
| All | - | | | | | Reset Searc | cn Q | Gender | Patient Class | |
| 0 | Pro | mote | Delete Export Import. | Upgrade | | | | Select | Select | |
| | ~ | <u>۹</u> | Name 🗈 | Shortcut Modality | | Anatomy | | Lower Age Limit | Upper Age Limit | |
| 23 | | | Cardiac CT | ст | | Abdomen,Other | | | | |
| | | | CT Abdomen | CT | | Abdomen, Pelvis | | 🗆 Default 🛛 Private | Normal | |
| 21 | | | CT Abdomen | ст | | Abdomen, Pelvis | | Created: 11/19/2006 | Modified: 8/23/2010 | |
| | | | CT Abdomen / Pelvis | Catheter Drainage,CT,CTA,M | RI,Radiography | Abdomen, Chest, Lower Extremity, Max- Face, Neck, Other, Pelvis, U; Extremity | pper | Site: University Procedures: 74150, 74160, 74170, CBT125, CBT15, CBT20, | | |
| | | 5 58 | CT Abdomen / Pelvis with Dose | Catheter Drainage,CT,CTA,M | RI,Radiography | Abdomen, Chest, Lower Extremity, Max- Face, Neck, Other, Pelvis, U | pper | CB1255, CB1254 CBT55, CB160, C PET134, PET135, | , CB1233, CB123, CB130, BT65, CBT70, CBT75, PET133, PET906 | |
| 121 | - | | n mark 122 | CT Damusican | u Dadagraphu | Extremity Abdomen Bladder Heart D | abie | Exam: CT scan of the abdomen with inte | ravenous contrast, 150 cc of | |
| - | | 140 A | Complexit20 | cr,uau ycystograpi | iy maulogi apriy | Abdomen, biauuer, mear C, P | CIVIS | 300 was administered. | | |
| | ~ | | Sample 123 | CI | | Abdomen | | Technique: | | |
| | | | | | | Pa | age 1 | Standard departmental protocol | was employed. | |
| | | | | | datasi at | | | History: Reason For Study | | |

From this tab, you can:

- Search for AutoText entries (page 304)
- Add or remove procedure codes from AutoText entries (page 306)
- Import and export AutoText (page 309)
- Promote, upgrade, and delete AutoText entries (page 321)

You cannot use this tab to add new AutoText or to edit fill-in fields or other features of existing AutoText; you must use the *PowerScribe 360* | *Reporting* client application for those functions. Refer to *Creating an AutoText Entry*, beginning on page 270.

Searching for AutoText Entries in the Administrator Portal

The **AutoText** tab in the **Setup** group allows you to search on various criteria to find a specific AutoText entry.

To search for AutoText entries in the Administrator Portal:

- 1. On the AutoText tab of the Setup group, use one or more criteria to find the AutoText:
 - Select a **Site** to search for AutoText entries belonging to a particular site (if your organization has multiple sites).
 - Use the **Owner** drop-down list to filter the search by AutoText owner. If you select the **Site** item in the **Owner** drop-down list, the search retrieves all shared AutoText entries in the site you selected from the **Site** drop-down list, provided they belong to owners with an active *PowerScribe 360* | *Reporting* role in the site.
 - In the **Type** field, select **AutoText**, **Text Shortcut**, or **All**. Select **AutoText** to search for AutoText entries that do not have text shortcuts; select **Text Shortcut** to search for those that do. Select **All** to includes both types of AutoText entries in your search.
 - In the Attribute field, select Default, Normal, Private, or All.
 - Use the **Modality** drop-down list to filter the search by type of exam (for example, **CT Scan** or **MRI**).
 - Use the **Anatomy** drop-down list to filter their search by region (for example, **Chest** or **Head**).

Note: For Modality and Anatomy search to function, you must configure the site's procedure codes to Modality and Anatomy. Refer to Introduction to Procedure Master Translators, beginning on page 188.

- Use the **Procedure** drop-down list to filter by procedure. This list is empty if you have not selected a modality or anatomy, because without narrowing this criterion, there would be too many entries to fit in a drop-down list. It is also empty if there are no mappings between procedure codes and clinical codes.
- Use the **Patient Class** list to search by a patient class such as **Inpatient**, **Outpatient**, **Obstetrics**, and several others.
- Use the **Name/Shortcut** field to search by AutoText name or by the shortcut used to invoke it. You can use a wild-card character (*) to search by any part of the name or shortcut.
- Use the **Text** field to search for an AutoText entry containing the entered search text. You can enter part of the text without using a wild-card character.

2. Click **Search**. Any AutoText entries that meet your criteria appear in the list. Click the link in the **Name** column to see a preview of the AutoText (in the lower right pane).

| 6 | | JII | | NCE | | | | | | | System: Com | missure Health System [1] 💌 | |
|--------|------|------|-----|-------------------------------|-------------|---|----------|---|---|---|--|---|--|
| | | 10 | Ar | ACE | | | | | | | | Welcome, Tom Hrkach | |
| Setup | • | - | A | ccounts AutoText | Bridge | Procedure | es Si | ites Sp | eech System | | [| Administration 💌 Sign out | |
| Site | | | | Owner | | | Ту | pe | Attribute | 36. | Save Changes Procedu | res | |
| Univ | ers | sity | | ▼ All | | | ▼ A | II | ▼ All | | | | |
| Moda | ity | | | Anator | ıy | | | ocedure | | | Name CT Abdomon | Text Shortcut | |
| СТ | | | | Abd | Jomen 💌 All | | II | CT Abdomen | | Description | J | | |
| Patier | nt C | lass | | Name/Shortcut | | Text | | | | | Description | | |
| All | | | | • | | | | | Reset S | earch Q | Canadara | Delivert Class | |
| | hou | mot | | Delete Export Import | Unors | obe | | | | | Gender | Select | |
| | 10 | | e i | Delete Export Import | opgin | NG | | | | | Select | Select | |
| | 1 | 1 | ٩, | Name 💽 | Shortcut | Modality | | | Anatomy | | Lower Age Limit | Upper Age Limit | |
| | | | | Cardiac CT | | ст | | | Abdomen,Other | | | | |
| | | | | CT Abdomen | | СТ | | Abdomen,Pelvis | | Default Private | Normal | | |
| | | | | CT Abdomen | | ст | | Abdomen,Pelvis | | Created: 11/19/2006 | Modified: 8/23/2010 | | |
| | | | | CT Abdomen / Pelvis | | Catheter Drainage,CT,CTA,MRI,Radiography | | | Abdomen, Chest, Lowe Extremity, Max- Face, Neck, Other, Pelv Extremity | er vis,Upper | Site: University Procedures: 74150, 74160, 74170, CBT125, CBT15, CBT20, CBT233, CBT234, CBT235, CBT25, CBT50. | | |
| | | | | CT Abdomen / Pelvis with Dose | | Catheter Drainage,CT,CTA,MRI,Radiography | | Abdomen, Chest, Lowe Extremity, Max- Face, Neck, Other, Pelv Extremity | er vis,Upper | CBT55, CBT60, CBT65, CBT70, CBT75, PET1 PET134, PET135, PET906 | | | |
| | | | | rupesh123 | | CT,Dacrycystog | raphy,Ra | diography | Abdomen,Bladder,He | art,Pelvis | CT scan of the abdomen with intravenous contrast, 150 cc of 200 was administered | | |
| | 1 | | 4 | Sample 123 | | ст | | Abdomen | | Soo was administered. | | | |
| | | | | | | | | | | Page 1 | Technique: Standard departmental protocol | was employed | |
| | | | | | | | | | | | History: Reason For Study Comparison: None. Findings: The lung bases are unremarkabl The visualized portions of the liv galibladder, and biliary system a mass lesions or hepatobiliary pai The visualized portions of the ac ureters are unremarkable. The visualized portions of the st bowel are normal. No bowel rela or perforation, is detected. No asottes or peritoneal fluid coll is no evidence of free intraperito | e. er, spieen, pancreas, re normal. No focal hepatic thology is detected. Irenal glands, kidneys, and omach, small bowel, and large ted obstruction, inflammation, ections are identified. There oneal air. | |

Adding or Removing Procedures from a Normal, Default, or Relevant AutoText Entry

The *PowerScribe 360* | *Reporting* Administrator Portal allows you to associate procedure codes with an AutoText entry and to remove procedure codes from the entry. To take these actions in the *PowerScribe 360* | *Reporting* client, refer to *Associating Procedure Codes with an AutoText Entry*, beginning on page 290.

To add procedures to an AutoText entry:

- 1. Find the AutoText entry. Refer to *Searching for AutoText Entries in the Administrator Portal*, beginning on page 304.
- 2. Click the **Name** of the AutoText you want to modify. The AutoText entry's properties are displayed in the pane at the right.

| | | | NOT | | | | System: Com | missure Health System [1] 💌 | |
|----------------------|------------|------|--|----------|---|---|---|-----------------------------|--|
| | - | NUA | INCE | | | | | Welcome, Tom | |
| Set | ıp . | • | Accounts AutoText | Bridge | Procedures Sites S | peech System | [| Administration 💌 Sign out | |
| Site | iver | sity | Owner All | 3 | Type | Attribute | Save Changes Procedu | res | |
| Mos | ality | | Anator | nv | Procedure | | Name | Text Shortcut | |
| C | CT Abdomen | | | lomen | ■ All | | CT Abdomen | | |
| Pat | ent (| lass | Name/Shortcut | | Text | | Description | | |
| All Reset Search S | | | | | | | | | |
| | | | | | | | Gender | Patient Class | |
| 0 | Pro | mote | Delete Export Import | Upgra | ade | | Select | Select | |
| | ~ | H 0 | Name 💽 | Shortcut | Modality | Anatomy | Lower Age Limit | Upper Age Limit | |
| 11 | | | Cardiac CT | | ст | Abdomen,Other | | | |
| | | | CT Abdomen 0 | | СТ | Abdomen,Pelvis | 🖾 Default 🖉 Private | Normal | |
| 17 | | | CT Abdomen | | ст | Abdomen,Pelvis | Created: 11/19/2006 | Modified: 8/23/2010 | |
| | | | CT Abdomen / Pelvis | | Catheter Drainage,CT,CTA,MRI,Radiography | Abdomen, Chest, Lower Extremity, Max- Face, Neck, Other, Pelvis, Upper Extremity | Site: University Procedures: 74150, 74160, 74170, CBT125, CBT15, CBT20, CBT233, CBT234, CBT235, CBT25, CBT50, | | |
| | | | CT Abdomen / Pelvis with Dose | | Catheter Drainage,CT,CTA,MRI,Radiography | Abdomen,Chest,Lower Extremity,Max- Face,Neck,Other,Pelvis,Upper | CBT55, CBT60, CBT65, CBT70, CBT75, PET133, PET134, PET135, PET906 | | |
| | - | | 1 () () () () () () () () () () | | | Extremity | Exam: CT scan of the abdomen with intravenous contrast, 150 cc of 300 was administered. | | |
| - | | 7770 | rupesh123 | | CT,Dacrycystography,Radiography | Abdomen,Bladder,Heart,Pelvis | | | |
| | ~ | 100 | Sample 123 | | СТ | Abdomen | | | |
| | | | | | | Page 1 | Standard departmental protocol | was employed. | |
| | | | | | and the second second second | | History: Reason For Study | | |

3. Click Procedures. The Procedure Code Selection window opens.

4. Find the procedures you want to associate with this AutoText. Place a check mark next to any modality or anatomy whose codes you want to display. Then click **Search**. Any procedures connected to the items you chose appear in the **All Procedures** list.

| Procedure Code Selection Webpage Dialog | | | | | | | | | |
|--|----------------|---------|---|---------------|--------|----------|--|--|--|
| Site: A1 - St Luke 🗸 - | AutoText: b | aseline | | | Clos | e Window | | | |
| Modality: + Absorptiometry + CT Echocardiography EEG ETT + Fluoroscopy + Invasive Mammography MEG + MR + Nuclear Medicine Procedure Code/Description | | | Anatomy: Abdomen & Pelvis Breast Cardiac Chest External Genitalia Extremity Head & Neck Other Spine Whole Body Indude uncategorized Re | eset Search Q | | | | | |
| All Procedures: | | | Selected Procedures: | | | | | | |
| Description | Code 🖻 | Add | Description | Code | | Remove | | | |
| AHN CT Abdomen | A454 | | | | Page 1 | | | | |
| AHN CT Abdomen LTD | A455 | | | | | | | | |
| AHN CT Abdomen W | A456 | | | | | | | | |
| AHN CT Abdomen W WO | A457 | | | | | | | | |
| AHN CT Abdomen WO | A458 | | | | | | | | |
| AHN CT Angiogram Abdomen W WO | A461 | | | | | | | | |
| AHN CT Angiogram BIL Lower Extremity | A462 | | | | | | | | |
| AHN CT Angiogram Carotid | A463 | | | | | | | | |
| AHN CT Anglogram Chest W WO | A465 | | | | | | | | |
| AHN CT Angiogram Circle of Willis | A400 | | | | | | | | |
| | A400 | | | | | | | | |
| | A-107 | | | | | | | | |
| Page 1 [2] [3] [4] [5] [6] [7] [9] [6 | 1 [10] [| | | | | | | | |
| rage x [2] [0] [1] [0] [0] [7] [0] [7] | d 1401 (col) 🔶 | | | | | | | | |

5. In the **All Procedures** list, place a check mark next to each procedure you want to add to this AutoText.

6. Click Add. The procedure(s) appear in the Selected Procedures list at the right.

| Procedure Code Selection Webpage Dialog | | | | | | | | | |
|--|--------------------------------------|-----|--------------------------------------|------------------------|--------|--|--|--|--|
| Site: A1 - St Luke 🗸 - AutoText: baseline Close Win | | | | | | | | | |
| Modality: Absorptiometry Absorptiometry Absorptiometry Abdomen & Pelvis Breast Breast Cardiac Cardiac Chest Chest Extremity Extremity Extremity Extremity Head & Neck Other Spine Whole Body | | | | | | | | | |
| All Procedures: Description AHN CT Abdomen AHN CT Abdomen LTD | Code A454 A455 | Add | Selected Procedures: | Code A456 A461 | Remove | | | | |
| AHN CT Abdomen W AHN CT Abdomen W WO AHN CT Abdomen WO AHN CT Angiogram Abdomen W WO AHN CT Angiogram PIL Lewes Extra vite | A455 A457 A458 A461 A462 | | AHN CT Angiogram BiL Lower Extremity | A463 A464 Page 1 | | | | | |
| AHN CT Angiogram Bit Lower Extremity AHN CT Angiogram Carotid AHN CT Angiogram Chest W WO AHN CT Angiogram Cride of Willis | A463 A464 A465 | | L | | | | | | |
| AHN CT Angiogram Pelvis AHN CT Ankle LT AHN CT Ankle RT Page 1 [2] [3] [4] [5] [6] [7] [8] [9] | A466 A467 A468 9] [10] [] | | | | | | | | |

7. Click Close Window when you are finished adding codes.

To remove procedures from an AutoText entry:

- 1. Find the AutoText you want to modify. Refer to *Opening the AutoText Editor in the PowerScribe 360* | *Reporting Client*, beginning on page 266.
- 2. Click the **Name** of the AutoText entry you want to modify. The AutoText entry's properties are displayed.
- 3. Click Procedures. The Procedure Code Selection window opens.
- 4. In the **Selected Procedures** list at the lower right, place a check mark next to each procedure you want to remove from this AutoText entry.
- 5. Click **Remove**. The procedures are removed.
- 6. Click Close Window.

Importing and Exporting AutoText

You can import AutoText entries or macros from the *RadWhere* application or from the Agfa *TalkStation* application. You can also import *.xml* files you have exported from within *PowerScribe 360* | *Reporting*; this allows you to copy AutoText entries from one site or user account to another. Refer to *Exporting AutoText*, beginning on page 319.

Importing AutoText Entries from RadWhere or PowerScribe 360 | Reporting

Follow this procedure to import AutoText entries you have exported from an *PowerScribe* 360 | *Reporting* user account or site, or from the *RadWhere* application.

Extended Multi Select

Throughout the *PowerScribe 360* | *Reporting* Administrator Portal, you select an item on which to perform an action by selecting a check box at the left of the item. You can act on multiple items by selecting more than one check box, or you can select the check box in the header to select all items.

The Web Portal option **Enable extended multi select**, which is set in the system configuration, determines whether you can select and act only upon items visible on the current page, or on multiple pages. This option's default value is False; if you place a check mark in the header check box to select all items, only the items visible on the current page are automatically selected, and if you perform an action such as 'Delete,' only the selected items on the current page are deleted.

The process for importing AutoText is likely to present more than one page of AutoText entries. To save time, you can temporarily set **Enable extended multi select** to True. You can then select AutoText entries on, for example, pages one, three, and four, and import them all at one time; with it set to False, you can select and import AutoText entries only on the page currently displayed.



Caution: If you change the setting to True, you must set it back to its default value of False after completing the AutoText import.

For information on setting system options, refer to Chapter 3.

To import AutoText entries from RadWhere or PowerScribe 360 | Reporting:

1. On the **AutoText** tab of the **Setup** group, click **Import...**. The **Import AutoText** dialog box opens.

| Import AutoText Webpage Dialog | × | | | | | | | |
|---|----------------|--|--|--|--|--|--|--|
| Import target: Select RadWhere/PowerScribe | | | | | | | | |
| Browse to the file to import from: | Browse | | | | | | | |
| OTalk Specify the folder containing the macro files: | | | | | | | | |
| | Next >> Cancel | | | | | | | |

- 2. Select the **Import target** from the drop-down list. For example, you can import AutoText entries to a single user account. Or, you can import them to a site for use by all users at the site.
- 3. Select RadWhere/PowerScribe.
- 4. Click Browse... and then navigate to and select the .xml file you want to import.

| [a] Import AutoText Webpage Dialog | x |
|---|---|
| Import target: Alba, Tracy | |
| RadWhere/PowerScribe | |
| Browse to the file to import from: C:\Current Projects\PS360 Rep Browse | |
| ⊖Talk | |
| Specify the folder containing the macro files: | |
| | |
| Next >> Cancel | |
| | |
5. Click **Next**. A dialog box opens that allows you to make decisions about resolving name conflicts, importing categories, procedure code matching, and Default and Normal conflicts.

| [a] Import AutoText Webpage Dialog | x |
|---|---|
| Input File: SRAD shortcuts.xml Import Target: Alba, Tracy | |
| AutoText name-conflict resolution: Rename and Import AutoText | |
| AutoText categorization: Import categorization | |
| Procedure code matching: Use Code & Description | |
| Import Default/Normal: For categorized AutoText only | |
| Imported Default/Normal overrides conflicting: | |
| << Previous Next >> Cancel | |

The following table (continued on the next page) explains the selections and their impact on one another:

| Item | Selection | Description/Availability |
|------------|-----------------------------|---|
| | Rename and Import AutoText | Allows you to rename an imported AutoText that has the same name as an existing AutoText. |
| resolution | Overwrite existing AutoText | Overwrites an existing AutoText that has the same name. |
| | Do Not Import AutoText | Does not import an AutoText that has the same name as an existing AutoText. |

| Item | Selection | Description/Availability |
|---|---|--|
| | Import categorization (Only available when Rename and Import AutoText is selected) | Imports the procedure categorization of an AutoText when a matching procedure code and/or description exists in the import target. The behavior of this selection is dependent on what is selected for Procedure code matching (described below). |
| AutoText categorization | Reset existing categorization (Only available when Overwrite existing AutoText is selected) | Resets the existing categorizations to that of the imported AutoText. |
| | Merge categorization (Only available when Overwrite existing AutoText is selected) | Retains the current procedure categorizations and imports the new procedure categorizations. |
| | Do not import categorization | Select this option to NOT import procedure categorization even though a matching procedure might exist in the import target. |
| | Use Code & Description | Imports the AutoText categorizations when both the Procedure Code and the Procedure Description are identical to those in the target site. |
| Procedure code matching | Use Code | Imports the AutoText categorizations when the Procedure Code is identical to the Procedure Code in the target site. |
| | Use Description | Imports the AutoText categorizations when the Procedure Description is identical to the Procedure Description in the target site. |
| | For categorized AutoText only | Imports the AutoText Default/Normal attributes when the imported AutoText is categorized to matching procedures. |
| Import Default/Normal | Clear imported settings | Retains the original Default/Normal attributes and does NOT import Default/ Normal attributes of categorized AutoTexts. |
| Imported Default/Normal overrides conflicting | Check box | Select this check box to have the imported Default and Normal AutoTexts override any existing Default and Normal AutoTexts with which they conflict. |

6. Click **Next**. The software reads the file and determines the status of each entry in relation to those already in the system.

| é |] Im | por | t Au | itoT | ext Webpage Dia | log | | × | | | |
|---|-----------|-------------|---------------|------------|--|-----------------------|--|---|--|--|--|
| | Inp Im | out por | File t Ta | : A arg | utoTextExport.xml et: Site: Tom Tes | t | | | | | |
| | | ~ | : | ۹, | Status | Name | Shortcut | Procedures | | | |
| | | ~ | | ୍କ | New | AutoTextForBrian | | CRSHOULDER, CTALEGS, CARDIAC02, CARDIAC01, VIRTCOLON, MRIBRAIN, SCLCBRMET, CADCT, CT, TEMPORARY | | | |
| | | 🗆 🗸 🖽 💊 New | | New | Sample123 | | CBT234, NCT326, CT, MR, MRIBRAIN, TEMPORARY, TEMPORARY | | | | |
| | | | | 9 | New | NewAutoText | | MRIBRAIN, LUE71250 | | | |
| | | | | ٩, | New | CloneAutoTextForBrian | CTALEGS, CARDIAC02, CARDIAC01, VIRTCOLON, MRIBRAIN, SCLCBRMET, CADCT, CT, TEMPORARY | | | | |
| | | ~ | | ٩, | New | CT thorax | CTthorax | 71260 | | | |
| | | | | | | | | Page 1 | | | |
| | | | | | | | << Previous | s Import >> Cancel | | | |

A table displays the entries found in the file.

The **Status** column displays each AutoText entry's status with relation to those already in the system.

- New: The AutoText entry is being added to the system for the first time.
- **Conflicting**: The entry has the same names/shortcut combination as an entry already in an account or site in the system. You have the opportunity to change the name, to overwrite the existing entry with the new one, or to omit the entry from the import process.
- **Unmodified**: The AutoText entry exists in the system, with the same name/shortcut or with a different one, and has not been changed.
- **Modified**: An AutoText entry with the same internal ID exists in the system, with the same name/shortcut or with a different one, and has been changed.

To change a conflicting AutoText entry's name:

- a. Type the new name in the Name column.
- b. Click the Save icon.

7. Place a check mark next to each AutoText entry you want to import, or check the box in the heading to import all the entries in the list.

| 🥙 Impo | rt Auto | Text Webpa | ge Dialog | × | | | | | | | | |
|---------------------|--|------------|--------------------------------|---|--|--|--|--|--|--|--|--|
| Inpu Impo | Input File: AutoTextExport1.xml Import Target: Site: Tom Test | | | | | | | | | | | |
| | 1 🖽 🤆 | Status | Name Shortcut Procedures | | | | | | | | | |
| | | New | 3D CT Brain W/O IV Contrast | | | | | | | | | |
| | | New | aorta moderate | | | | | | | | | |
| | | New | ankle limited | | | | | | | | | |
| | | New | ankle injection | | | | | | | | | |
| ✓ | | New | additional unilateral | | | | | | | | | |
| | | New | ABI | | | | | | | | | |
| ✓ | | New | additional unilateral complete | | | | | | | | | |
| | | New | abdomen | | | | | | | | | |
| | | New | ankle arthrogram | | | | | | | | | |
| | | New | ankle | | | | | | | | | |
| | | New | accession | | | | | | | | | |
| | | New | additional bilateral | | | | | | | | | |
| | | | Page 1 [2] [3] 🕴 | | | | | | | | | |
| | | | << Previous Import >> Cancel | | | | | | | | | |

8. Click **Import**. The AutoText entries are imported. A message box indicates the results of the import process.

| Import AutoText | Webpage Dialog | |
|---|---|--|
| Input File: AutoTe Import Target: S | extExport.xml Site: Tom Test | |
| Total: | 5 | |
| Processed: | 5 | |
| Skipped: | 0 | |
| Ignored: | 0 | |
| Overwritten: | 0 | |
| New: | 5 | |
| Failed: | 0 | |
| | View Log | |
| NOTE: It is important Please be sure to control issues. | nt to categorize Aut ategorize the impor | oText to procedures to ensure optimal operation of the system. ted AutoText to avoid potential performance and usability Close |

- **Processed**: Entries found in the import file.
- Ignored: Entries you chose not to import.
- Renamed: Conflicting entries that were imported with new names.
- Overwritten: Conflicting entries that were imported and replaced existing entries.
- New count: New entries that were added to the site/account
- Modified: Modified entries that were imported.
- Failed: Entries that could not be imported.

Importing AutoText Entries from PowerScribe Workstation

Follow this procedure to import AutoText entries you have exported from the *PowerScribe Workstation* application.

To import AutoText entries from PowerScribe Workstation:

1. On the **AutoText** tab of the **Setup** group, click **Import...**. The **Import AutoText** dialog box opens.

| Import AutoText Webpage Dialog | × |
|---|----------------|
| Import target: Select | |
| Radwhere/PowerScribe Browse to the file to import from: | Browse |
| Talk Specify the folder containing the macro files: | |
| | Next >> Cancel |

- 2. Select RadWhere/PowerScribe.
- 3. Click Browse... and then navigate to and select the file you want to import.
- 4. Select the **Import target** from the drop-down list. For example, you can import AutoText entries to a single user account. Or, you can import them to a site for use by all users at the site.
- 5. Click Next.

x Import AutoText -- Webpage Dialog Input File: AutoTextExport.xml Import Target: Site: Tom Test 🗸 🖽 🔍 Status Name Shortcut Procedures 🔍 New \square AutoTextForBrian CRSHOULDER, CTALEGS, CARDIAC02, CARDIAC01, VIRTCOLON, MRIBRAIN, SCLCBRMET, CADCT, CT, TEMPORARY 🗸 🖽 💊 New \square Sample123 CBT234, NCT326, CT, MR, MRIBRAIN, TEMPORARY, TEMPORARY ٩, New NewAutoText MRIBRAIN, LUE71250 💊 New CloneAutoTextForBrian CTALEGS, CARDIAC02, CARDIAC01, VIRTCOLON, MRIBRAIN, SCLCBRMET, CADCT, CT, TEMPORARY 🖽 💊 New \checkmark CT thorax 71260 CTthorax Page 1 << Previous Import >> Cancel

A table displays the entries found in the file.

The **Status** column displays each AutoText entry's status with relation to those already in the system.

- New: The AutoText entry is being added to the system for the first time.
- **Conflicting**: The entry has the same names/shortcut combination as an entry already in an account or site in the system. You have the opportunity to change the name, to overwrite the existing entry with the new one, or to omit the entry from the import process.

To change a conflicting AutoText entry's name:

- a. Type the new name in the Name column.
- b. Click the Save icon.
- 6. Place a check mark next to each AutoText entry you want to import, or check the box in the heading to import all the entries in the list.

7. Click **Import Selected**. The AutoText entries are imported. A message box displays the results of the import process.

| Import AutoText | Webpage Dialog | | |
|---|---|--|--|
| Input File: AutoTe Import Target: S | extExport.xml Site: Tom Test | | |
| Total: | 5 | | |
| Processed: | 5 | | |
| Skipped: | 0 | | |
| Ignored: | 0 | | |
| Overwritten: | 0 | | |
| New: | 5 | | |
| Failed: | 0 | | |
| | View Log | | |
| NOTE: It is important Please be sure to control issues. | nt to categorize Auto ategorize the import | oText to procedures to ensure optimal operation of the system. ted AutoText to avoid potential performance and usability Close | |

- **Processed**: Entries found in the import file.
- Ignored: Entries you chose not to import.
- **Renamed**: Conflicting entries that were imported with new names.
- Overwritten: Conflicting entries that were imported and replaced existing entries.
- New count: New entries that were added to the site/account.
- Failed: Entries that could not be imported.

Importing Macros from the Agfa TalkStation Application

In the TalkStation application, all macros for a particular user are stored in a single folder. Therefore you need only specify the path and folder name; all macros in any files in the folder are imported.

To import macros from the Agfa TalkStation application:

- 1. On the **AutoText** tab of the **Setup** group, click **Import...**. The **Import AutoText** dialog box opens.
- 2. Select Talk.
- 3. Specify the path and folder name. The folder you specify must contain a subfolder called Macros; that folder contains the files from which you will import the macros.



Note: For a network drive, use the original UNC path name. Or, you can copy the files from the network location to a folder on your own computer. In either case, the Administrator Portal must have read access to the path you specify.

- 4. Select the import target from the drop-down list. You can import macros to a single user account, or you can import them to a site for use by all users in the site.
- 5. Click **Next**. The software reads the file and determines the status of each macro found in relation to those already in the system.
 - New: The macro is being added to the system for the first time.
 - **Conflicting**: The macro has the same names/shortcut combination as an entry already in an account or site in the system. You have the opportunity to change the name, to overwrite the existing entry with the new one, or to omit the entry from the import process.
- 6. Place a check mark next to each macro you want to import.
- 7. Click **Import Selected**. The macros are imported, and handled according to the options you selected. A message box indicates the number of entries processed.

Exporting AutoText

You can export selected AutoText entries to an *.xml* file. You can then import the *.xml* file to add the AutoText entries to another user or site.

If you export an AutoText entry that has been associated with one or more procedure codes, its procedure codes are exported. If that AutoText is then imported back to the same system—for example, from one account to another— then the procedure codes are all imported along with it.

On the other hand, if it is imported to another system, which has its own procedures, then the codes found in the *.xml* file are used to map to procedures in the new system. If no such mapping exists, the imported AutoText entries appear as uncategorized (that is, they have no associated procedures). Note also that since the mappings relationship is by definition many-to-many, you will need to review the AutoText entries in the new system and ensure that they are associated with the correct procedure codes.

To export AutoText:

1. Find the AutoText entry or entries you want to export. Refer to "Searching for AutoText Entries in the Administrator Portal" on page 304.

2. Place a check mark next to each AutoText entry you want to export. To export all the AutoText entries in the list, place a check mark in the heading.

| | | | System: Cor | nmissure Health System [1] 💌 |
|------------------------------------|---|---|-----------------------|------------------------------|
| - INVANCE | | | | Welcome, Tom |
| Setup 🔻 Accounts AutoText Br | idge Procedures Sites Sp | beech System | | Administration 💌 Sign out |
| Site Owner | Туре | Attribute | Save Changes Proced | lures |
| University All | All | ▼ All ▼ | Name | Text Shortcut |
| Modality Anatomy | Procedure | | | |
| CI Abdome | n 💽 All | <u> </u> | Description | |
| Patient Class Name/Shortcut | Text | Reset Search Q | | |
| | | weater a search of | Gender | Patient Class |
| Promote Delete Export Import | Upgrade | | Select | - Select - |
| 🔟 🗸 🖽 🔍 Name 🕢 Sho | ortcut Modality | Anatomy | Lower Age Limit | Upper Age Limit |
| Cardiac CT | ст | Abdomen,Other | | |
| CT Abdomen | ст | Abdomen, Pelvis | Default Private | Normal |
| CT Abdomen / Pelvis | Catheter Drainage,CT,CTA,MRI,Radiography | Abdomen,Chest,Lower Extremity,Max- Face,Neck,Other,Pelvis,Upper Extremity | | |
| CT Abdomen / Pelvis with Dose | Catheter Drainage,CT,CTA,MRI,Radiography | Abdomen, Chest, Lower Extremity, Max- Face, Neck, Other, Pelvis, Upper Extremity | | |
| rupesh123 | CT, Dacrycystography, Radiography | Abdomen,Bladder,Heart,Pelvis | | |
| 🔃 🗸 🖼 💊 Sample123 | ст | Abdomen | | |
| | | Page 1 | | |

3. Click **Export**. You are prompted to open or save the file *AutoTextExport.xml*.



- 4. Click Save. The Save As window opens.
- 5. Navigate to and select the folder in which you want to save the *.xml* file, and then click **Save**. The file is stored at the location you specified.

Promoting, Upgrading, and Deleting AutoText Entries

In the PowerScribe 360 | Reporting Administrator Portal, you can:

- Promote AutoText entries—make private AutoText entries available to all providers in a site. AutoText names and shortcuts must be unique within the site.
- Upgrade AutoText entries—remove unnecessary code from AutoText entries originally created in the *RadWhere* application.
- Delete AutoText entries—remove AutoText entries from the system for any reason.

Promoting an AutoText Entry

To promote a private AutoText entry for use at the site level:

1. Use the search feature to find the AutoText you want to promote. Refer to *Searching for AutoText Entries in the Administrator Portal*, beginning on page 304.



Tip: Use the Owner drop-down list to find AutoText belonging to the provider who created private AutoText entries. Private AutoText entries have a key icon.

| NUANCE | | | | | | | System: (| Commi | ssure Health Syste | m [1] 💌 |
|-------------------|------------------|------------------------------------|-------|---------------|----------------|----------|--------------------|--------|---------------------|------------|
| | | | | | | | | | Welcome, To | om Illini |
| Setup 🔻 Account | ts AutoText | Bridge Procee | dures | Sites Sp | peech System | n) | | Ad | Iministration 💌 | Sign ou |
| Site | Owner | Trace | | Type | Attribute | | Save Changes P | rocedu | ures | |
| University | Alba, | Ггасу | | All | • Private | | Name | | Text Shortcut | |
| Modality | Anatom | у | | All | | | CT thorax | | CTthorax | |
| | | - | | All | | | Description | | | |
| Patient Class | Name/Shortcut | Text | t | | Recet S | O drace | CT scan of thoraci | cavity | for geriatric patie | ant |
| All | | | | | Nesecio | carcin - | Gender | | Patient Class | |
| Promote Delete | Export Import. | Upgrade | | | | | Select | - | Select | - |
| 📄 🗸 🖽 🔍 N | ame 🖸 | Shortcut | Moda | lity | Anatomy | | Lower Age Limit | | Upper Age Limit | |
| 🗆 🗸 🖽 🔍 o | T thorax | CTthorax | СТ | | Chest | | 65 | | 120 | |
| | | | | | | Page 1 | 🗵 Default 🗵 Pri | vate | Normal | |
| | | | | | | | Created: 4/18/2013 | | Modified | : 4/18/201 |
| | | | | | | | | Own | er Tracy Alba | |
| | | and the state of the second second | 444 | autoritaria a | | | | | a million analahaha | Ines . |

2. Place a check mark next to the AutoText you want to promote.

3. Click **Promote**. You see a confirmation message.



4. Click **OK** to proceed. The AutoText becomes available to all providers in the site.

Upgrading AutoText Entries



Note: Use the *Upgrade* button only when upgrading from a version of the RadWhere software product to PowerScribe 360 | Reporting. You do not have to upgrade AutoText entries when upgrading from one version of PowerScribe 360 | Reporting to another.

This task strips the font information and other hidden code, unnecessary in the current version, from all site and account AutoText entries in the legacy *RadWhere* software product. This action prevents any undesired formatting when AutoText is inserted into a report.

To upgrade an old AutoText entry:

- 1. Select the AutoText tab in the Setup group.
- 2. Click Upgrade. You see a confirmation message.



3. Click **OK** to proceed. You see a confirmation message indicating how many AutoText entries were modified.



4. Click OK.

Deleting AutoText Entries

You can delete AutoText entries you no longer want to keep in the system.

To delete an AutoText entry:

- 1. Use the search feature to find the AutoText you want to delete. Refer to "Searching for AutoText Entries in the Administrator Portal" on page 304.
- 2. Place a check mark next to each AutoText entry you want to delete.

| 0 | Pro | omo | te | Delete Export Import. | Upgra | | الاستعصار والمشتقل والموارين موارعهم والعصرين | Select | Sele |
|---|-----|-----------|----|-------------------------------|--------------|---|--|---|--|
| | ~ | 5 | ٩, | Name 🔺 | Shortcut | Modality | Anatomy | Lower Age Limit | Uppe |
| | | | | Cardiac CT | | ст | Abdomen,Other | | JL |
| | | | | CT Abdomen | | ст | Abdomen,Pelvis | 🗵 Default 🛛 🗆 Private | - 🗆 N |
| | | | | CT Abdomen / Pelvis | | Catheter Drainage,CT,CTA,MRI,Radiography | Abdomen,Chest,Lower Extremity,Max- | Created: 8/23/2012 | |
| | | | | | | | Face,Neck,Other,Pelvis,Upper Extremity | Site: University | 1 |
| | | | | CT Abdomen / Pelvis with Dose | | Catheter Drainage,CT,CTA,MRI,Radiography | Abdomen,Chest,Lower Extremity,Max- Face,Neck,Other,Pelvis,Upper Extremity | Procedures: CBT125, CBT15, CBT232, CBT23 CBT237, CBT23 CBT242, CBT24 CBT242, CBT24 CBT247, CBT24 | , CBT2 3, CBT 8, CBT 3, CBT 8, CBT |
| | | | | rupesh123 | | CT,Dacrycystography,Radiography | Abdomen,Bladder,Heart,Pelvis | CBT256, CBT25 | 9, CBT |
| | ~ | - | 9 | Sample 123 | | ст | Abdomen | CBT262, CBT26 CBT269, CBT27 | 3, CBT 0, CBT |
| | | | | and the second second | - Adapted as | | Page 1 | CBT279, CBT28 | 0, CBT |

3. Click **Delete**. You see a confirmation message.



4. Click **OK**. The items you selected are deleted from the system.

Printing AutoText Entries

You can print a list of AutoText entries belonging to an individual user, for the system, or through the Reporting feature in *PowerScribe 360* | *Reporting*. Refer to *Running the AutoText—Verbiage Report*, beginning on page 531.

Chapter 13 Custom Fields

Objectives

In this chapter you will:

- Manage custom fields in the Administrator Portal
- Create custom fields for populating exam data in AutoText.
- Create custom fields for exporting in the HL7 message.

Introduction to Custom Fields

Custom fields are data items (also called metadata) associated with a particular order. You can use custom fields:

- as merge fields to populate exam data in an AutoText, such as measurements, radiation dosage information, flags, and so on.
- to export an HL7 message to the RIS, such as when a mammography exam requires a follow-up letter to the patient.

Custom fields can be automatically populated with data by an interfaced RIS and/or imaging machine. In addition, radiologists, editors, technologists, and administrators can populate data in custom fields. As an administrator, you can define custom fields for each of your facility's sites.

Creating Custom Fields

You can create a custom field as a **free-text** field or as a **pick list**. For example, you could create a free-text field for assigning an exam measurement, while a pick-list field would be appropriate for selecting a significant findings alert. If the custom field is marked as **required**, it must be populated with a value by the radiologist prior to signing the report.

Create a Free-Text Custom Field

- 1. In the Administrator Portal, click Setup > Sites.
- 2. From the drop-down list at the upper right, select a site.
- 3. In the **Custom Fields** section, click the **Create new item** 🔂 icon to begin creating a custom field.

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| Custom Fields: | | | Name | Descr | iption | | | Act | Exp | RF | RA | Role | | Choices | | | | Proced |
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- 4. Type a **Name** for your custom field (see *Practical Examples for Using Custom Fields*, beginning on page 340).
- 5. Type a **Description** (optional).
- 6. Act (active) is automatically selected, which causes the field to appear in the merge field **Custom** drop-down listing in the *PowerScribe 360* | *Reporting* client application.

- 7. If applicable, select **Exp** which causes the data in the field to be exportable in the HL7 message by the Bridge to the RIS.
- 8. If applicable, select **RF** which requires that the radiologist populates the field with a value prior to signing a *final* report.



Note: If the custom field you are creating applies only to specific procedure codes, **do not select this check box until you have assigned the specific procedure codes**.

- 9. If applicable, select **RP** which requires that the radiologist populates the field with a value prior to signing a *preliminary* report.
- 10. Click the **Commit changes** icon to save the new field. The illustration below shows an example of a free-text custom field.

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Create a Pick List Custom Field

- 1. In the Choices column for one of your custom fields, click Edit. The Custom Field Choices dialog box opens.
- 2. Click the Create new item 🛟 icon.

| <i>(</i> | Custom | Field Choices Webpag | ge Dialog | | | | × | | | | | | |
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- 3. Enter the first **Value**. (Your RIS may limit what you enter here because the text in the **Value** field is exported in the HL7 message).
- 4. Enter a corresponding **Label** which will display in a drop-down list of choices for the user to see and select (either by voice or mouse click).

- 5. Enter an **Export Value**. The export value is sent in the OBX5 segment of the HL7 message during the report upload, allowing more flexibility to configure the **Value** field as a custom merge field in AutoTexts
- 6. Set the Active check box as needed.
- 7. To allow a user to select more than one of these choices when using the custom field, select the **Allow multiple selections** check box. With this check box selected, the user will see individual check boxes for each custom field choice.
- 8. Click the **Commit changes** icon to save the new choice.
- 9. Repeat steps 2 through 8 for each new choice to add to the pick list.
- 10. Click Close Window link to return to the Custom Fields section.

Associate Procedure Codes with a Custom Field

Associating one or more procedure codes with a custom field ensures that the custom field is available to populate with exam data applicable to the associated procedures. For example, when custom fields are built for carotid ultrasound measurements, those fields are available to populate when carotid ultrasound procedures are performed on patients.

1. After creating a free-text or pick-list custom field as described above, click **Add** under the **Procedures** column in the row of the newly created custom field. The **Procedure Code Selection** dialog box opens.

| Procedure Code Selection Webpage Dialo | g | | | × |
|---|------------|--|----------------|--------------|
| Site: Tom H - Custom Field: TH Test | | | | Close Window |
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| All Procedures: | | Selected Procedures: | | |
| Description Code | Add Page 1 | Description | Code Pag | Remove |

- 2. Enter the search parameters for the procedures you want to associate with the custom field using one of the following methods:
 - Select a Modality and Anatomy.
 - Type a procedure code or procedure description in the **Procedure Code**/ **Description** field.
- 3. Click Search to display the applicable procedures in the All Procedures list.

| Procedure Code Selection Webpage | Dialog | | | | × |
|---|---|---------|---|----------------|--------------------|
| Site: Tom H - Custom Field: TH Test | : | | | | Close Window |
| Modality: + Absorptiometry + ØCT • Echocardiography • EEG • ETT • Fluoroscopy • Invasive + Mammography • MEG • MR • Procedure Code/Description | | * III • | Anatomy: Abdomen & Pelvis Breast Cardiac Cordiac Cest External Genitalia Extremity Head & Neck Other Spine Whole Body Indude uncategorized | Reset Search Q | |
| All Procedures: Description CHEST W/O CONTRAST CTA CHEST CTA CHEST CTA HEART W/CON CORNONARY ART CTA HEART WO CON CALCIUM SCORE CTA HEART WC CALCIUM SCORING | Code CHESTW/O CTA CHEST CTACORONAR CTAHEART CTAHEARTW Page 1 | Add | Selected Procedures: Description | Code | A Remove Page 1 |

4. In the **All Procedures** list on the left, select each procedure you want to associate with the custom field and click **Add**. The procedures appear in the **Selected Procedures** list on the right.

To dissociate a procedure code from a custom field, select the procedure code to remove in the **Selected Procedures** list and click **Remove**.

5. Click Close Window in the upper right to return to the Custom Fields section.

Inserting Custom Fields into AutoText

In order to have custom fields populate exam data into an AutoText, create an AutoText containing those custom fields as merge fields.

1. From the client application AutoText Editor screen, place your cursor where you want to insert the custom field.

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2. In the toolbar, click the down arrow next to Merge. Float your mouse over Custom and select the desired custom field from the submenu. (Or use the Merge Fields tab located on the right side of the AutoText Editor window.)



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The field appears in the AutoText.

- 3. Repeat steps 1 and 2 above to insert additional custom fields into the AutoText.
- 4. Save and close the AutoText.

Assigning Values to Custom Fields

Assigning values to custom fields may be very useful for reporting in that it can alleviate the radiologist from having to dictate exam measurements. Editors and technologists can assign values to custom fields on unreported orders using the *PowerScribe 360* | *Reporting* client. Radiologists can also use the client to assign values to custom fields during the reporting stage. Alternatively, editors and technologists can use the *PowerScribe 360* | *Reporting Administrator Portal* to assign values to custom fields on unreported orders. Administrators can assign values to custom fields at any time using the administrator portal.

Assigning Custom Fields Using the PowerScribe 360 | Reporting Client

You can assign custom field values in the client application from either the Explorer screen or the Report Editor screen.

Assigning Custom Fields from the Explorer Screen

1. Search for and select the applicable exam. With the exam highlighted, click the **Insert Custom Fields** link on the **Order Data** tab. The **Custom Fields** dialog box opens.

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| Ultrasound (University) | DOB - Sex: 2/19/1967 (| (46 y | | | |
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2. Click the **Value** column to assign a value to the custom field. Some custom fields are set up with drop-down lists while others require that you type in a value.

Note: You do not have to assign values to all the custom fields; only for those that pertain to your report. In the above illustration, BI-RADS would not be applicable to the report and would, therefore, be skipped.

- 3. To view only custom fields that relate to your current role in the system (Attending, Resident, Editor, and Technologist), select the **Filter by role** check box. Selecting this check box allows you to work with only the custom fields in a report that relate to your particular role.
- 4. When finished populating the custom fields for your report, click **OK**. The image below shows the populated custom fields in the **Order Data** tab.



Assigning Custom Fields from the Report Editor Screen

1. Select **Properties** from the navigation panel and click the **Insert Custom Fields** link (or click **Insert > Custom Fields** from the menu bar). The **Custom Fields** dialog box opens.

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- 2. Click the Value column to assign a value to the custom field.
- 3. When finished populating the custom fields for your report, click **OK**.

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| Carotid 3. Rt Sys ICA | 104 |
| Carotid 4. Rt Dia ICA | 36 |
| Carotid 5. Rt Ratio | 1.2 |
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The custom fields appear in the **Custom Fields** section of **Properties** in the navigation panel.



Assigning Custom Fields Using the PowerScribe 360 | Reporting Administrator Portal

The portal view differs depending on the role of the user (i.e., whether the user is an editor, technologist or administrator). An administrator can populate or change custom fields at any stage of reporting, even after the report is final.

Assigning Custom Fields as an Editor or Technologist

1. As an editor or technologist logged into the portal, search for the applicable examunder the **Explorer** tab. Select the **Custom Fields** tab and click **Insert Custom Fields**, which opens the **Order Custom Fields** dialog box.

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- 2. Click the Value column to assign a value to the custom field.
- 3. When finished populating the custom fields for your report, click **Save Changes** and **Close Window**.

Assigning Custom Fields as an Administrator

- 1. Log in to the portal as an administrator, search for and select the applicable exam under the Explorer tab.
- 2. Click Actions and select Edit Custom Fields, which opens the Order Custom Fields dialog box.

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- 3. Click the Value column to assign a value to the custom field.
- 4. When finished populating or changing the custom fields, click **Save Changes** and **Close Window**.

Attempting to Sign a Report without Assigning Values to Custom Fields

If a custom field is required (which means that the **RF** and/or **RP** check boxes were selected when the field was created), the radiologist must assign a value to the custom field prior to signing the report. If the radiologist attempts to sign a report containing an empty, required custom field, the **Custom Fields** dialog window opens. If the radiologist clicks OK or Cancel without assigning a value to the custom field, a message window opens stating **Please fill in the required custom fields for all the accessions of the report**.

| Close Draft Correct operties ending: DrSam White ass: Draft T: E | Reject ☆Sign ✓ Normal ⊉Discar Report - Rund, Rhoda - 29 This is a test report for tr | aining purposes. This repo | rt demonstrates the use of custom fields. | ~ 1 |
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Practical Examples for Using Custom Fields

Example 1: Mammography BI-RADS

Custom fields can be used for mammography BI-RADS when a hospital requires two separate codes, one to convey the BI-RADS score, and the other to send an HL7 message to the RIS to trigger a follow-up letter to the patient when her score indicates a level of suspicion for the possibility of breast cancer. The BI-RADS value as well as the HL7 follow-up message are selected from pick-list custom fields by the radiologist during reporting and prior to signing the report.

1. Create and save a pick-list custom field named **BIRADS** with the **Act**, **Exp**, and **RF** and/or **RP** check boxes selected.

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2. Under Choices, click the Edit link.

3. Edit the **Choices** column to enter each **Value**, **Label**, and **Export Value** as pick list selections.

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| □A | llow | multiple selections | | | |
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| × | 2 | 5 - Highly suggestive of malignancy | BIRADS 5 | B5 | ~ |
| × | 2 | 4 - Suspicious | BIRADS 4 | B4 | ~ |
| × | 2 | 3 - Probably benign | BIRADS 3 | B3 | ~ |
| X | 2 | 2 - Benign findings | BIRADS 2 | B2 | ~ |
| X | 2 | 1 - Negative | BIRADS 1 | B1 | ~ |
| X | 2 | 0 - Incomplete | BIRADS 0 | B0 | ~ |
| ₽. | | | | | Page 1 |

- 4. Click the Close Window link.
- 5. Under the **BIRADS** custom field's **Procedures** column, click **Edit**.

| Setup 🝷 / | Acco | unts | AutoText | Bridge | Procedures | Sites | Speech | System | n | | | | | | | | |
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| | 3 | | | | | | | | | | | | | | | | Page |

The Procedure Code Selection dialog box opens.

- 6. Search for and select the applicable mammography procedures.
- 7. Click Add to copy the procedures to the Selected Procedures column.

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| Image: Screening apply Image: Screening apply Image: Screening app | lodality: | | | Anatomy: | | |
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| Description Code Add Description Code Ren DUCTOGRAM, IDUCT 76086 MAMMOGRAPHY,UNILATERAL 76090 DIAGNOSTIC MAMMOGRAPHY,BILAT 76091 DIAGNOSTIC MAMMOGRAPHY,BILAT 76091 MAMMO,SCREENING 76092 MAMMOGRAPHY BILATERAL 26092 MAMMOGRAPHY BILATERAL EXR165 MAMMOGRAPHY BILATERAL EXR165 MAMMOGRAPHY BILATERAL EXR405 SCREENING MAMMO EXR747 | Procedure Code/Description | | • | Include uncategorized Reset Search | Q. | |
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| Imammography, unilateral 76090 Iagnostic mammography, Bilat 76091 Mammo, Screening 76091 Mammography Bilateral 76092 Mammography Bilateral 6092 Mammography Bilateral exr165 Mammography Bilateral exr405 Screening Mammo exr247 | Procedure Code/Description | Code 🗈 | Add | Indude uncategorized Reset Search elected Procedures: Description | Code 🖃 | Remov |
| Image: Diagnostic mammography,Bilat 76091 Image: Mammo,Screening 76092 Imammo,Screening 76092 Imammo,Screening Exr.165 Imammography Bilateral Exr.165 Imammography Bilateral Exr.405 Imammogram Unilateral Exr.405 Screening Mammo Exr.747 Imammography Bilateral Exr.747 Imammography Bilateral MXR.165 | Procedure Code/Description Procedures: Description DUCTOGRAM, 1DUCT | Code • 76086 | Add | Indude uncategorized Reset Search Elected Procedures: Description MAMMOGRAPHY,UNILATERAL | Code • 76090 | Remov |
| Imammo, Screening 76092 Imammography Bilateral Exr.165 Imammography Bilateral Exr.165 Imammography Bilateral Exr.405 Imammogram Unilateral Exr.405 Imammography Bilateral Exr.405 Imammogram Unilateral Exr.405 Imammography Bilateral Exr.405 Imammogram Unilateral Exr.405 Imammography Bilateral Exr.405 Imammography Bilateral Exr.405 Imammography Bilateral Exr.405 Imammography Bilateral Exr.405 Imammography Bilateral Mxr.165 | Procedure Code/Description Procedures: Description DUCTOGRAM, 1DUCT MAMMOGRAPHY, UNILATERAL | Code 76086 76090 | Add | Include uncategorized Reset Search Elected Procedures: Description MAMMOGRAPHY,UNILATERAL DIAGNOSTIC MAMMOGRAPHY,BILAT | Code 76090 76091 | Remov |
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| Imammogram unilateral EXR405 Image: Screening mammo EXR747 Image: Screening mammo EXR747 Image: Mammography Bilateral MXR165 | Procedure Code/Description Procedures: Description DUCTOGRAM, IDUCT MAMMOGRAPHY,UNILATERAL DIAGNOSTIC MAMMOGRAPHY,BILAT MAMMO,SCREENING | Code 76086 76090 76091 76092 | Add | Indude uncategorized Reset Search ielected Procedures: Description MAMMOGRAPHY,UNILATERAL DIAGNOSTIC MAMMOGRAPHY,BILAT MAMMO,SCREENING MAMMOGRAPHY BILATERAL | Code 76090 76091 76092 EXR 165 | Remov |
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- 8. Click the **Close Window** link. The procedures you selected are now associated with the **BIRADS** custom field.
- 9. Create and save a pick-list custom field named Follow-up Recommendation with the Act, Exp, and RF and/or RP check boxes selected.

10. Under Choices, click the Edit link.

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11. Enter a value and label for each pick-list selection.

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| Cu | ston | n Field: Follow-up Recommendatio | n | Save Changes Close W | lindow |
| | llow | multiple selections | | | |
| | | Value | Label | Export Value | Active |
| × | | F6 | Take action | | ~ |
| × | | F5 | Suggestive biopsy or surgery | | ~ |
| × | | F4 | Suspicious biopsy | | ~ |
| × | V | F3 | Short-term follow-up | | ~ |
| × | V | F2 | Benign annual | | ~ |
| × | Z | F1 | Negative annual | | ~ |
| X | V | F0 | Need images | | ~ |
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12. Click the Close Window link.

13. Under the Follow-up Recommendation custom field's Procedures column, click Add.

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| | × | ₽∕ | Follow-up Recommendat | tion | | | | | 7 | | | | Need images | - | Edit | (0) | Edit |
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14. Repeat steps 6 through 8 above to search for, select and add the applicable mammography procedures to associate them with the **Follow-up Recommendation** custom field.

Note: If you want to have the BI-RADS and Follow-up Recommendation text appear in the dictated report, then create an AutoText containing those fields as either custom merge fields or pick list fill-in fields (see Creating a Pick List Fill-in Field, beginning on page 277).

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| Name: mammo Shortcut: | |
| Description | COMPARISON. Companison |
| Gender | FINDINGS: [Findings] |
| N/A ○ Male ○ Female | IMPRESSION: Impression |
| Age Limit | |
| Lower: Upper: | BIRADS: BIRADS |
| Attributes | FOLLOW-UP RECOMMENDATION: Follow-up Recommendation |
| Categories <u>Order Entry:</u> Imaging Center: Breast, Chest, Mam | |
| AutoText Manager | |
| Browce | V Ha Ch Name t Modality INDICATION: |
| Owner: White, DrSam | 3D CT Abdomen and Pelvis BIRADS COMPARISON |
| | chest PICC |
| ivame: | Iver Angiography. FINDINGS: |
| Text: | mammo Mammograp. |
| Modality: All 💌 | normal chest CT, CTA IMPRESSION: |
| Anatomy: All | template |

Example 2: Carotid Ultrasound

Using AutoText custom fields that contain *exam data*, such as carotid ultrasound measurements, can help reduce report turnaround times. Exam data can be added automatically by an imaging machine, or manually by a technologist, so the radiologist does not have to dictate the measurements during reporting.

1. Create and save several free-text custom fields, one per carotid artery measurement, with **Act** (Active) check box selected.



Tip: Begin the Name of each custom field with the same word (**Carotid** in this example) followed by a numeric sequence (0.1, 0.2, and so on, in this example). Doing this causes the fields to appear in a logical sequence in the client application **Custom Fields** drop-down list.

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| | × | P | Carotid 1.0 LT | Sys CCA | Le | eft Diastolic IO | CA | | | | | | | Edit. | | | (0) | Edit |
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| | × | P/ | Carotid 1.2 LT | Ratio | Le | eft Ratio ICA/ | CCA | | | | | | | Edit. | | | (0) | Edit |
2. Under the custom field's Procedures column, click Edit.

The Procedure Code Selection dialog box opens.

- 3. Search for and select the applicable carotid procedures.
- 4. Click Add to copy the procedures to the Selected Procedures column.

| Site: Tom H - Custom Field: Carotid 0 | .1 RT Sys CCA | | | | Close Window |
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| Modality: Absorptiometry CT Echocardiography EEG ETT Fluoroscopy Invasive Mammography MEG MR | | • | Anatomy: Abdomen & Pelvis Breast V Cardiac Chest External Genitalia Extremity Head & Neck Other Spine Whole Body | | |
| Procedure Code/Description | | | Include uncategorized Reset Search | 9 | |
| Procedure Code/Description | | | Include uncategorized Reset Search Selected Procedures: | 19 | |
| Procedure Code/Description I Procedures: Description | Code • | Add | Indude uncategorized Reset Search Selected Procedures: Description | Code | Remove |
| Procedure Code/Description I Procedures: Description CHEST PA AND LATERAL | Code • | Add | Clest PA AND LATERAL | Code 71020 | e Remove |
| Procedure Code/Description Procedures: Description CHEST PA AND LATERAL MCP SINGLE REST OR STRESS | Code 71020 78460 | Add | Include uncategorized Reset Search Selected Procedures: Description CHEST PA AND LATERAL MCP SINGLE REST OR STRESS | Code 71020 78460 | Remove |
| Procedure Code/Description Procedures: Description CHEST PA AND LATERAL MCP SINGLE REST OR STRESS MCP MULTIPE REST AND/OR STRESS | Code 71020 78460 78461 | Add | Include uncategorized Reset Search Selected Procedures: Description CHEST PA AND LATERAL MCP SINGLE REST OR STRESS MCP MULTIPE REST AND/OR STRESS | Code 71020 78460 78461 | Remove |
| Procedure Code/Description Procedures: Description CHEST PA AND LATERAL CHEST PA AND LATERAL MCP SINGLE REST OR STRESS MCP MULTIPE REST AND/OR STRESS MCP SPECT SINGL REST OR STRESS | Code 71020 78460 78461 78464 | Add | Include uncategorized Reset Search Selected Procedures: Description CHEST PA AND LATERAL MCP SINGLE REST OR STRESS MCP MULTIPE REST AND/OR STRESS MCP WALL MOTION | Code 71020 78460 78478 | Remove |
| Procedure Code/Description Procedures: Description CHEST PA AND LATERAL CHEST PA AND LATERAL MCP SINGLE REST OR STRESS MCP MULTIPE REST AND/OR STRESS MCP SPECT SINGL REST OR STRESS MCP SPECT MULTI R &/OR S | Code 71020 78460 78461 78464 78465 | Add | Include uncategorized Reset Search Selected Procedures: Description CHEST PA AND LATERAL MCP SINGLE REST OR STRESS MCP MULTIPE REST AND/OR STRESS MCP WALL MOTION MCP EJECTION FRACTION | Code 71020 78460 78478 78480 | Remove |
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| Procedure Code/Description Il Procedures: Description U CHEST PA AND LATERAL U MCP SINGLE REST OR STRESS MCP SPECT SINGL REST OR STRESS MCP SPECT MULTI R &/OR S GATED BLOOD POOL U MCP WALL MOTION | Code 71020 78460 78461 78464 78465 78472 78478 | Add | Include uncategorized Reset Search Selected Procedures: Description CHEST PA AND LATERAL MCP SINGLE REST OR STRESS MCP MULTIPE REST AND/OR STRESS MCP WALL MOTION MCP EJECTION FRACTION | Code 71020 78460 78461 78478 78480 Page | Remove |

5. Using the client application, create a **carotid** AutoText and insert the custom fields as merge fields.



6. Assign values to the custom fields for the exam accession number.

| plorer | Order Custom Fields We | ebpage Dialog | |
|------------------------------|-------------------------|-----------------|-----------------------------|
| uick Search | Patient: John Jackson - | Accession: tt-b | Save Changes Close Window |
| te: All 🗸 | Name | Value | |
| ook for: Accession Number(s) | Carotid 0.1 RT Sys CCA | 0.474 | |
| Search | Carotid 0.2 RT Dia CCA | 0.131 | |
| y Reports | Carotid 0.3 RT Sys ICA | 0.564 | |
| Signing queue | Carotid 0.4 RT Dia ICA | 0.179 | |
| Signed today | Carotid 0.5 RT ECA | 0.910 | |
| Drafts (5) | Carotid 0.6 RT Ratio | 1.190 | |
| Annotated (3) | Carotid 0.7 LT Sys CCA | 0.686 | |
| Assigned orders | Carotid 0.8 LT Dia CCA | 0.137 | |
| Wet Reads | Carotid 0.9 LT Sys ICA | 0.895 | |
| /orklists (8) | Carotid 1.0 LT Dia ICA | 0.278 | |
| Hot Worklist (30) | Filter by role | | |
| CT Scans 🗸 🔁 View | | | |

7. The following illustration shows the pre-populated carotid custom fields in the AutoText prior to report dictation.

| Eile Edit View Insert Format Iools Speech Help | | | | | | | |
|--|--|--|--|--|--|--|--|
| 🛛 🤏 AutoText + 🗋 New 📗 | 🏦 Content 🍕 Wizard 🚺 Montage 📲 : 이 🚈 년 44 (사) 원 00:00 - 00:00 📲 : B 🖌 🖳 🗛 🔍 🔳 🗃 汪 汪 津 津 📱 | | | | | | |
| Close Draft Decorrect | 🖯 Reject 🐼 Sign 🗸 Normal 🔯 Discard 🐠 🐁 🔉 🜇 🕵 🤊 🗠 🖤 🎞 🐻 📗 | | | | | | |
| Properties | Report - UNKNOWN, - 32 | | | | | | |
| Attending: DrSam White Status: Draft | PROCEDURE: Bilateral carotid ultrasound. | | | | | | |
| STAT: | INDICATION: Headache. | | | | | | |
| Custom Fields | | | | | | | |
| Carotid 0.1 RT Sys CCA: 0.474 Carotid 0.2 RT Dia CCA: 0.131 Carotid 0.3 RT Sys ICA: 0.564 Carotid 0.4 RT Dia ICA: 0.179 Carotid 0.5 RT ECA: 0.910 Carotid 0.6 RT Ratio: 1.190 Carotid 0.6 RT Ratio: 1.190 Carotid 0.7 IT Dia CCA: 0.132 | FINDINGS: The right common carotid artery demonstrates patency with mild intimal thickening only. At heterogeneous hard plaque present, but without grayscale evidence of greater than % stenosis. Right systolic velocity of 0.474 m/second and an end-diastolic velocity of 0.131 m/second. The right ECA is p m/second. | | | | | | |
| Carotid 0.9 LT Sys ICA: 0.895 Carotid 1.0 LT Dia ICA: 0.278 Carotid 1.1 LT ECA: 0.938 Carotid 1.2 LT Ratio: 1.305 | The right internal carotid artery at the bifurcation demonstrates plaque formation, but no evidence of gr systolic velocity is 0.564 m/second, and mid internal carotid end-diastolic velocity is 0.179 m/second. V | | | | | | |
| Insert Contributors Insert Diagnosis Codes Insert Custom Fields | On the left, the common carotid artery demonstrates intimal thickening, but is otherwise patent. At the pronounced plaque formation with approximately [_]% stenosis by the grayscale analysis. Left common and left common carotid end-diastolic velocity of [0.137] m/second. Left carotid ECA measurement [0.93] | | | | | | |
| Properties Fields (7) | Left internal carotid artery again demonstrates prominent focus of hard plaque with up to at least [_]% s for more precise measurement. The left carotid ICA mid peak systolic velocity is [0.895] m/second, left c m/second with spectral broadening present. Vertebral flow is [] on the left | | | | | | |
| Notes Attachments | IMPRESSION: The study demonstrates bilateral hard plaque at the bifurcation, left greater than right. | | | | | | |

Example 3: Alerts

You can use a custom field to send an HL7 message to the RIS in order to communicate an alert for a significant finding. For example, if the results of an exam demonstrate acute appendicitis requiring immediate surgery for treatment, a radiologist can send an HL7 red alert message by using a custom field.

1. Create and save a pick-list custom field named Alert with the Act, Exp, and RF and/ or RP check boxes selected.

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|-----------------------|-------|--------|------------------|----------|--------------------|-----------|-----------|------------|------------|-----|-----|----------------------------|---------------|--------|--------|
| Setup 🝷 🖌 | Acco | unts | AutoText | Bridge | Procedures | Sites | Speech | System | | | | | | | |
| 🔘 Save Chang | jes | Clear | Delete Prefe | erences | Templates I | Peer Revi | ews Aud | it Quali | ty Ch | eck | CTR | R Filter Custom Field | s T om | н | ~ |
| | Nar | ne | | | | Desc | ription | | | | | | | | |
| Site: | Tom H | | | | | | | | | | | | | | |
| eRADPEER: | Fac | ity Co | de | Username | | | | Password | | | | | | | |
| PACS: | | Тур | e | Name | e | | | Descriptio | n | | | Mode | 1 | | |
| | ¢ | | | | | | | | | | | | | F | Page 1 |
| Sections: | | | Name | | Description | | | Procedures | | | es | Accounts | Work | sts | |
| | × | R/ | Abdominal | | Abdominal | | | | (212) Edit | | | (0) Edit | (0) Ed | it | |
| | × | D2 | ст | | | | | | (17) Edit | | | (0) Edit | (0) Ed | lit | |
| | ÷ | | | | | | | | | | | | Page 1 [2] | [3][4] | [5] 4 |
| oustom Fields: | | | Name | | Description | | | Act | Exp | RF | RP | Choices | | Proo | edures |
| | × | | Alert | | Significant findin | g alert | | V | | 4 | | Edit | | (0) | dit |
| | × | 2 | BIRADS | | BIRADS | | | Į. | | | | BIRADS1 | ▼ Edit | (0) | idit |
| | × | | Carotid 0.1 RT S | ys CCA | Right Systolic CC | A | | V | | | | Edit | | (5) | dit |
| | × | 2 | Carotid 0.2 RT D | ia CCA | Right Diastolic CO | CA | | V | | | | Edit | | (0) | dit |
| | × | D/ | Carotid 0.3 RT S | ys ICA | Right Systolic IC | A | | | | | | Edit | | (0) | dit |
| and the second second | 3 | | | - | anten er atter er | - Andread | | - | | | | And and share the standard | Anna Dag | 01.53 | V-1. |



Note: Because we want the *Alert* custom field to apply to *all* procedures, do *not* add any specific *Procedures* (last column) to this alert.

2. Click **Edit** in the **Choices** column to enter each value, label, and export value as pick list selections.

| Custom Field: Alert Save Changes Close Win | | | | | | | | |
|--|------------|---|--------|--------------|--------|--|--|--|
| | low | multiple selections | | | | | | |
| | | Value 🔹 | Label | Export Value | Active | | | |
| × | 2 | Requires that results be sent passively and a clinical decision made within days. | Yellow | | Y | | | |
| × | 2 | Requires that results be called in and a clinical decision made within hours. | Orange | | Y | | | |
| × | 2 | Requires a STAT page and immediate clinical decision. | Red | | 1 | | | |
| Y F | <u>الا</u> | No alert necessary for this exam. | N/A | | 1 | | | |

The following illustrations show the radiologist selecting a value for the **Alert** custom field, and the results of selecting that field as it appears in under **Properties** to the left.

| <u>File Edit View</u> Insert For | mat Iools Speech Help | | | |
|--|---|--|----------------------|-------------|
| 😽 AutoText - 🗋 New 📳 | 🐏 Content 🍕 Wizard 👫 Montage 📱 💷 | 00:00 - 00:00 1 😣 🕪 1 1 00:00 - 00:00 | B I U Abs 64 = 3 | |
| Close Close Correct | 📎 Reject 🛛 🎝 Sign 🗸 Normal 📓 Discard 🚸 | 多 & 国 国 ! ウ や 学 Ц | Î 🗃 📜 | |
| Properties | Report - UNKNOWN, - 33 | | | |
| Attending: DrSam White Status: Draft | PROCEDURE: CT pelvis with | contrast. | | |
| STAT: | | Custom Fields | | ? ** |
| Insert Diagnosis Codes Insert Custom Fields | COMPARISON: None | Patient: UNKNOWN Procedures: CTProcedures: CT | Accession | 33 |
| | FINDINGS: Within the right lo quadrant. Findings are compa | Custom Relds Name Alert | Value Red | |
| Properties | IMPRESSION: Acute append | | | |
| ■ Fields (6) | | | | |
| Prior Reports | | V Filter by role | | OK Cancel |
| V V PExam Date Procedu | res Attending 1 Signed | | | |
| | | | | |
| Prior Reports Vi Auto Text 📑 Aut | oFeed 🜇 Montage | | | |
| User: DrSam White | Drafts: 6 | | | |



Creating a Custom Fields Worklist

You can create a worklist to retrieve only those orders and reports containing a custom field that was assigned a particular value, such as a red alert for a significant finding requiring immediate treatment.

- 1. From the Administrator Portal, select the Setup group and click the System tab.
- 2. In the Worklists section, click the Create New 🗘 icon.
- 3. Enter a Name and a Description (optional) for the worklist.
- 4. Click the **Commit Changes** icon.

| NUA. | NCE | | | | | | | | | | | | | | | | |
|--------------------------------------|---|-------------------|--------------|--------------|----------------|----------|-----------|------|---|--------|---------------------------|---------|-----|-------------|--------------|----------|---------|
| Setup 💌 | Account | s A | AutoText | Bridge | Procedures | Sites | Speed | ch | System | | | | | | | | |
| Configura | ntion E | I-RA | DS Rev | iew Rating | s Clinical G | uidance | . Audit | t | | | | | | | | | |
| Save Change | es Clear | Dele | ete Prefer | ences 1 | remplates I | mport Pe | rsons | | | | | | | [| Commissure | Health S | ystem 💽 |
| | | ID | Access 0 | ode | Name | | | D | escription | | | | м | obile Clier | t Identifier | | 1 |
| Health System: 1 Commissure Health S | | | alth Syst | em | | | | | 9 | 1a6e1e | ec-6d57-4c3a-a66 🛛 Active | | | | | | |
| | | Path | | | _ | Domain | | A | uthentication | _ | Administrator | Passwor | d | UserNa | ame Pattern | _ | |
| | LDAP: DC=Nuance, DC=com, OU=Corp Accounts, C bn-dc1.nua | | | | 1.nuance | .co | Basic | • | | | | | | | Active | | |
| Oritical | Poculter | Customer ID 63 | | | | | | S | Security Code 91854a78-c6ca-4d01-8be9-071e736847a2 | | | | | | | | |
| critical | Results. | linen | Takan | | | | | | 1054070 0 | Jua - | 4001 0005 07 | 10/3004 | 102 | | | | |
| Powe | erShare: | Licens | e Token | | | | | | | | | | | | | | - |
| 10203 | | _ | | | | | | | | | | | | | | | |
| W | orklists: | | Name | | | | | Desc | ription | | Defin | ition | Sec | tions | Snapshot | Admin | Active |
| | | × | MyWork | dist (CT/Hea | ad) | | | From | Rupesh | | Clone | Edit | (1) | Edit | | | J |
| | | × | OB Ultra | asound | | | | OB U | trasound | | Clone | Edit | (1) | Edit | | | U. |
| | | × | 🧨 Plain Film | n Extremitie | s | | | | | | Clone | Edit | (1) | Edit | | | J |
| | | × | Pre-op I | Pending Cor | rection | | | | | | Clone | Edit | (1) | Edit | | | 7 |
| | | × | 📝 Red aler | rt | | | | | | | Clone | Edit | (0) | Edit | | | 1 |
| | | X | RIS Upk | oad Failures | | | | | | | Clone | Edit | (0) | Edit | | | |
| | | × | 🖌 test | | | | | | ق طري | | Clone | Edit | (0) | Edit | | | |

5. In the **Worklists** section on the row where the new worklist was added, click **Edit** under the **Definition** column.

| NUA | NCE | | | | | | | | | | | | | |
|-------------|------------|---------|--------------|--------------|------------------------|--------------------|----------|----------------|----------------|---------------|-----------------|----------------|----------|--------|
| Setup 💌 | Account | s A | utoText | Bridge | Procedures | Sites | Speed | h System | | | | | | |
| Configura | ition I | BI-RAD |)S Rev | iew Rating | 15 Clinical G | uidance | Audit | | | | | | | |
| Save Change | es Clear | Dele | te Prefer | ences 1 | Templates I | mport Per | sons | | | | | Commissure | Health : | Syste |
| | | ID | Access (| Code | Name | | | Description | | | Mobile Clie | ent Identifier | | |
| Health S | System: | 1 | | | Comm | issure Hea | Ith Syst | em | | | 91a6e1 | ec-6d57-4c3a | -a66 🛛 | 2 Acti |
| | IDAD. | Path | lunner DC | | Corre Accounts | Domain C ba dat | | Authentication | Administrator | Password | d Userf | Name Pattern | | |
| | LUAP: | DC=N | iuance, DC | =com, 00= | =Corp Accounts, | C DH-dCI | .nuance | CO Basic | | | | | | ACTIV |
| Critical I | Results: | 63 | | | | | | 91854a78-c6 | ca-4d01-8be9-0 | 71e73684 | 7a2 | | | |
| | | License | Token | | | | | | | | | | | |
| Powe | erShare: | | | | | | | | | | | | | |
| W | orklists: | | Name | | | | | Description | Defi | nition | Sections | Snapshot | Admir | n Act |
| | | × | MyWork | dist (CT/He | ad) | | 1 | From Rupesh | Clone | e Edit | (1) Edit | | | B |
| | | × | P OB Ultra | asound | | | | OB Ultrasound | Clone | e Edit | (1) Edit | | | 6 |
| | | × | 🖉 Plain Filr | m Extremitie | 85 | | | | Clone | e Edit | (1) Edit | | | 8 |
| | | ×B | Pre-op | Pending Co | rrection | | | | Clone | e Edit | (1) Edit | | | 6 |
| | | × | PRed ale | rt | | | | | Clone | e <u>Edit</u> | (0) Edit | | | B |
| | | ×E | RIS Upl | oad Failures | | | | | Clone | e Edit | lick to edit th | e worklist def | inition | B |
| | | × | 🖉 test | | | | | | Clone | e Edit | (0) Edit | | | E |
| | | XE | / test teo | ch | | Annas, mar | di na da | | Clon | e Edit | (0). Edit | بالمسملين | | العامر |

- 6. The **Worklists** dialog box opens, showing the name of the worklist and the tree structure to be used to design the query. Click the **Composite Expression** link on the left side of the window.
- 7. From the drop-down list on the right, select **Simple Expression** and click **Add**.

| 2 | Norklists Webpage Dialog | | x |
|---|---|--|---|
| v | /orklist: Red alert | Export Worklist Save and Close Close Window | |
| E | dit Try it Red alert Composite Expression | Selection: Composite Expression Add Simple Expression Composite Expression Update Remove | |
| | | | |
| 4 | dd Sorting | Note: If this worklist will return only non-Final orders and reports, turn on the "Snapshot" option for much faster performance. | |
| | | | |
| | | | |
| | | | |

8. Select the applicable field name, such as **Alert** in this example, from the **Field** dropdown list.

| 🖉 Worklists Webpage Dialog | | | × |
|----------------------------|--------------------------------|---|-----------------------------------|
| Worklist: Red alert | | Export Worklist Save an | nd Close Close Window |
| Edit Try it | | | |
| -Red alert | Selection: | Simple Expression | |
| Composite Expression | Field: | Select Field | • |
| | Operator: | Test TH Test Select Custom Field (IRR02) CustomField1 | Update Remove |
| | | Select Custom Field (MPLS) CusField1 Select Custom Field (MT 613) PQRS-MSR1 Select Custom Field (PWS02) a1 Select Custom Field (Riverway Antibiotic | |
| Add Sorting | Note: If this turn on the " | Select Custom Field (Tom H) Alert BIRADS Carotid 0.1 RT Sys CCA | ders and reports, performance. |
| | | Carotid 0.2 RT Dia CCA Carotid 0.3 RT Sys ICA Carotid 0.4 RT Dia ICA Carotid 0.5 RT ECA Carotid 0.5 RT ECA Carotid 0.6 RT Ratio Carotid 0.7 LT Sys CCA Carotid 0.8 LT Dia CCA Carotid 0.9 LT Sys ICA Carotid 0.9 LT Sys ICA Carotid 1.0 LT Sys CCA Carotid 1.0 LT Sys CCA Carotid 1.1 LT ECA Carotid 1.2 LT Ratio Select Custom Field (Tom Test BIRADS Follow-up Recommendation | |

9. Select the applicable **Operator** (**Equals** in this example) from the **Operator** dropdown list.

| Vorklist: Red alert | Export Worklist Save and Close Close Window Export Worklist Save and Close Clo | | | | | |
|--------------------------------------|--|--|--|--|--|--|
| dit Try it | | | | | | |
| Red alert | Selection: Simple Expression | | | | | |
| Composite Expression New Expression | Field: Alert | | | | | |
| | Operator: Equals 💽 Negate | | | | | |
| | Values: Red | | | | | |
| | Update Remove | | | | | |
| | Click to save expression chang | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Note: If this worklist will return only non-Final orders and reports, turn on the "Snapshot" option for much faster performance. | | | | | |
| dd Sorting | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

- 10. Select the applicable Value (Red in this example) from the Values drop-down list.
- 11. Click **Update**. The newly created expression now appears on the left side of the window.
- 12. Click Save and Close.

| 🖉 Worklists Webpage Dialog | |
|--|--|
| Worklist: Red alert | Export Worklist Save and Close Window |
| Edit Try it Composite Expression Alert equals 'Red' Alert Street Add Sorting | Selection: Simple Expression Field: Alert Operator: Equals Values: Red Update Remove |

Searching Using the Custom Fields Worklist

You can now search using the newly created custom fields worklist to retrieve those orders and reports containing the particular value, such as **Red alert** in this example.

- 1. From the Administrator Portal, select the Exams group and click the Explorer tab.
- 2. In the WL search section, select the applicable worklist from the drop-down list.

| NUANCE | | | | | | | |
|--|---------------------------|----------------------|-----------------------|-------------------|------------------|----------------------|---|
| Exams Explorer Dasht | board Patients | Physicians Pee | r Reviews | | | | |
| Look for: Accession Numbers | ▼ Site All | | Order Status All | Patient Class All | Account All | 2 | |
| | Search C Lookin | g R | eport Status All | Section | Ordering Phy | sician | |
| WL: Red alert Ho Custom Test US (Rad Imaging) | Time F No li | rame Custom T mit | ransfer Status All | Location | | Reset Search | 1 |
| Custom Test | ospital | Exam Date Printal | tient Site MRN | Status Attendin | g Resident Edito | or Ordering Modified | |
| Custom Test VAS (Riverview Hospital) Custom Test VAS (PS360RP) Custom Test VAS (Riverview Imaging) Custom Test VAS (Test CM) Custom Test XA (Rad Imaging) Custom Test XA (Rad Imaging) Custom Test Other ADMIN: Demonstration R ADMIN: Exams with Wet ADMIN: Exams with Wet ADMIN: Pending Delivery Red alert RIS Upload Failures test test tech test1 |) Hospit Reads ■ | | | | | rage | |

3. Click **Search**. Any reports containing the **Red alert** custom field appear in the results grid.

| N. | JANCE | | | | | | | | | | | | | | | | | |
|-------------|------------------|-------------|-----------|--|----------------|----------|---|-------------------------|-----|------|-----------------------------|----------|-------|-------------------------|-------------------|-----------|-------------|------|
| Exams 🔻 | Explorer | Dashboard | Patier | nts | Physicians | Pe | eer Revie | ews | | | | | | | | | | |
| Look for: A | ert dist (49) | search | | ite All ocking All îme Fra No lim | ame Cus hit | ▼ tom | Order Sta All Report St All Transfer All | atus tatus Status | | | Patient (All Section | Diass | • | Accour All Orderi | nt ng Physicia | an Res | et Search | |
| Hold | ? O Acces | sion Proced | ik Dele | SR E | Assign F | Print | Patient | Site | MRN | Stat | us A | ttending | Resid | lent | Editor | Ordering | Modified | |
| | | | | | | | | | | | | | | | | | Pag | ge 1 |

Running the Custom Fields Report

For information on running the Custom Fields management report, see *Report Custom Fields*, beginning on page 536.

Chapter 14 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.

| Nuance P | owerScribe® 360 Reporting: Speech Formattin | g - Internet Explorer | | | |
|--------------------|---|-----------------------|-------------------|--------------|--------------------------|
| Speech 10/20/20 | Formatting (System: Commissure Health D13 12:36:40 PM | System) - Last Updat | te: Reset to Defa | aults Save | and Close Close Window |
| General | Capitalization Numbers, Units, and Dat | es Abbreviations | Section Headings | Vertebrae | Miscellaneous |
| | Format dates: | v | | | [True |
| | Date format: | Date As Spoken | ~ | | [Date As Spoken |
| | Format times: | V | | | True |
| | Format common English abbreviations: | | | | [False |
| | Expand common English contractions: | | | | [False |
| Abl | breviate common English units of measure: | \checkmark | | | [True |
| | Format street addresses: | v | | | [True |
| | Format UK and Canadian postcodes: | | | | [False |
| | Abbreviate titles: | \checkmark | | | [True |
| | Format ISO currency codes: | | | | [False |
| | Format prices: | \checkmark | | | [True |
| | Format phone numbers: | \checkmark | | | [True |
| | Format other numbers: | ✓ | | | [True |
| | Format web and e-mail addresses: | \checkmark | | | [True |
| | "million" instead of ",000,000": | \checkmark | | | [True |
| | Format US Social Security Numbers: | | | | [False |
| | Allow pauses in formatted phrases: | V | | | [True |
| | Rewrite 'mass-effect' to 'mass effect': | \checkmark | | | [True |
| Drop the | number "12" in expressions "12 noon" and "12 midnight": | | | | [False |
| Allow o | dictation of years as a sequence of 4 digits: | | | | [Fals |
| | Insert two spaces after period: | | | | [Fals |
| Replac | ce profanities with variations of [expletive], delete them, or leave them as dictated: | as dictated | ~ | | [as dictated |
| Use mil | itary rank abbreviations appropriate for the branch selected: | None | ~ | | [Non |
| Determi | ine how "q.d.", "q. day", and "q. daily", are written out: | as dictated | ~ | | [as dictate |
| | Numbers, if greater than or equal to: | 0 | ~ | | [|
| Caps Lo | ock key overrides capitalization commands: | | | | [Fals |
| | | | Check | All Unch | eck All Restore Defau |

- 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 365)
 - Capitalization (page 375)
 - Number, Units, and Dates (page 378)
 - Abbreviations (page 385)
 - Section Headings
 - Vertebrae
 - Miscellaneous (page 396)

Figs: 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.

| Speech 10/20/20 | Formatting (Sy 13 12:36:40 PM | stem: Commissure Health Sys | stem) - Last Upda | te: Reset to Defa | ults Save | and Close Clos | se Window |
|--------------------|-----------------------------------|--|-------------------|-------------------|-------------|------------------|-------------|
| General | Capitalization | Numbers, Units, and Dates | Abbreviations | Section Headings | Vertebrae | Miscellaneous | |
| | | Format dates: 🗹 | | | | | [True] |
| | | Date format: Da | ate As Spoken | ~ | | [Date | As Spoken |
| | | Format times: 🗹 | 0 | | | | [True] |
| | Format comm | non English abbreviations: 🗌 | | | | | [False] |
| | Expand com | mon English contractions: | | | | | [False] |
| Abb | reviate common | English units of measure: 🗹 | | | | | [True] |
| | | Format street addresses: 🗹 | | | | | [True |
| | Format UK | and Canadian postcodes: 🗌 | | | | | [False |
| | | Abbreviate titles: 🗹 | | | | | [True |
| | Fo | ormat ISO currency codes: 🗌 | | | | | [False |
| | | Format prices: 🗹 | | | | | [True |
| | | Format phone numbers: 🗹 | | | | | [True |
| | | Format other numbers: 🗹 | | | | | [True |
| | Format v | web and e-mail addresses: 🗹 | | | | | [True |
| | "milli | on" instead of ",000,000": 🗹 | | | | | [True |
| | Format US | Social Security Numbers: 🗌 | | | | | [False |
| | Allow par | uses in formatted phrases: 🗹 | | | | | [True |
| | Rewrite 'ma | ass-effect' to 'mass effect': 🗹 | | | | | [True |
| Drop the | number "12" in e | expressions "12 noon" and "12 midnight": | | | | | [False |
| Allow d | ictation of years | as a sequence of 4 digits: 🗌 | | | | | [False |
| | Inser | rt two spaces after period: 🗌 | | | | | [False |
| Replac | e profanities wit delete them, | h variations of [expletive], as or leave them as dictated: | dictated | ~ | | [| as dictated |
| Use mili | tary rank abbrev | iations appropriate for the No | one | ~ | | | [None |
| Determi | ne how "q.d.", "o | q. day", and "q. daily", are written out: | dictated | ~ | | [| as dictated |
| | Numbers, i | f greater than or equal to: 0 | | ~ | | | [0 |
| Caps Lo | ck key overrides | capitalization commands: | | | | | [False |
| | | | | Check | All Unch | eck All Resto | re Default |

Format Dates

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

| 7 | Selection | Results |
|---|-------------|---|
| | Checked* | The dictated dates are placed in the format you select. |
| | 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.

| V | Selection | Results |
|---|-----------------|--|
| | Date as spoken* | No formatting; dates appear as dictated. |
| | Month D, YYYY | March 3, 2013 |
| | Month DD, YYYY | May 03, 2013 |
| | Mon D, YYYY | Oct 3, 2013 |
| | Mon DD, YYYY | Oct 03, 2013 |
| | M/D/YYYY | 2/4/2013 |
| | M/D/YY | 2/4/13 |
| | MM/DD/YYYY | 02/04/2013 |
| | MM/DD/YY | 02/04/13 |
| | MM-DD-YY | 03-11-13 |
| | D Month, YYYY | 27 March, 2013 |
| | D/M/YYYY | 2/3/2013 |
| | D/M/YY | 2/3/13 |
| | DD/MM/YYYY | 02/03/2013 |
| | DD/MM/YY | 02/03/13 |
| | YYYY-MM-DD | 2013-05-23 |

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.

| \mathbf{V} | Selection | Results |
|--------------|-------------|-----------------|
| | Checked* | 6:30 p.m. |
| | Not checked | Six thirty p.m. |

* = Default selection

Format Common English Abbreviations

This option enables the software to recognize most standard abbreviations.

| 7 | Selection | Results |
|---|--------------|--|
| | Checked | Dept. Inst. vs. Corp. |
| | 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.

| $\overline{\mathbf{V}}$ | Selection | Results |
|-------------------------|--------------|----------------|
| | Checked | He is It is |
| | Not checked* | He's It's |

Abbreviate Common English Units of Measure

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

| V | Selection | Results |
|---|-------------|---|
| | Checked* | Patient weighs 150 lbs. 9 mm |
| | 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.

| V | Selection | Results |
|---|-------------|---|
| | Checked* | 100 Main Street, New York, NY 10007 |
| | 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.

| V | Selection | Results |
|---|--------------|--|
| | Checked | London, W2 4RJ Toronto, Ontario M5H 2L2 |
| | Not checked* | London, W24RJ Toronto, Ontario M5 H2 L2 |

Abbreviate Titles

This option inserts abbreviations for titles.

| V | Selection | Results |
|---|-------------|------------------|
| | Checked* | Mr. Dr. |
| | 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.

| V | Selection | Results |
|---|--------------|------------|
| | Checked | USD10 |
| | Not checked* | 10 dollars |

* = Default selection

Format prices

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

| V | Selection | Results |
|---|-------------|---|
| | Checked* | \$200 \$200.50 €50 |
| | 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.

| V | Selection | Results |
|---|-------------|---------------|
| | Checked* | 212- 555-1000 |
| | 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.

| V | Selection | Results |
|---|-------------|------------------------------|
| | Checked* | 1,205.7 22,500.7 |
| | Not checked | 1205 .seven 22,500 .seven |

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.

| 7 | Selection | Results |
|---|-------------|---------------------|
| | Checked* | doctor@hospital.com |
| | Not checked | Dr. at hospital.com |

* = Default selection

"million" instead of ",000,000"

Inserts numbers as a combination of text and Arabic numerals.

| 7 | Selection | Results |
|---|-------------|-----------|
| | Checked* | 5 million |
| | 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.

| V | Selection | Results |
|---|--------------|--|
| | Checked | Social security number is 123-45-6789. |
| | 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.

| Checked* A number is not immediately format when the speaker pauses. Not checked Pauses in number dictation can result in | 7 | Selection | Results |
|---|-------|------------|---|
| Not checkedPauses in number dictation can result in |] Che | necked* | A number is not immediately formatted when the speaker pauses. |
| premature number formatting. |] Not | ot checked | Pauses in number dictation can result in premature number formatting. |

Rewrite "mass-effect" to "mass effect"

Removes the hyphen from the term "mass-effect."

| V | Selection | Results |
|---|-------------|---------------|
| | Checked* | "mass effect" |
| | 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."

| \mathbf{V} | Selection | Results |
|--------------|--------------|----------------------------|
| | Checked | "12 noon" or "12 midnight" |
| | 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.

| V | Selection | Results |
|---|--------------|--------------------|
| | Checked | 2013 |
| | 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.

| \mathbf{V} | Selection | Results |
|--------------|--------------|----------------------------|
| | Checked | Two spaces after a period. |
| | Not checked* | One space after a period. |

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

Allows you to decide how to treat profanities.

| V | Selection | Results |
|---|------------------------|--|
| | 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.

| V | Selection | Results |
|---|------------------------|--|
| | 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.

| V | Selection | Results |
|---|------------------------|---|
| | 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.

| V | Selection | Results |
|---|-----------|---|
| | 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. |

| 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. |
|---------------|---|
| 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. |
| 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. |
| 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** and **Capitalize <word>** commands, however, work as they normally do.

| 7 | Selection | Results |
|---|--------------|---|
| | 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.</word></word></word> |
| | Not checked* | All capitalization commands work as usual while Caps Lock is on. |

Capitalization Tab

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

| Speech Formatting (System: Commissure Health System) - Last Update: Reset to Defaults Save and Close Close Window 10/20/2013 12:36:40 PM | | | | | |
|--|-----------------------|------------------|-------------|----------------|-----------|
| General Capitalization Numbers, Units, and Dates A | bbreviations | Section Headings | Vertebrae | Miscellaneous | |
| Person name capita | lization: Sta | ndard | ~ | · | [Standard |
| Department name capita | lization: Sta | ndard | ~ | • | [Standard |
| Drug name capita | lization: Sta | ndard | ~ | 7 | [Standard |
| Capitalize the word after a n | ew line: 🗹 | | | - | [True |
| Capitalize "allergy" and "allergies" as "ALLERGY" and "ALLE | RGIES": | | | | [False |
| Capitalize "against medical advice" as "AGAINST M | NEDICAL DVICE": | | | | [True |
| Expand and capitalize "AMA" as "AGAINST MEDICAL A | DVICE": | | | | [Fals |
| Capitalize "code blue" as "CODE | BLUE": 🗹 | | | | [Tru |
| Capitalize "code R" as "C | ODE R": 🗹 | | | | [Tru |
| Capitalize "code status" as "CODE S | TATUS": 🗹 | | | | [Tru |
| Capitalize "code S" as "C | ODE S": 🗹 | | | | [Tru |
| Capitalize "code T" as "C | ODE T": 🗹 | | | | [Tru |
| Capitalize "do not intubate" and "do not resuscitate" as " INTUBATE" and "DO NOT RESUSC | DO NOT TTATE": | | | | [Tru |
| Expand and capitalize "DNI" and "DNR" as "DO NOT INT and "DO NOT RESUSC | UBATE" | | | | [Fals |
| Capitalize "durable power of attorney" as "DURABLE PO ATTO | WER OF DRNEY": | | | | [Tru |
| Capitalize "fish" as | "FISH": | | | | [Fals |
| Capitalize "left" and "right" as "LEFT" and " | RIGHT": | | | | [Fals |
| Capitalize "living will" as "LIVING | WILL": | | | | [Fals |
| Expand and capitalize "NKDA" as "NO KNOWN DRUG ALLE | RGIES": | | | | [Fals |
| Spell "PO2" and "PCO2" as "pO2" and | "pCO2": 🗹 | | | | [Tru |
| apitalize "RBC/hpf" and "WBC/hpf" as "RBC/HPF" and "WB | C/HPF": | | | | [Fals |
| Capitalize "trauma alert" as "TRAUMA | ALERT": | | | | [Tru |
| The words "room" and "emergency room" will be capitalize a i | d before number: 🗹 | | | | [Tru |
| | | Check | All Unche | ck All Resto | ore Defau |

Person Name Capitalization

| V | Selection | Results |
|---|-----------|----------------|
| | Standard* | Jason T. Myers |
| | All caps | JASON T. MYERS |

* = Default selection

Department Name Capitalization

| V | Selection | Results |
|---|-----------|-----------------------------|
| | Standard* | Nuclear Medicine Department |
| | All caps | NUCLEAR MEDICINE DEPARTMENT |

* = Default selection

Drug Name Capitalization

| 7 | Selection | Results |
|---|--------------|-------------------|
| | Initial caps | Aspirin Buspar |
| | Standard* | Aspirin BuSpar |
| | All caps | ASPIRIN BUSPAR |

* = Default selection

Capitalize the Word After a New Line

| V | Selection | Results |
|---|-------------|---|
| | Checked* | First word after a line break is automatically capitalized. |
| | Not checked | First word after a line break is not automatically capitalized, unless another capitalization rule applies to it. |

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

Capitalization/Expansion of Special Words and Phrases

Numbers, Units, and Dates Tab

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

| Speech Formatting (System: Commissure Health System) - Last Update: Reset to Defaults Save and Close 10/20/2013 12:36:40 PM PM | e Close Window |
|--|----------------------|
| General Capitalization Numbers, Units, and Dates Abbreviations Section Headings Vertebrae Miscelland | eous |
| 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 V [Spell o | 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 # Y | o indentation, no #] |
| Before a numbered list item, automatically insert: nothing | [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.

| V | Selection | Results |
|---|-----------|--|
| | As IDs | 020310 |
| | 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.

| V | Selection | Results |
|---|--------------|---------|
| | Checked | 3 mL |
| | Not checked* | 3 cc |

* = Default selection

Write "degree" and "degrees" after a number as "^o" and abbreviate "Fahrenheit" and "Celsius" to "F" and "C"

Inserts correctly formatted temperatures.

| 7 | Selection | Results |
|---|--------------|-------------------------|
| | Checked | 98.6° F |
| | Not checked* | 98.6 degrees Fahrenheit |

Use Roman numerals for diabetes types

Inserts Roman numerals instead of Arabic numerals for diabetes types.

| V | Selection | Results |
|---|--------------|------------------|
| | Checked | Type II diabetes |
| | 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.

| \mathbf{V} | Selection | Results |
|--------------|--------------|------------------|
| | Checked | 19-French sheath |
| | 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.

| V | Selection | Results |
|---|------------------------------|-----------------|
| | Spell out feet and inches* | 6 feet 2 inches |
| | Symbols with one space | 6' 2'' |
| | Symbols surrounded by spaces | 6'2" |
| | 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.

| \mathbf{V} | Selection | Results |
|--------------|--------------|---------|
| | Checked | 3rd |
| | Not checked* | third |

Insert a space between "mm" and "Hg"

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

| V | Selection | Results |
|---|--------------|---------|
| | Checked | mm Hg |
| | 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."

| V | Selection | Results |
|---|------------------------|--------------------------------------|
| | Always | At 4 o'clock, the 6 o'clock position |
| | Only before "position" | At 4:00, the 6 o'clock position |
| | 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 fully implemented in this version.

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

| V | Selection | Results |
|---|--------------|---|
| | Checked | Numbers followed by these phrases are formatted as times of day: "Ten at night" becomes 10:00 PM. |
| | 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. |

Military time suffix

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

| V | Selection | Results |
|---|----------------------|-------------|
| | Remove "hours" | 17:30 |
| | Keep "hours"* | 17:30 hours |
| | Abbreviate as "hrs." | 17:30 hrs |

* = Default selection

Write "%" as "percent"

This option inserts the % symbol in place of the word "percent."

| V | Selection | Results |
|---|--------------|-------------|
| | Checked | 100 percent |
| | 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.

| Selection | Results |
|-------------|----------|
| Checked* | #7 |
| 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."

| V | Selection | Results |
|---|--------------|---------|
| | Checked | 50's |
| | Not checked* | 50s |
Write single digit + "point" in hyphenated form when not followed by another digit

Note: This option is not fully 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.

| Selection | Results |
|--------------|---|
| Checked | Restraint changed from 3-point to 4-point |
| 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**."

| V | Selection | Results |
|---|--------------|---|
| | Checked | negative 3 blood type A positive Patient is Rh positive |
| | 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.

| Selection | Results |
|--------------------------------------|---------------|
| No indentation, no #* | <text></text> |
| No indentation, number preceded by # | #1 |
| Indentation, no # | <text></text> |
| Indentation, number preceded by # | #1 |

Before a numbered list item, automatically insert

Controls line/paragraph break before a numbered list.

| V | Selection | Results |
|---|---------------|---------|
| | New line* | |
| | New paragraph | |
| | 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.

| V | Selection | Results |
|---|--------------|-----------------------|
| | Checked | Temperature is 37° C. |
| | Not checked* | Temperature is 37° F. |

Abbreviations Tab

| 6 | S Nuance PowerScribe® 360 Reporting: Speech Formatting - Internet Explorer | | x |
|---|--|------------|---|
| | Speech Formatting (System: Commissure Health System) - Last Update: Reset to Defaults Save and Close Close Close 0/20/2013 12:36:40 PM | ose Window | ^ |
| | General Capitalization Numbers, Units, and Dates Abbreviations Section Headings Vertebrae Miscellaneous | | |
| | Expand "ACL" to "anterior cruciate ligament": | [False] | |
| | Expand "ADHD" to "attention deficit/hyperactivity disorder": | [False] | |
| | Expand "ADL" to "activities of daily living": | [False] | |
| | Expand "AICD" to "automatic implantable cardiac defibrillator": | [False] | |
| | Expand "AKA" to "above-knee amputation": | [False] | |
| | Expand "alk phos" to "alkaline phosphatase": 🗹 | [True] | |
| | Expand "ALS" to "amyotrophic lateral sclerosis": | [False] | |
| | Expand "AMI" to "acute myocardial infarction": | [False] | |
| | Expand "ASAP" to "as soon as possible": | [False] | |
| | Expand "ASHD" to "atherosclerotic heart disease": | [False] | |
| | Expand "ASM" to "atrial systolic murmur": | [False] | |
| | Expand "AST" to "aspartate aminotransferase": | [False] | |
| | Expand "AUS" to "artificial urinary sphincter": | [False] | |
| | Expand "AVD" to "aortic valve disease": | [False] | |
| | Expand "BCG" to "bacille Calmette-Guerin": | [False] | |
| | Expand "BHP" to "benign hyperplasia prostate": | [False] | |
| | Expand "bicarb" to "bicarbonate": 🗹 | [True] | |
| | Expand "bili" to "bilirubin": | [False] | |
| | Expand "BKA" to "below-knee amputation": | [False] | |
| | Expand "BPH" to "benign prostatic hypertrophy": | [False] | |
| | Expand "BP" to "blood pressure": | [False] | |
| | Expand "BSO" to "bilateral salpingo-oophorectomy": | [False] | |
| | Expand "BX" to "biopsy": | [False] | |
| | Expand "CABG" to "coronary artery bypass graft": | [False] | |
| | Expand "CAD" to "coronary artery disease": | [False] | |
| | Expand "CAF" to "chronic atrial fibrillation": | [False] | |
| | Expand "cath" to "catheter": | [True] | |
| | Expand "CAT scan" to "computed axial tomography scan": | [False] | |
| | Expand "CBC" to "complete blood count": | [False] | ~ |
| | | [| |

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.)

| ACLanterior cruciate ligamentADHDattention deficit/hyperactivity disorderADHDactivities of daily livingADLactivities of daily livingALSautomatic implantable cardiac defibrillatorAKAabove-knee amputationAKAabove-knee amputationAKAalkaline phosphataseAKAanyotrophic lateral sclerosisAMIacute myocardial infarctionASAPas soon as possibleASMatherosclerotic heart diseaseASMatrial systolic murmurASTaspartate aminotransferaseAVDaortic valve diseaseBCGbacille Calmette-GuerinBHPbenign hyperplasia prostatebilibilirubinBHPbenign prostatic hypertrophyBFHbenign prostatic hypertrophyBPHblood pressureBSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery diseaseCAFchronic atrial fibrillationCAF cancomputed axial tomography scanCCUCritical Care UnitCCUCritical Care UnitCHFcongestive heart failure | 7 | Term | Result when item is selected |
|---|---|-----------|---|
| ADHD attention deficit/hyperactivity disorder ADL activities of daily living ADL activities of daily living AICD automatic implantable cardiac defibrillator AKA above-knee amputation alk phos* alkaline phosphatase ALS amyotrophic lateral sclerosis AMI acute myocardial infarction ASAP as soon as possible ASHD atherosclerotic heart disease ASM atrial systolic murmur AST aspartate aminotransferase AUS artificial urinary sphincter AVD aortic valve disease BEG bacille Calmette-Guerin BHP beingin hyperplasia prostate bicarb* bicarbonate bicarb* bicarbonate BHP below-knee amputation BKA below-knee amputation BPH benign prostatic hypertrophy BP blood pressure BSO bilateral salpingo-oophorectomy BX biopsy CABG coronary artery disease CAF chronic atrial fibrillation | | ACL | anterior cruciate ligament |
| ADL activities of daily living AICD automatic implantable cardiac defibrillator AKA above-knee amputation alk phos* alkaline phosphatase ALS amyotrophic lateral sclerosis AMI acute myocardial infarction ASAP as soon as possible ASM attrial systolic murmur AST aspartate aminotransferase AUS artificial urinary sphincter AVD aortic valve disease BCG bacille Calmette-Guerin bicarb* bicarbonate bicarb* bicarbonate bili bilirubin BKA below-knee amputation BY blood pressure BSO bilateral salpingo-oophorectomy BX biopsy CABG coronary artery bypass graft CAD coronary artery disease CAF chronic atrial fibrillation cath* catheter CAC complete blood count CAC complete blood count CAT scan complete blood count CCU Critical Care U | | ADHD | attention deficit/hyperactivity disorder |
| AICD automatic implantable cardiac defibrillator AKA above-knee amputation alk phos* alkaline phosphatase ALS amyotrophic lateral sclerosis AMI acute myocardial infarction ASAP as soon as possible ASM atherosclerotic heart disease ASM atrial systolic murmur AST aspartate aminotransferase AVD aortic valve disease BCG bacille Calmette-Guerin BHP benign hyperplasia prostate biarb* bicarbonate bili bilirubin BKA below-knee amputation BRF bood pressure BSO bilateral salpingo-oophorectomy BX biopsy CABG coronary artery disease CABG coronary artery disease CAF chronic atrial fibrillation cath* catheter CAT scan computed axial tomography scan CCU Critical Care Unit chemo* chemotherapy CHF congestive heart failure | | ADL | activities of daily living |
| AKA above-knee amputation alk phos* alkaline phosphatase ALS amyotrophic lateral sclerosis AMI acute myocardial infarction ASAP as soon as possible ASM atrial systolic murmur AST aspartate aminotransferase AVD aortic valve disease BCG bacille Calmette-Guerin BHP benign hyperplasia prostate bicarb* bicarbonate bili bilirubin BRA below-knee amputation BPH benign prostatic hypertrophy BAS bilateral salpingo-oophorectomy BAS biopsy CABG coronary artery bypass graft CAD coronary artery disease CAF chronic atrial fibrillation cath* catheter CAT scan computed axial tomography scan CCU Critical Care Unit chemo* chemotherapy CHF congestive heart failure | | AICD | automatic implantable cardiac defibrillator |
| alk phos* alkaline phosphatase ALS amyotrophic lateral sclerosis AMI acute myocardial infarction ASAP as soon as possible ASHD atherosclerotic heart disease ASM atrial systolic murmur AST aspartate aminotransferase AVD artificial urinary sphincter AVD aortic valve disease BCG bacille Calmette-Guerin bili bilirubin BHP benign hyperplasia prostate bili bilirubin BKA below-knee amputation BPH benign prostatic hypertrophy BP blood pressure BSO bilateral salpingo-oophorectomy BX biopsy CABG coronary artery bypass graft CAD coronary artery disease CAF chronic atrial fibrillation cath* catheter CAT scan computed axial tomography scan CCU Critical Care Unit CHF chemotherapy CHF chemotherapy <th></th> <th>АКА</th> <th>above-knee amputation</th> | | АКА | above-knee amputation |
| ALS amyotrophic lateral sclerosis AMI acute myocardial infarction ASAP as soon as possible ASHD atherosclerotic heart disease ASM atrial systolic murmur AST aspartate aminotransferase AVD aortic valve disease BCG bacille Calmette-Guerin BHP benign hyperplasia prostate bicarb* bicarbonate bili bilirubin BFH benign prostatic hypertrophy BPH benign prostatic hypertrophy BPH below-knee amputation BPH belod pressure BSO bilateral salpingo-oophorectomy BSN biopsy CABG coronary artery bypass graft CAD coronary artery disease CAF chronic atrial fibrillation cath* catheter CAT scan complete blood count CBC complete blood count CAI scan complete blood count CCU Critical Care Unit CHF chemotherapy CHF chemotherapy <th></th> <th>alk phos*</th> <th>alkaline phosphatase</th> | | alk phos* | alkaline phosphatase |
| AMI acute myocardial infarction ASAP as soon as possible ASHD atherosclerotic heart disease ASM atrial systolic murmur AST aspartate aminotransferase AST aspartate aminotransferase AUS artificial urinary sphincter BCG bacille Calmette-Guerin BHP benign hyperplasia prostate bicarb* bicarbonate bili bilirubin BFH benign prostatic hypertrophy BPH benign prostatic hypertrophy BSO bilateral salpingo-oophorectomy BX biopsy CABG coronary artery bypass graft CAF chronic atrial fibrillation cath* catheter CAF chronic atrial fibrillation CAT scan complete blood count CBC complete blood count CHF congestive heart failure | | ALS | amyotrophic lateral sclerosis |
| ASAP as soon as possible ASHD atherosclerotic heart disease ASM atrial systolic murmur AST aspartate aminotransferase AST aspartate aminotransferase AVD aortic valve disease BCG bacille Calmette-Guerin BHP benign hyperplasia prostate bicarb* bicarbonate bicarb* bicarbonate BHA below-knee amputation BFH benign prostatic hypertrophy BPH belog pressure BPN blood pressure BASO bilateral salpingo-oophorectomy BASO bilateral salpingo-oophorectomy BASO coronary artery bypass graft CABG coronary artery disease CAF chronic atrial fibrillation CAF chronic atrial fibrillation CAT scan complete blood count CBC complete blood count CCU Critical Care Unit CHF chemotherapy CHF chemotherapy | | AMI | acute myocardial infarction |
| ASHDatherosclerotic heart diseaseASMatrial systolic murmurASTaspartate aminotransferaseAVDartificial urinary sphincterAVDaortic valve diseaseBCGbacille Calmette-Guerinbicarb*bicarbonatebiiibiliBHPbenign hyperplasia prostatebiiibilirubinBFAbelow-knee amputationBPHbenign prostatic hypertrophyBPblood pressureBSObilateral salpingo-oophorectomyBXbiopsyCADcoronary artery bypass graftCAFchronic atrial fibrillationcath*catheterCAT scancomputed axial tomography scanCCUCritical Care UnitCHFcongestive heart failure | | ASAP | as soon as possible |
| ASMatrial systolic murmurASTaspartate aminotransferaseAUSartificial urinary sphincterAVDaortic valve diseaseBCGbacille Calmette-Guerinbicarb*bicarbonatebilibilirubinBRAbelow-knee amputationBPHbenign prostatic hypertrophyBPblood pressureBSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery bypass graftCADcoronary artery diseaseCAFchronic atrial fibrillationCAT scancomputed axial tomography scanCCUCritical Care UnitCHFcongestive heart failure | | ASHD | atherosclerotic heart disease |
| ASTaspartate aminotransferaseAUSartificial urinary sphincterAVDaortic valve diseaseBCGbacille Calmette-GuerinBHPbenign hyperplasia prostatebicarb*bicarbonatebilibilirubinBFHbenign prostatic hypertrophyBPHbenign prostatic hypertrophyBPHbelow-knee amputationBPHbilateral salpingo-oophorectomyBSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery diseaseCAFchronic atrial fibrillationCAT scancomputed axial tomography scanCCUCritical Care UnitCHFcongestive heart failure | | ASM | atrial systolic murmur |
| AUSartificial urinary sphincterAVDaortic valve diseaseBCGbacille Calmette-GuerinBHPbenign hyperplasia prostatebicarb*bicarbonatebilibilirubinBKAbelow-knee amputationBPHbenign prostatic hypertrophyBPblood pressureBSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery bypass graftCAFchronic atrial fibrillationCAFcatheterCAT seancomputed axial tomography seanCCUCritical Care UnitCHFcongestive heart failure | | AST | aspartate aminotransferase |
| AVDaortic valve diseaseBCGbacille Calmette-GuerinBHPbenign hyperplasia prostatebicarb*bicarbonatebilibilirubinBKAbelow-knee amputationBPHbenign prostatic hypertrophyBPblood pressureBSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery bypass graftCADcoronary artery diseaseCAFchronic atrial fibrillationCAT scancomputed axial tomography scanCCUCritical Care UnitCHFcongestive heart failure | | AUS | artificial urinary sphincter |
| BCGbacille Calmette-GuerinBHPbenign hyperplasia prostatebicarb*bicarbonatebilibilirubinBKAbelow-knee amputationBPHbenign prostatic hypertrophyBPblood pressureBSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery bypass graftCAFchronic atrial fibrillationCAT scancomputed axial tomography scanCBCcomplete blood countCCUCritical Care UnitCHFcongestive heart failure | | AVD | aortic valve disease |
| BHPbenign hyperplasia prostatebicarb*bicarbonatebilibilirubinBKAbelow-knee amputationBFHbenign prostatic hypertrophyBPHblood pressureBSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery bypass graftCADcoronary artery diseaseCAFchronic atrial fibrillationCAT scancomputed axial tomography scanCBCcormplete blood countCAFchronicatrial fibrillationCAT scancomplete blood countCHFcongestive heart failure | | BCG | bacille Calmette-Guerin |
| Image: bicarb*bicarbonateImage: bilibilirubinImage: bilibilirubinImage: bilibelow-knee amputationImage: bloodbenign prostatic hypertrophyImage: bloodbenign prostatic hypertrophyImage: bloodbelow-knee amputation hypertrophyImage: bloodbelow-knee amputation hypertrophyImage: bloodbelow-knee amputation hypertrophyImage: bloodbelow-knee amputation hypertrophyImage: bloodblood pressureImage: bloodbilateral salpingo-oophorectomyImage: bloodbilateral salpingo-oophorectomyImage: bloodblood pressureImage: bloodcoronary artery bypass graftImage: bloodcoronary artery diseaseImage: bloodcoronary artery | | BHP | benign hyperplasia prostate |
| Image: bilibilirubinImage: BKAbelow-knee amputationImage: BFHbenign prostatic hypertrophyImage: BPblood pressureImage: BSObilateral salpingo-oophorectomyImage: BXbiopsyImage: CABGcoronary artery bypass graftImage: CADcoronary artery diseaseImage: CAFchronic atrial fibrillationImage: CAT scancomputed axial tomography scanImage: CACcomplete blood countImage: CAC <th></th> <th>bicarb*</th> <th>bicarbonate</th> | | bicarb* | bicarbonate |
| BKAbelow-knee amputationBPHbenign prostatic hypertrophyBPblood pressureBSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery bypass graftCADcoronary artery diseaseCAFchronic atrial fibrillationCAT scancomputed axial tomography scanCBCcomplete blood countCCUCritical Care UnitCHFcongestive heart failure | | bili | bilirubin |
| BPHbenign prostatic hypertrophyBPblood pressureBSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery bypass graftCADcoronary artery diseaseCAFchronic atrial fibrillationCAFcatheterCAT scancomputed axial tomography scanCBCcomplete blood countCCUCritical Care UnitCHFchemotherapyCHFcongestive heart failure | | BKA | below-knee amputation |
| BPblood pressureBSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery bypass graftCADcoronary artery diseaseCAFchronic atrial fibrillationcath*catheterCAT scancomputed axial tomography scanCACCCUCHFchemotherapyCHFchemotherapyCHFcongestive heart failure | | BPH | benign prostatic hypertrophy |
| BSObilateral salpingo-oophorectomyBXbiopsyCABGcoronary artery bypass graftCADcoronary artery diseaseCAFchronic atrial fibrillationcath*catheterCAT scancomputed axial tomography scanCBCcomplete blood countCCUCritical Care Unitchemo*chemotherapyCHFcongestive heart failure | | BP | blood pressure |
| BXbiopsyCABGcoronary artery bypass graftCADcoronary artery diseaseCAFchronic atrial fibrillationcath*catheterCAT scancomputed axial tomography scanCBCcomplete blood countCCUCritical Care Unitchemo*chemotherapyCHFcongestive heart failure | | BSO | bilateral salpingo-oophorectomy |
| CABGcoronary artery bypass graftCADcoronary artery diseaseCAFchronic atrial fibrillationcath*catheterCAT scancomputed axial tomography scanCBCcomplete blood countCCUCritical Care Unitchemo*chemotherapyCHFcongestive heart failure | | BX | biopsy |
| CADcoronary artery diseaseCAFchronic atrial fibrillationcath*catheterCAT scancomputed axial tomography scanCBCcomplete blood countCCUCritical Care Unitchemo*chemotherapyCHFcongestive heart failure | | CABG | coronary artery bypass graft |
| CAFchronic atrial fibrillationcath*catheterCAT scancomputed axial tomography scanCBCcomplete blood countCCUCritical Care Unitchemo*chemotherapyCHFcongestive heart failure | | CAD | coronary artery disease |
| Cath*catheterCAT scancomputed axial tomography scanCBCcomplete blood countCCUCritical Care Unitchemo*chemotherapyCHFcongestive heart failure | | CAF | chronic atrial fibrillation |
| CAT scan computed axial tomography scan CBC complete blood count CCU Critical Care Unit chemo* chemotherapy CHF congestive heart failure | | cath* | catheter |
| CBC complete blood count CCU Critical Care Unit chemo* chemotherapy CHF congestive heart failure | | CAT scan | computed axial tomography scan |
| CCU Critical Care Unit chemo* chemotherapy CHF congestive heart failure | | CBC | complete blood count |
| chemo* chemotherapy CHF congestive heart failure | | CCU | Critical Care Unit |
| CHF congestive heart failure | | chemo* | chemotherapy |
| | | CHF | congestive heart failure |

| V | Term | Result when item is selected |
|----------|-----------|---|
| | СМР | complete metabolic panel |
| | CNS | central nervous system |
| | coag | coagulation |
| | COPD | chronic obstructive pulmonary disease |
| | СРК | creatine phosphokinase |
| | CPR | cardiopulmonary resuscitation |
| | crit | hematocrit |
| | CT scan | computed tomography scan |
| | CVA | costovertebral |
| | C. diff | Clostridium difficile |
| | C. diff.* | C. difficile |
| | D&C | dilatation and curettage |
| | DC'd | discontinued |
| | DESD | detrusor-external sphincter dyssynergia |
| | DJD | degenerative joint disease |
| | DM | diastolic murmur |
| | DSM | delayed systolic murmur |
| | DTR | deep tendon reflex |
| | DVT | deep vein thrombosis |
| | EBL | estimated blood loss |
| | EBV | Epstein-Barr virus |
| | ECG | electrocardiogram |
| | E. coli* | Escherichia coli |
| | EC | ejection click |
| | EF | ejection fraction |
| | EKG | electrocardiogram |
| | EOMI | extraocular movements are intact |
| | ERT | estrogen replacement therapy |
| | ER | Emergency Room |
| | ESM | ejection systolic murmur |
| | ESWL | extracorporeal shock wave lithotripsy |
| | ex lap* | exploratory laparoscopy |
| | fem-pop* | femoropopliteal |

| 7 | Term | Result when item is selected |
|---|------------|--|
| | flex sig* | flexible sigmoidoscopy |
| | FT4 | free T4 |
| | gastroc | gastrocnemius |
| | GERD | gastroesophageal reflux disease |
| | GI | gastrointestinal |
| | GSW | gunshot wound |
| | GU | genitourinary |
| | H&H | hemoglobin and hematocrit |
| | HCTZ | hydrochlorothiazide |
| | HIV | human immunodeficiency virus |
| | HPI* | history of present illness |
| | HPV | human papilloma virus |
| | HRT | hormone replacement therapy |
| | IBS | irritable bowel syndrome |
| | ICA | internal carotid artery |
| | ICD | implantable cardiac defibrillator |
| | ICU | Intensive Care Unit |
| | IDA | iron deficiency anemia |
| | IDDM | insulin dependent diabetes mellitus |
| | IHD | ischemic heart disease |
| | IHSS | idiopathic hypertrophic subaortic stenosis |
| | IMCU | Intermediate Care Unit |
| | ITP | idiopathic thrombocytopenia purpura |
| | IUD | intrauterine device |
| | IU* | international units |
| | IVP | intravenous pyelogram |
| | KUB | kidney, ureter, and bladder |
| | LAD | left anterior descending |
| | LAE | left atrial enlargement |
| | LAH | left anterior hemiblock |
| | lap chole* | laparoscopic cholecystectomy |
| | LBBB | left bundle branch block |

| V | Term | Result when item is selected |
|----------|------------|---|
| | LCL | lateral collateral ligament |
| | leuk trase | leukocyte esterase |
| | lites | electrolytes |
| | LLQ | left lower quadrant |
| | LSM | late systolic murmur |
| | LUQ | left upper quadrant |
| | LVEDP | left ventricular end-diastolic pressure |
| | LVH | left ventricular hypertrophy |
| | MCL | medial collateral ligament |
| | MDI | metered dose inhaler |
| | meds | medications |
| | MI | myocardial infarction |
| | MMR | measles/mumps/rubella |
| | MOM | Milk of Magnesia |
| | MRI | magnetic resonance imaging |
| | MVA | motor vehicle accident |
| | MVP | mitral valve prolapse |
| | MVR | mitral valve replacement |
| | neb | nebulizer |
| | NEC | nonejection click |
| | neph | nephrostomy |
| | NICU | Neonatal Intensive Care Unit |
| | NIDDM | non-insulin-dependent diabetes mellitus |
| | nitro* | nitroglycerin |
| | NSAID | nonsteroidal anti-inflammatory drug |
| | NSR | normal sinus rhythm |
| | NSVD | normal spontaneous vaginal delivery |
| | 02 | oxygen |
| | ObGyn* | OB/GYN |
| | OS | opening snap |
| | OTC | over-the-counter |
| | PCL | posterior cruciate ligament |

| 7 | Term | Result when item is selected |
|---|-----------|--|
| | PCN | percutaneous nephrolithotomy |
| | PEC | pulmonary ejection click |
| | PERRLA | pupils are equal, round, and reactive to light and accommodation |
| | PFT | pulmonary function test |
| | PID | pelvic inflammatory disease |
| | PIH | pregnancy-induced hypertension |
| | PMI | point of maximal impulse |
| | postop | postoperative |
| | PRI | PR interval |
| | pro time | prothrombin time |
| | PSA | prostate-specific antigen |
| | PSIS | posterior superior iliac spine |
| | PSM | pansystolic murmur |
| | РТСА | percutaneous transluminal coronary angioplasty |
| | pulse ox | pulse oximetry |
| | PVR | post-void residual |
| | q.h.s.* | daily at bedtime |
| | q.o.d.* | every other day |
| | RBBB | right bundle branch block |
| | rehab* | rehabilitation |
| | RLQ | right lower quadrant |
| | RPOC | retained products of conception |
| | RPR | RPR test |
| | RSR | regular sinus rhythm |
| | RSV | respiratory syncytial virus |
| | SBE | subacute bacterial endocarditis |
| | SDM | systolic-diastolic murmur |
| | sed rate* | sedimentation rate |
| | segs | segments |
| | SEM | systolic-ejection murmur |
| | SIDS | Sudden Infant Death Syndrome |

| 7 | Term | Result when item is selected |
|---|---------|---|
| | SI | sacroiliac |
| | SLE | systemic lupus erythematosus |
| | SLR | straight leg raising |
| | SM | systolic murmur |
| | SOB | shortness of breath |
| | SSRI | selective serotonin reuptake inhibitor |
| | SS | summation sound |
| | STD | sexually transmitted disease |
| | subcu | subcutaneous |
| | SVD | spontaneous vaginal delivery |
| | SVG | saphenous vein graft |
| | SVT | supraventricular tachycardia |
| | TAH/BSO | total abdominal hysterectomy with bilateral salpingo-oophorectomy |
| | ТАН | total abdominal hysterectomy |
| | ТВ | tuberculosis |
| | TEE | transesophageal echocardiogram |
| | temp | temperature (when it occurs before a number) |
| | TIA | transient ischemic attack |
| | tib-fib | tibia-fibula |
| | t.i.w.* | 3 times a week |
| | T-max* | MAXIMUM TEMPERATURE |
| | TMI | temporomandibular joint |
| | | tumpanic membrane |
| | | thyroid-stimulating hormone |
| | | transurational resection of the bladder |
| | | transurethral resection of the prostate |
| | | |
| | | urine culture |
| | | unner respiratory infection |
| | | urinary tract infection |
| | VBAC | vaginal hirth after cesarean section |
| | VCUG | vaginal on the arter cesarcan section |
| | | volumg cystorureunogram |

| Term | Result when item is selected | |
|--------------------------|--|--|
| A fib and V fib | atrial fibrillation and ventricular fibrillation | |
| VL | vastus lateralis | |
| VMO | vastus medialis oblique | |
| V tach and sinus tach | ventricular tachycardia and sinus tachycardia | |
| WNL | within normal limits | |

Section Headings Tab

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

| 6 | 🔐 Nuance PowerScribe® 360 Reporting: Speech Formatting - Internet Explorer | | | | | |
|---|---|--|--|--|--|--|
| | Speech Formatting (System: Commissure Health System) - Last Update: Reset to Defaults Save and Close Close Window 10/20/2013 12:36:40 PM | | | | | |
| | General Capitalization Numbers, Units, and Dates Abbreviat | tions Section Headings Vertebrae Miscellaneous | | | | |
| | Enable Headings Formatting: Section Headings will appear in all caps: The word "allergies" will be treated as Section Heading with special formatting rules: Subheading options: No subheadings No subh | | | | | |
| | Bracketed text in green indicates default values. Text in bold indicates settings whose value has changed from default. | | | | | |

Enable headings formatting

| 7 | Selection | Results |
|---|--------------|------------------------------|
| | Checked | Allows headings formatting |
| | Not checked* | Prevents headings formatting |

* = Default selection

Section headings will appear in all caps

| 7 | Selection | Results |
|---|-------------|------------|
| | Checked* | IMPRESSION |
| | Not checked | Impression |

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

| V | Selection | Results |
|---|-------------|---------|
| | Checked* | |
| | Not checked | |

* = Default selection

Subheading options

| $\overline{\mathbf{v}}$ | Selection | Results |
|-------------------------|----------------------------------|--|
| | 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."**

| 7 | Selection | Results |
|---|-------------|---------|
| | Checked* | KIDNEYS |
| | Not checked | Kidneys |

Vertebrae Tab

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

| Speech Formatting (System: Commissure Health System) - Last Update: Reset to Defaults Save and Close Close Window 10/20/2013 12:36:40 PM | | | | |
|---|--|--|--|--|
| General Capitalization Numbers, Units, and Dates Abbreviations Section Headings Vertebrae Miscellaneous Hyphenate vertebra ranges such that "C1 7" becomes "C1-7": Image: C1 7": Im | | | | |
| Bracketed text in green indicates default values. Text in bold indicates settings whose value has changed from default. | | | | |

Hyphenate vertebrae ranges such that "C1 7" becomes "C1-7"

| Selection | Results |
|-------------|---------|
| Checked* | C1-7 |
| Not checked | C1 7 |

* = Default selection

Automatically insert second letter into vertebrae range such that "C1 7" becomes "C1 C7"

| 7 | Selection | Results |
|---|--------------|---------|
| | Checked | C1 C7 |
| | Not checked* | C1 7 |

Miscellaneous Tab

| Nuance F | PowerScribe® 360 | Reporting: Speech Formatting - In | nternet Explorer | | | | - D X |
|--------------------------------|--|---|-----------------------------|------------------|--------------|-----------------|--------------|
| 10/20/2 | 013 12:36:40 PM | stem: Commissure Health Syst | em) - Last Upda | te: Reset to Def | aults Save | and Close Clo | se Window |
| General | Capitalization | Numbers, Units, and Dates | Abbreviations | Section Headings | Vertebrae | Miscellaneous | |
| | Treat "paragraph | n" as a paragraph break, not as | the word: 🗹 | | | | [True] |
| | Treat para | graph breaks as equivalent to I | ine breaks: 🗆 | | | | [False |
| In | sert commas or s | paces into oncology "T N M" ex | pressions: space | tes | ~ | • | [spaces |
| | | Replace "&" v | with "and": | | | | [False |
| | Treat | "bracket" as equivalent to "pa | renthesis": | | | | [False |
| | | Write | "dash" as: Sing | le Hyphen | ~ | (Sir | igle Hyphen |
| | Write ' | 'AP" before the word "diameter | " as "A-P": | | | | [False |
| | | Spell "BI-RADS" as | "BIRADS": | | | | [False |
| | Remove | hyphen from words such as "i | ntra-axial": 🗹 | | | | [True |
| | S | pell "calyx" and related words | with an "i": 🗌 | | | | [False |
| | Spell "disc" and related words with a "k": | | | | | | [False |
| | Spell " | orthopedics" and related words | with "ae": | | | | [False |
| Rewri | te "dad", "kid", "r | mom", "sib" as "father", "child", | , "mother", 🗆 "sibling": | | | | [False |
| | | Rewrite "off o | f" as "off": 🗌 | | | | [False |
| | | Rewrite "I to E" | with "I:E": | | | | [False |
| Rewri | ite "hours" to "h.' | ' in dosage abbreviations like " | q.2 hours": 🗌 | | | | [False |
| | | Expand dosage abb | oreviations: 🗹 | | | | [True |
| Abbrev | iate units names | where there is no accompanyin | ig number: 🗌 | | | | [False |
| | Re | move periods from dosage abb | oreviations: | | | | [False |
| | K | emove spaces from dosage abb | reviations: | | | | [Faise |
| Form | nat a single letter | followed by a single digit (or v | rice versa): Defa | Juit | ~ | | [Default] |
| | | | | Check | All Unche | eck All Resto | re Default |
| Bracketed Fext in bo | text in green ind Id indicates setti | icates default values. ngs whose value has changed i | from default. | | | | |

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."**

| 7 | Selection | Results |
|---|-------------|---|
| | Checked* | Patient complains of moderate chest pain for the past two days. No history of trauma. Pulse is 120. Blood pressure is normal. |
| | 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."

| V | Selection | Results |
|---|--------------|---|
| | Checked | Patient complains of moderate chest pain for the past two days. No history of trauma. Pulse is 120. Blood pressure is normal. |
| | 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 fully implemented in this version.

Determines the delimiter used to separate T N M parameters.

| V | Selection | Results |
|---|--------------------------|--|
| | Default is spaces | Choose from commas; spaces; no separator |

Replace "&" with "and"

"And" is substituted when the user dictates "ampersand."

| V | Selection | Results |
|---|--------------|---------|
| | Checked | D and C |
| | 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**."

| 7 | Selection | Results |
|---|--------------|------------------|
| | Checked | (emergency room) |
| | Not checked* | [emergency room] |

* = Default selection

Write "dash" as:

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

| V | Selection | Results |
|---|------------------------------------|---|
| | Double hyphen surrounded by spaces | The patient unless symptoms improve should return for another assessment. |
| | Single hyphen* | The patient-unless symptoms improve-should return for another assessment. |
| | Single hyphen surrounded by spaces | The patient - unless symptoms improve - should return for another assessment. |
| | Double hyphen | The patientunless symptoms improveshould 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."

| V | Selection | Results |
|---|-----------|---------|
| | | · |

| Checked | A-P diameter |
|--------------|--------------|
| Not checked* | AP diameter |

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**.

| V | Selection | Results |
|---|--------------|---------|
| | Checked | BIRADS |
| | Not checked* | BI-RADS |

* = Default selection

Remove hyphen from words such as "intra-axial"

This option removes the hyphen from certain hyphenated words.

| V | Selection | Results |
|---|-------------|-------------|
| | Checked* | intraaxial |
| | Not checked | intra-axial |

* = Default selection

Spell "calyx" and related words with an "i"

| 7 | Selection | Results |
|---|--------------|-----------------|
| | Checked | calix coccix |
| | Not checked* | calyx coccyx |

* = Default selection

Spell "disc" and related words with a "k"

| V | Selection | Results |
|---|--------------|---------|
| | Checked | disk |
| | Not checked* | disc |

| \mathbf{V} | Selection | Results |
|--------------|--------------|---|
| | Checked | orthopaedics paediatric encyclopaedia |
| | Not checked* | orthopedics pediatric encyclopedia |

Spell "orthopedics" and related words with "ae"

* = Default selection

Rewrite "dad", "kid", "mom", "sib" as "father", "child", "mother", "sibling"

| $\overline{\mathbf{V}}$ | Selection | Results |
|-------------------------|--------------|--------------------------------------|
| | Checked | father child mother sibling |
| | Not checked* | dad kid mom sib |

* = Default selection

Rewrite "off of" as "off"

| 7 | Selection | Results |
|---|--------------|--|
| | Checked | The patient was lifted off the table. |
| | Not checked* | The patient was lifted off of the table. |

* = Default selection

Rewrite "I to E" with "I:E"

| Selection | Results |
|--------------|---------|
| Checked | I:E |
| Not checked* | I to E |

Rewrite "hours" to "h." in dosage abbreviations like "q.2 hours"

| V | Selection | Results |
|---|--------------|-----------|
| | Checked | q.2 h. |
| | Not checked* | q.2 hours |

* = Default selection

Expand dosage abbreviations

| V | Selection | Results |
|---|-------------|-------------|
| | Checked* | twice daily |
| | Not checked | b.i.d. |

* = Default selection

Abbreviate units names where there is no accompanying number

| V | Selection | Results |
|---|--------------|------------------|
| | Checked | сс |
| | Not checked* | cubic centimeter |

* = Default selection

Remove periods from dosage abbreviations

| | 7 | Selection | Results |
|---|---|--------------|---------|
| Ī | | Checked | tid |
| | | Not checked* | t.i.d. |

* = Default selection

Remove spaces from dosage abbreviations

| V | Selection | Results |
|---|--------------|---------|
| | Checked | tid |
| | Not checked* | tid |

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

| 7 | Selection | Results |
|---|---------------------------|--|
| | Default is Default | Select either DigitLetter , Digit Letter ; LetterDigit ; Letter Digit ; or Default |
| | 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.

| Formatting Updates for system: Co | ommissure Health System Close Window |
|-----------------------------------|--------------------------------------|
| Workstation | Last Update |
| BN-AFANDELW7P1B | 9/23/2014 |
| RO-AALHAMYRI-L | 6/12/2014 |
| BN-PHENRY13 | 6/5/2014 |
| ATOWNE | 3/31/2014 |
| BN-SSIMON2 | 2/28/2014 |
| SEDEMOCLIENT20 | 2/24/2014 |
| BN-DNG7 | 2/24/2014 |
| WA-DCQA0272 | 1/21/2014 |
| BN-AFANDELW7P2 | 12/17/2013 |
| BN-RPEDNEKAR | 11/4/2013 |
| BN-FLEE-DEV-W7 | 10/30/2013 |
| RO-GBOEFER-L7 | 10/29/2013 |
| MEL-THRKACH-L | 10/23/2013 |

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.

Chapter 15 Creating Worklists

Objectives

In this chapter you will:

- Define worklists as they are used in *PowerScribe 360* | *Reporting*
- Review some sample worklists
- Create a worklist using a simple expression
- Create a worklist using a composite expression
- Create a provider worklist
- Use sections to control worklist access

Introduction to Worklists

Worklists are predefined searches that retrieve reports and orders. Administrators can create worklists for providers, for transcriptionists, and for themselves. A user can search for reports and orders by selecting one of these worklists from the **Worklist** drop-down list in the *PowerScribe 360* | *Reporting* client application; the worklist determines which reports appear in the **Explorer** window, and the order in which they appear. You can save time for transcriptionists, administrators, and providers by creating worklists for frequently-used searches.

Worklists are very powerful, allowing virtually any combination of search criteria, and can span multiple sites. For example, you can create a worklist that shows all unreported pediatric MRI Brain exams performed in the Emergency Room more than an hour ago. Worklists can be simple or complex, depending on your needs.

Here is an example of a worklist:



The worklist above retrieves reports that are pending delivery—that is, reports whose status is rejected, failed, or held—and draft reports created in the last four hours.

About the Worklists in this Chapter

This chapter describes several worklists and gives instructions for creating them. For your reference, the table below shows where to find each of the sample worklists in this chapter.

| This worklist | Retrieves | Page |
|------------------------------|--|------------|
| Simple expression example | Retrieve RIS upload failures | <u>413</u> |
| Composite expression example | Editor Queue | <u>417</u> |
| Provider worklist | Unreported CT exams less than 24 hours old | <u>423</u> |

Understanding the Elements of a Worklist

Worklists are composed of expressions. An expression is a clause, or statement, that the software uses to filter reports and orders from the database. The software retrieves only reports that meet the conditions in the expression. Here is an example of an expression:

• Patient class equals Inpatient

The expression contains a field (Patient class), an operator (equals) and a value (Inpatient). In a worklist containing only this expression, the software retrieves all reports or orders for persons treated on an inpatient basis.

A worklist can consist of a single expression like the one above. The real strength of worklists, however, lies in using the logical operators AND and OR to build more complex queries.

Simple and Composite Expressions

A worklist can contain simple expressions and composite expressions.

A simple expression is the basic building block for creating a query. A simple expression usually contains a field name, an operator, and one or more values.

Here are some examples of simple expressions:

- Transfer status is in range Ready, Sent
- Order date is older than three hours
- MRN starts with 120
- Site is equal to Site 21
- Section is not in range 200, 400
- 'Order is STAT' is true

A *composite expression* contains more than one expression; the expressions are connected by logical operators AND or OR. A composite expression might be composed entirely of simple expressions, or it might have other composite expressions nested within it. This concept is similar to using parentheses in a math problem to indicate which operations to perform first.

Here are two composite expressions. Each example contains two simple expressions connected by a logical operator:

- Site equals Site 1 AND Section is not in range 100, 300
- MRN equals 1234567 OR Order date is older than seven days

Using OR and AND

You can use the OR and AND logical operators to build complex worklists tailored precisely to your needs.

OR: When you use OR to connect two expressions, the search retrieves reports that meet the conditions in *either expression*. For example: Your worklist is designed to find reports that have MRI as the modality OR brain as the anatomy. The OR operator means that the worklist finds *any* MRI—brain or otherwise (abdomen, pelvis, and so on)—and *any* brain exam—MRI or otherwise (CT, X-ray, and so on)—and returns *all* of those results.

AND: The AND logical operator is much more limiting than OR. When you use AND to connect two expressions, the search retrieves only reports that meet the conditions in *both expressions*. Example: Your worklist is designed to find reports that have MRI as the modality AND the brain as the anatomy. The worklist retrieves only reports for MRI scans of the brain, not other types of scans, and not MRI scans of other regions.

OR and AND in Composite Expressions

Here is an example of a composite expression that contains one embedded composite expression and one simple expression; the expressions are joined with OR.

| Example 1 | |
|--|--|
| (Status equals Completed | |
| Order Date equals February 2, 2014) | |
| OR Last name contains <i>mar</i> | |

In Example 1, the software first identifies any reports whose status is 'Completed,' and whose order date is February 2, 2014. Then it identifies those for patients whose last name contains the string *mar*. It retrieves reports that fall into *either* of those groups.

Here is another example of a composite expression; this one also contains one embedded composite expression and one simple expression. The expressions are joined with AND.

Example 2

(Last modified date is between July 1, 2014 and July 10, 2014 OR Last modified date is between July 22, 2014 and July 25, 2014) AND Patient class equals Emergency

In Example 2, the software identifies reports last modified during either of the two date ranges in July. From within this group of reports, it retrieves only those for Emergency patients.

Note that in Examples 1 and 2, the embedded composite expressions are shown here enclosed in parentheses. As in a math problem, the parentheses indicate the order in which the software is to evaluate the expressions. When you build a worklist in the *PowerScribe 360* | *Reporting* Administrator Portal, however, you do not see parentheses; instead, a tree structure shows this hierarchy. Here is how the expression in Example 2 appears when you have built the worklist in the Administrator Portal:



A worklist can contain as many levels of embedded expressions as you need. This feature allows you to build complex searches that retrieve only the orders and reports you want to see.

Understanding How Worklists Filter Reports from the Database

The purpose of a worklist is to retrieve only the reports you want to see, not all the reports in the database. Now that we've looked at the expressions that make up a worklist, let's take a closer look at how a worklist determines whether or not to retrieve a particular report.

For a report to be retrieved by a worklist, the worklist *as a whole* must be true with regard to that report. Here is an example of a worklist containing one simple expression:



When you run this worklist, the software compares this statement with the values in each of the reports in your system. If the Patient Class field in a given report is equal to 'Inpatient,' then the expression "Patient Class equals 'Inpatient'" is true, and therefore the report is accepted and will appear in your results list.

Now let's look at a more complex worklist.

Example Worklist Composite Expression Composite Expression Last Modified is between '7/1/2014 12:00:00 AM' and '7/10/2014 12:00:00 AM' Or Last Modified is between '7/22/2014 12:00:00 AM' and '7/25/2014 12:00:00 AM' And Patient Class equals 'Emergency'

Let's see how the software determines whether a report satisfies this worklist's conditions. Here is a report that might be found in your database:

```
site:
                       Site 1
                      7/23/2014
Exam Date:
Procedures:
                      CHEST PA/LATERAL
                      2345664
MRN:
                      Teresa Anderson
Patient Name:
Patient Class: Outpatient
Report Status: DRAFT
Attending:
                      Katharine Brown
Last Modified: 7/24/2014
History: Pneumonia follow-up
Today's examination is compared to prior study on July 20. The heart
remains enlarged. There is some infiltrate noted in the left lower
lung zone, but this appears to be slightly improved from the prior
study. There is no associated pneumothorax.
Impression: Improved left lower lobe aeration relative to prior study.
```

To find out whether the worklist will retrieve this report, let's see how it evaluates the expressions in the worklist and compares them with the values in the report.

The worklist contains two expressions. The first is a composite expression containing two simple expressions connected with OR.

Last Modified Between 7/1/2014 and 7/10/2014 OR

Last Modified Between 7/22/2014 and 7/25/2014

ก

FALSE

For this OR expression to be true, *either* or *both* of the expressions it contains must be true. Because our report's Last Modified date is 7/24/2014, and this date falls between 7/22/2014 and 7/25/2014, the second of the two expressions is true, therefore Expression 1 is true:



Because the Patient Class of this report is 'Outpatient,' Expression 2 is false:

Patient Class = Emergency

Because Expression 1 and Expression 2 are connected with AND, they must *both* be true for this worklist's conditions to be met. Expression 1 is true and Expression 2 is false, therefore the worklist's conditions have not been met, and the report does not appear in the results list.



²

Building Worklists with Simple and Composite Expressions

Now that we've looked at some simple and composite expressions and seen how they are used to filter reports from the database, let's review the procedures for building worklists for two of the searches described in the previous section.

Creating a New Worklist

To create a new worklist, you must assign a name to it and specify some of its properties. The section below describes the features of the **Worklists** area on the **System** tab, where you create and maintain your worklists. The procedure for creating a new worklist begins on page 411.

Elements of the Worklist Area

The illustration below shows the **Worklists** area of the **System** tab. In this example, several worklists have already been created.

| Worklists: | | | Name | Description | Definition | Sections | Snapshot | Admin | Active |
|------------|---|---|-----------------------------|--------------|--------------|-----------|----------|-----------------------|--------|
| | × | 2 | ADMIN: Demonstration Reset | | Clone Edit | (0) Edit | | V | J |
| | × | 2 | ADMIN: Exams with Wet Reads | | Clone Edit | (0) Edit | | U. | J |
| | X | V | ADMIN: Pending Delivery | | Clone Edit | (0) Edit | | J | U |
| | × | 2 | All Pending Correction | | Clone Edit | (1) Edit | | | Ų |
| | X | Z | CT Scans | CT Scans | Clone Edit | (2) Edit | | | J |
| | X | Z | Custom Test | Custom Field | Clone Edit | (58) Edit | | | U |
| | × | 2 | ED Pending Correction | | Clone Edit | (1) Edit | | | Ų |
| | X | Z | Editor Queue | | Clone Edit | (1) Edit | | | J |
| | × | 2 | Example Worklist | | Clone Edit | (0) Edit | | | J |
| | × | 2 | Hot Worklist | Hot Worklist | Clone Edit | (1) Edit | | | J |
| | ¢ | | | | | | Pa | nge 1 <mark>[2</mark> |][3] 🕴 |

Icons

- **X Delete**: Delete the worklist from the system.
- Create New: Begin creating a worklist.
- **Edit**: Edit the **Name** and **Description** of an existing worklist.

Save or Cancel Update: When you click the Edit icon, it turns into this two-icon group. Click the Save (disk) icon to save your changes, or the curved arrow to cancel your changes. Again, these actions affect only the Name and Description of your worklist.

Other Elements

- Name: Enter a name for the worklist (required).
- **Description**: Add a description of the worklist (optional).
- Definition
 - Clone: Copy an existing worklist; you can then modify and rename the copy. This feature is useful when you create a worklist only slightly different from an existing one.
 - Edit...: Edit the worklist's definition. (This is where most of the work lies in creating a worklist; refer to *Editing a Worklist*, beginning on page 413.)
- Sections
 - Edit: Assign sections—groups of related procedure codes—to your worklist. Refer to *Adding Sections to a Site*, beginning on page 103 for more information on sections. You can use sections to control users' access to worklists (page 424).
- **Snapshot**: If your worklist is designed to return unreported orders, non-final reports, or both, select this option to make it run more quickly and efficiently.
- Admin: Select this option to hide this worklist from users who do not have administrative rights; only administrators see Admin worklists.
- Active: When editing or creating a worklist, select this check box to make the worklist active. If you clear this check box (making it inactive), the worklist is not visible to providers in the client application. When you want providers to be allowed to use the worklist, click Edit and select the Active check box to make it visible to providers.

Creating a Worklist

Creating a worklist is a two-part process: first you must name the query and save it; then you must edit the worklist to build a query that will retrieve the results you want.

Follow the instructions below to create a new worklist, give it a name, and assign some basic properties. Once you have assigned your worklist a name and saved it, you are ready to edit the worklist to build your query. This chapter provides instructions for building several kinds of worklists, beginning with a simple one consisting of a single expression, and then continuing with more complex worklists for transcriptionists, administrators, and providers.

About Using the Snapshot Option

The **Snapshot** option causes worklists to retrieve their data from a special database table that contains:

- Unreported orders of the last three months with a status of Completed, Scheduled, or Temporary
- Non-final reports or addenda
- Final reports or addenda of the last two days

Using this option causes worklists intended to retrieve orders or reports in these categories to run quickly and efficiently. For optimal performance, it is important that you always select this option for worklists to which it is applicable.

To create a new worklist:

- 1. From the Administrator Portal, select the Setup group and click the System tab.
- 2. In the Worklists section, click the Create New 🛟 icon.
- 3. Enter a Name and a Description for the worklist.
- 4. Select **Snapshot** if the worklist is to return unreported orders or non-final reports. Using this option makes the worklist retrieve data more quickly and efficiently from the database.
- 5. Select Admin if this worklist is to be seen only by administrators.
- 6. Click the Save 🔲 icon.
- 7. Refer to the sections below to build your worklist:
 - Building a Worklist with One Simple Expression (RIS Upload Failure), beginning on page 413
 - *Building a Worklist with One Composite Expression (Editor Queue)*, beginning on page 417
 - Creating a Provider Worklist (Unreported CT Exams Less Than 24 Hours Old), beginning on page 423

Editing a Worklist

Most of the work in creating a worklist lies in editing the tree structure that represents your worklist. After you have named the worklist, you are ready to begin editing it.

This section provides instructions for creating three worklists, one based on a simple expression, one based on a composite expression, and a provider worklist.

Building a Worklist with One Simple Expression (RIS Upload Failure)

This procedure assumes that you have added (but not yet configured) a new worklist called **RIS Upload Failure** using the procedure shown on page 411.

To build a worklist with one simple expression:

1. In the **Worklists** section, on the row where you added your worklist, click **Edit** under the **Definition** column. The **Worklists** dialog box opens, showing the name you selected and the tree structure in which you will design the query.

| Worklists Webpage Dialog | |
|-------------------------------|---|
| Worklist: RIS Upload Failures | Export Worklist Save and Close Close Window |
| Edit Try it | |
| RIS Upload Failures | Selection: RIS Upload Failures |
| Composite Expression | والمحاطية ويعجرون المحاطية والمحاطية والمحاطية والمحاطية والمحاطية والمحاطية والمحاطية والمحاطية والمحاطية والم |

2. Click the **Composite Expression** link on the left side of the window. A drop-down list appears at the right.

| Worklists Webpage Dialog | |
|-------------------------------|---|
| Worklist: RIS Upload Failures | Export Worklist Save and Close Close Window |
| Edit Try it | |
| RIS Upload Failures | Selection: Composite Expression |
| Composite Expression | Add Composite Expression 💌 |
| | Update Remove |

3. Select Simple Expression from the drop-down list and click Add.

| Worklists Webpage Dialog | |
|-------------------------------|---|
| Worklist: RIS Upload Failures | Export Worklist Save and Close Close Window |
| Edit Try it | |
| ERIS Upload Failures | Selection: Composite Expression |
| Composite Expression | Add Simple Expression 💌 |
| | Update Remove |

This places a new expression in the tree, and presents some options in the work area at the right.

| 🙋 Worklists Webpage Dialog | |
|--|--|
| Worklist: RIS Upload Failures | Export Worklist Save and Close Close Window |
| Edit Try it | |
| RIS Upload Failures | Selection: Simple Expression |
| Composite Expression New Expression | Field: Select Field |
| | Operator: Select Operator 💌 🖻 Negate |
| | Update Remove |
| and an address of the second s | and a second |

4. Select **Transfer Status** from the **Field** drop-down list and **Is in range** from the **Operator** drop-down list. The **Values** drop-down list appears.

| Vorklist: RIS Upload Failures | Export Worklist Save and Close Close Windo |
|---|--|
| idit Try it | |
| RIS Upload Failures | Selection: Simple Expression |
| Composite Expression New Expression | Field: Transfer Status |
| | Operator: Is in range 💽 🖻 Negate |
| | Values: Select a Value Add |
| | Page 1 |

5. Select Failed from the Values drop-down list, and click Add.

| Worklist: RIS Upload Failures | Export Worklist Save and Close Close Window |
|---|---|
| Edit Try it | |
| RIS Upload Failures | Selection: Simple Expression |
| Composite Expression New Expression | Field: Transfer Status |
| | Values: Select a Value Add |
| | Failed X Page 1 |
| | Update Remov |

6. From the Values drop-down list, select Rejected, and click Add.

| Norklist: RIS Upload Failures | Export Worklist Save and Close Close With the second secon |
|--------------------------------------|---|
| Edit Try it | |
| RIS Upload Failures | Selection: Simple Expression |
| Composite Expression New Expression | Field: Transfer Status |
| | Operator: Is in range 💽 Negate |
| | Values: Select a Value 💽 Add |
| | Failed X |
| | Rejected 🗙 |
| | Page 1 |

7. Click Update. The expression you created now appears on the left side of the window.

| 🖉 Worklists Webpage Dialog | | | × |
|--|------------------|--|--|
| Worklist: RIS Upload Failures | | Export Worklist Save an | d Close Close Window |
| Edit Try it | | | |
| RIS Upload Failures | Selection: | Simple Expression | |
| Composite Expression Transfer Status is in range: ('Rejected' ,'Failed') | Field: | Transfer Status | • |
| | Operator: | Is in range 🔹 🗆 Negate | e |
| | Values: | Select a Value | - Add |
| | | Failed 🗙 | |
| | | Rejected 🗙 | |
| | | Page 1 | |
| | | | Update Remove |
| A second se | يغير المسقد أكته | and the second | ······································ |

- 8. Click Save and Close.
- 9. Test the worklist, which is now available in the admin portal and the dictation client application.

Building a Worklist with One Composite Expression (Editor Queue)

This procedure assumes that you have added (but not yet configured) a new worklist called **Editor Queue** using the procedure shown on page 411.

To build a worklist with one composite expression:

1. In the **Worklists** section, on the row where you added your worklist, click **Edit** under the **Definition** column. The **Worklists** dialog box opens, showing the name you selected and the tree structure in which you will design the query.

| Worklists Webpage Dialog | |
|--|---|
| Worklist: Editor Queue | Export Worklist Save and Close Close Window |
| Edit Try it | |
| Editor Queue Composite Expression | Selection: Editor Queue |
| | |
| and the second sec | A set of the |

- 2. Click Composite Expression. The Add drop-down list appears at the right.
- 3. Select **Simple Expression** from the drop-down list, and click the **Add** link to the left of the drop-down list.

| klist Save and Close Close Window |
|---------------------------------------|
| |
| ession |
| on 💌 |
| Update Remove |
| ic |

A **New Expression** label is added to the tree, and your definition options appear at the right.

| 🖉 Worklists Webpage Dialog | X |
|---|---|
| Worklist: Editor Queue | Export Worklist Save and Close Close Window |
| Edit Try it | |
| Editor Queue | Selection: Simple Expression |
| Composite Expression New Expression | Field: Select Field |
| | Operator: Select Operator 💌 🗆 Negate |
| | Update Remove |

4. Select **Report Status** from the **Field** drop-down list, and **Equals** from the **Operator** drop-down list. The **Values** drop-down list appears.

| Worklist: Editor Queue | Export Worklist Save and Close Close Window |
|--|---|
| Edit Try it | |
| Editor Queue Composite Expression New Expression | Selection: Simple Expression |
| | Field: Report Status |
| | Operator: Equals 💽 Negate |
| | Values: Select a Value |

5. Select **Pending Correction** from the **Values** drop-down list, and click **Update**. The complete expression appears in the tree, in place of the label.

| Worklist: Editor Queue | Export Worklist Save and Close Close Window |
|---|---|
| Edit Try it | |
| Editor Queue Composite Expression Report Status equals 'Pending Correction' | Selection: Simple Expression Field: Report Status |
| | Operator: Equals 💽 🗆 Negate |
| | Values: Pending Correction |
- 6. Click the **Composite Expression** link again, to begin adding a second simple expression. A drop-down list for the logical operator appears at the right, next to the word **with**.
- 7. Select **Simple Expression** from the **Add** drop-down list, and select **Or** from the logical operator drop-down list.

| 🧭 Worklists Webpage Dialog | | | X |
|---|-----|--|-----------------------------|
| Worklist: Editor Queue | | Export Worklist Savestary 10 | ve and Close Close Window |
| Edit Try it | | | |
| Editor Queue | Se | election: Composite Expression | n |
| Report Status equals 'Pending Correction' | Add | Simple Expression | with: Or 💌 |
| | | and the second state of th | Update Remove |

8. Click Add.

A New Expression label appears in the tree, connected with the item above it with Or, and your definition options appear at the right.

| Norklist: Editor Queue | Export Worklist Save and Close Close Window |
|--|---|
| Edit Try it | |
| Editor Queue | Selection: Simple Expression |
| Composite Expression Report Status equals 'Pending Correction' | Field: Select Field |
| Or New Expression | Operator: Select Operator 🔽 🗖 Negate |
| | Logical Operator: Or |

9. Select Report Status as the Field, and select Equals as the Operator.

Note: Leave the Logical Operator set to **Or**.

- 10. Select Correction Rejected from the Values drop-down list.
- 11. Click **Update**. The expression appears in the tree in place of the **New Expression** label, and the worklist is complete.

Note: Use the Negate check box to "Show me everything EXCEPT..." what you have selected for your value. If you select Equals from the Operator drop-down list, and select the Negate check box, the expression looks for things that are Not Equal to your value. For example, f you selected Negate in the example below, your results would include all reports except those with a status of Correction Rejected.

| Norklist: Editor Queue | Export Worklist Save and Close Close Wind |
|---|---|
| idit Try it | |
| Editor Queue | Selection: Simple Expression |
| Composite Expression Report Status equals 'Pending Correction' Or Report Status equals 'Correction Rejected' | Field: Report Status Operator: Equals Negate |
| | Values: Correction Rejected |
| | Logical Operator: Or 💌 |

Sorting Your Results

Use the following steps to have your search results sorted by **Priority** and **Last Modified** (first in/first out).

- 1. Click the Add Sorting link.
- 2. Select **Priority** from the from the drop-down list, and select the **Descending** button.

| Worklist: Editor Queue | Export Worklist Save and Close Close Window Sevent Worklist Save and Close Close Save and Close Sevent Worklist Save and Close Close Window Sevent Worklist Sevent Worklist |
|---|---|
| Edit Try it | |
| Editor Queue | Selection: Simple Expression |
| Report Status equals 'Pending Correction' Or Report Status equals 'Correction Rejected' | Field: Report Status Operator: Equals Negate Values: Correction Rejected Logical Operator: Or Update Remove |
| Add Sorting Priority Priority | Note: If this worklist will return only non-Final orders and reports, turn on the "Snapshot" option for much faster performance. |

- 3. Click Add Sorting again.
- 4. Select **Last Modified** from the drop-down list, leaving the sort order set to its default value (**Ascending**).

| Worklist: Editor Queue | | | | | | | Export Worklist Save and Close Close Window |
|--|-------------------|--------|-----|---|----|---------|---|
| Edit Try it | | | | | | | |
| Editor Queue | | | | | | | Selection: Simple Expression |
| Composite Expression Report Status equ Or Report Status equ | als 'Pending Corr | ection | ď | | | | Field: Report Status Operator: Equals Values: Correction Rejected Logical Operator: Or Update Remove Note: If this worklist will return only non-Final orders and reports, turn on the "Snanshot" option for much faster performance. |
| Add Sorting | | | | | | | |
| Priority | - | 0 | 21 | | ×↓ | Remove | |
| Last Madified | | | A 1 | 0 | ZI | Demoure | |

5. Click Save and Close.

Assign Worklist to the Editors Section

Now assign this worklist to the Editors section.



- 1. In the Editor Queue worklist item, click Edit under the Section column.
- 2. From the Sections list that appears, select the Editors check box.

| Sections Webpage Dialog | | | |
|-------------------------|----------------|----------------------|-------------------------------|
| Worklist: Editor Queue | | | Save and Close Close Window |
| University | Emergency Dept | 🖾 Ortho | 🗇 Trauma |
| Abdominal/Ortho | Interventional | 🔄 Ortho/Trauma | Trauma/Abdominal |
| Cardiac | 🗇 Mammo | Pediatrics | Trauma/Ortho |
| Chest | 🗇 Multiple | Pediatrics/Abdominal | 🗇 Ultrasound |
| CT | Neuro | Radiography | 🗇 Unread |
| Editors | Neuro/Vascular | Thoracic | 🔲 Vascular |
| Editors 2 | NucMed | Transcription | Vascular/Neuro |
| | | | Select All Unselect All |

3. Click Save and Close.

Create an Editors Section

- 1. Click Sites.
- 2. Click the Add icon under Sections.
- 3. Enter the section name and click the Save icon.
- 4. Click **System** and assign the worklist to the section as shown in the previous topic, *Assign Worklist to the Editors Section*.

Assign Editors to the Editors Section

Once you've assigned the worklist to the section, you must assign the editors to the section to make the worklist available to the editors.

- 1. Click Accounts.
- 2. From the Authorization drop-down list, select **Editor** and click **Search**. A list of the editors in your system appears.
- 3. For each editor perform the following steps:
 - a. Click the editor's name.
 - b. Click the **Edit** link next to the **Sections** label.
 - c. Select the **Editors** check box.
 - d. Click Save and Close.

Creating a Provider Worklist (Unreported CT Exams Less Than 24 Hours Old)

The following worklist is an example of a worklist you might be asked to create.

- 1. Click System.
- 2. Click the Add icon in the Worklists section.
- 3. Enter the name **Unreported CTs < 24 hrs** for this example.
- 4. Click the Save icon.
- 5. Click the Edit link under the Definition column.
- 6. Add the three following simple expressions (remember to click the **Composite Expression** link, then select **Simple Expression** and click **Add** for each entry):
 - Field: Report Status; Operator: Equals; Values: Unreported; click Update
 - Field: Modality; Operator: Equals; Values: CT; Logical Operator: And; click Update
 - Field: Last Modified; Operator: Is more recent than (days); Values: 1; Logical Operator: And; click Update

Your final result should look like the illustration below.

| /orklist: Unreported CTs < 24 hrs | Export Worklist Save and Close Close Window | | |
|---|---|--|--|
| dit Try it | | | |
| Unreported CTs < 24 hrs | Selection: Simple Expression | | |
| Composite Expression Report Status equals 'Unreported' | Field: Last Modified | | |
| And Modelity on tale (CT) | Operator: Is more recent this INegate | | |
| And | interest and interest and integate | | |
| ■Last Modified is more recent than '1' days | Values: 1 | | |
| | Logical Operator: And | | |

7. Click Save and Close.

Using Sections to Control Worklist Access

You can use sections to determine which worklists users see in the **Worklists** drop-down box in the *PowerScribe 360* | *Reporting* client application.

Note: A radiologist sees all the worklists in the system by default, and can run any worklist. A worklist, however, will not return reports/orders for a site in which the radiologist does not have an active role. That is, for a user to whom you have assigned a role only in Site A, a worklist designed to retrieve orders only from Site B retrieves no results, and a worklist designed to retrieve orders from Site A and Site B retrieves only reports/orders from Site A.

Subscribing Radiologists to Sections

Radiologists in the *PowerScribe 360* | *Reporting* client can execute all the worklists in the system. They can choose to view all worklists, or only those belonging to sections to which you have subscribed them or to which they have subscribed themselves.

For example, you might assign the Nuclear Medicine section to a worklist and also assign that section to Dr. Katharine Brown's user account. When Dr. Brown selects **View > Worklists > Subscribed Only**, she sees only worklists belonging to the Nuclear Medicine section and to any other sections to which she is currently subscribed.

As administrator, you can subscribe a user to a section by assigning the section to the user's account in the Administrator Portal.

| Sections Webpage Dialog | | | | |
|-------------------------|----------------|----------------------|-----------------------------|-----|
| ccount: Tracy Alba | | | Save and Close Close Wind | dow |
| Riverview Hospital | | | | |
| CATH . | MAMMO | m ot | 🗇 RF | |
| CR CR | MR | PET . | 🗇 US | |
| CT CT | MRI 🖉 | PT | I VAS | |
| ECHO | III NM | RAD RAD | | |
| | | | Select All Unselect | All |
| Riverview Imaging Hospi | ital | | | |
| CATH | MAMMO | E PET | 🖻 US | |
| CT | I MRI | RAD | I VAS | |
| ECHO | III NM | | | |
| | | | Select All Unselect | All |
| University | | | | |
| Abdominal | Emergency Dept | 🖂 Ortho | 🔄 Trauma | |
| Abdominal/Ortho | Interventional | 🔲 Ortho/Trauma | Trauma/Abdominal | |
| Cardiac | 🖻 Mammo | Pediatrics | 🔄 Trauma/Ortho | |
| Chest | Multiple | Pediatrics/Abdominal | Ultrasound | |
| CT CT | 🔄 Neuro | Radiography | 🔄 Unread | |
| Editors | Neuro/Vascular | Thoracic | 🔲 Vascular | |
| Editors 2 | NucMed | Transcription | Vascular/Neuro | |
| | | | Select All Unselect | |

In the *PowerScribe 360* | *Reporting* client, users have the ability to subscribe or unsubscribe to sections associated with sites to which they have access. To subscribe to

sections, a radiologist can click **Tools > Preferences > Sections**, select a site, if applicable, and then select one or more check boxes.

| Preferences | | | ? |
|---|--|--|--|
| Reporting General Fonts and Colors Dictation Workflow AutoCorrect Dictaphone PowerMic Foot Pedal Sections | Select the ste: Select the secti CATH CR CT ECHO MAMMO MR MRI NM OT PET PT V RAD RF US VAS | Fiverview Hospital ons that you wish to subscribe to: | The list shows only sites to which you have given the user access (page 117). Select All |
| | | | OK Cancel |

When the user is not subscribed to any sections, the **Worklists** drop-down list displays all worklists for all sections and sites.

When the user is subscribed to one or more sections, she can select **View > Worklists > Subscribed Only** to confine the drop-down list to worklists associated with those sections, or select **View > Worklists > All** to see all worklists.

| <u>F</u> ile ⊻i | ew <u>T</u> ools <u>Speech</u> <u>H</u> elp | | | | | | |
|-----------------|---|---|-----|-------|-------|-------|--------|
| DN | <u>A</u> lways On Top | | Rej | ect 🖪 | Pr | elim | Sig 🐼 |
| | Toolbars | • | M | ly Re | port | ts: S | igning |
| Qu | Communication History | | e |) 🕀 | 9 | | Deadl |
| Site 🕮 | My Productivity Ctrl+Shift+P |) | | 4 | | 1 | |
| Loc | <u>W</u> orklists | • | ~ | All | | | |
| | R <u>e</u> fresh F5 | 5 | | Sub | scrib | ed O | nly |
| | | | ~ | Sho | w Se | ction | s |
| My Re | ports 🔅 | | | Expa | and / | All | |
| | | | | Coll | apse | All | |

Using Sections to Limit Transcriptionists' Access to Worklists

Transcriptionists are always limited to worklists for the sections to which they belong. For example, you might want a particular transcriptionist to work only on pediatric reports. You can:

- 1. Create a worklist that retrieves only pediatric work, and assign the Pediatric section to it.
- 2. Assign the Pediatric section to the transcriptionist's user account.

In the **Worklists** drop-down list, the transcriptionist sees only worklists assigned to the Pediatric section.

Assigning Sections to a Worklist

To assign a section to a worklist:

- 1. From the Administrator Portal, select the Setup group and click the System tab.
- 2. In the **Worklists** area, the **Sections** column shows the number of sections assigned to each worklist.

| Worklists: | | | Name • | Description | Definition | Sections | Snapshot | Admin | Active |
|------------|---|----|-----------------------------|--------------|--------------|-----------|----------|-----------------------|--------|
| | × | e⁄ | ADMIN: Demonstration Reset | | Clone Edit | (0) Edit | | J. | J |
| | × | 2 | ADMIN: Exams with Wet Reads | | Clone Edit | (0) Edit | | J. | J |
| | × | 2 | ADMIN: Pending Delivery | | Clone Edit | (0) Edit | | J | J |
| | × | 2 | All Pending Correction | | Clone Edit | (1) Edit | | | Ų. |
| | × | Ľ | CT Scans | CT Scans | Clone Edit | (2) Edit | | | J |
| | × | 2 | Custom Test | Custom Field | Clone Edit | (58) Edit | | | J |
| | × | 2 | ED Pending Correction | | Clone Edit | (1) Edit | | | U. |
| | × | 2 | Editor Queue | | Clone Edit | (1) Edit | | | J |
| | × | 2 | Example Worklist | | Clone Edit | (0) Edit | | | U. |
| | × | 2 | Hot Worklist | Hot Worklist | Clone Edit | (1) Edit | | | Ų |
| | ¢ | | | | | | Pa | age 1 <mark>[2</mark> |][3] 🕴 |

3. Click the Edit ... link next to the worklist. The Sections dialog box opens.

| orklist: All Pending Corre | ection | | Save and Close Close Window |
|----------------------------|----------------|----------------------|-------------------------------|
| Riverview Hospital | | | |
| CATH | MAMMO | m ot | III RF |
| CR | III MR | PET . | US US |
| CT CT | MRI | m PT | VAS |
| ECHO | I NM | I RAD | |
| | | | Select All Unselect All |
| Riverview Imaging Hosp | pital | | |
| CATH | MAMMO | PET . | US US |
| CT CT | MRI MRI | RAD | VAS VAS |
| ECHO | III NM | | |
| | | | Select All Unselect All |
| University | | | |
| Abdominal | Emergency Dept | Ortho | Trauma |
| Abdominal/Ortho | Interventional | Ortho/Trauma | Trauma/Abdominal |
| Cardiac | 🔄 Mammo | Pediatrics | Trauma/Ortho |
| Chest | Multiple | Pediatrics/Abdominal | Ultrasound |
| CT | Neuro | Radiography | 🗇 Unread |
| Editors | Neuro/Vascular | Thoracic | 🔲 Vascular |
| Editors 2 | NucMed | Transcription | Vascular/Neuro |
| | | | Select All Unselect All |

- 4. Select the sections you want to assign to this worklist.
- 5. Click **Save and Close**. The **Sections** column is updated to show the number of sections assigned.

Chapter 16 Editor Training

Objectives

In this chapter you will:

- Explain how to log in to the editor application
- Define the screen elements in the Explorer window
- Explain the four main steps in the editor's workflow
- Retrieve a list of reports to edit using Worklists, My Reports, and Browse
- Open a report and explain how to play back the audio portion
- Edit the report by typing or inserting AutoText
- Finish editing the report and return it to the provider who created it
- Create a text AutoText in the AutoText Editor window
- Describe other types of information you can add while editing a report
- Demonstrate initiating a report
- Modify your user preferences

Logging In and Logging Out

To log in to PowerScribe 360 | Reporting:

- 1. Double-click the Nuance PowerScribe 360 desktop icon.
- 2. Type the user name and password provided by your administrator.
- 3. If this is your first login:
 - Depending on your system configuration, you might be prompted to change your password on your first login. Type the new password in both fields and then click **OK**.

After a few seconds, the Nuance PowerScribe 360 | Reporting window opens.

To log out:

- To log out and close the application completely, click on the X (close window icon), in the upper right corner of the application, or select File > Exit from the menu bar. OR
- To log out and return to the login window, click **File > Logout**.

Changing Your Password

To change your login password:

- 1. Click Tools > Change Password.
- 2. In the New Password field, type your new password.
- 3. In the **Confirm** field, re-type the new password.
- 4. Click OK.



Explorer Window Screen Elements

By default, the first window you see after logging in to the PowerScribe 360 | Reporting client is the Explorer window. Explorer is where you access your reports and worklists, and search for orders and reports. The following illustration shows the main components of the Explorer window.

| Menu Bar | Tool Bar | Search Results Sho | owing Reports |
|------------------------------------|--|--|---|
| PowerScribe 360 Reporting | | | |
| Eile View Tools Speech Help | | | |
| 🛄 New 👻 💭 Open 🔛 Draft 💭 Correct 👎 | 🖗 Reject 🔛 Prelim 🖓 Finish 🗸 Norm | al 😡 Discard 💷 PACS 🔹 💷 🛛 🛄 | |
| Ouick Search | My Reports: Correction queue | | and the second second |
| Citas Al - | | Exam Date Procedure MRN 5/11/2012 CT Abdomen 00111111 | Patient Name Status Modified Patient 1, Patient 2, Pending Corr, 6/17/201 |
| Look for: Sincle Accession | | | |
| Search | | | |
| | | | |
| My Reports 🉁 | | | |
| Correction queue (1) | | | |
| Corrected today | | | |
| Drafts | | | |
| Annotated | | | |
| Wet Reads | | | |
| Worklists * | = | | |
| Mot Worklist (29) | l | | |
| - CT (University) | | | |
| Hot Worklist | The state of the s | m hatarata Diana | |
| MyWorklist (CT/Head) | Cinical Data Report Notes Att | tachments Priors | Report Data |
| | R I horacic spine | | Orders: 3188009 - Attending: Andrew Fa |
| | FINDINGS: Moderate view t | horacic spine were obtained normal | alignment Editor: Tom Editor |
| | seen laterally. | | Created: 5/15/2012 |
| | findings: Lateral view thorac | cic spine | Modified: 6/17/2013 Status: Pending (/ |
| | findings: Lateral view | | Transfer: Not Ready |
| Browse | Lung bases of unremarkabl | e. There appears to be 2 small WH | ATEVER |
| Site: Al 🔹 | his. No focal liver liver and s | spleen | |
| Status: All | | | |
| Time Frame: No limit | | | |
| Modality: All | | | |
| Anatomy: All | | | |

Overview: The Editor Workflow

An editor's workflow consists of the following general steps:

- 1. Search for a report that requires editing (in the Explorer window, using Worklists, My Reports, or Browse)
- 2. Select and open the report (from the Search Results section)
- 3. While listening to the audio portion of the report, and comparing it to the speechrecognized text that appears, edit the report (in the Report Editor) as needed by
 - using the keyboard and foot pedal,
 - inserting AutoText (explained later in this chapter),
 - attaching a note containing specific comments for the provider to review.
- 4. Send the report back to the provider for signature or further revision

This section explains each of these steps in greater detail.

Step 1: Searching for Reports

Worklists

When a provider creates a report and issues a command to have the report reviewed and corrected by an editor, the report is sent to an editor/transcriptionist for correction. Site administrators create *worklists*, which are pre-defined searches that filter reports based on virtually any combination of criteria, making it easier for editors (and providers) to retrieve their work. In many cases, editors work on reports for specific departments, or work on a specific modality. Worklists allow administrators to assign these specific types of reports to an editor, allowing her or him to work more efficiently.

The following examples describe what different worklists might show:

• All reports sent for editing marked as STAT



Note: Your system administrator can configure the system so that STAT reports always appear at the top of any worklist.

• All reports sent for editing by the cardiology group

To use a worklist to filter your Explorer screen results:

1. Click a worklist in the **Worklists** search area. (If you are not sure which worklist to select, contact your administrator.)The results filtered by the worklist appear in the search results section of the **Explorer** window.



My Reports

My Reports is a quick way to find your most common types of reports.

On the left side of the **Explorer** window, click one of the selections under the **My Reports** heading. Numbers to the right of a search type indicate the number of reports of that type.



Note: Once you begin editing, these report queues begin to become more relevant. For example, until you've attached a note to a report, you won't see any items listed in your Annotated queue. In addition, you might not see all of the report types listed in this section; the list depends upon the type of editing work you have performed.

Correction Queue

The **Correction queue** search returns all reports that were assigned to you, and that are awaiting some action by you.

Corrected Today

The **Corrected Today** search retrieves all reports that have the status of **Corrected**, **Pending Signature**, or **Final** (see status definitions in the Browse section below).



Touched Today

The Touched today search retrieves all reports you opened or edited throughout the day.

Drafts

The **Drafts** search retrieves all reports with a status of **Draft**: reported, but not finished; it finds only reports you created, not those assigned to you.

Annotated

The **Annotated** search retrieves all non-final reports that belong to or are assigned to you and have one or more order/report/patient notes.

Browse

Note: If you do not see the Browse search section on your screen, your system administrator has disabled this feature. In addition, if you do not see all of the browse items shown in the illustration below, your administrator has disabled those specific browse parameters.

Another search section, the **Browse** pane, allows you to search for orders and reports that match the criteria you specify. The criteria you select remain in place until you change them, and the system remembers them when you log in again.

To use the Browse search:

- 1. Select the applicable choices from one or more of the drop-down lists. Editors commonly use the following criteria:
 - **Status**: Select either a *report status* or an *order status*. Definitions are shown in the following table:

| Browse | ۲ |
|------------------|-----------------|
| Site: | All |
| Status: | All |
| Time Frame: | No limit 🔹 |
| Modality: | All 🗸 |
| Anatomy: | All 🗸 |
| Section: | - |
| Radiologist: | All |
| Ordering: | - |
| Patient Age: | All |
| Gender: | All |
| Location: | - |
| Class: | All 🗸 |
| Priority: | All 🗸 |
| 🗙 <u>Reset F</u> | ilters 🕞 Browse |

| Status | Description |
|---|---|
| Addended | One or more addenda have been created for a final report. Addenda are reports themselves and the aforementioned statuses apply to them too. |
| All | Uses all report statuses in the search |
| Completed (All) and Completed (Unreported) | Exam has been performed and is ready for dictation. |
| Final | Report has been completed and signed by an attending. |
| Pending Correction | Report has been dictated and queued for correction. |
| Preliminary | Pertains to any report whose status is not final. |
| Rejected | Appears when a corrected report is returned to an editor by an attending or resident, or when a Pending Signature report is returned to a resident by an attending. |

| Status | Description |
|------------|---|
| Scheduled | Exam has been scheduled but not yet completed. Sometimes, the exam has been completed but the status has not been updated in the RIS. In this case, reports can be dictated, but are not delivered to the RIS until they are marked complete. Some sites may choose not to allow dictation for scheduled orders. |
| Temporary | Exam has not been received by <i>PowerScribe 360</i> <i>Reporting</i> so a temporary order has been created. In this case, reports can be dictated, but are not delivered to the RIS until the actual order is received. |
| Unreported | No report has been dictated for the order. |
| Wet Read | A "pre-draft" state. Either attending or resident providers can create a wet read report. Any attending or resident provider can promote a wet read report to a Draft status. The text of the wet read is maintained once the report is promoted to Draft status. |

- Time Frame: Choose from a wide range of time frames
- Modality: Specify a modality, such as CT or MRI, a subset of a modality, or select All.
- Anatomy: Select a general body section, a specific part, or select All.
- **Radiologist**: Contains all resident and attending accounts that have an active role on the selected site.

Note: The Section, Ordering, and Location filters become available when you select a specific site. If you select All for Sites, these filters are grayed out.

2. When you have selected the criteria for the filter, click **Browse**. Any orders/reports that meet the criteria appear in the **Search Results** table on the right side of the window.

F Tip: To set all the criteria back to the default settings, click **Reset Filters**.

Excessive Number of Items in the List



Note: The number of results returned is set by an administrator.

By default, the system is set up to return a maximum of 500 items for any given search. If your browse exceeds the number set by your administrator (500 in the following illustration), a message box opens.



When you click **OK**, only 500 results are returned. The report you are searching for might or might not be there; the list is incomplete. As the message suggests, select additional filters and run the query again. Or, use one of your worklists.

Step 2: Selecting and Opening a Report

After you've searched for reports to edit (using either a Worklist, My Reports, or Browse) your results appear on the right side of the Explorer window.

->- Best Practice for Selecting a Report

Open a report only if you plan to correct and finish it. This helps you to work more efficiently and reduce turnaround time (TAT). If you begin to correct a report and decide to finish it at a later time, the report is placed in your **Drafts** queue where only you can open and finish it.

Search Results Area

The following illustration (divided into two sections for clarity) shows an example of search results.

| ٨ | ₽ | 9 | | Deadline | Site | Exam Date | Procedures | MRN † | Patient Name |
|---|---|---|---|----------|----------------|--------------------|------------|-----------|--------------|
| | | | 1 | | Imaging Center | 10/25/2012 5:05 PM | CTA LEGS | TEMPORARY | UNKNOWN |
| | | | 2 | | Imaging Center | 4/15/2013 2:27 PM | CTA LEGS | TEMPORARY | UNKNOWN |
| | | | 3 | | Imaging Center | 1/27/2009 12:36 AM | | TO38 | ANGIO, CT |

| 3 | Status | Modified | Accession | Gender | Attending | Resident |
|----|-----------|--------------------|-----------|--------|---------------|----------|
| Ţ | Draft (T) | 1/4/2013 10:43 AM | 12345678 | | Alba, Tracy | |
| ţ | Draft (T) | 4/15/2013 2:32 PM | sdfaf | | eric, noorda | |
| Ł, | Draft | 2/27/2013 11:24 AM | 2193 | Male | Henry, Philip | |

The column headings are self-explanatory, with the exception of the first four columns, which are described below.

First Four Columns

The first four columns in your search results are identified by the following icons.

| Column Icon | Description |
|-------------|---|
| 2 | The lock column indicates a report's locking and assignment status. The icon can be either yellow or blue. Yellow indicates that the report is open and therefore locked. Hovering your mouse over the lock icon shows who has locked the report. Blue indicates an order that is assigned to another radiologist. Depending upon a site preference, you might, or might not, be able to open these types of reports. |
| æ | This column shows the report transfer status. Hover your mouse over the order's icon to see the status: Ready: report is flagged for inspection; when it is sent depends upon its status and interface options. Queued: report is queued for transmission Force Send: report is queued for immediate re-transmission Sent: report has been successfully delivered Final Exported: final report has been successfully transmitted Rejected: the RIS rejected the report Failed: an error occurred Held: an administrator paused the transmission |
| Ÿ | This column uses icons to indicate an order's priority : No icon: Routine priority STAT priority ASAP (red) Timing-critical; Callback; or Pre-op (yellow) Low priority (green) |
| No icon | This column is simply a numerical list of your search results. |

Tips for Working with the Columns

- To rearrange the order in which the columns appear in **Explorer**, click and drag the column heading name to a new position.
- Right click anywhere on the column headings to see a menu that allows you to further modify your view of columns.

• To remove a column, right-click in the column heading and click **Remove**. To display the column once again, use the **Columns** dialog box (shown in the next bullet item).

| | | • | - | Wo | orklis | t: My | /Worklist (| CT/I | Head) | |
|-----------|------------------|----------|---|----|--------|-------|-------------|------|---------------------------|-----|
| Quick Sea | arch | <u> </u> | | ٨ | ₽ | 2 | Deadline | St | e Exam Da | te |
| Site: | All | • | | | | 1 | | - | Remove | :05 |
| Look for: | Single Accession | • | | i | | 3 | | - | Columns Show in Groups | 36 |

• To select which columns to view, as well as rearrange the order of the columns, rightclick on the column headings, then click **Columns** menu item. In the **Columns** dialog box, select or clear columns you want to display. Use the **Move Up** and **Move Down** buttons to reorder the columns.

| Columns | x |
|---|---|
| Check the columns you would like visible. Use the Move Up and Move Down buttons to reorder the columns. | |
| Columns: | |
| Image: Constraint of the state of the | |
| ✓ Deadline ✓ Site ✓ I ocation ✓ IIII ✓ Cancel | |

• To sort reports based upon one of the column headings, right-click a column heading and select **Show in Groups**. You can then click any column heading to see a different view of the results content. Click the plus sign + to expand a group or the minus sign to minimize it. Right-click any column heading and click **Show in Groups** again to return to the original view.

| Work | ist: MyW | /orkist (C | T/Head) | | | | |
|-------|------------------|------------|----------------------------------|--|------------|-------------------|----------|
| 8 9 | • 9 | Deadline | Ste | Exam Date † | Procedures | MRN | Pat |
| | | | | | | | |
| | | | | | | | |
| | 1 | | Imaging Center | 1/27/2009 12:36 AM | 07111500 | TO38 | AN |
| | 1 2 | | Imaging Center Imaging Center | 1/27/2009 12:36 AM 10/25/2012 5:05 PM | CTA LEGS | TO38 TEMPORARY | AN UN |
| 🖃 Las | 1 2 t Week | | Imaging Center Imaging Center | 1/27/2009 12:36 AM 10/25/2012 5:05 PM | CTA LEGS | TO38 TEMPORARY | AN |

• For some columns, more detailed information is available by hovering the mouse over that column to display a tool tip.

Preview an Order or Report

Once you select an order, the **Order Preview** window is populated with additional information tabs described below.

Order Data Tab

The **Order Data** tab displays information about the order, including patient information (age, site, and so on), exam details, and providers. You can show or hide this information by clicking the **Order Data** vertical tab (located on the left side of this section) or by clicking the push-pin icon (located on the right side).



Tip: To keep the Order Data from automatically hiding itself, click the push-pin one time. If you want to hide the Order Data, click the push-pin again.

| Ð | Order Data | | ÷ |
|------|--------------|--------------------------|-----|
| Prd | Patient: | JOHN | |
| er D | MRN: | 4382036 | - 8 |
| ata | DOB - Sex: | 10/11/1947 (65 yrs.) - M | |
| J | Site: | University | |
| | Accession: | 3864757 | |
| | Procedure: | EXR45 | |
| | Description: | CHEST 2VWS PA/LATE | - |
| | Exam Date: | 4/26/2006 6:28 PM | |
| | Status: | Completed | |
| | Ordering: | RICHARD P ERICSON, MD | |

Clinical Data Tab

The Clinical Data tab shows the reason for the study, history, and so on.



Note: If no clinical data is available (from your RIS or HIS) for an order, this tab is does not appear.

| Ð | Clinical Data | Report Notes Attachments Priors (4) |
|---------|------------------|--|
| Order [| Clinical: | Diagnosis: Pulmonary edema History: 57 yo with CHF with signs of volume overload |
| Data | | VENTILATOR:N,ISOLATION:N,SEDATION:N Comments: Beeper:2487 |
| ι | المعصدية المستعل | and the second |

Report Tab

If the order you selected has a report already associated with it, click the **Report** tab to see the text of the report. If no report has been created, the **Report** tab does not appear.



Notes Tab

The **Notes** tab allows you to create a text or audio note to associate with the report. For details, see *Adding a Note to a Report* beginning on page 460.

Attachments Tab

The Insert Report Attachments link allows you to add images or documents to a report.

For details, see Adding an Attachment to a Report beginning on page 461.

Priors Tab

Select the **Priors** tab to view any prior studies for this patient. If prior studies exist, you can select one from the list and view the text of the report in the area below the list.



Report Data Tab

The **Report Data** tab contains information only when a report has been dictated on the order. Otherwise this tab has no content. You can show or hide this information by clicking the **Report Data** vertical tab (located on the right side of this section) or by clicking the push-pin icon (also located on the right side).

| Report Data | 4 | ₽ |
|---------------------------------------|--|-------|
| Orders: | 3864757 - CHEST 2 | Rep |
| Attending: | Dr. Edmond Zopp, MD | Prt [|
| Resident: | Dr. David Zang, MD | ata |
| Created: | 9/28/2005 12:00 AM | l |
| Modified: | 12/8/2006 1:26 PM | |
| Status: | Final | |
| Transfer: | Sent | |
| | | |
| · · · · · · · · · · · · · · · · · · · | and the second s | A. |

- *Tip:* To keep the Report Data from automatically hiding itself, click the push-pin one time. If you want to hide the Report Data, click the push-pin again.

The Report Editor Window

After you select and open an order or report from the **Explorer** window, the **Report Editor** window opens. The **Report Editor** is where you actually correct a report and insert other information that is associated with the report (if necessary).

This illustration below shows the components that make up the Report Editor window.

| Menu Bar | | | Tool Bar | Report Cont | ent | Playback | c Controls |
|--|---|--|--|--|--|-----------------------|--|
| PowerScribe 360 Reporting | | | | | | | |
| ile Edit View Incert Form | at Tools Speech | Hele | | | | | The second s |
| The Los Division of Division | int Toon Speech | Delp | Allowed Difference | a de CL I V De CR | 1.0.0.149 | | |
| Close L Wet Read Draft | Correct Select | Prelim V Finish | V Normal Discard | 1 4 10 1 A 12 C | | 9 7 L | PACS * |
| 🍯 AutoText 🔹 🗌 New 💂 🗄 1 | B I ∐ Ate bằ | | 12 1F 1F | Content 🎲 Witard | Montage | PIL IN 44 PP | N 00:00 - 00:00 |
| roperties | Report - Jackso | on, John - 17699: | 547 | | | ; Order Data | |
| tending: James Taylor | C1 normal abdom | en peivis | | | - f | Patient | |
| itor: Tom Editor | FINDINGS: | | | | | Name | John Jackson |
| atus: Pending Correction | There are normal | hepatic size, contor | ur and density. The | re is no evidence of he | patic mass. | MRN | PAT999 |
| | There is no eviden | ce of dilated ducts. | The gallbladder is | unremarkable. There i | s no | Dept Num: | TEMPORARY |
| | evidence of gallsto | nes. | | | | DOB - Sex: | n/a - F |
| Insert Contributors | There are normal | pancreatic size con | tour and density. The | here is no evidence of | pancreatitis. | Site: | University |
| Insert Diagnosis Codes | There is no eviden | ce of a pancreatic | mass. Spleen is no | rmal size. The adrena | l glands are | Evan | |
| Insert Custom Fields | unremarkable. | | | | | Exam | |
| Properties | There are normal | renal size, contour, | position and densit | y. There is no evidence | e of renal | Accession: | T7699547 |
| | calculi. There is no ureters are unrem | evidence of hydro arkable. No uretera | nephrosis There is I calculus is identify | s no evidence of a ren ed. There are normal | al mass. The | Description: | CT ABDOMEN & |
| Fields | bladder size, contr | our and wall thickne | ess. There is no evid | dence of bladder stone | es. There is | | PELVIS |
| Notes (1) | no evidence of a b | ladder mass. | | | | Exam Date: | 4/24/2013 11:30 AM |
| Attachments | There is no eviden | ce of retroperitonea | al adenopathy. The | abdominal aorta is un | remarkable. | Status: | remporary |
| | There is no eviden | ce of an abdominal | aortic aneurysm. | | and a second | | |
| Quality Check | The gastrointestin | al tract is unremark | able. There is no br | owel wall thickening. N | lo bowel | | |
| * | masses identified. | No bowel obstructi | on is identified. | | - | | |
| uto Text | | | | | ą | | |
| B S Name | † Used 🔺 | List: All Users | 💽 🕘 l 🤜 Create 🕍 | Edit 🔀 Delete | | | |
| 1.5 Scott convate | | SINGLE VIEW AB | DOMEN | | | | |
| 20 | | | | | | | |
| 3D CT Brain W/O IV Contra | est | CPT: 74000 | | | = | | |
| 40 | | VIEWS. ONE | 100 | | | | |
| A210 | | HISTORY: Abdom | en pain | | | | |
| abdomen | | COMPARISON: | 19 | | | | |
| abdomen | | Supine view of th | e abdomen was ob | otained. | | | |
| abdomen CTA abdomen one | | EINDINGS | | | | | |
| shrinnen three | | BOWEL GAS PA | FTERN: | | | | |
| Prior Reports Kato Text | Feed St Montage | | | | | | |
| ser: Tom Editor | Correction gueue: 2 | Attendin | g: None selected (Site: L | University) | 9 PowerMin | cII-SC, VEC USB Footp | edal |
| AutoText rior Reports ^{Tab} Au | toFeed Nav | gation | AutoText an Formatting Tool Bars | d | | Or | der Data |

Report Editor Navigation Panel

The navigation panel on the left of the report screen displays a variety of information depending on which mode is selected.

Select the buttons at the bottom of the panel to change the mode. The following modes are available: **Properties, Fields, Notes, Attachments, and Assure.** The illustration at the right has the **Fields** mode selected.

Note: The Assure consistency checker is a purchasable feature. Contact your Nuance account executive for more information.

Properties

Use the **Properties** mode to display report properties including the **Attending**, **Resident**, report **Status**, and **Transfer** status. There is a check box for you to quickly mark the report priority as STAT. There are also links to insert **Diagnosis Codes** and **Custom Fields**.

Fields

Use the **Fields** mode to display a list of fill-in fields for an AutoText that has

been inserted into the report. Click a field name from the list to move the cursor to that field in the report and select the contents of that field.

The **Tab** and **Shift+Tab** keyboard keys can also be used to move forward and backward through fields respectively.

Findings Only Dialog Box

Click the Enter Findings Mode link to open the Findings Only dialog box.

Notes

Click the **Notes** button to display any notes that have been created for the current patient or report. Click the Insert Note link to add a note to the report. (You can also insert a note by clicking **Insert > Notes** on the menu bar.) You can associate a note with the patient or with the report. By default, a note is associated with the specific report. Select the **Patient**



Note check box to associate a note with the patient (otherwise, the note is associated only with this specific report).

Editors can create only text notes.

Attachments

Click the **Attachments** button to display files that have been attached to the report. Click the **Insert Report Attachment** link to select a file to attach to your report. (You can also insert an attachment to your report by clicking **Insert > Attachment** on the menu bar.)

Note: Attachments are not uploaded to your RIS.

About the Push-Pin

Some tabs in the **Explorer** and **Report Editor** windows have a *push-pin* on their title bar. A push-pin has two positions, horizontal and vertical.

- Horizontal position: \Rightarrow In this position, the tab hides itself when your mouse pointer is no longer over the tab's contents, allowing more room for other window elements.
- Vertical position: **4** In this position, the tab's contents are visible at all times.

Click the push-pin to change its orientation from vertical to horizontal.

Using the Foot Pedal

The foot pedal is one of the most useful and common tools for editors. The following tables show the default foot pedal settings as well as the optional settings for each button.

Default Settings for the Foot Pedal Buttons

| Button | Default Setting |
|--------|---|
| Left | Fast forward: Fast-forwards for as long as button is held. |
| Center | Toggle Play audio on/off : Toggles audio playback on or off; remains that way until toggled again. |
| Right | Rewind : Rewinds for as long as button is held. |

Optional Settings for the Foot Pedal Buttons

| Button | Optional Settings |
|-------------------|---|
| Left, Center, and | Previous field: Moves cursor to the previous field |
| Right | • Next field: Moves cursor to the next field |
| | • Dead man play audio : Plays audio as long as button is held; stops playback when button is released. |

Keyboard Shortcuts

The following table shows the keyboard shortcuts used most frequently by editors.

| Keyboard Shortcut | Description | | | | |
|----------------------------|---------------------------------|--|--|--|--|
| Playback Controls (in Repo | ort Editor and AutoText Editor) | | | | |
| F6 | Play/pause toggle | | | | |
| Alt+Home | Go to beginning | | | | |
| Alt+Left arrow | Rewind | | | | |
| Alt+Right arrow | Fast forward | | | | |
| Alt+End | Go to end | | | | |
| Alt+Insert | Increase volume | | | | |
| Alt+Delete | Decrease volume | | | | |
| Alt+Up arrow | Speed up | | | | |
| Alt+Down arrow | Slow down | | | | |
| Ctrl+Up arrow | Faster winding | | | | |
| Ctrl+Down arrow | Slower winding | | | | |
| Explore | er Window | | | | |
| Ctrl+N | New report | | | | |
| Ctrl+O | Open report | | | | |
| Ctrl+P | Print report | | | | |
| Ctrl+T | Toggle AutoFeed on/off | | | | |
| Ctrl+B | Barcode on/off | | | | |
| F1 | Open Explorer help | | | | |
| F5 | Refresh view | | | | |
| F8 | Save as Normal | | | | |
| F9 | Save as Draft | | | | |
| F12 | Finish report | | | | |
| Report Ed | ditor Window | | | | |
| Ctrl+S | Save report without closing | | | | |
| Ctrl+C | Copy text | | | | |
| Ctrl+V | Paste text | | | | |
| Ctrl+X | Cut text | | | | |
| Ctrl+A | Select all | | | | |
| Ctrl+F | Find | | | | |

| Keyboard Shortcut | Description |
|-------------------|---|
| Ctrl+H | Replace |
| Ctrl+T | Toggle AutoFeed on/off |
| Ctrl+B | Bold selected text |
| Ctrl+I | Italicize selected text |
| Ctrl+U | Underline selected text |
| Ctrl+Z | Undo |
| Ctrl+Y | Redo |
| Ctrl+P | Print report |
| Ctrl+Alt+C | Delete concordance |
| Alt+U | Make the selected text all UPPERCASE |
| Alt+L | Make the selected text all lowercase |
| Alt+C | Begin each selected word or words with an Initial Capital letter |
| Alt+Home | Go to the beginning of the report |
| Alt+End | Go to the end of the report |
| F1 | Open Report Editor help |
| Alt+F3 | Create a new AutoText from selected text |
| F6 | Play/pause toggle |
| F7 | Spelling |
| F8 | Save as Normal |
| F9 | Save as Draft |
| F12 | Finish report |
| AutoText E | Editor Window |
| Ctrl+N | Start a new AutoText |
| Ctrl+O | Open the selected AutoText |
| Ctrl+S | Save report without closing |
| Ctrl+C | Copy text |
| Ctrl+V | Paste text |
| Ctrl+X | Cut text |
| Ctrl+A | Select all |
| Ctrl+F | Find |
| Ctrl+H | Replace |
| Ctrl+B | Bold selected text |

| Keyboard Shortcut | Description |
|-------------------|---|
| Ctrl+I | Italicize selected text |
| Ctrl+U | Underline selected text |
| Ctrl+Z | Undo |
| Ctrl+Y | Redo |
| Ctrl+P | Print report |
| Alt+U | Make the selected text all UPPERCASE |
| Alt+L | Make the selected text all lowercase |
| Alt+C | Begin each selected word or words with an Initial Capital letter |
| Alt+Home | Go to the beginning of the AutoText |
| Alt+End | Go to the end of the AutoText |
| F1 | Open AutoText help |
| F7 | Check spelling |

Using the AutoFeed Feature

The AutoFeed tab shows a list of files that are in your reports queue, based on the type of search you performed in the Explorer window. As the reports from your search are loaded into your computer sequentially, the information turns from black to a gray bold text. In the illustration, reports 15, 16, and 17 have already been loaded; the others have not.

| * • * ⁻ | | con prog | المردين وراسير المراجع والمراج | سر معطر مسر الرام م | | ····· | a para para series de la construcción de la | المردار المحمدي الرارات | بعيريا والمنازية | والمراجع والمراجع والمراجع | <u>مىر م</u> ە |
|--------------------|-------------|-------------|--------------------------------|---------------------|------------------|-----------|--|-------------------------|------------------|----------------------------|----------------|
| AutoFeed | | | | | | | | | | | |
| | 0 | Deadline | Ste | Location | Exam Date | Proce | dure | MRN | Status | Class | Pati |
| | 1 | 1 | University | | 10/14/2006 3: | 4 Right | Lower Extremity | 6819686 | Draft (A) | Emergency | MA |
| | 2 | 1 | Imaging C | | 5/20/2013 4:3 | 39 TEM | PORARY | TEMPOR | Draft (T) | | UN |
| | 3 | 1 | Imaging C | | 11/14/2012 9: | :0 | | TEMPOR | Draft (T) | | UN |
| L | 4 | | University | | 11/1/2012 11:01 | AM | | PA1999 | Draft (1) | | Jack |
| | 5 | 1 | Imaging Center | | 10/25/2012 5:05 | 5 PM CTAL | EGS | TEMPORA | Draft (T) | | UNR |
| | 6 | 1 | Imaging Center | | 7/26/2012 9:44 / | AM | | TEMPORA | Draft (T) | | UNR |
| | 7 | 1 | University | | 5/15/2012 9:32 / | AM CT VI | RTUAL COLONSCOPY . | PAT999 | Draft (T) | | Jac |
| | 8 | 1 | Imaging Center | | 3/13/2012 3:17 8 | PM | | TEMPORA | Draft (T) | | UNR |
| | <u> </u> | | Impaine Contor | | 2/0/2012 11-10 | AM MOLD | min us /n Contrast | TEMPODA | | | LIME |
| 🕒 Prior Rep | oorts 🔫 Aut | to Text 🕎 A | utoFeed 抗 M | lontage | | | | | | | |
| | T 1 | | 0 0 10 | | | | | | | | |

Example

If you selected the **Correction Queue** link (from the **My Reports**) in **Explorer**, and then clicked the **Start AutoFeed** icon (in **Explorer**), the **Report Editor** opens, and the **AutoFeed** also opens, showing the reports from your correction queue. The first report in

the list appears in the **Report Editor** window. After you correct the first report, the second report automatically opens in the **Report Editor**, and so on.



Note: If you decide to start with a report other than the first one in your *Explorer* search results list, AutoFeed does **not** return to *Explorer* and pull in those first few reports. To access those first reports, you must return to the *Explorer* window and start AutoFeed again.

If you did not click the **AutoFeed** icon in the **Explorer** window and want to view the queue, click the AutoFeed tab in the bottom left corner of the main screen. Note that the **AutoFeed** tab has a push-pin which allows you to hide the tab, or keep it open during your session.

Other AutoFeed Features

- From the **Report Editor** window, you can turn AutoFeed off or on by clicking the AutoFeed icon on the tool bar. If you turn off AutoFeed, you are returned to the **Explorer** window when you finish the current report.
- If there are no more orders or reports in your original query, you are returned to the **Explorer** window when you finish the last report.
- To view a list of upcoming reports from your query, click the AutoFeed tab located in the lower-left portion of the Report Editor window near the Prior Reports and AutoText tabs. (Note that this is a read-only list; you cannot select a report from it.)
- With this feature selected, a report that is in the process of being saved appears in the **Explorer** window in a gray italicized font.
- If you attempt to open a report that is being saved, you will get a message box explaining that the report is being saved.
- If you attempt to log out of the application while a report is being saved, a message box opens asking you to Please wait.

If you decide to log out of the application during the save, you are notified that you might lose some of your data. Best practice: wait until the save is completed.

Step 3: Editing the Report

Playing Back the Report's Audio

Most editors play, rewind, and fast forward the audio portion of a report using a foot pedal. (You can also use your keyboard or your mouse.)

To play back audio using a foot pedal:

- 1. Press the middle button on your foot pedal. The audio begins to play and the corresponding text is highlighted (or underlined, depending upon your preference settings).
- 2. Lift your foot off of the pedal when you come to a word or phrase that needs correction. The system highlights the last word that was played back.



Note: If necessary, use your mouse to select additional words to correct or replace.

Replacing or Inserting Text in a Report

Once you've selected the text you need to replace, or you've placed your cursor at the location in the report at which you want to insert some text, do one of the following:

- Type over the selected text (or simply begin typing at the cursor location if no text is selected)
- Insert AutoText into the report.

Typing over, or simply typing in text, is self-explanatory. However, there are several ways to insert AutoText into your report.

Inserting AutoText into a Report

AutoText is pre-defined text commonly used in normal test results that you can insert into reports. For example, an AutoText named **thr** might be used to insert text describing a normal thoracic spine exam.

You can insert AutoText in three different ways:

• Begin typing the AutoText shortcut name: If an AutoText includes a shortcut name, begin typing the shortcut name. Once you've typed enough letters for the system to locate the AutoText, the shortcut name and the AutoText content appear. You can then press Enter to insert the AutoText into the report. In the illustration below, the editor

typed the letters **noa**, which located a normal abdomen AutoText with the **noab** shortcut name, and displayed its content.



• Click the AutoText drop-down list from the menu bar (see illustration at right): Use this method if you do not recall the name of the AutoText you want to insert. Select the AutoText you want to use to insert it into your report.



• Click the AutoText tab (located in the bottom-left corner of the window): Use this method if you are not sure which AutoText you want to insert. Select an AutoText to display its content in the right side of the window. When you find the correct AutoText, double-click it to insert it into your report.

| 1 | 1 | S | Name † | Used | * | List: Relevant Site |
|---|---------|------|-----------------------------|--------------|---|---------------------|
| | | s | Mammo Negative | 4/24/2013 2 | | |
| | | s | Mammo No Malignancy | | | |
| | | s | Mammo Screening | | | |
| | | s | Mammo Screening 2 Compare | | | |
| | | s | Mammo Vague Density | | | |
| | | s | Radiation Exposure | | | |
| | | s | RSNA Communication | | | |
| | | s | RSNA CT Abdominal Mass | 4/24/2013 1 | | |
| | Prior F | Repo | orts 🔫 Auto Text 🐺 Auto Fee | ed 🚹 Montage | | |

Using the AutoText Tab

The **AutoText** section shows a list of AutoTexts (also known as macros or shortcuts) available on the system.

To see this section, click the AutoText tab in the bottom left corner of the main screen.

| | s | Name t | Used | | List: | Relevant | 💌 🚟 Create 🥍 Edit 🗙 Delete |
|---------|------|---------------------------|-------------------|------|-------|-------------------|--|
| | s | Mammo Negative | 4/24/2013 2:18 PM | = | | Relevant | |
| | s | Mammo No Malignancy | | | Ex | All Personal | |
| | s | Mammo Screening | | | C | All Site | hen with intravenous contrast, 150 cc of Omnipaque |
| | s | Mammo Screening 2 Compare | | | 30 | Relevant Personal | 1 . |
| | s | Mammo Vague Density | | | | All Author | |
| | | normal abdomen | | | Te | Relevant Author | |
| | s | Radiation Exposure | | | Sta | All Users | al protocol was employed. |
| | s | RSNA Communication | | | | | |
| | s | RSNA CT Abdominal Mass | 4/24/2013 2:35 PM | | Hi | story: | |
| | s | RSNA CT Brain | | - | | | |
| Prine I | Reno | de AutoText AutoFee | Montana | 1000 | - | | |

Use the List drop-down to determine which set of AutoText to display:

- Select **Relevant** to show only AutoText categorized with a procedure code that exists in the current order, or no categorization assigned at all.
- Select All Personal to show all of your own AutoText regardless of categorization.
- Select All Site to show all site-defined AutoText, regardless of categorization.
- Select **Relevant Personal** to show your own AutoText categorized with a procedure code that exists in the current order.
- Select **Relevant Site** to show site-defined AutoText categorized with a procedure code that exists in the current order.
- Select **All Author** to show all of AutoText created by this AutoText's author regardless of categorization.
- Select **Relevant Author** to show AutoText created by this AutoText's author categorized with a procedure code that exists in the current order.
- Select **All Users** to show all AutoText created by site users regardless of categorization.

Each AutoText is flagged with up to three icons to convey information at a glance (see illustration at right). From left to right the columns indicate if the Auto Text is Normal Default or Site defined. The remaining column

√ ⊞ s

if the Auto Text is **Normal**, **Default**, or **Site-defined**. The remaining columns in the grid indicate the name of the AutoText, and the last time it was inserted into a report.

Located above the preview window are buttons used to **Create**, **Edit**, and **Delete** AutoText.

For more information on AutoText, see *Creating a Text AutoText Entry* beginning on page 453.

Step 4: Finishing the Report

After editing your report, finish the report to complete the process.

To finish the report:

- 1. Click the **Finish Report** icon \checkmark Finish on the toolbar.
- 2. If you are asked to verify that you want to finish the report, click Yes.
- 3. If you are asked to confirm your password, retype it in the dialog box and click **OK**.
- 4. After finishing, you return to the **Explorer** window where you can select other reports to edit.

Note: If you have the AutoFeed feature enabled, you will not return to the **Explorer** window. Instead, your next report opens for you to edit and finish.

Creating a Text AutoText Entry

One of your most powerful tools is the **AutoText Editor**. Use this tool to create AutoText entries, which add blocks of commonly used text into your reports. Using AutoText helps you to work more efficiently and increases the report's accuracy.

Opening the AutoText Editor

From the **Explorer** window: Click **Tools > AutoText Editor**.

From the **Report Editor** window: Click the **Create AutoText** | icon.

AutoText Editor Screen Elements

The illustration below shows the components that make up the AutoText Editor window.

| | | | | | 5 | | | Auto l ext Editor | |
|--|--|------------------|------------|--|--|---|---|---|------|
| PowerScribe 36 | 0 Reporting | | | | | | | | |
| ile <u>E</u> dit <u>V</u> ie | ew Insert | Format Tools | Spe | ech <u>H</u> el | lp | | | | |
| Close | | I III Cill.in Ma | | Catan | orier X III: B | Z TI LANS | a 1 = | = = = = = = = = | м |
| Close | | | Lat | oralvio | we of the theracic | enino indica | ato | | 71 |
| Name: the | oracic spine | | La | erai viev | ws of the thoracic | spine muica | ate | * | |
| hadred in | | | | | | | | | |
| noncut: 18 | | | | | | | | | |
| escription: | | * | | | | | | | |
| 2 222 - | | - | | | | | | | |
| Patient Information | on | | | | | | | | |
| Age Lower: | Up | per: | | | | | | | |
| Gender: | | • | | | | | | | |
| Classe | | | | | | | | | |
| C1000. | | • | | | | | | | |
| | | | | | | | | | |
| Attributes | | | | | | | | | |
| Attributes | 🦳 Default | Private | | | | | | | |
| Attributes | 📄 Default | Private | | | | | | | |
| Attributes Normal Categories University: | 📄 Default | Private | | | | | | | |
| Attributes Normal Categories <u>University:</u> Imaging Cent | Default | Private | | | | | | | |
| Attributes Normal Categories University: Imaging Cent | Default | Private | | | | | | | |
| Attributes Normal Categories University: Imaging Cent toText Mar | Default | Private | | | | | | | |
| Attributes Normal Categories University: Imaging Cent toText Mar | Default ter: nager | Private | ▲ √ | H Q. | Name † | Modality | Anaton A | The aorta is normal in size with | no |
| Attributes Categories University: Imaging Cent toText Man Browse | Default | Private | * v | H 4 | Name † Abdomen Sonogram | Modality US | Anaton A Liver, F | The aorta is normal in size with evidence of aneurysm. | no |
| Attributes Normal Categories University: Imaging Cent toText Man Browse Owner: Sit | Default ter: nager te: University | Private | * V E | ······································ | Name † Abdomen Sonogram Abdominal Utrasound | Modality US Fluoroscopy, | Anatom + Liver, F | The aorta is normal in size with evidence of aneurysm. No peritoneal or abdominal | n no |
| Attributes Normal Categories University: Imaging Cent toText Man Browse Owner: Sit | Default ter: nager te: University | Private | × × | | Name † Abdomen Sonogram Abdominal Utrasound Barlum Enema Chest: Two View | Modality US Ruoroscopy Radiography | Anatom A Liver, F Abdom | The aorta is normal in size with evidence of aneurysm. No peritoneal or abdominal abnormalities are seen. | no |
| Attributes Normal Categories University: Imaging Cent toText Man Browse Owner: Sit Name: | Default ter: nager te: University | Private | ▲ ✓ E | | Name † Abdomen Sonogram Abdominal Utrasound Banum Enema Chest: Two View CT Abd/Pelvis Narrative | Modality US Ruoroscopy Radiography CT, Radiogra | Anatom A Liver, F Abdom Chest, Abdom | The aorta is normal in size with evidence of aneurysm. No peritoneal or abdominal abnormalities are seen. | no |
| Attributes Attributes Normal Categories University: Imaging Cent toText Mar Browse Owner: Sit Name: Text: | Default ter: nager te: University | Private | × × | | Name f Abdomen Sonogram Abdominal Utrasound Barium Enema Chest: Two View CT Abd/Pelvis Narrative CT Abdomen | Modality US Ruoroscopy, Radiography CT, Radiogra CT | Anator A Liver, F Abdom Chest, Abdom | The aorta is normal in size with evidence of aneurysm. No peritoneal or abdominal abnormalities are seen. IMPRESSION: Normal abdominal sopogram | no |
| Attributes Attributes Normal Categories University: Imaging Cent toText Man Browse Owner: Sit Name: Text: | Default ter: nager te: University | Private | | | Name † Abdomen Sonogram Abdominal Ultrasound Barium Enema Chest: Two View CT Abd/Pelvis Narrative CT Abdomen CT Abdomen | Modality US Ruoroscopy, Radiography CT, Radiogra CT Cotheter Drol | Anator A Liver, F Abdom Chest, Abdom Abdom | The aorta is normal in size with evidence of aneurysm. No peritoneal or abdominal abnormalities are seen. IMPRESSION: Normal abdominal sonogram. | no |

AutoText Manager

AutoText Properties

Name

Enter a name for the AutoText in this field.

Shortcut

You can assign a *shortcut* to an AutoText. A shortcut is a keystroke sequence you assign to an AutoText. For example, you might type the shortcut **ncx** for a normal chest x-ray AutoText. When you begin to type in the report editor, and enough text is typed to uniquely identify a single AutoText shortcut, the name and content of the AutoText appear. You can then press **Enter** to insert the AutoText, or backspace until the text you typed is removed.

| O PowerScribe | e 360 R | eporting | | 5 |
|--------------------------|---------------------|----------|-----------------|----------|
| <u>File</u> <u>E</u> dit | View | Insert | For <u>m</u> at | Iools |
| 🗧 🖸 Close 🕴 | | | 🛛 🖾 Fill | in Merge |
| Name: | thoracio | c spine | | |
| Shortcut: | ts | | | |
| Description: | | | | ~ |
| Patient Infon | mation | | loper | - |
| Gender: | | | pper. | - |
| Class: | | | | • |
| Attributes | | | | |
| Normal | | Default | Priva | ate a |
| Categories | | | | |
| University Imaging (| <u>:</u> Center: | | | |
| | | | | |

AutoText Manager

Use the **AutoText Manager**, located in the lower half of the **AutoText Editor**, to search for, select, and preview AutoTexts.

Browse

This section filters which AutoText appear in the results grid. You can filter results by name, a word or phrase within an AutoText, anatomy, modality, or procedure.

Use the **Reset Filters** button to clear all filters.

The **Browse** button refreshes the results grid based on the specified filters.

| Browse | | (|
|------------|------------------|--------|
| Owner: | Site: University | • |
| Name: | | |
| Text: | | |
| Modality: | Al | - |
| Anatomy: | All | - |
| Procedure: | All | • |
| × Reset | Filters | Browse |
Results Grid

The icons in the first three columns indicate if the Auto Text is flagged as **Normal**, **Default**, or **Private**, respectively. The next column is the AutoText name. The last two columns are **Modality** and **Anatomy**. The **Modality** and **Anatomy** are inferred from the procedure code(s) associated with the AutoText, and are available

| ~ | - | 0 | Name † | Modality | Anatomy | |
|---|---------|---|--------------------|----------|----------------------|----|
| | | | MR Ankle | MRI | Lower Extremity, Lo | |
| | | | MR Brain | MRI | Brain | |
| | | | MR Cervical | MRI | Cervical Spine | |
| | | | MR Elbow | MRI | Upper Extremity, Up | - |
| | | | MR Knee | MRI | Lower Extremity, Lo | |
| | | | MR Lumbar | MRI | Lumbar Spine | |
| | | | MR Lumbar Spine | MRI | Cervical Spine, Thor | |
| | | | MR Neck | MRI | Head, Max-Face, N | |
| | | | MR Scan of Hip | MRI | Lower Extremity, Lo | |
| | | | MR Shoulder | MRI | Upper Extremity, Up | |
| - | and the | · | IND Thoracith when | Lane . | A. Thoracic.Spine | ١, |

only if the site has categorized the procedure codes to their respective Modality and Anatomy.

AutoText Preview

The AutoText preview window displays the AutoText selected in the results list. An AutoText can be opened for editing in the main editor window by double clicking the desired AutoText in the results list or by clicking the **Open AutoText** button from the toolbar.

Exam:

CT scan of the abdomen with intravenous contrast, 150 cc of Omnipaque 300 was administered.

Technique:

Standard departmental protocol was employed.

History:

Cloning an AutoText

The Clone function is a quick way to copy an AutoText and open it for additional editing.

Note: If you have the *Edit AutoText* administrative privilege on the system, and you modify an AutoText, you are changing that AutoText for *everyone*, not just yourself. To change an AutoText for you only as a provider, log in as a provider who does not have that administrative privilege.

To clone and AutoText:

- 1. From the AutoText Editor window, search for the AutoText that you want to clone.
- 2. Double-click the AutoText. If the AutoText is marked as **Normal** or **Default**, you are asked whether you want to retain those settings in the clone.
- 3. Make your changes to the AutoText.

Note: When cloning your own AutoText, you must change the name of the cloned AutoText. The name is automatically selected after using the **Clone** command, allowing you to rename it. In addition, if your original AutoText contained a shortcut, you will have to rename the shortcut as well.

4. When finished, click Save to save your cloned AutoText.

AutoText with Merge Fields

Merge fields contain provider and patient information from your facility's database. When you insert an AutoText that contains a merge field, the system looks at the database and populates the field automatically (assuming the information requested exists in the database; otherwise the field remains blank).

To place a merge field in your AutoText:

- 1. Place your cursor at the location in your AutoText in which you want the merge field to appear.
- 2. Click the Merge drop-down list.
- 3. Click the merge field you want to insert.
- 4. Repeat for any other merge fields you want to add.

| 🕖 PowerScribe | e 360 Reporting | | | - | _ | |
|---------------------------|-----------------------------|--------------------------|------|---------------------------|--------------|-----------|
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| Shortcut: | ts | | | Attending I | Email | |
| Description: | | | | Attending I | Home Phone | |
| Patient Infom | nation | | | Attending I | Mobile Phone | |
| Age Lower: | Up | oper: | | Attending I | Pager Phone | |
| Gender: | | | | Attending \ | Work Phone | |
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Facility-Specific Features

Not everyone has the same set of training requirements. This section shows some additional features commonly used by editors.

Adding Information to a Report

In addition to typing information into a report, there are many other types of information which you can add.

- Diagnosis Codes
- Custom Fields
- Notes
- Attachments

Adding Diagnosis Codes to a Report

If your facility is configured to use diagnosis codes, you can use the **Diagnosis Codes** dialog box to associate codes with the order(s) in your report.

To insert diagnosis codes into your report:

 In the Report Editor window, select Properties from the navigation panel and click the Insert Diagnosis Codes link (or click Insert > Diagnosis Codes from the menu bar). The Diagnosis Codes dialog box opens.

| Diagnosis Codes | 2 | x |
|--|---------------------|---|
| Report Information Patient: AARON AARON Procedures: CT ABDOMEN/PELVIS P-2045 STUDY | Accession: 41238181 | |
| Available Codes Search and select ICD-10 codes from the list below. | Search | |
| ICD-10 Code † Description | | |
| | | |
| < III | | • |
| Selected Codes | Clear | |
| | OK Cancel | |

2. In the **Available Codes** section, type the diagnosis code you want to associate with your report. (If you don't know the entire code, type the first few numbers of the code, or a word from the description.)



Note: To show only those codes that match the procedure, select the **Restrict to** exam codes check box.

| vallable Codes | | |
|-----------------------------|-------------------------|--------|
| earch and select ICD-10 cod | es from the list below. | |
| Restrict to exam codes | carotid | Search |

3. Click Search. The code or codes you searched for appear in the list.

| ICD-10 Code | † Description |
|-------------|--|
| 194.5 | MALIGNANT NEOPLASM OF CAROTID BODY |
| 227.5 | BENIGN NEOPLASM OF CAROTID BODY |
| 337.01 | CAROTID SINUS SYNDROME |
| 433.1 | OCCLUSION AND STENOSIS OF CAROTID ARTERY WITHOUT CEREBRA |
| 433.10 | OCCLUSION AND STENOSIS OF CAROTID ARTERY WITHOUT CEREBRA |
| 433.11 | OCCLUSION AND STENOSIS OF CAROTID ARTERY WITH CEREBRAL INI |
| 443.21 | DISSECTION OF CAROTID ARTERY |
| 900.0 | INUURY TO CAROTID ARTERY |

4. Select the check box next to each code you want to associate with your report. The codes appear in the **Selected Codes** list.



5. When finished, click **OK**. The codes you selected appear in the **Diagnosis Codes** section of the **Properties** list (see illustration at right).

Adding a Custom Field to a Report



Tip: For more information, see Custom Fields, beginning on page 325.

Custom fields are sets of metadata for an order (such as measurements, radiation dosage, flagged studies, and so on) that administrators can customize for each site.

Custom fields can be:

- Populated by technologists on unreported orders, by administrators, or by radiologists during reporting.
- Defined as free-text or pick lists, and marked as required, in which case the radiologist is forced to give them a value before signing the report.
- Used as merge fields in AutoTexts

In addition, custom fields can be categorized (associated with one or more procedure codes) by an administrator. In this case custom fields are presented only for orders with matching procedures.

To insert custom fields into your report:

 In the Report Editor window, select Properties from the navigation panel and click the Insert Custom Fields link (or click Insert > Custom Fields from the menu bar). The Custom Fields dialog box opens.

| Report Information Patient: Samuel A Sung Procedures: Left FOOT MIN 3 VIEWS | Accession: 987456225 | |
|---|----------------------|---|
| Custom Field | Value | |
| Dose 1. DLP(body) mGy-cm | | - |
| Dose 2. CTDIvol (body) mGy | | |
| Dose 3. SSDE mGy | | |
| Dose 4. ICRP 103 mSv | | |
| Film ID/Clerical | | = |
| Flag for Follow-up | | |
| Interesting Case | Neoplasm | |
| Study Appropriateness | 7 (High Utility) | |
| Study Appropriateness Alternate | | L |
| Technical Quality | | |



- 2. Click the **Value** column to assign a value to the custom fields. Some custom fields are set up with drop-down lists, while others require that you type in a value.
 - Note: You do not have to select values for all of the custom fields; only for the fields that pertain to your report. In the above example illustration, only the Interesting Case and Study Appropriateness fields would appear in the Custom Fields section.
- 3. When finished populating the custom fields for your report, click **OK**. The selected custom fields appear in **Custom Fields** section of **Properties**.

Adding a Note to a Report

Click the **Notes** button to display any notes that have been created for the current patient or report. You can insert a note by going through the menu bar, **Insert > Notes**, or by right clicking in the **Notes** pane and selecting **Create New**. A note can be associated with the patient or with the report.



Note: By default, a note is associated with the current report only. Select **Patient Note** to associate the note with all reports for this patient. An example of when to use **Patient Note** might be when the patient has a specific drug allergy.

To open the Report Note dialog box:

• In the **Report Editor** window, select **Notes** from the navigation panel and click the **Insert Note** link (or click **Insert > Note** from the menu bar). The **Report Note** dialog box opens.

To insert a note into your report:

1. Type your text in the **Report Note** text box.

| Report Note | ? × |
|-----------------|-----------------------------------|
| Recommend follo | w-up visit in three months. |
| Patient note | Switch to an audio note OK Cancel |

2. If you want to associate your note with the patient, select the **Patient note** check box. Otherwise the note is associated with the report itself.

3. When finished, click **OK**. The note appears in the **Notes** list with your name, the date and time you added the note, and the text of your note.

Adding an Attachment to a Report

There are actually two locations from which you can add an attachment to a report:

- From the Explorer window Attachments tab, shown below, or
- From the **Report Editor** window **Attachments** navigation button.

To insert an attachment from the Explorer window:

- 1. From the Explorer window, select a report.
- 2. Click the Attachments tab.



- 3. Click the **Insert Report Attachment** link and browse for the file that you want to attach.
- 4. Click **OK** to insert the attachment. The attachment file appears on the **Attachments** tab.
- 5. To view your attachment, double-click it or right-click and select **Open**.
- 6. If you want to attach another image or document, click **Insert Report Attachment** again.

Find Reports with Quick Search



Note: If you do not see the Quick Search section on your screen, your system administrator has disabled this feature.

In addition to with **Worklists**, **My Reports**, and **Browse**, you can also search for orders and reports using **Quick Search**. Use this section to search for orders or reports based upon **Single Accession**, **Multiple Accessions**, **MRN**, or **Patient Last Name**.

| Quick Sea | arch 🛞 |
|-----------|--------------------|
| Site: | All |
| Look for: | Single Accession 🔹 |
| | Search |

To search for an order or report using Quick Search:

- 1. Select a site from the **Site** drop-down list, which lists all the sites in which you have an active role. (The **Site** drop-down does not appear if you have an active role in only one site, or if your organization does not use multiple sites.)
- 2. In the Look for drop-down list, select either Single Accession, Multiple Accessions, MRN, or Patient Last Name.

Note: You can search for multiple accessions by entering each accession number on a separate line; after each accession number, press *Enter*.

- In the text entry area, type the data to find. You can use the asterisk (*) or the percentage sign (%) as wild-card search characters if you do not know the exact name or number. For example, enter Smi* to look for all patients whose last name begins with those letters.
- 4. Click the **Search** button. The Search Results Table lists all reports that match the search criteria you specified.

Tips for Quick Search

• Quick Search by accession number is more efficient if the site uses a fixed number of characters for its accession numbers. In this scenario, the search is executed automatically when the proper number of characters is entered. In any case, if one or more orders are found when searching by accession, they are automatically opened for reporting, as long as the user has the proper rights. On the other hand, if the specified accession is not found, you can create a temporary order with that accession number.

Changing Your Preferences

To help tailor the system to your needs, several of the settings in the *PowerScribe 360* | *Reporting* application can be modified.

To change your preferences, click **Tools > Preferences**. Refer to the following topics as a guide for modifying your preferences.

Note: Many preferences do not apply to editors. Only the ones that apply to editors are listed and described in the following tables.

Changing Your General Preferences

Click **Tools > Preferences**, click the plus sign (+) next to **Reporting**, and select **General**.

| Preference | Description | Default |
|-----------------------------------|---|--------------------|
| Highlight text on playback | If selected, the text you hear during audio playback is highlighted. If not selected, the text is underlined. | Yes |
| Warn on application exit | If selected, the application displays a warning dialog box when the user attempts to exit the application. | No |
| | Controls the behavior of the cursor when inserting an AutoText: | |
| | • End of AutoText: The cursor automatically moves to the end of the inserted AutoText. | |
| Move cursor on AutoText insert | • First Empty Field: The cursor automatically moves to the first blank fill-in field. | End of AutoText |
| | • First Field : The cursor automatically moves to the first fill-in field, regardless of whether it is blank or contains default text. | |

Changing Your Fonts and Colors Preferences

Click **Tools > Preferences**, click the plus sign (+) next to **Reporting**, and select **Fonts and Colors**.

| Preference | Description | Default |
|--------------------------------|--|---------|
| Default font face | Allows you to select the type of font to use in your reports (for example, Arial, Times New Roman, and so on). | Arial |
| Default font size | Allows you to select the size of your selected font (in points). | 12 |
| Restore defaults button | Returns the font preferences to their default system settings | n/a |
| Enable custom colors | When selected, allows you to customize the colors used for the various types of text in your reports: Select colors for Plain Text, Dictated Text, AutoText Text, Field Highlight, Merge Field Text, and Hyperlink Text Select the color for highlighting text as it is played back (if you selected the Highlight Text on Playback preference) Select colors for the Normal Background (when you are not dictating) and the Dictation Background | n/a |

Changing Your Dictation Preferences

Click **Tools > Preferences**, and select **Dictation**.

| Preference | Description | Default |
|---------------------------------|---|---------|
| Use PC speaker for sound alerts | If selected, audible tones are reproduced using the speaker in your computer. | Yes |

Changing Your Workflow Preferences

Click **Tools > Preferences**, and select **Workflow**.

| Preference | Description | Default |
|--|---|---------|
| Perform spell check at signoff | If selected, the spelling checker automatically runs before signing the report. | No |
| Warn if fields are empty when signing | If selected, a prompt appears alerting you that there are empty fields before you sign off on a report. | Yes |

Changing Your Foot Pedal Preferences

Click **Tools > Preferences**, and select **Foot Pedal**.

Note: If you do not have a foot pedal connected to your computer, this section does not appear.

Default Settings for Each Foot Pedal Button

| Button | Default Setting |
|--------|--------------------|
| Left | Fast Forward |
| Center | Toggle Play on/off |
| Right | Rewind |

See "Optional Settings for the Foot Pedal Buttons" beginning on page 444 to see a table of all possible settings for each foot pedal button.

Chapter 17 Order and Report Management

Objectives

In this chapter, you will:

- Manage orders and reports on the Explorer tab
- Use the Dashboard tab
- Create templates for print, fax, and cover sheets

Managing Orders and Reports on the Explorer Tab

You can use the **Explorer** tab in the **Exams** group to find and manage orders and reports. This tab provides access to the orders and reports in your system. It contains a search area for quick search by accession numbers and patients, another to invoke worklists, and another for using search filters. The system remembers your filter selections from one session to the next.

| | | | NCT | | | | | | | | | | Sys | tem: Commissure H | lealth Syst | em [1] 💌 |
|------------|-------|-----------|------------------|--------------------------|-----------|-----------|--------------------------------|------------------|--------------|--------------------|--|----------------|-------------|------------------------------|-------------|-----------|
| - | 1.14 | UA | NCE | | Quick | | | | | Search | | | | 1 | Velcome, T | om Hanni |
| Exa | ms | • | Explorer Dashb | oard Pa | Searc | h | Peer Reviews | | | Filters | | | | Administ | ration 💌 🛛 | Sign out |
| Look | her [| heen | esion Number(s) | Ste | | (| Order Status | Patient Class | A | count | | | | | | |
| Cook | . L | ALCO | ssion number(s) | Univers | iity | ¥ | All 💙 | All | ¥ 4 | NI . | ~ | · | | | | |
| | | | Sea | Inch 🔍 Locking | | 1 | Report Status | Section | 0 | rdering Physician | | | | | | |
| - F | | | | All | | ~ | All 💙 | All | × 1 | L2 | | | | | | |
| WL | Custo | m T | est | Time Fram | ne | Custom 1 | Transfer Status | Location | | | | | | | | |
| Hot | Worl | dist | (65) Sea | rch 🤉 Past 4 H | hours | ~ | All 💙 | All | ~ | | Reset Search | 2 | | | | |
| ю н П (| ð | Wc Sea | arch | Procedure | Assign | R Exam Da | ate 🖃 Patient | Site | MRN | Status | Attending | Resident | Editor | Ordering | Modified | |
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| 8 | | • | 3869500 | TR CT ABDOM W/IV CONT | MEN 0 | 4/30/200 | 6 LURIES, JANE R | University | 5120315 | Draft (A) | Pednekar, Rupesh L | | | PULIPATI, RAVI | 6/23/2014 | Actions 🕨 |
| 2 | 0 | | 4041825 | TR CT RECONSTRUC | CTION 0 | 10/1/200 | 6 AARON, AARON | University | 5437429992 | Final (A) | Lee, Stan | | Test, David | SMITH, C.WILLIAM | 9/16/2014 | Actions 🖗 |
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| | 0 | | 41237996 | TR HIP 1 VIEV | W 0 | 12/11/20 | 06 AARON, AARON | University | 5437429992 | Pinal (A) | Lee, Stan | | Test, David | Zardini, Michael | 9/16/2014 | Actions 🕨 |
| | | | 1678 | ст | 0 | 1/27/200 | 9 CORONARY, LAD | Imaging Center | r TMA02 | Draft | sadegs, sadegs | | | | 8/21/2014 | Actions 🕨 |
| 8 | | | 41238180 | PET906 | 0 | 1/27/200 | 9 AARON, AARON | University | 80356 | Pending Correction | Resident, Phil | Resident, Phil | | Zardini, Michael | 8/25/2014 | Actions 🕨 |
| | | | 41238179 | PET906 | 0 | 1/27/200 | 9 AARON, AARON | University | 80356 | Pending Correction | Resident, Phil | Resident, Phil | | Zardini, Michael | 8/25/2014 | Actions 🕨 |
| | | ۰ | PH5C13-01 | KNEE 1 OR 2 | VIEWS 0 | 10/23/20 | 09 Primary, Secondar X13 | 3 Imaging Center | PMSC13 | Draft | sadegs, sadegs | | | KISHA, DAVIS | 8/8/2014 | Actions 🕨 |
| 10 | | | 444 | | 0 | 12/14/20 | 10 UNKNOWN, | Imaging Center | TEMPORARY | Draft (T) (A) | sadegs, sadegs | | | | 8/7/2014 | Actions 🕨 |
| | 0 | | FO-45 | X-ray of the k | eft leg 0 | 4/19/201 | 12 L 16, O'F 16 M 16 | University | 16 | Pinal (A) | Pednekar, Rupesh L | | | LOP45, POP45 MOP45 | 8/19/2014 | Actions 🕨 |
| | | | FO-45 | X-ray of the k | eft leg 0 | 5/3/2012 | L 16, O'F 16 M 16 | PWS02 | 16 | Final | | | | LOP45, FOP45 MOP45 | 8/19/2014 | Actions 🕨 |
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Once you have found the order you want to see, you can take various actions on it. You can:

- Associate an order with a report
- Reset an order's status to 'Draft'
- Modify an order's priority level
- Modify a report's diagnosis codes
- Change values in the custom fields
- Change a patient's MRN
- Download a printable version

Report audio is available in the Explorer only if the **Save Audio with Report** dictation preference is in effect (see page 74). A Nuance representative must configure the amount of time the system is to save the audio files.

Searching for Orders or Reports Across All Sites

Use the Look for field to search for orders or reports across all sites in a multi-site system.

Note: The Look for search option does not take into account any of the other drop-down filters on this tab. These filters do not apply when you are doing a quick search.

To search for orders or reports:

- 1. In the **Look for** drop-down list, select the criterion for the search you want to perform: Accession Number, Patient MRN, or Patient Last Name.
- 2. In the text entry field, type all or part of the accession number, MRN, or name.
- 3. Click Search. Any orders or reports that match your criteria appear in the results grid.



- You can use an asterisk as a wild-card character; for example, select Patient Last Name and then type **Smi*** to find patients whose last names begin with Smi. Or, select Accession Number and then type **1234**, ***56***. The search returns the accession number 1234 and all the accessions that contain the string 56.
- You can use the percent character as a wild-card replacement for one or more characters; for example, select Patient MRN and type **1111%2**. The search returns MRNs such as **11102**, **11142**, **11162**, and **11192**.
- To search for multiple accessions, enter each accession followed by a comma.

Retrieving Worklists

In the **WL** (worklist) box, you can execute previously-defined, system-wide worklists. For information on creating worklists, refer to Chapter 15.

To retrieve a worklist:

- 1. In the WL drop-down list, select the desired worklist.
- 2. Click **Search**. Any orders or reports that meet the criteria in the worklist appear in the results grid.

Using the Search Filters

This set of filters allows you to search for orders, reports, or both that meet the criteria you select. Filters with a value other than **All** create a logical AND expression; that is, the filter retrieves only orders and reports that meet *all* your criteria.

To search using the filters:

- 1. Select or enter one or more of the following criteria for your search.
 - Site: In a multi-site system, search for orders and reports in a particular site.
 - **Order Status**: Search for orders of a particular status. The table below describes each status:

| Status | Description |
|---------------|--|
| All | Uses all order statuses in the search. |
| Canceled | Order was cancelled. |
| Completed | Order has been completed and is ready for reporting. |
| Scheduled | Order has been scheduled but not performed. |
| Temporary | Indicates a temporary order. |
| Dictated Ext. | |

- **Patient Class**: Search for a particular type of patient (Inpatient, Outpatient, Pre-Admit, Emergency, Recurring Patient, or Obstetrics).
- Account: Search based on the resident who dictated the report, or the attending physician who dictated or is assigned to the report. Or, search by the transcriber or technologist. Inactive user accounts are omitted from the list.
- Locking: Search based on a report's lock status (All, Locked, Unlocked, Assigned, Unassigned, Locked or Assigned, Unlocked and Unassigned). Locked reports are those currently being dictated.
- **Report Status**: Search for reports of a particular status. The table below describes each status:

| Status | Description |
|---|---|
| Addended | One or more addenda have been created for a final report. Addenda are reports themselves and the aforementioned statuses apply to them too. |
| All | Uses all report statuses in the search. |
| Completed (All) and Completed (Unreported) | Exam has been performed and is ready for dictation. |
| Draft | Report has been started and saved, but not completed. |
| Draft (A) | A indicates an addendum |
| Draft (T) | T indicates temporary |
| Final | Report has been completed and signed by an attending. |
| Pending Correction | Report has been dictated and queued for correction. |
| Pending Signature | Report has been dictated and queued for signature. |
| Preliminary | Pertains to any report whose status is not final. |

| Status | Description |
|------------|---|
| Rejected | Appears when a corrected report is returned to an editor by an attending or resident, or when a Pending Signature report is returned to a resident by an attending. |
| Scheduled | Exam has been scheduled but not yet completed. Sometimes, the exam has been completed but the status has not been updated in the RIS. In this case, reports can be dictated, but are not delivered to the RIS until they are marked complete. Some sites may choose not to allow dictation for scheduled orders. |
| Temporary | Exam has not been received by <i>PowerScribe 360</i> <i>Reporting</i> so a temporary order has been created. In this case, reports can be dictated, but are not delivered to the RIS until the actual order is received. |
| Unreported | No report has been dictated for the order. |
| Wet Read | A "pre-draft" state. Either attending or resident providers can create a wet read report. Any attending or resident provider can promote a wet read report to a Draft status. The text of the wet read is maintained once the report is promoted to Draft status. |

- Section: Search based on customized site sections. This filter is disabled if you have not selected a site.
- Ordering Physician: Search for exams ordered by the selected physician from a site. This filter contains only active physicians who have ordered at least one exam, and is disabled if you have not selected a site. Begin typing the physician's name, and then select the name from the list that appears.

| 5. | | | |
|-------------|--|--|-------------|
| jtatus | Patient Class | Account | |
| 5 | ▼ All | ✓ All | - |
|) Status | Section | Ordering Physician | |
|) [| ✓ All | ✓ A≥ al | |
| er Status | Location | ALBERT, MICHAEL C [015840] ALDEN, KRIS 1 [017005] | |
| > | ✓ All | ALDRICH, E FRANCOIS [006684] | rch 🔍 |
|) A VIIII | and the second | a summer a substantine and a startine and a | and a date. |

- **Time Frame**: Search for orders or reports based on a period of time. For unreported orders, the filter is based on the time of the exam. For reported orders, the filter is based on the time the report was last modified. This filter includes values such as Past hour, Past 4 hours, Today, Yesterday, Past 2 days, Past 3 days, Past week, Past 2 weeks, Past month, Tomorrow, All Future, and No limit. To specify a range, click **Custom** and then indicate the start and end dates. These dates are inclusive.
- **Transfer Status**: Use this filter to search based on report transfer status (All, Exceptional, Not Ready, Ready, Sent, Rejected, Failed, Held, Queued, Force Send).
- Location: Use this filter to search based on the site location associated with the order. This filter is disabled if you have not selected a site.
- 2. Click Search. Any orders or reports that meet your criteria appear in the results grid.

Using the Search Results

The results grid shows all reports and orders that meet your search criteria.

| | N | UAN | NCE | | | | | | | | | | | | Sys | tem: Commissure H | lealth Syst | em [1] 💌 | |
|---------|-------|--------|---------------|------------------|----------------------------|---------|------------|---------------|-----------------------|----------------|-------------|--------------------|--------------------|----------------|-------------|-------------------------------|-------------|-----------|--|
| | | | | | | | | | | | | | | | | Y | Velcome, T | om Inneli | |
| Exa | ms • | - 1 | Explo | er Dashboard | Patients P | hys | sicians | Per | er Reviews | | | | | | | Administ | ation 💌 | Sign out | |
| Look | | | sion M | umbar(a) V | Ste | | (| Order St | tatus | Patient Class | A | ccount | | | | | | | |
| LOOK | a. [· | ucces | SION N | imper(s) • | University | | ~ | All | ~ | All | ¥ 4 | NI . | ~ | · | | | | | |
| | | | | Search Q | Locking | Locking | | Report Status | | Section Order | | rdering Physician | | | | | | | |
| June De | | | | | All | | ~ | All | ~ | All | × . | A.t. | | | | | | | |
| wuld | usto | m Te | 350 | ~ | Time Frame | | ustom 1 | Transfer | r Status | Location | | | | | | | | | |
| Hot | Work | list (| (65) | Search G | Past 4 hours | 2 | ~ | All | ~ | All | ~ | | Reset Search | 2 | | Results G | irid | | |
| 80 H | l blo | Rele | ase S | end Now Unlock | Delete Assia | n | Printa | ble | Fax | | | | | | L | | | | |
| 101 | | . / | 2 | | Bernarduna | - | Farmer Pla | at a let | Deblash | Cit- | LINK | Chabur | attender a | Bestdeet | T-Base | Ordering | Maddled | | |
| 200 | | | 6 408 | 690 | NM609 | 0 | 4/14/200 | 6 | TELPS, TANE I | PWS02 | 1876482 | Final | Accelong | RESIDENT | custor | GRIFFITH, BARTLEY P | 8/8/2014 | Actions & | |
| - | | • | 386 | 1500 | TR CT ABDOMEN | 0 | 4/30/200 | 6 | LURIES, JANER | University | 5120315 | Draft (A) | Pednekar, Rupesh L | | | PULIPATI, RAVI | 6/23/2014 | Actions & | |
| - | | • | _ | | W/IV CONT | | 11 | | | | | | | | | | -11 | | |
| 10 | 0 | | 404 | 825 | TR CT RECONSTRUCTION | 0 | 10/1/200 | 6 | AARON, AARON | University | 5437429992 | Final (A) | Lee, Stan | | Test, David | SMITH, C.WILLIAM | 9/16/2014 | Actions 🕨 | |
| 8 | ~ | | 408 | 690 | PULMONARY IMAGING SPECT | 0 | 11/10/20 | 06 | TELPS, JANE L | University | 1876482 | Final | Mardini, Michael | | | GRIFFITH, BARTLEY P | 8/8/2014 | Actions 🕨 | |
| 15 | 0 | | 412 | 17996 | TR HIP 1 VIEW | 0 | 12/11/20 | 05 | AARON, AARON | University | 5437429992 | Pinal (A) | Lee, Stan | | Test, David | Zardini, Michael | 9/16/2014 | Actions 🕨 | |
| 10 | | | 167 | i | ст | 0 | 1/27/200 | 9 | CORONARY, LAD | Imaging Center | TMA02 | Draft | sadegs, sadegs | | | | 8/21/2014 | Actions 🕨 | |
| 8 | | | 412 | 8180 | PET906 | 0 | 1/27/200 | 9 | AARON, AARON | University | 80356 | Pending Correction | Resident, Phil | Resident, Phil | | Zardini, Michael | 8/25/2014 | Actions 🕨 | |
| | | | 412 | 8179 | PET906 | 0 | 1/27/200 | 9 | AARON, AARON | University | 80356 | Pending Correction | Resident, Phil | Resident, Phil | | Zardini, Michael | 8/25/2014 | Actions 🕨 | |
| 12 | | ٠ | PHS | C13-01 | KNEE 1 OR 2 VIEWS | 0 | 10/23/20 | 09 | Primary, Secondar X13 | Imaging Center | PMSC13 | Draft | sadegs, sadegs | | | KISHA, DAVIS | 8/8/2014 | Actions 🕨 | |
| 23 | | | 444 | | | 0 | 12/14/20 | 10 | UNKNOWN, | Imaging Center | TEMPORARY | Draft (1) (A) | sadegs, sadegs | | | | 8/7/2014 | Actions 🕨 | |
| 00 | 0 | | FO-4 | 5 | X-ray of the left leg | 0 | 4/19/201 | 2 | L16, O'F16 M16 | University | 16 | Pinal (A) | Pednekar, Rupesh L | | | LOP45, POP45 MOP45 | 8/19/2014 | Actions 🕨 | |
| 10 | | | 0 FO-4 | 5 | X-ray of the left leg | 0 | 5/3/2012 | 1 | L 16, O'F 16 M 16 | PW502 | 16 | Final | | | | LOP45, FOP45 MOP45 | 8/19/2014 | Actions 🕨 | |
| | | | 226 | i3 | TEMPORARY | 0 | 1/24/201 | 3 | UNKNOWN, | DRR.02 | TEMPORARY | Draft (T) | sadegs, sadegs | | | | 8/7/2014 | Actions 🕨 | |
| | | | DICO | MTEST-1825864283 | ECHOCARDIOGRAM | 0 | 3/14/201 | 3 | Simpson, J Marge | MPLS | 36351620100 | 812 Draft | Pednekar, Rupesh L | | | | 6/23/2014 | Actions 🕨 | |



- If a report is associated with multiple orders, each order that satisfies the search criteria appears separately in the grid.
- If the report has an addendum, the properties listed (status, attending, and so on) refer to the addendum.
- If the search yields more than one page of results, click the page number at the bottom right corner of the grid to navigate to a specific page. To view the entire list, click the small down arrow at the right of the page number list. The arrow then reverts to an up arrow; click the up arrow to see the results one page at a time.

| Page 1 [2] 🕴 |
|--------------|
|--------------|

• Hover your mouse cursor over the page label to see the total number of items found.

- Click any column heading to change the sort order. The software remembers the order you selected. Click the heading again to sort in reverse order.
- If you invoke a worklist that contains a sort order, the results initially appear in this order, and the grid footer displays the order. Apply a different sorting by clicking a column heading.



Note: There is a limit on the number of orders you can retrieve at one time. This limit is set by default to 500 in the Maximum Explorer Search Records system preference, found on the Explorer Screen tab in the System Preferences window.

The Locking and assignment status, Report transfer status and Priority columns provide some important information about the reports and orders that appear in the list.

| Column | Description |
|-------------------------------|---|
| Locking and assignment status | The icon in this column can be either yellow or blue. Yellow indicates that the report is open and therefore locked. Hovering your mouse over the lock icon shows who has locked the report. Blue indicates an order that is assigned to a radiologist other than the logged-in user. Depending upon a site preference, (page 58) you might, or might not, be able to open this order. |
| Report transfer status ⊡ | Hover your mouse over the order's icon to see the status: Ready: Report is flagged for inspection; when it is sent depends upon its status and interface options. Queued: Report is queued for transmission. Force Send: Report is queued for immediate re-transmission. Sent: Report has been successfully delivered. Final Exported: Final report has been successfully transmitted. Rejected: The RIS rejected the report. Failed: An error occurred. Held: An administrator interrupted the transmission. |
| Priority ? | This column uses icons to indicate an order's priority : No icon: Routine priority STAT priority ASAP (red) Timing-critical; Callback; or Pre-op (yellow) Low priority (green) |
| TAT Deadline | Indicates reports that have reached or surpassed their turnaround time deadline: Indicates the report is past its deadline. Hover your mouse cursor over the icon to see a tool tip describing how far past the deadline the report is. |

Order/Report Preview

Each accession number in **Accession** column of the results grid is a hyperlink to an order and report preview page. This printer-friendly page also provides patient data, exams associated with the report, the report's addenda, and any notes, custom fields, or attachments.

| Patient Visit | | | | | | | | |
|---|---|----------------------------|---|---|---|---|-----------------------------|----------|
| Name: JAN | E L TELPS | | Site: Univ | versity | Site | Location: | Attending: BARTLEY P GRIFF | FITH, MD |
| DOB: 6/19 | 5/1944 (70 | years) | MPI: | | Hos | pital Svc: | Referring: BARTLEY P GRIFF | FITH, M |
| Gender: Fem | ale | | MRN: 187 | 6482 | Poin | t of Care: | Consulting: | |
| 55N: 000 | -00-0000 | | Dept Num: | | | Facility: | Admitting: | |
| Address: 1M | AIN ST | P | atient Class: Out | patient | | Building: | Visit Num: 903008529 | |
| EDG | EWOOD, N | 4D 21040 | Admitted: | | | Floor: | Account Num: 903008529 | |
| Home Phone: (888 |) 555-456 | 7 | Discharged: | | | Room: MPU | Patient Type: | |
| Work Phone: (888 |) 555-123 | 4 A | dmit Source: | | | Bed: | VIP Indicator: | |
| E-mail: supp | ort@comn | nissure.com | | | | | | |
| Order | | | | | | | | |
| Accession: 408 | 5690 | | Status: Com | pleted | Co | mpleted: 11/10/2006 12:11:00 PM | Group ID: | |
| Proc Code: NM6 | 09 | | Provider: BAR | TLEY P GR | IFFITH, MD S | cheduled: | Placer Num: | |
| Proc Desc: PUL | MONARY I | MAGING | Patient Age: 62 y | /ears | | Created: 11/10/2006 12:11:00 PM | Serv Sect ID: | |
| SPE | ст | | Sequence: 1 | | Last | Modified: 11/10/2006 12:11:00 PM | Image Count: | |
| Start Date: 10/1 | 3/2006 12 | 2:11:00 PM | | | | | | |
| Clinical Info: Dia | gnosis: 61 | YEAR OLD WITH | H COPD, LUNG TRAI | NSPLANT E | VALUATION History | WEIGHT: 184 LBS., HEIGHT: 65 INC | HES QUANT VQ SCAN Comments: | |
| Imported: Transfer: Final Exported: Correction: Signed: Created: | Ves Sent Yes Self-edit 11/10/200 4/14/2006 | 6 9:37:44 AM 9:37:44 AM | The right kidney of the abdominal a IMPRESSION: 1. Negative abdo or other significant | to bilary d o bilary d 2.2mm. Th other sign ormal. The fife spleen seen within y measures is no evid ymailty inv e visualize sorta and i dominal ult cant abnorr SSION: | ersound without evic assound without evic nality. | extrahepatic common al without evidence of The pancreatic head well seen and cannot ad is, otherwise, normal. It kidney measures of thiasis, or other ft kidney. The roperitoneum including are seen are unremarkable. | | |
| Download - | | | 1 | | | | | |
| Download 🔻 | | Account | Туре | Status | Workstation | Info | | Conte |
| Download 🕶 | Realm | | | | | Depart cant to bl 71 big (Stature Ein | (lec | |
| Download ▼ ime /8/2014 1:17:16 PM | Realm Bridge | Bridge | Distribute | | S | Report sent to HL7 only (status: Hi | nary . | |
| Time (8/2014 1:17:16 PM (8/2014 1:17:16 PM | Realm Bridge Bridge | Bridge Bridge | Distribute Result | Success | | Sent to HL7 Univ (10.1.43.40:7900) |) | |

In addition to the preview, there is an audit trail for the order and report, showing when the report was received from the RIS, when it was created, edited, signed, and so on. In the

Content column of the audit grid, there are icons you can click to download the report content at various steps in the reporting process.

| ïme (| Realm | Account | Туре | Status | Workstation | Info | | Content |
|-------------------|----------|----------------|------------------|---------|----------------|-----------------------|---------------------|---------|
| /8/2014 1:17:16 P | 4 Bridge | Bridge | Distribute | | | Report sent to HL7 Ur | niv (Status: Final) | |
| /8/2014 1:17:16 P | 4 Bridge | Bridge | Result | Success | | Sent to HL7 Univ (10. | 1.43.40:7900) | 🖹 🖨 🌗 |
| /8/2014 1:17:11 P | M Portal | autotext, test | Dissociate Order | | RO-AALHAMYRI-L | Accession removed: | A A 4. | |

You can download the plain text (*.txt*), the formatted text (*.rtf*), or the dictated audio (*.wav*) of the current report independently of the audited content. These files are available for the number of days specified in the **Keep Content Audit for Final Reports** option in the **System Configuration** dialog box (**Setup > System > Configuration**). Final reports are typically deleted after a few days so that the database does not grow too rapidly.

Holding, Releasing, or Sending an Order or Report

If you hold a report, it is not sent to the RIS, even if it has been signed as preliminary or final. To make a held report or order eligible for transfer, you must use the **Release** option. You can release only completed orders and final reports that have been held.



Note: You can release preliminary reports only if you have set the **Send** *Preliminary Results* option and the **Send Dictated Status Updates** option for the Bridge service (**Setup > Bridge**).

- The **Release** option changes the report's transfer status from Held to Ready, which prepares the report to be examined by the Bridge software. The report may or may not be sent, based on the options configured for the Bridge and for the destination systems.
- The **Send Now** option forces the report to be sent within a few seconds, regardless of the way the Bridge options are configured.

To hold an order or report:

- 1. Find the report or order you want to hold.
- 2. Place a check mark next to the report or order.
- 3. Click Hold. You see a confirmation message.
- 4. Click **OK**. A **Held** icon appears in the **Report Transfer Status** column next to the order or report, indicating that it is being held.

To release an order or report:

1. Find the report or order you want to release.

-)

Tip: Use Held as the Transfer Status filter to search for all held orders and reports.

- 2. Place a check mark next to the report or order.
- 3. Click Release. You see a confirmation message.
- 4. Click **OK**. A **Ready** \Rightarrow icon appears in the **Report Transfer Status** column next to the order or report, and the order or report is now eligible to be sent.

To send an order or report immediately:

- 1. Find the report(s) or order(s) you want to send.
- 2. Place a check mark next to the report(s) or order(s).
- 3. Click Send Now. You see a confirmation message.

| Message fr | rom webpage |
|------------|--|
| ? | This action will cause the selected reports to be transferred within the next few seconds to all configured outbound interfaces, regardless of their bridge options. Are you sure you want to proceed? |
| | OK Cancel |

4. Click OK. The report or order is transferred.

Faxing an Order or Report

You can fax one or more reports or orders from the Explorer tab.

To fax orders or reports:

- 1. Find the report or order you want to fax.
- 2. Place a check mark next to each item you want to fax.

3. Click Fax.... The Fax Report dialog box opens.

| Fax Repor | t | [x] |
|--------------|------------------------|-----|
| You have sel | ected 1 report to fax. | |
| To: | A? | |
| Number: | 210-100-1000 | |
| Company: | | |
| Cover P | age | |
| Subject: | | |
| Message: | A | |
| | | |
| | | |
| | | |
| | w. | |
| | | |
| | Delete Cancel | |

- 4. In the **To**: field, select the recipient's name. The default destination is the ordering physician, or the referring physician if the ordering physician name is unavailable.
- 5. In the Number: field, type the fax number.
- 6. If you want a cover page to accompany the fax, select **Cover Page** and type the Subject and Message that are to appear on the cover page. For information on defining cover page templates, refer to *Creating a Fax Cover Sheet*, beginning on page 502.
- 7. Click **Send** to send the fax(es).

Unlocking an Order

While a provider is dictating a report on an order, the order is locked to prevent other users from opening it. Later, the order is unlocked. The order might remain locked in some circumstances, such as a loss of network connection. When the provider logs in again when the connection is restored, any locks are automatically cleared. You can use the method below to unlock an order manually, if necessary.

To unlock an order:

1. Find the order you want to unlock.

 $\overleftarrow{\mathbf{Q}}$ - **Tip:** Use the Locking Status filter to search for all locked orders.

The locked order shows a padlock icon next to it. \square

- 2. Place a check mark next to the order.
- 3. Click Unlock. The lock is cleared.

Associating an Order with a Report

Use this feature to associate an order with a report. You can:

- Add another order to a report. Any orders already associated with it remain in place.
- Replace an order with another one.
- Remove an order from a report that has multiple orders.

To associate an order with a report:

- 1. Find the report to which you want to associate an order.
- 2. Float your mouse cursor over the **Action** link next to the report, and select **Associate...** from the shortcut menu. The **Order Association** dialog box opens.

| Order Association Webpage Dialog | × |
|---|---|
| You have selected the <u>reported</u> accession PMSC15-04 to associate with another report. Select the action to be performed from the list below and click Next to proceed. | |
| Add one or more orders of the same patient to the selected report. Any orders already associated with this report will remain intact. This action will create a multi-accession report. | |
| Replace the associated order of the selected report with another order. This action will dissociate the order of the selected report. That order will become unreported. | |
| Next >> Cancel | |

3. Indicate the action you want to take: Add an order to this report, or replace the existing order with another one. Or, if there are multiple orders associated with a report, you have the option of removing the currently selected order.

4. Click **Next** >>. A list of unreported accessions for this patient is displayed.

| e | Ord | er A | ssociation We | ebpage Dialog | | | | × | | | | |
|--|---------------------------------|------|---------------|-------------------|---------------------------------|--|--|--------|--|--|--|--|
| You have chosen to add one or more orders to the selected report, which is associated with accession PMSC15-04 . Please select one or more orders from the list below and click Next to proceed. Note: Only unreported accessions for patient <u>Secondar X15 Primary</u> are available for selection. | | | | | | | | | | | | |
| | | Þ | Accession | Procedure | Patient Status Resident Attend | | | | | | | |
| | | | PMSC15-03 | KNEE 1 OR 2 VIEWS | Primary, Secondar X15 Completed | | | | | | | |
| | | | | · | · | | | Page 1 | | | | |
| | Page 1 < Previous Finish Cancel | | | | | | | | | | | |

- 5. Select the order you want to associate with the report and click **Next** >>. A confirmation message indicates the association has been made, or removed, depending on the action.
- 6. Click Close. The original list is updated to reflect your change.

Resetting a Report's Status to 'Draft'

To reset a report to 'draft':

- 1. Find the report whose status you want to reset.
- 2. Float your mouse cursor over the **Action** link next to the report, and select **Reset to draft** from the shortcut menu. A confirmation message appears.



3. Click OK. The report's status reverts to 'draft.'

Modifying an Order's Priority Level

To modify an order's priority level:

- 1. Find the order whose priority you want to reset.
- 2. Float your mouse cursor over the **Action** link next to the order, and select **Set Priority ...** from the shortcut menu. The **Set Priority** dialog box opens.

| Set Priority | Webpage Dialog | | | | |
|-------------------------------|----------------|--|--|--|--|
| Patient: | JOHN C JACSON | | | | |
| Accession: | 4113240 | | | | |
| Procedure: RIGHT FOOT 2 VIEWS | | | | | |
| Priority: | Routine V | | | | |
| | Change Cancel | | | | |

- 3. Select the priority level you want to assign to this report.
- 4. Click **Change**. The report's priority is changed to the level you selected. An icon appears in the **Priority** column to show the priority:

| Routine: | No icon |
|---------------------------------------|---------|
| Low priority: | |
| Timing-critical, callback, or pre-op: | |
| ASAP: | |
| STAT: | ۲ |

Modifying a Report's Diagnosis Codes

This feature allows you to set diagnosis codes for reported orders.

To modify a report's diagnosis codes:

- 1. Find the report whose diagnosis codes you want to modify.
- 2. Float your mouse cursor over the Action link next to the order, and select Edit Diagnosis Codes... from the shortcut menu. The Order Diagnosis Codes dialog box opens.

3. Find the diagnosis code you want to assign to the report.

To find a code:

- a. Type all or part of the code or its description in the **Diagnosis Code/Description** field. You can use an asterisk as a wild-card character.
- b. Click **Search** to find the codes. Select the **Restrict to exam codes** option if you want to search only amongst exam codes, and not diagnostic codes. The codes appear in the **All codes** list at the left.

| ICD-10 Code/D | Description: G* | Restrict | to exam c | odes | Reset Search Q | |
|---------------|--|----------|-----------|-------------|------------------|--------|
| I Codes: | | | Selecte | d Diagnosis | Codes: | |
| 🗖 Code 🖃 De | escription | Add | | Code | Description | Remove |
| G03.8 Me | eningitis due to other specified causes | | | | Page | 1 |
| G97.0 Ce | erebrospinal fluid leak from spinal puncture | | | | | |
| G97.81 Ot | ther intraoperative complications of nervous stem | | | | | |
| G97.82 Ot dis | ther postprocedural complications and sorders of nervous system | | | | | |
| | Page | 1 | | | | |

4. Place a check mark next to each code you want to assign to this order. Or, place a check mark in the heading to select all the codes in the list.

5. Click Add. The selected codes are added to the Selected Diagnosis Codes list at the right. To remove a code, place a check mark next to it and click Remove.

| ICD-10 Code/Description: G* | Restr | ict to exa | am codes | Reset Search 🔍 | |
|---|-------|------------|----------|---|--------|
| Codes: | | Sel | ected Di | agnosis Codes: | |
| Code Description | Add | | Code 🖃 | Description | Remove |
| G03.8 Meningitis due to other specified causes | | [7] | G97.81 | Other intraoperative complications of nervous | |
| G97.0 Cerebrospinal fluid leak from spinal punctu | re | | | Other postproced iral complications and | - |
| G97.81 Other intraoperative complications of nerv | ous | | G97.82 | disorders of nervous system | _ |
| G97.82 Other postprocedural complications and disorders of nervous system | | | | Page 1 | |
| Pa | age 1 | | | | |

- 6. Click Save and Close to assign the codes to the order.
- 7. Repeat Steps 3 through 6 until you have added all the desired codes to the order.
- 8. Click Close Window.

Modifying an Unreported Order or Report's Custom Field Values

Note: For more information on custom fields, see Custom Fields, beginning on page 325.

You can change the values the radiologist or other user has inserted in the custom fields in an unreported order or report.

To modify the custom fields:

1. Find the order or report whose custom field values you want to change.

2. Float your mouse cursor over the Action link next to the order or report, and select Edit Custom Fields... from the shortcut menu. The Order Custom Fields dialog box opens.

| Patient: John Jackson - Accession: est7777 Save Change | | | | | | | | | |
|--|-----------------|--|--|--|--|--|--|--|--|
| Name 🔺 | Value | | | | | | | | |
| Dose 1. DLP(body) mGy-cm | | | | | | | | | |
| Dose 2. CTDIvol (body) mGy | | | | | | | | | |
| Dose 3. SSDE mGy | | | | | | | | | |
| Dose 4. ICRP 103 mSv | | | | | | | | | |
| Flag for Follow-up | Select choice 👻 | | | | | | | | |

- 3. Enter or select the appropriate value for each of the custom fields in the order or report.
- 4. Click Save Changes.
- 5. Click Close Window to return to the report list.

Changing a Patient's MRN

To change a patient's MRN:

- 1. Find the order or report in which you want to change the patient's MRN.
- 2. Float your mouse cursor over the Action link next to the report, and select Change Patient MRN from the shortcut menu. The Change Patient Identifier dialog box opens.

| 🦲 Change Pat | ient Identifier Webpage Dialog | | | | | | | |
|--------------|--------------------------------|--|--|--|--|--|--|--|
| Patient: | Samuel A Sung | | | | | | | |
| MRN: MRN333 | | | | | | | | |
| New MRN: | | | | | | | | |
| | Change Cancel | | | | | | | |
| | | | | | | | | |

3. Type the patient's new MRN.

4. Click Change. A notification message appears.



5. Click OK.

Canceling an Order

Because some RIS do not send order cancellations through HL7, you can set the status of an exam to **Canceled** to keep the data synchronized between *PowerScribe 360* | *Reporting* and your RIS. You can cancel only unreported orders whose status is not Temporary or Entered.

To cancel an order:

- 1. Find the order you want to cancel.
- 2. Float your mouse cursor over the **Action** link next to the order, and select **Cancel** from the shortcut menu. A confirmation message appears.



3. Click OK. The order's status changes to Cancelled.

Printing an Order or Report

You can print any order or report in the system; the report will appear in the same format as it does when the radiologist prints it from the *PowerScribe 360* | *Reporting* client application. The report will include any headers, footers, page numbering, or other features you defined in the default print template for the system, site, or site location. For more information on setting up print templates, refer to *Creating a Print Template*, beginning on page 489.

To download a printable report:

- 1. Find the report(s) you want to print.
- 2. Place a check mark next to each report you want to print.
- 3. Click Printable.... The standard File Download window opens.
- 4. If you want to view the report(s), click **Open**. The report opens in a Word or WordPad window, depending on the file type. From here, you can save or print the document.

OR

To save a copy of the report(s), click **Save**. A standard **Save As** window opens. Navigate to and select the folder where you want to save a Word file containing the report(s), and click **Save**. The file is stored at the location you specified.

Deleting Reports and Orders

Caution: Deleting reports or orders is not recommended and should not be done except in rare cases where your RIS is out of synch with your PowerScribe 360 | Reporting system.

Deleting a report or an order removes it from the *PowerScribe 360* | *Reporting* system, but does not remove it from the RIS. In most cases, you do not need to delete reports or orders from the system. If an unusual situation requires you to delete a report or order, follow the procedure below.

To delete a report or order:

- 1. Find the order or report you want to delete.
- 2. Place a check mark next to the order or report.
- 3. Click Delete. A confirmation message appears.

| Delete Order/Report | [x] | | | | | |
|--|-----|--|--|--|--|--|
| You have selected 1 report for deletion. | | | | | | |
| Warning: Your selection contains final reports, which may have already been sent to the RIS. | | | | | | |
| Delete report only If your selection contains addendums, only the LAST addendum will be deleted and NOT the original report. | | | | | | |
| O Delete report chain and associated orders | | | | | | |
| If your selection contains addendums, ALL the addendums and the original report will be deleted. | | | | | | |
| Delete Cancel | | | | | | |

The options you see depend on the order or report you selected. For example, if you delete an order associated with a visit that has no other unreported orders, you have an option to delete the visit:

| Delete Order/Report | [x] |
|---|-----|
| You have selected 41 reports for deletion. | |
| Warning: Your selection contains final reports, which may have already been sent to the RIS. | 9 |
| Delete report only | |
| If your selection contains addendums, only the LAST addendum will be deleted and NOT the original report. | |
| Delete report chain and associated orders | |
| If your selection contains addendums, ALL the addendums and the original report will be deleted. | |
| You have selected 1 order for deletion. | |
| Delete unreported orders | |
| If an order is associated with a visit that does not contain other orders, the visit will also be deleted. | |
| Delete Cancel | |

4. Select the appropriate option(s) and click **Delete**. A message indicates the successful deletion of the item(s).



Using the Dashboard Tab

The **Dashboard** tab in the **Exams** group provides a real-time view of exam activity in the system. It has three tabs, each showing a different set of exam-related activities.

- User Activity: Shows all users currently logged into the system, including Portal users, how long they have been logged in, the workstations they are using, the exams on which they are working, and the last action taken on these exams.
- Inbound Activity: Shows all recent messages received from the RIS.
- Outbound Activity: Shows all recent messages sent to the RIS.
- **DICOM Activity**: If you purchased the DICOM option, this tab is available.

| N,N | UANCE | | | | | | | | | |
|--------------|-----------------|------------------|--------------------|------------|-----------|-----------|---------|-----------|------|------------------|
| Exams 🔻 | Explorer | Dashboard | Patients Physicia | ins Pee | r Reviews | | | | | |
| User Activ | vity Inbound | d Activity Outbo | ound Activity DICO | 4 Activity | | - | | | | |
| 🕥 Adm | Hrkach, Tom | 27 min | MEL-THRKACH-L | Site | Accession | Procedure | Patient | Attending | LOCK | Discarded report |
| | | | | | | | | | | Page 1 |
| Click to par | use the refresh | | | | | | | | | |

Use the **Configuration** page in the **Setup** group to specify how often the data is updated on the Dashboard. The default is every 30 seconds.

| System Configuration | Reset to | Defaults Valida | te Settings Save and Clo | ose Close Wind | ow |
|---|-----------------|-------------------|----------------------------|------------------|-------|
| Application Server Web Portal | Bridge Service | Speech Utility | PowerScribe 360 Client | Other Services | |
| Portal Dragon user directory | : c:\Nuance\Dra | gonUsers | | | [] |
| Bridge Service name | Nuance RadBri | dge | | [Nuance RadBrid | dge] |
| Bridge server | : | | | | [] |
| Dashboard refresh rate | : 30 seconds | | ~ | [30 seco | nds] |
| Maximum search records | : 500 | | ~ | [: | 500] |
| Printable document format | PDF | | ~ | [F | PDF] |
| Enable extended multi select | : 🗹 | | | [Fa | alse] |
| Enable use by radiologists | : 🗹 | | | [Τ | rue] |
| Enable use by physicians | : 🗹 | | | [Τ | rue] |
| Text in green indicates default values. | | | | | |

Introduction to Templates

You can create print, fax, and cover sheet templates for your facility's needs. You can design templates for the entire system, for individual sites, and for locations within sites. If your facility is converting from the *RadWhere* application, you can use your existing *RadWhere* templates in *PowerScribe 360* | *Reporting*.

Templates allow your reports to have a consistent appearance when they are printed or faxed. If you assign a template to the system, all reports printed in the system use that template, unless you also assign templates to individual sites or locations within sites. With a template, a report has the same appearance whether a radiologist prints it from the client application or an administrator prints it from the **Explorer** tab in the *Administrator Portal*.

To tailor a template to your facility's needs, you can use advanced features such as merge fields, tabs, page numbering, headers, footers, tables, and embedded graphics such as logos. And, you can design a template to show a different header or footer on the first page than on the other pages. (Nested tables and separator lines are not supported.)

If desired, you can design separate templates with different headers and footers for each site or location; for example, you might want reports to display a different department name and address at the top of the page depending on the site or location. You can create the same or different templates for printing and faxing.

You can create and edit simple templates in WordPad; for the more advanced features, you will need to use Microsoft Word. You must save print and fax templates as *.rtf* files, not as *.doc* files, before you upload them to your system in the Portal. You can use any *.rtf* file as a basis for a new template.

Note: Cover sheet templates are not .rtf files; these have a .cov extension and you can create them only in the Microsoft Fax Cover Page Editor utility that comes with Windows.

Use the procedures below to create and edit templates that will be available to all users in the system, for individual sites, or for locations within sites.

LEXIMER Recommendations

To obtain the best results from the LEXIMER algorithm, it is recommended that you follow these practices:

• Create standard departmental templates with consistent headings. LEXIMER searches the text of unstructured radiology reports and uses primary headings (Findings, Impression, Summary, Conclusion) in its first-pass analysis to identify areas of relevancy. Below is a sample template:

```
COMPARISON: [...]
TECHNIQUE: [...]
FINDINGS:
[...]
IMPRESSION:
[...]
[Recommendation] (Blank field to use as
placeholder for follow-up recommendations)
```

• LEXIMER reads the report text from bottom up and will be more accurate if reports are formatted with Impressions at the bottom. To optimize analysis accuracy, it is suggested that the Impression section be placed at the bottom of the template rather than at the top.

Creating a Print Template

To add a new print template at the system or site level, you must first create the template as an *.rtf* file in Microsoft Word or WordPad. Once you have created it, you must add it to your *PowerScribe 360* | *Reporting* system.

To create the template:

- 1. Create the template file in Microsoft Word or WordPad.
 - Use Word's advanced features to add headers, footers, page numbering, and so on, if desired.
 - A print or fax template must, at the minimum, contain the *<maintext>* merge field. This field will contain the text of the report; you must place this field at the position where you want the body of the report to appear.

• You can add other merge fields such as the patient name, patient MRN, attending name, and so on. Below is an example of a print template with merge fields.



To see a list of all available merge fields:

- a. On the System or Sites tab in the Setup group, click Templates....
- b. Click the icon at the upper right of the **Print Template** tab.

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|--|----------------|
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| Delete Download | E |
| and the second | |
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| <676:Editor ID> <677:Signed by Name> <678:Signed by Last Name> | <676 Editor ID> | <677: Signed by Name> | <678:Signed by Last Name> | - |

A window showing the list of merge fields opens.

You can copy any merge field from the list to insert it in the document. For example, to insert the visit number, copy the field **<401:Visit Number>** and paste it at the position in your template where you want the visit number to appear. Although you can use the field number alone or the field name alone, it is recommended that you copy the field exactly as it appears, including the brackets.



Tip: To insert a custom field, use this format: <10000:Custom:Custom Field Name>. For example, if the custom field name is Radiation Dose, type <10000:Custom:Radiation Dose>.

Appendix B in this manual also contains a list of the merge fields you can use in your print templates.

2. When you have finished creating the template, save it as an *.rtf* file. Make a note of the path and folder location where you saved the file. Then continue with the procedure below to upload the template to your system.

To add a print template to the system, site, or location:

- 1. To add a print template at the system level:
 - a. On the System tab in the Setup group, click Templates.
 - b. Select the **Print Template** tab.

| System: Commi | ssure Health System | Save and Close Close Win | dow |
|------------------|--------------------------|----------------------------------|-----|
| Print Template | Fax Template Cover Sheet | | |
| Select Template: | None | ▼ New Edit Delete Download | 1 |

OR

To add a print template at the site level:

- a. On the **Sites** tab in the **Setup** group, select the site from the drop-down list at the upper right.
- b. Click Templates.
- c. Select the Print Template tab.

| e 8 300 Keporti | ng: Site Templates | - Windows In | ternet Explorer | | |
|-------------------|--------------------|---|---|--|---|
| | | | | Save and Close | Close Window |
| Fax Template | Cover Sheet | | | | |
| University Print | Template1 | • New | Edit | Delete Down | load 🖹 |
| | Fax Template | Fax Template Cover Sheet University Print Template1 | Fax Template Cover Sheet University Print Template1 | Fax Template Cover Sheet University Print Template1 New Edit | Save and Close Fax Template Cover Sheet University Print Template1 New Edit Delete Downl |

OR

To add a print template at the site location level:

- a. On the **Sites** tab in the **Setup** group, select the site from the drop-down list at the upper right.
- b. Next to the location for which you want to add a template, click **Edit** in the **Templates** column.

| ocations: | | | Name | Description | Templates |
|-----------|---|----|--------------------|---------------------------------|-----------------|
| | × | 2 | Adult Psychiatry | | Edit |
| | × | e⁄ | Cancer Care | | Edit |
| | × | | Cardiology | | Edit |
| | × | 2 | Child Psychiatry | | Edit |
| | × | Z2 | Diagnostic Imaging | | Edit |
| | 3 | | | | Page 1 [2][3][4 |

2. Click New.

| 🖻 Nuance PowerScribe 🖲 360 Reporting: Location Templates - Windows Internet Explorer | | | | | | | |
|--|--|-------------------------------|--|--|--|--|--|
| Site Location: (| Diagnostic Imaging | Save and Close Close Window | | | | | |
| Print Template | Fax Template Cover Sheet | | | | | | |
| Select Template: | University Print Template1 (Default) 💌 N | ew Edit Delete Download | | | | | |

The Create Template dialog box opens.

| Create Te | emplate | [x] |
|-----------|--|--------|
| Name: | Diagnostic Imaging Print Template | |
| File: | C:\Current Projects\PS360 Reporting 3.0\University Hospital Print Template 1.rtf | Browse |
| | Save Cancel | |

- 3. Type a **Name** for the new template.
- 4. Click Browse.
- 5. Navigate to and select the file you created in Word or Wordpad. Click **Open**. The path and file name appear in the **File** field.

6. Click **Save**. The template appears in the plain-text preview window.

| 🗧 Nuance PowerScribe® 360 Reporting: Location Templates - Windows Internet Explorer | | | | | |
|---|-----------------|------------|--|--|--|
| Site Location: Diagnostic Imaging Save a | and Close Clo | ose Window | | | |
| Print Template Fax Template Cover Sheet | | | | | |
| Select Template: Diagnostic Imaging Print Template 💽 New Edit Delete | Download | a | | | |
| Report dictated by: <640:Dictator Name> Patient: <316: Patient MRN> <302:Patient Name> Order Date: <504:Order Date> <maintext> Signed by: <627:Signer Name></maintext> | | | | | |
| Note: The template is shown in plain text. Click here to preview a sample report. | | | | | |

7. To preview the template as it will appear with a report, click the link below the editing window. At the prompt, click **Open**. A sample report appears in a preview window.

(This preview does not display any real data in the merge fields, but shows how a typical report might appear in the template.)



Close the preview window when you have finished viewing the sample report.

8. Click Save and Close to save the template on your server.

Show Addendum at the Top of Printed Reports

Merge fields are available for printable templates that allow a report's addenda to appear at the top of the report, rather than near the end, allowing report recipients to be alerted immediately to the most recent information about a patient.

 \checkmark

Note: The merge fields can also be used to create other highly customized print templates, including control over the headers and separators that appear with each section.

Print Template Merge Fields

Simple Approach

<maintextreverse> - Prints report with addendums at top in reverse chronological order, using hard coded headers and separator lines between each addendum and the original report.

| Complex Approach (for cu | stomers who want more | control of separators) |
|---|---|---|
| <addendum-start></addendum-start> | <addendum-end></addendum-end> | <addendumtext></addendumtext> |
| <originalreport-start></originalreport-start> | <originalreport-end></originalreport-end> | <originalreporttext></originalreporttext> |
| <report-start></report-start> | <report-end></report-end> | <reporttext></reporttext> |



- <originalreport> may be used as a synonym for <originalreporttext>, <report> is a synonym for <reporttext>, and <addendum> is a synonym for <addendumtext>.
- <original report extt> refers to the original report only when an addendum exists. Thus, both the <original report ext> and <report ext> tags may be used in the same template to customize the output for the original report when addendums exist, such as to add a different banner.
- If an addendum exists, but the report template does not include an <addendumtext> tag, the template is considered invalid since the addendum(s) cannot be included in the printout. Since this represents a potential patient safety issue, the custom tags will be ignored and <maintext> will be implied.

Two example templates (**Simple Reverse Template** and the **Complex Reverse Template**) and their example results are shown on the next two pages, using the new merge fields to position the addendum text at the top of a printed report.

| Simple Reverse | Template | Example and | Result |
|-----------------------|----------|-------------|--------|
|-----------------------|----------|-------------|--------|

| System: Commissure Health System | Save and Close Close | e Windov |
|--|--|----------------|
| Print Template Fax Template Co | ver Sheet | |
| Select Template: University Simple Re | everse Template V New Edit Delete Download | 3 |
| Patient Name: <302:Patient Name> | | |
| Accessions: <502:Accession Numbers> | | |
| Sign Date: <report date="" sign=""></report> | | |
| <maintextreverse></maintextreverse> | | , |
| | Patient Name: O'F16 M16 L16 | |
| Note: The template is shown in plai | Accessions: FO-45 | 5 |
| | Sign Date: 8/19/2014 11:32 AM EDT | 1 |
| | Addended on 8/19/2014 11:32 AM EDT by Tracy Alba. | |
| | Impression: | |
| | The right leg has the fracture | } |
| | Original Report signed on 8/19/2014 11:30 AM EDT by Trac | —) y Alba. |
| | Exam: Right leg X-Ray | |
| | Technique: Standard departmental protocol was employed. | |
| | History: RFS-45: R'eason For Study RFS-45 | |
| | Comparison: | |

Complex Reverse Template Example

| ONuance PowerScr | ribe® 360 Reporti | ng: System Templat | tes - Intern | net Explorer | | - • × |
|--|--|--------------------------------|---|--------------------|-----------------------|------------------|
| System: Comm | nissure Health Sys | stem | | | Save and Close | Close Window |
| Print Template | Fax Template | Cover Sheet | | | | |
| Select Template: | University Com | plex Reverse Tem | plate 🗸 | New Edit | Delete Dow | /nload 🖹 |
| Patient Name: < | 302:Patient Name> | | | | | |
| Accessions: <502 | 2:Accession Number | rs> | | | | |
| Sign Date: <rep< th=""><th>ort Sign Date></th><td></td><td></td><th></th><th></th><th></th></rep<> | ort Sign Date> | | | | | |
| <addendum-start ADDENDUM #<a< th=""><th>t> ddendum Sequenc</th><td>e> - CREATED ON:</td><td><report (<="" td=""><th>Create Date></th><th></th><th></th></report></td></a<></addendum-start | t> ddendum Sequenc | e> - CREATED ON: | <report (<="" td=""><th>Create Date></th><th></th><th></th></report> | Create Date> | | |
| <addendumtext></addendumtext> | E. | | | | | |
| <addendum-end <originalreport-st ORIGINAL REPOR</originalreport-st </addendum-end | > tart> RT CREATED ON: < | Report Create Date | > | | | |
| <originalreporte< th=""><th>xt> nd></th><th></th><th></th><th></th><th></th><th></th></originalreporte<> | xt> nd> | | | | | |
| REPORT CREATE | D ON: <report cre<="" th=""><th>ate Date></th><th></th><th></th><th></th><th></th></report> | ate Date> | | | | |
| <reporttext> <report-end></report-end></reporttext> | | | | | Nu | ance PowerScribe |
| | [| Patient Name: | O'F16 | M16 L16 | | |
| Note: The temp | late is shown | Accessions: | FO-45 | j | | |
| Note. The temp | late is shown | Sign Date: | 8/19/2 | 014 11:32 AM ED | т | |
| | | ADDENDUM #1 | - CREAT | ED ON: 8/19/2014 1 | 11:30 AM EDT | |
| | | | | | | |
| | | Impression: | | | | |
| | | The right leg has | the fractu | ure | | |
| | | ORIGINAL REP | ORT CRE | ATED ON: 5/3/201 | 2 9:29 AM EDT | |
| | | Exam: Right leg X-Ray | | | | |
| | | Technique: Standard departr | nental pro | otocol was employe | d. | |
| | | History: RFS-45: R'eason | For Stud | ly RFS-45 | | - |
| | | Comparison: | ماماليسمر | مديني والمحمول | for-following and the | |

Creating a Fax Template

To create a fax template:

- 1. Create the fax template file in Microsoft Word or WordPad.
 - Be sure to include at least the *<maintext>* merge field. To see a list of all available merge fields:
 - a. On the System or Sites tab in the Setup group, click Templates.
 - b. Click the icon at the upper right portion of the Fax Template dialog box.

| Save and Close | Close Window |
|-------------------|--------------|
| { | |
| Delete Download | |
| | |

A window showing the list of merge fields opens.

- c. To insert a merge field in the Word document, copy the field from the list. Be sure to copy the field exactly as it appears, including the brackets.
- 2. Save the template as an .*rtf* file.

To add the fax template at the system, site, or site location level:

- 1. To add the fax template at the system level:
 - a. On the System tab in the Setup group, click Templates.
 - b. Select the **Fax Template** tab.

| System: Commi | ssure Health System | Save and Close Close Window |
|------------------|--------------------------|--------------------------------|
| Print Template | Fax Template Cover Sheet | |
| Select Template: | None | New Edit Delete Download |

OR

To add the fax template at the site level:

- a. On the **Sites** tab in the **Setup** group, select the site from the drop-down list at the upper right.
- b. Click Templates....
- c. Select the Fax Template tab.

| Nuance PowerScril | be® 360 Reporti | ng: Site Templates - Wind | ows Internet Explorer | | |
|-------------------|-------------------|---------------------------|-----------------------|------------------------|--------|
| Site: University | | | 5 | Save and Close Close | Window |
| Print Template | Fax Template | Cover Sheet | | | |
| Select Template: | University Hospi | tal Fax Template 💌 | New Edit | Delete Download | |
| | | | | | |

OR

To add the fax template at the site location level:

- a. On the **Sites** tab in the **Setup** group, select the site from the drop-down list at the upper right.
- b. Next to the location to which you want to add a fax template, click Edit... in the **Templates** column.

| cations: | | | Name 🔄 | Description | Templates | |
|----------|---|----|--------------------|-------------|-----------|--------------------|
| | × | 2 | Adult Psychiatry | | Edit | |
| | × | V | Cancer Care | | Edit | |
| | × | | Cardiology | | Edit | |
| | × | | Child Psychiatry | | Edit | |
| | × | Z2 | Diagnostic Imaging | | Edit | |
| | ¢ | | | | | Page 1 [2] [3] [4] |

- c. Select the **Fax Template** tab.
- 2. Click New.

| Create Te | emplate | [x] |
|-----------|---|--------|
| Name: | University Fax Template | |
| File: | C:\Current Projects\PS360 Reporting 3.0\University Hospital FaxTemplate.rtf | Browse |
| | Save Cancel | |

3. Type a **Name** for the new fax template.

- 4. Click **Browse**.
- 5. Navigate to and select the file you created in Word or Wordpad. Click Open.
- 6. Click Save. The template appears in the plain-text preview window.

| Wuance PowerScribe® 360 Reporting: Site Templates - W | /indows Internet Explorer |
|---|------------------------------------|
| Site: University | Save and Close Close Window |
| Print Template Fax Template Cover Sheet | |
| Select Template: University Fax Template | ▼ New Edit Delete Download 🗎 |
| Report dictated by: <640:Dictator Name> Patient: <316: Patient MRN> <302:Patient Name> Order Date: <504:Order Date> <maintext> Signed by: <627:Signer Name></maintext> | |
| Note: The template is shown in plain text. Click here t | o preview a sample report. |
| | |

To preview the template as it will appear with a report, click the link below the editing window. At the prompt, click **Open**. A sample report appears in a Word window. Close the window when you have finished.

7. Click Save and Close to save the fax template.

Creating a Fax Cover Sheet

Creating a Fax Cover Sheet in Windows 7

In Windows 7 you can create a fax cover sheet using the Windows Fax and Scan program.

To create the fax cover sheet in Windows XP:

- 1. Click the Start button s, click All Programs, then click Windows Fax and Scan.
- 2. Make sure you're in the Fax view by clicking Fax at the bottom of the left pane.
- 3. Click the **Tools** menu, click **Cover Pages**, and then click **New**. A blank window containing the available cover page tool opens.



4. To add commonly used label and text boxes to the cover page, click the **Insert** menu, and then do one or more of the following:

- Click **Recipient**, and then click the type of recipient information that you want the cover page to display.
- Click **Sender**, and then click the type of sender information that you want the cover page to display.
- Click **Message**, and then click the type of message information that you want the cover page to display.
- 5. To add text, click the Text button **ab** on the toolbar, and then drag your pointer to draw a text box. Type the text that you want the cover page to display.
- 6. The following illustration shows an example fax cover sheet.

| File Edit View Insert Format Layout Help Image: Sender Name Image: Black Image: Black Image: Black Image: Black | |
|---|-----|
| □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ | |
| abl Message | |
| Message FAX University Hospital System Downtown Medical/Surgical Center 100 Main Street New York, NY 10009 Recipient Name: {Recipient's Name} Fax #: {Recipient's Fax #} From: {Sender's Name} Subject: {Subject} | |
| Contains commands for adding recipient information fields. | NUM |

7. When finished, click **File > Save** and save the file to your preferred location. The cover sheet file is saved with a *.cov* file extension.

Creating a Fax Cover Sheet in Windows XP

Begin by creating a fax cover page in the Microsoft Fax Cover Page Editor utility.



Note: To use this utility in Windows XP, you must first install the Fax service. Refer to your Windows documentation for information on installing this or other Windows components.

To create the fax cover sheet in Windows XP:

1. Select Start > All Programs > Accessories > Communications > Fax > Fax Cover Page Editor. The editing window opens.

| E Site Fax Cover Page.cov - Fax Cover Page Editor | |
|---|----------|
| File Edit View Insert Format Layout Help | |
| □ 🚅 🖬 🎒 🎉 Tahoma 💗 12 💗 B I U 🗮 🛱 🚍 | |
| ▶abl ヽロロはの 聖聖 Ⅲ目 群 碧 軒 葉 | |
| | <u>^</u> |
| | |
| | |
| ΕΔX | |
| | |
| | 3 |
| University Hospital System | |
| Downtown Medical/Surgical Center | |
| New York, New York 10009 | |
| | |
| | |
| To: {Recipient's Name} | |
| | |
| From: {Sender's Name} Fax #: {Sender's Fax #} | |
| | |
| Subject: {Subject} | |
| | |
| | |
| | |
| 5 | × |
| Ready | |

2. Use the utility's editing features to create the cover sheet. For more information, refer to the *Fax Cover Page Editor*'s online help.



Note: The utility allows you to insert merge fields by selecting Insert from the menu bar and then selecting fields from the Recipient, Sender, and Message submenus. The PowerScribe 360 | Reporting application supports only the following fields:

Recipient: Name, Fax Number Sender: Name, Fax Number Message: Note, Subject, Date Sent, Number of Pages

- 3. Click File > Save As....
- 4. Save the cover sheet to a folder on your computer. The cover sheet file has a *.cov* file extension.

Adding a Fax Cover Sheet

Use the following steps to add the fax cover sheet you created (regardless of which version of Windows you used to create it).

To add the fax cover sheet:

- 1. To add the fax cover sheet at the system level:
 - a. On the System tab in the Setup group, click Templates.
 - b. Select the Cover Sheet tab.

| Nuance PowerScribe® 360 Reporting: System Templates - V | Nindows Internet Explorer |
|--|--------------------------------|
| System: Commissure Health System | Save and Close Close Window |
| Print Template Fax Template Cover Sheet | |
| Select Template: None Note: Preview is not available for cover sheets. | New Edit Delete Download |
| | |

OR

To add the fax cover sheet at the site level:

- a. On the Sites tab in the Setup group, click Templates....
- b. Select the **Cover Sheet** tab.

| Nuance PowerScribe® 360 Reporting: Site Templates - Wind | dows Internet Explorer |
|--|--------------------------------|
| Site: University | Save and Close Close Window |
| Print Template Fax Template Cover Sheet | |
| Select Template: None | New Edit Delete Download |
| Note: Preview is not available for cover sheets. | |
| | |
| | |

OR

To add the fax cover sheet at the site location level:

- a. On the **Sites** tab in the **Setup** group, select the site from the drop-down list at the upper right.
- b. Next to the location to which you want to add a fax template, click **Edit...** in the **Templates** column.

| ocations: | | | Name | Description | Templates | |
|-----------|----|----|--------------------|-------------|---------------|------|
| | × | 2 | Adult Psychiatry | | Edit | |
| | × | 2 | Cancer Care | | Edit | |
| | × | D/ | Cardiology | | Edit | |
| | × | | Child Psychiatry | | Edit | |
| | × | Z2 | Diagnostic Imaging | | Edit | |
| | c) | | | | Page 1 [2][3] | 1[4] |

- c. Select the **Cover Sheet** tab.
- 2. Click New....
- 3. Enter a name for the cover sheet.

4. Navigate to and select the cover sheet file and click **Open**. Cover sheet files have a *.cov* extension.

| Create Te | emplate | [x] |
|-----------|--|--------|
| Name: | Commissure Health System Cover Sheet | |
| File: | C:\Current Projects\PS360 Reporting 3.0\University Hospital Fax Cover Page.cov | Browse |
| | Save Cancel | |

- 5. Click Save. The template appears in the Select Template list.
- 6. Click Save and Close to save the template.

Modifying a Template

You can modify a print, fax, or cover sheet template for your system or site, and you can modify a template for a location within a site.

Modifying Print and Fax Templates

To modify a print template:

- 1. To modify a print template at the system level:
 - a. In the Setup group, select the System tab.
 - b. Click Templates....
 - c. Select the **Print Template** tab.

OR

To modify a print template at the site level:

- a. In the Setup group, select the Sites tab.
- b. Click Templates....
- c. Select the **Print Template** tab.

OR

To modify a print template at the site location level:

a. On the **Sites** tab in the **Setup** group, select the site from the drop-down list at the upper right.

b. Next to the location to which you want to modify a print template, click **Edit...** in the **Templates** column.

| cations: | | | Name | Description | Templates |
|----------|---|----|--------------------|---------------------------------|-----------------|
| | × | 2 | Adult Psychiatry | | Edit |
| | × | e/ | Cancer Care | | Edit |
| | × | D2 | Cardiology | | Edit |
| | × | 2 | Child Psychiatry | | Edit |
| | × | Z2 | Diagnostic Imaging | | Edit |
| | 3 | | | | Page 1 [2][3][4 |

c. Select the **Print Template** tab.

- 2. Download the template file from the server, if the current version is not on your computer. Otherwise you can skip this step. To download the file:
 - a. Select the template you want to modify from the list. The template appears in the plain-text preview window.
 - b. Click Download.
 - c. At the prompt, click Save.
 - d. Navigate to and select the folder in on your computer in which you want to store the template file.
- 3. In Word, open and edit the template file as desired. Save and close the file.
- 4. Click **Edit...** Navigate to and select the file you edited. The edited file appears in the plain-text preview window. To preview the template in Word, click the link at the bottom of the window; click **Open** to view a sample report. Then close the preview window.
- 5. Click Save and Close to save your changes.

To modify a fax template:

- 1. To modify a fax template at the system level:
 - a. In the Setup group, select the System tab.
 - b. Click Templates....
 - c. Select the Fax Template tab.

OR

To modify a fax template at the site level:

- a. In the Setup group, select the Sites tab.
- b. Click Templates....

c. Select the **Fax Template** tab.

OR

To modify a fax template at the site location level:

- a. On the **Sites** tab in the **Setup** group, select the site from the drop-down list at the upper right.
- b. Next to the location to which you want to modify a fax template, click **Edit...** in the **Templates** column.

| ations: | | | Name | Description | Templates |
|---------|---|----|--------------------|---------------------------------|-------------------|
| | × | 2 | Adult Psychiatry | | Edit |
| | × | 2 | Cancer Care | | Edit |
| | × | D. | Cardiology | | Edit |
| | × | 2 | Child Psychiatry | | Edit |
| | × | V | Diagnostic Imaging | | Edit |
| | æ | | | | Page 1 [2] [3] [4 |

c. Select the Fax Template tab.

- 2. Download the template file from the server, if the current version is not on your computer. Otherwise you can skip this step. To download the file:
 - a. Select the template you want to modify from the list. The template appears in the plain-text preview window.
 - b. Click Download.
 - c. At the prompt, click Save.
 - d. Navigate to and select the folder in on your computer in which you want to store the template file.
- 3. Open and edit the template file as desired. Save and close the file.
- 4. Click **Edit...** Navigate to and select the file you edited. The edited file appears in the plain-text preview window. To preview the template, click the link at the bottom of the window; click **Open** to view a sample report in an editing window. Then close the preview window.
- 5. Click Save and Close to save your changes.

Modifying Fax Cover Sheet Templates

To modify a fax cover sheet template:

- 1. To modify a fax cover sheet template at the system level:
 - a. In the Setup group, select the System tab.
 - b. Click Templates....
 - c. Select the Cover Sheet tab.

OR

To modify a fax cover sheet template at the site level:

- a. In the **Setup** group, select the **Sites** tab.
- b. Click Templates....
- c. Select the Cover Sheet tab.

OR

To modify a fax cover sheet template at the site location level:

- a. On the **Sites** tab in the **Setup** group, select the site from the drop-down list at the upper right.
- b. Next to the location for which you want to modify a fax cover sheet, click **Edit...** in the **Templates** column.

| ocations: | | | Name 🔺 | Description | Templates | |
|-----------|---|----|--------------------|-------------|---------------|-------|
| | × | 2 | Adult Psychiatry | | Edit | |
| | × | V | Cancer Care | | Edit | |
| | × | D2 | Cardiology | | Edit | |
| | × | | Child Psychiatry | | Edit | |
| | × | Z2 | Diagnostic Imaging | | Edit | |
| | ¢ | | | | Page 1 [2] [3 | 3][4] |

c. Select the **Cover Sheet** tab.

- 2. Download the template file from the server, if the current version is not on your computer. Otherwise you can skip this step. To download the file:
 - a. Select the template you want to modify from the list.
 - b. Click Download.
 - c. At the prompt, click Save.
 - d. Navigate to and select the folder in on your computer in which you want to store the template file.
- 3. In the *Windows Fax Cover Page Editor* utility, open and edit the template file as desired. Save and close the file.
- 4. On the **Cover Sheet** tab in *PowerScribe 360* | *Reporting*, click **Edit...**. Navigate to and select the cover sheet you edited.

Note: The preview feature is not available for fax cover sheets.

5. Click Save and Close to save your changes.

Chapter 18 Management Reports

Objectives

In this chapter, you will:

- Distinguish between the following types of reports:
 - Author productivity
 - AutoText
 - Editor productivity
 - Reports
 - Turnaround time (TAT)
 - Quality Check (purchasable option)
 - Clinical Guidance (purchasable option)

Introduction

Reporting in *PowerScribe 360* | *Reporting* allows administrators to look at several aspects of productivity on the system, including author and editor productivity, and turnaround time. In addition, several reports supply information on aspects of the reports that providers create in the system.

Types of Reports

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Note: Customers who purchase the Quality Check (formerly Assure) or Clinical Guidance options will see reports that are available for those features.

The reports are divided into the following categories:

- Author productivity
- AutoText
- Editor productivity
- Reports
- Turnaround time (TAT)

Features Common to All Reports

Each *PowerScribe 360* | *Reporting* report provides a unique set of information. However, there are several features common to all the reports: the toolbar, the ability to select new report parameters, and the ability to hide the report parameters section.

Toolbar

Near the top of each report, just above the data and chart portion, is a toolbar.



The toolbar allows you to perform several tasks:

- Navigate through the pages in each report: From the left, the controls indicate First Page, Previous Page, Next Page, and Last Page. Click an icon to perform each task.
- **To main report** returns you to the main report after you have clicked a link taking you to a sub-report. (This icon is not available in all reports.)

- **Resize** your view of the report: Choose a smaller or larger size in which to display your report.
- Search for specific terms in the report: Enter a term in the search field and use the Find and Next links to find instances of your term.
- **Export** report data in any of several different formats: Choose *.xml*, *.csv* (commadelimited), *..pdf*, MHTML web archive, Excel, TIFF, or a Word document. You can choose to either open or save the file in your selected format.
- Refresh the report data: Click this icon to update the data in your current report.
- **Print** the report: Prints the full report to a printer associated with the computer on which you have run the report.
- Show/Hide temporarily hides the report parameters section, giving you more area on your screen for the report. Click this icon again to show the parameters.

Select New Report Parameters

After you view your report, the parameters you first selected appear above the toolbar. (The example below shows the parameters for the **TAT - summary author signature averages** report.)

| 🔞 TAT - summa | | • | | | |
|---------------|----------------------------|---|------------|----------|---|
| Signed From: | 5/1/2013 | | Signed To: | 5/7/2013 | |
| Site: | Imaging Center, University | ~ | Author: | All | • |
| | | | | | |

These parameters are displayed again so you can immediately run the same report using different dates, accounts, sites, and so on.

Refer to the individual reports in this document for descriptions of each of these parameter fields.

Note: All reports with a date range allow you to specify a time of day, if desired. To indicate a date and time, first select the date from the calendar, and then enter the time manually. Use either a 24-hour format (example: 14:30:00) or a 12-hour format (example: 2:30:00 PM). A day is considered to begin at midnight and end at 11:59:59 PM.

Hide the Report Parameter Fields

To allow more area to view the report contents, you can temporarily hide the report parameters (for example, Signed From, Signed To, Site, Author, and so on). To do this, click the **Show/Hide** icon. Click a second time to display them again.

Character Count and Line Count Calculation Examples

- The total number of characters in a report is calculated *at the time the editor saves the report*. If an editor opens a report, makes changes, and saves the report (or Finishes correcting, sending the report back to the radiologist), the total number of characters increases or decreases depending upon the changes the editor made. This number is placed in the **TranscribedCharCount** column in the report table.
- The line count calculation takes the number of characters (from the TranscribedCharCount column) and divides it by the number of characters specified in the CharsPerLine parameter. (Default is 65.) The formula for the calculation is Round(TranscribedCharCount/CharsPerLine). The resulting number is rounded to one decimal place (for example, 123.1).

Author Productivity Reports

The reports in this section allow you to examine information about providers' productivity.

Author Productivity—Detailed Activity

This report shows the start and end time of each report within the supplied date range, as well as the time that the report was signed by the radiologist. Unsigned reports do not appear in this report.

Running the Author Productivity-Detailed Activity Report

To run this report:

- 1. On the **Reports** tab, select the **Author Productivity—Detailed Activity** report from the drop-down list.
- 2. Use the following table as a guide for entering values.

| Parameter | Definition |
|--------------------------------|--|
| Created From and Created To | Indicate the date range for this report. Click the calendar icons and select the beginning and ending dates for your report. Beginning and ending times are required. |
| Site | If your organization has multiple sites, select the site or sites on which you want to run the report. Otherwise, this drop-down list is not visible. |
| Correction Workflow | Select All, Self-edit, In-house, or Delegated. |
| Author | Select the person who dictated the report from the drop-down list, or select All. |
| Editor | Select the person who transcribed or edited the report from the drop-down list, or select All. |
| Reports | Select the type of reports to include: Originals only, Addendums Only, or All |

3. Click View Report.

Results Screen and Explanations

| Author productivity - detailed activity | | | | | | | | |
|---|--|---------------------|-------------------------|-----------------|------------------------|------------------------|--------------------|----------|
| Created From: | 1/1/2 | 2010 12:00:00 AJ | м | Create | d To: 5/12/201 | 0 11:59:59 Pf | м | |
| Site: | Site : | 1, Test Site A , Te | st Site B , Test Site C | Correction Work | flow: Self-edit, | In-house , Del | legated | |
| Author: | All | | | E | ditor: All | | | |
| Reports: | All | | | | | | | |
| Based on data as of We | Based on data as of Wednesday, May 12, 2018 12:31 PM EDT | | | | | | | |
| Accession | A 8 | Site ‡ | Author ‡ | Editor ‡ | Created 🗧 | Sent to Editor | ÷ Approved ÷ | Signed ‡ |
| playback | 9 | Site 1 | Barckley, Deborah | Brach, Ed | 1/5/2010 8:09:54 PM | 1/5/2010 8:14:12 PM | | |
| playback2 | \$ | Site 1 | Barckley, Deborah | Brach, Ed | 1/5/2010 8:29:31 PM | 1/5/2010 8:30:45 PM | | |
| playback3 | 5 | Site 1 | Barckley, Deborah | Brach, Ed | 1/5/2010 8:30:53 PM | 1/5/2010 8:31:26 PM | | |
| playback4 | ş | Site 1 | Barckley, Deborah | Brach, Ed | 1/5/2010 8:48:57 PM | 1/5/2010 8:49:39 PM | | |
| playback5 | S | Site 1 | Barckley, Deborah | Brach, Ed | 1/5/2010 8:50:10 PM | 1/5/2010 8:50:51 PM | | |
| draft1 | | Site 1 | Barckley, Deborah | Brach, Ed | 1/5/2010 | 1/5/2010 | مريد المريد المريد | |

The Author Productivity—Detailed Activity report includes the following information:

- Accession: The identifying number assigned in the RIS. This column can contain multiple values.
- A: The addendum's sequence number. For an original report, this column is blank.
- Site: The site where the report was created
- Author: First and last name of the provider who initiated the report
- Editor: First and last name of the editor who corrected the report, if applicable
- Created: Date and time that the provider initiated the report
- Sent to Editor: Date and time that the provider clicked the Correct button on the *PowerMic* or other microphone or in the dictation window

Note: Sent to Editor shows the time that the provider *first* clicked the Correct button. The date and time do not update if the provider dictates additional text.

- Approved: Date and time a resident approved the report, if applicable.
- Signed: Date and time the attending provider signed the report

Author Productivity—Hourly Detail

This report shows the number of reports providers dictated during each hour of the day during a specified date range. It provides subtotals by author and grand totals for the morning and evening periods.

The Author Productivity—Hourly Detail—Past Day report and Author Productivity— Hourly Detail—Past week reports are identical to the Author Productivity Hourly Detail report, except that they show activity during the past 24 hours and past week, respectively.

Running the Author Productivity-Hourly Detail Report

To run this report:

- 1. From the **Reports** tab, select the **Author Productivity—Hourly Detail** report from the list.
- 2. Use the following table as a guide for entering values:

| Parameter | Definition |
|-----------------------------------|---|
| Created From and Created To | Indicate the date range for this report. Click the calendar icons and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report, if your organization has multiple sites. |
| Author | Select an author, or all authors, from the drop-down list. |

3. Click View Report.

Results Screen and Explanations

| Author productivity - hourly detail | | | | | | | | | | | | | | |
|-------------------------------------|----------------------------|---|-----------------|-----------------------------------|--------------------|------------------------|--|--------|------------|----------------------------|---------------|--|---------|--|
| Created From : | 6/1/2010 12: | | | Created To: 9/30/2010 11:59:59 PM | | | | | | | | | | |
| Site : | IRR , IRRO2 , S Site C | IRR , IRRO2 , SYS105 , Test Site B , Test Site C | | | | Author: All | | | | | | | | |
| Based on data as of Wednesd | lay, September 29, 2 | 7010 1 <i>3</i> 9 PM I | 507 | | | | | | | | | | | |
| Author | | 12xx | 1xx | 2xx | Зхх | 4xx | 5хх | бхх | 7xx | 8xx | 9хх | 10xx | 11xx | Total |
| Ackerman, Joseph | | | | | | | | | | | | | | |
| | AM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Tarin, Tracy | | | | | | | | | | | | | | |
| | AM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 2 |
| | PM | 0 | 0 | 1 | 1 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Dattending, Al | | | | | | | | | | | | | | |
| | PM | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Brown, Katharine | | | | | | | | | | | | | | |
| | AM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 3 |
| Country of the same states | and the state of the state | And and the owned | deside and some | an dealer says | and the states are | and the owned with the | Local Division in which the real of the local division in the loca | debter | . Bushance | and the second division of | Street, state | Contraction of the local division of the loc | America | and all all all all all all all all all al |

The Author Productivity—Hourly Detail report shows the following information:

- The last and first name of the person who dictated the report
- Number of reports the provider dictated during the AM hours, broken down by hour

- Number of reports the provider dictated during the PM hours, broken down by hour
- Grand totals for AM reports, broken down by hour
- Grand totals for PM reports, broken down by hour

Author Productivity—Monthly Summary

This report lists by provider the number of daily reports as well as a monthly total for each provider. Also provides a graphical representation of each provider's monthly performance.

Running the Author Productivity–Monthly Summary Report

To run this report:

- 1. On the **Reports** tab, select the **Author Productivity—Monthly Summary** report from the list.
- 2. Use the following table as a guide for entering values:

| Parameter | Definition |
|-----------------------------------|--|
| Created From and Created To | Indicate the date range for this report. Click the calendar icons and select the beginning and ending dates for your report. Beginning and ending times are required. |
| Site | Select one or more sites for your report, if your organization has multiple sites. |

3. Click View Report.

Results Screen and Explanations

| Author productivity - monthly summary | | | | | | | | | |
|---------------------------------------|--|------------------------|---------------|------------------|--------------------|---------------------|--|--|--|
| Created From : | 1/1/2010 12:00:00 AM Created To: 9/30/2010 11:59:59 PM | | | | | | | | |
| Site : | Site 1, Test Site A , T | est Site B , Test Site | C | | | | | | |
| Based on data as of Thursday | , September 30, 2018 8:41 AM | 1 EDT | | | | | | | |
| Author ‡ | First Dictation | Last Dictation | Days Dictated | Daily Dictations | Total Dictations 🗧 | Monthly Performance | | | |
| Alba, Twee | 3/22/2010 | 5/6/2010 | 3 | 1.33 | 4 | | | | |
| Antho, Ty | 4/13/2010 | 4/13/2010 | 1 | 1 | 1 | | | | |
| Bird, T | 3/29/2010 | 3/29/2010 | 1 | 7 | 7 | | | | |
| Brown, Katharine | 3/4/2010 | 3/4/2010 | 1 | 1 | 1 | | | | |
| Doovi, Sco | 3/29/2010 | 3/29/2010 | 1 | 1 | 1 | | | | |
| Lester, Trine | 3/5/2010 | 5/6/2010 | 4 | 4 | 16 | | | | |
| Mill, Diviya | 2/23/2010 | 2/26/2010 | 2 | 1 | 2 | | | | |
| More, Kateema | 4/7/2010 | 5/6/2010 | 4 | 1 | 4 | | | | |
| Total: | | | | | 36 | | | | |

The Author Productivity—Monthly Summary report shows the following information:

- Author: The person who dictated the report.
- First Dictation: The date the provider first performed dictation during this date range
- Last Dictation: The date the provider last performed dictation during this date range
- Days Dictated: The number of days on which the provider performed dictation
- **Daily Dictations**: The average number of dictations a provider performed on days on which he performed dictation
- Total Dictations: The total number of reports dictated during the date range
- **Monthly Performance (graph)**: Each point in the graph represents the number of reports the provider dictated during a given month in the report's date range.

Author Productivity - RVU

This report provides statistics on Relative Value Unit (RVU) measurements, by site and author.

Running the Author Productivity-RVU

To run this report:

1. On the Reports tab, select the Author Productivity—RVU report from the list.

2. Use the following table as a guide for entering values:

| Parameter | Definition |
|-----------------------------------|---|
| Created From and Created To | Indicate the date range for this report. Click the calendar icons and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report, if your organization has multiple sites. |
| Author | Select the person who dictated the report from the drop-down list, or select All. |

3. Click View Report.

Results Screen and Explanations

| Author productivity - RVU | | | | | | | | |
|-----------------------------------|--|-----------------|----------------|-----------------------|-------------|--|--|--|
| Created From: | 5/1/2015 12:00:00 |) AM | Created To: | 5/13/2015 11:59:59 PM | | | | |
| Site (Daily RVU Quota): | University (10) | | | | | | | |
| Author: | All | | | | | | | |
| Based on data as of Wednesday, Ma | Based on data as of Wednesday, May 13, 2015 11:19 AM EDT | | | | | | | |
| | | Reports (Count) | RVU | Average | | | | |
| Author 🗧 | Dictated 🗘 | Approved 🗘 | Signed 🗘 | Sum 🗘 | tat ≎ | | | |
| Attending, Stephanie | 0 | 0 | 3 | 0 | 27.18:53:03 | | | |
| Totals: | 0 | 0 | 3 | 0 | 9.06:17:41 | | | |

The **Author Productivity—RVU** report shows the RVU statistics of reports broken into the following categories:

- Dictated Reports: Reports initiated by providers, residents, or fellows
- Approved Reports: Reports corrected by an editor
- Signed Reports: Reports signed by the provider
- RVU Sum: Number of RVUs for all reports per author.
- Average TAT: Average turnaround time for all reports per author.

Author Productivity—Summary Activity

This report shows the number of different reports for a provider divided into categories, such as reports dictated, transcribed, speech-recognized, and signed. The average report length and the total report length for the selected time period are also shown.

Running the Author Productivity-Summary Activity Report

To run this report:

- 1. On the **Reports** tab, select the **Author Productivity—Summary Activity** report from the list.
- 2. Use the following table as a guide for entering values:

| Parameter | Definition |
|-----------------------------------|---|
| Created From and Created To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report, if your organization has multiple sites. |
| Correction Workflow | Select All, Self-edit, In-house, or Delegated. |
| Author | Select the person who dictated the report from the drop-down list, or select All. |
| Editor | Select the person who transcribed or edited the report from the drop-down list, or select All. |

3. Click View Report.

Results Screen and Explanations

| Author productivity - summary activity | | | | | | | | | | |
|--|-------------|---|---------|-------------------|-------------|---------------------------------|----------------------------------|--|--|--|
| Created From : | 1/1/2010 | 12:00:00 AM | | C | reated To : | 9/30/2010 11:59:59 PM | | | | |
| Site: | Site 1, Tes | Site 1, Test Site A , Test Site B , Test Site C | | | n Workflow: | Self-edit, In-house , Delegated | | | | |
| Author: | All | All | | | Editor: All | | | | | |
| Based on data as of Thursday, September 30, 2010 8:41 AM EDT | | | | | | | | | | |
| \$ | Dictated Re | Dictated Reports Corrected Re | | | Signed | Reports | Average Report Audio Duration | | | |
| Author | Reports | Audio Duration | Reports | Audio Duration | Reports | Audio Duration | | | | |
| Alba, Trine | 12 | 00:00:24 | 2 | 00:00:00 | 3 | 00:00:05 | 00:00:02 | | | |
| Anderson, Teresa | 1 | 00:00:00 | 0 | 00:00:00 | 0 | 00:00:00 | 00:00:00 | | | |
| Antho, Tyler | 2 | 00:00:07 | 0 | 00:00:00 | 0 | 00:00:00 | 00:00:03 | | | |
| Bird, T | 9 | 00:10:01 | 0 | 00:00:00 | 7 | 00:06:22 | 00:01:06 | | | |
| Brown, Katharine | 2 | 00:00:00 | 0 | 00:00:00 | 2 | 00:00:00 | 00:00:00 | | | |
| Birdley, Deborah | 39 | 00:05:23 | 24 | 00:01:09 | 0 | 00:00:00 | 00:00:08 | | | |
| Buram, Teal | 22 | 00:00:27 | 0 | 00:00:00 | 0 | 00:00:00 | 00:00:01 | | | |
| Debo, Terorah | 1 | 00:00:02 | 0 | 00:00:00 | 0 | 00:00:00 | 00:00:02 | | | |

The **Author Productivity—Summary Activity** report shows the number and audio duration of reports broken into the following categories:

- Dictated Reports: Reports initiated by providers, residents, or fellows
- Corrected Reports: Reports corrected by an editor
- Signed Reports: Reports signed by the provider
- Average Report Audio Duration: The average length of all reports (dictated, recognized, and so on) for each author. Durations are shown as days, hours, minutes, and seconds.
- Total Reports/Total Duration: Totals in each of the categories.

Author Productivity-Summary Detail

This report provides a breakdown of reports by author and site, based upon the number of reports and the number of words.

The Author Productivity—Summary Detail—Past Week snapshot report is identical to this report except that it shows activity during the past seven days.

Running the Author Productivity-Summary Detail Report

To run this report:

- 1. On the **Reports** tab, select the **Author Productivity—Summary Detail** report from the list.
- 2. Use the following table as a guide for entering values:

| Parameter | Definition | | | | | | |
|-----------------------------------|---|--|--|--|--|--|--|
| Created From and Created To | Indicate the date range for this report. Click the calendar icons and select the beginning and ending dates. Beginning and ending times are required. | | | | | | |
| Site | Select one or more sites for your report. Only applicable to organizations who have multiple sites. | | | | | | |
| Author | Select the person who dictated the report, or select All. | | | | | | |

3. Click View Report.

Results Screen and Explanations

Author productivity - summary detail Created To: Created From: 8/14/2012 12:00:00 AM 8/16/2012 11:59:59 PM Site : Allison, Bronson Methodist Hospital, Cinci, Huntsville Medical Author: All Center, LVHHN, MGH, Natasha, Nate, richard, richard 2, richard 3, Site 1, VALORG, VIHA, Wilson Medical Center2 Based on data as of Thursday, August 16, 2012 11:09 AM EDT Words (Average) Reports (Count) Average Author ‡ Signed Total Dictated Transcribed AutoText AutoText Authored Merged Audio Duration 0 98 73 (74.49%) 0 24 0 00:00:00 0.00 , Tara 7 n, Nate, resident 0 5 0 (0.00%) 0 0 0 00:00:00 0.00 1 3 1 5 3 20 0 n, Nathan 8 (40.00%) 00:00:00 1.00 , Myla 6 6 48 40 (83.33%) 0 0 8 00:00:00 0.00 8 8 73 0 0 8 er, Valerie 65 (89.04%) 00:00:00 0.00 8 8 73 0 0 8 Connie 65 (89.04%) 00:00:00 0.00 0 0 9 Connie PA 1 1 15 0 (0.00%) 00:00:00 0.00 Connie resident 1 0 7 0 (0.00%) 0 0 0 00:00:00 0.00 1, Janet 6 6 61 53 (86.89%) 0 0 8 00:00:00 0.00 ammy 4 4 39 22 (56.41%) 0 0 6 00:00:00 0.00 Natasha S 0 0 1 25 25 (100.00%) 0 0 00:00:00 0.00 Total: 46 36 42 31.91 0 2 5 00:00:00 0.09 (75.65%)

The **Author Productivity—Summary Detail** report shows the following information for the selected period:

- Author: The last and first name of each provider who dictated reports
- Reports (Count)

- Authored: Number of reports dictated by the provider
- Signed: Number of final reports signed by the provider
- Words (Average)
 - **Total**: Average number of words in the provider's reports. In addition to dictated and transcribed words, the total might include words typed by the provider, pasted into the report from another document, or inserted by an RIS.
 - Dictated: Average number of words dictated by the provider
 - **Transcribed**: Average number of words transcribed for each provider during the selected period
 - AutoText: Average number of AutoText words in the provider's reports
 - Merged: Average number of words in merge fields in the provider's reports
- Average
 - Audio Duration: Average length of audio in the provider's reports. Durations are shown as days, hours, minutes, and seconds.
 - AutoText: Average number of AutoText entries in this provider's reports



Tip: If a provider inserts AutoText in a report and then undoes the action, or later selects and deletes the AutoText, the AutoText usage is still counted in this report. The average might therefore be based on a number greater than the actual number of AutoText entries that remain in the provider's reports.

Author Productivity—Summary Overview

This report shows, for each provider who dictated reports, how many reports were self-edited and how many sent to an editor. In addition, it gives a total number of reports and minutes dictated for each provider, and a grand total for all providers.

Running the Author Productivity-Summary Overview Report

To run this report:

- 1. From the **Reports** tab, select the **Author Productivity Summary Overview** report from the list.
- 2. Use the following table as a guide for entering parameters for this report:

| Parameter | Definition |
|---------------------------------|---|
| Signed From and Signed To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites from the drop-down list. If your organization has multiple sites, select the site or sites on which to run the report. |

| Parameter | Definition | | | | | |
|--------------|---|--|--|--|--|--|
| Show Details | Select Yes to show individual reports or No to show overall results only. Yes gives you a detailed version of the report, while No gives a summary version. No is the default. | | | | | |
| Reports | Select All, Originals Only, or Addendums Only. | | | | | |

3. Click View Report.

Results Screen and Explanations

| Author productivity - summary overview | | | | | | | | | |
|--|--|-------------|--------|---------|--------------|--|------------------|--|--|
| Signed From: | 8/14/2012 12:0 | 0:00 AM | | Sign | | | | | |
| Site: | Allison, Bronson Methodist Hospital , Cinci , Hunts Nate , richard , richard 2 , richard 3 , Site 1 , VAL | | | | vile Medical | ille Medical Center , LVHHN , MGH , Natasha , DRG , VIHA , Wilson Medical Center2 | | | |
| Reports: | All | | | | | | | | |
| Based on data as of Thursday, August 16, 2012 11:13 AM EDT | | | | | | | | | |
| Author ÷ | | Sent to Edi | itor 🗧 | Self-e | dited 🗘 | Total Reports 🗧 | Audio Duration 🗧 | | |
| | | Reports | % | Reports | % | | | | |
| n, Nathan | | 0 | 0% | 4 | 100% | 4 | 00:00:00 | | |
| a, Allison | | 0 | 0% | 1 | 100% | 1 | 00:00:00 | | |
| s, Myla | | 0 | 0% | 6 | 100% | 6 | 00:00:00 | | |
| er, Valerie | | 0 | 0% | 11 | 100% | 11 | 00:00:00 | | |
| Connie | | 0 | 0% | 10 | 100% | 10 | 00:00:00 | | |
| Connie PA | | 0 | 0% | 1 | 100% | 1 | 00:00:00 | | |
| wski, Kevin | | 0 | 0% | 3 | 100% | 3 | 00:00:00 | | |
| Hannet | | 0 | 0% | 7 | 100% | 7 | 00:00:00 | | |
| ammy | | 0 | 0% | 4 | 100% | 4 | 00:00:00 | | |
| Grand Totals | | 0 | 0% | 47 | 100% | 47 | 00:00:00 | | |

The **Author Productivity—Summary Overview** report, *without* details, shows the following information for each dictation provider:

- Author: The provider's last and first name
- Sent to Editor:
 - Number of reports sent for editing
 - Percentage of reports sent for editing
- Self-Edited:
 - Number of reports the provider edited
 - Percentage of reports the provider edited
- Total Reports: The number of reports initiated by the provider

• Audio Duration: Total days, hours, minutes, and seconds of report audio recorded by the provider

| Author productivity - summary overview | | | | | | | | | |
|--|---|-----------|--------------|-----|----------------------------------|------|---------------|----|------------------|
| Signed From: | 8/14/2012 12:00:00 AM | | | Sig | Signed To: 8/16/2012 11:59:59 PM | | | | |
| Site: | Alison, Bronson Methodist Hospital , Cinci , Huntsvile Medical Center , LVHHN , MGH , Natasha , Nate , richard , richard 2 , richard 3 , Site 1 , VALORG , VIHA , Wilson Medical Center2 | | | | | | | | isha , |
| Reports: | All | All | | | | | | | |
| Based on data as of Thursd | ay, August 16, 2012 11:1 | 17 AM EDT | | | | | | | |
| Author 🗧 | 1 | A Sen | nt to Editor | \$ | Self-edit | ed 🗘 | Total Reports | \$ | Audio Duration 🗧 |
| Nathan | | | | | | | | | |
| 3730130 | | | | | х | | | | 00:00:00 |
| 987654123 | | | | | х | | | | 00:00:00 |
| 456789 | | | | | x | | | | 00:00:00 |
| 65487987645 | | | | | х | | | | 00:00:00 |
| Nathan | | | 0 | 0% | 4 | 100% | | 4 | 00:00:00 |
| Alison | | | | | | | | | |
| 54564654 | | | | | х | | | | 00:00:00 |
| Alison | all the second second second second | | 0 | 0% | 1 | 100% | | 1 | 00:00:00 |

The **Author Productivity—Summary Overview** report, *with details*, shows the following additional information for each report:

Report number: The report's accession number(s). If there are multiple accession numbers associated with a report, they appear in the same row.

A: The addendum's sequence number. For an original report, this column is blank.

Sent to Editor: 'X' appears in this column if the report was sent for editing.

Self-edited: 'X' appears in this column if the report was self-edited.

Audio duration: The length of the audio file in hours, minutes, and seconds.

Author Productivity—Words Dictated

For reports each provider signed during the selected period, this report shows the percentage of words dictated by the provider as opposed to words typed.

Running the Author Productivity–Words Dictated Report

To run this report:

1. On the **Reports** tab, select the **Author Productivity—Words Dictated** report from the list.
2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|---------------------------------|---|
| Signed From and Signed To | Indicate the date range for this report. Click the calendar icons and select the beginning and ending dates. Beginning and ending times are required. The report will be blank if the date range is less than one month. |
| Site | If your organization has multiple sites, select the site or sites on which to run the report. |

3. Click View Report.

Results Screen and Explanations

| | Author productivit | y - words dictated |
|---------------------------------|--|---|
| Signed From: | 8/14/2012 12:00:00 AM | Signed To: 8/16/2012 11:59:59 PM |
| Site : | Alison, Bronson Methodist Hospital, Cinci, Hun | tsvile Medical Center , LVHHN , MGH , Natasha , Nate , richard , richard Medical Center? |
| Based on data as of Thursday, A | Lugust 16, 2012 11:21 AM EDT | Medical Centerz |
| Author ÷ | % Dictated Word | s ‡ |
| Nathan | 32.5 | |
| Alison | 100 | |
| Myla | 83.22 | |
| , Valerie | 85.13 | |
| nnie | 86.64 | |
| onnie PA | 0 | |
| ski, Kevin | 70.25 | |
| Janet | 86.03 | |
| nmy | 55.7 | |
| Average: | 80.59 | |

The Author Productivity—Words Dictated report shows the following information:

- Author: Last name, first name, middle name of the person who dictated the report.
- % Dictated Words: The number of words in the dictated audio divided by the total number of words in the final, signed document. A low percentage here can indicate that the provider used many dictation AutoText entries.
- **Graph**: The green line represents the percentage of words dictated; the blue line represents the percentage of words typed. As one percentage increases, the other decreases.

AutoText Reports

Note that if a provider inserts AutoText and then removes it, the AutoText usage still counts in these reports. The totals, therefore, might reflect a number of AutoText uses greater than the number of AutoText entries remaining in the documents

AutoText-By Account

This report shows Site-level AutoText usage by each author within a designated time frame, plus a detail report of which Site-level AutoTexts were actually used.

To run this report:

- 1. On the Reports tab, select the AutoText—By Account report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|--------------------------|---|
| Used From and Used To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |

3. Click View Report.

Results Screen and Explanations

| AutoText - by account | | | | | | | | | |
|--|----------------------------|----------------|----------|-----------------------|---------|----------------|---|--|--|
| Used From: | 1/2/2015 12:00:00 AM | | Used To: | 4/24/2015 11:59:59 PM | | | | | |
| Site: | Imaging Center, University | (| | | | | | | |
| Based on data as of Friday, April 24, 2015 3:28 PM EDT | | | | | | | | | |
| | | AutoText Count | | | | | | | |
| Account 🗘 | First Used | 🗧 🗧 Last Used | Site 🗘 | Personal 🗘 | Total 🗘 | Monthly Avg | ÷ | | |
| Attending, Stephanie | 3/4/2015 | 3/4/2015 | 0 | 3 | 3 | 3.00 | | | |
| Garces, Alberto | 3/3/2015 | 3/3/2015 | 0 | 3 | 3 | 3.00 | | | |
| Grace, Lilian | 3/2/2015 | 3/11/2015 | 0 | 2 | 2 | 2.00 | | | |
| Henry, Philip | 2/10/2015 | 2/10/2015 | 1 | 1 | 2 | 2.00 | | | |
| Taylor, James | 2/4/2015 | 2/4/2015 | 0 | 2 | 2 | 2.00 | | | |
| Totals: | | | 1 | 11 | 12 | 2.40 | | | |

The AutoText—By Account report provides the following information:

• Author (last name, first name): Each author's name is a link to a more detailed report showing exactly which AutoText the author used (see illustration below).

| 14 4 1 |] of 1 ▷ ▷ 🛛 💠 🚺 100% 🗸 | Find Next | B. () | | | | |
|------------------------|---|--------------|-------------|---------|----------------|---|--|
| | AutoText usage by Alberto Garces | | | | | | |
| Used From: | From: 1/2/2015 12:00:00 AM Used To: 4/24/2015 11:59:59 PM | | | | | | |
| Site: | Site: Imaging Center, University | | | | | | |
| Based on data as of Fr | iday, April 24, 2015 3:37 PM EDT | | | | | | |
| AutoText 🗧 | Site ‡ | First Used 🗘 | Last Used 🗘 | Count ‡ | Monthly Avg | ¢ | |
| AG test1 | 3/3/2015 3/3/2015 1 1.00 | | | | | | |
| AG test2 | 2 3/3/2015 3/3/2015 2 2.00 | | | | | | |
| Totals: | | | | 3 | 1.50 | | |

Note: To return to the original report, click the left-pointing arrow \triangleleft next to the zoom size.

- First Used (date)
- Last Used (date)
- Count
- Monthly Average

AutoText-Summary

This report provides a summary of Site-level AutoText usage within a designated time frame, plus a detail report showing which authors used each Site-level AutoText.

To run this report:

- 1. On the Reports tab, select the AutoText—Summary report from the list.
- 2. Enter your parameters for this report:

| Parameter | Definition |
|--------------------------|--|
| From Date and To Date | Indicate the date range for this report. Click the calendar icons in and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |

| AutoText - summary | | | | | | | | |
|---|------------|-----------|------------------------|-----------|--|--|--|--|
| From Date: 6/1/2010 12:00:00 / | AM | | To Date: 9/30/2010 11: | 59:59 PM | | | | |
| Site: IRR, IRR02, SYS105, Test Site B, Test Site C | | | | | | | | |
| Based on data as of Wednesday, September 29, 2010 3:57 PM EDT | | | | | | | | |
| AutoText 🗧 | First Used | Last Used | Monthly Use 💲 | Total Use | | | | |
| 3D recons 2 | 7/14/2010 | 8/12/2010 | 2.00 | 2 | | | | |
| abdomen pelvis no tv ultrasoun | 6/11/2010 | 8/12/2010 | 1.00 | з | | | | |
| abdomen pelvis with TV ultraso | 6/17/2010 | 8/12/2010 | 1.00 | 2 | | | | |
| abdomen ultrasound 2 | 6/10/2010 | 9/29/2010 | 1.50 | 6 | | | | |
| abdominal wall US 2 | 6/17/2010 | 6/17/2010 | 1.00 | 1 | | | | |
| allergy 2 | 6/17/2010 | 9/28/2010 | 1.50 | б | | | | |
| ankle arthro OPA | 6/17/2010 | 7/19/2010 | 1.00 | 2 | | | | |
| ankle OPA | 9/28/2010 | 9/28/2010 | 2.00 | 2 | | | | |
| aorta | 7/21/2010 | 9/28/2010 | 1.00 | з | | | | |
| арру | 6/17/2010 | 6/17/2010 | 1.00 | 1 | | | | |
| baby head | 6/17/2010 | 9/29/2010 | 1.00 | 4 | | | | |
| cervical OPA | 6/17/2010 | 6/17/2010 | 2.00 | 2 | | | | |
| cervical with contrast OPA | 6/9/2010 | 6/17/2010 | 3.00 | 3 | | | | |
| CT A2 | 6/10/2010 | 9/28/2010 | 1.50 | 6 | | | | |
| CT G9 | 6/17/2010 | 6/17/2010 | 1.00 | 1 | | | | |
| default header MR | 6/17/2010 | 6/17/2010 | 1.00 | 1 | | | | |
| Duplex | 7/20/2010 | 7/20/2010 | 1.00 | 1 | | | | |

The AutoText—Summary report provides the following information:

• AutoText (name): Each AutoText name is a link to a more detailed report showing which author(s) used the AutoText (see illustration below).

| 'baby head' usage by radiologist | | | | | | | |
|---|----------------------|----------------|----------------|-------------|------|-----------|--|
| From Date: | 6/1/2010 12:00:00 AM | То | Date: 9/30/20: | 10 11:59:5 | 9 PM | | |
| Based on data as of Wednesday, September 29, 2010 3:59 PM EDT | | | | | | | |
| Account 🗘 | | First Used | Last Used | Monthly Use | \$ | Total Use | |
| Dyer, Rae | | 5/7/2010 | 5/7/2010 | 2.00 | | 2 | |
| Tester, Tricia | | 5/5/2010 | 5/5/2010 | 1.00 | | 1 | |
| Mill, Diviya | | 3/1/2010 | 3/1/2010 | 1.00 | | 1 | |
| Ramula, Tri | | 4/15/2010 | 4/15/2010 | 1.00 | | 1 | |
| Demera, Ravi | | 4/19/2010 | 4/19/2010 | 1.00 | | 1 | |
| Total: | | and the second | | 2.00 | | 6 | |

- First Used (date): The first time this user invoked AutoText during the selected time frame
- Last Used (date): The last time this user invoked AutoText during the selected time frame

- Monthly Use: The average number of times this AutoText entry was used per month in the selected date range
- Total Use: The total number of times this user invoked AutoText during this time frame

AutoText-Verbiage

This report shows the AutoText entries used by a specific provider or by all providers.

Running the AutoText-Verbiage Report

To run this report:

- 1. From the Reports tab, select the AutoText—Verbiage report from the list.
- 2. Type the user name to see AutoText used by a specific provider.

OR

Type an asterisk (*) to see all system and personal AutoText used by all providers. OR

Type an ampersand (&) to see all system AutoText used by all providers.

3. Click View Report.

Results Screen and Explanations

| AutoText - Verblage | | | | | | | | |
|--|---|---|---|--|--|--|--|--|
| Username : b | Username : brownk | | | | | | | |
| Based on data as of Wednesday, | lased on data as of Wednesday, May 12, 2010 3:11 PM EDT | | | | | | | |
| | | | | | | | | |
| Username: b | prownk | | | | | | | |
| AutoText: | Chest exam findings | Shortcut: | Chest | | | | | |
| Lungs: Lungs Heart: Hear | rt Aorta:Aorta Pericardium: Perica | rdium findings Summ | ary: Summary goes here | | | | | |
| AutoText: | CT Faciał Site | Shortcut: | cf | | | | | |
| COMPARISON: None HIS' or bone destruction. Para abnormality is seen in the | TORY: History TECHNIQUE: FIND anasal sinuses, orbital and facial so a facial bones. | INGS: The bony stru oft tissues are unrema | ctures are intact without evidence of fracture arkable, IMPRESSION: No fracture or other | | | | | |
| AutoText: | CT upper abdomen | Shortcut: | CTabd | | | | | |
| CT of the upper abdomin | al region revealed normal liver, sp | eleen, and small intes | tine. | | | | | |
| AutoText: | Knee ultrasound | Shortcut: | kneeultra | | | | | |
| Lower extremity vascular ultrasound was obtained with a high frequency linear transducer utilizing grayscale, color, Doppler, compression and augmentation. | | | | | | | | |
| AutoText: | Nuclear stress test | Shortcut: | | | | | | |
| COMPARIEONI: None Life: | TORV, URTOW RECICENTING | nationt oversised on | a troodmil for a total of Minister minister | | | | | |

The AutoText—Verbiage report provides the following information:

- Username: The login ID of the person who used the AutoText
- AutoText: Name of the AutoText entry used
- Shortcut: The shortcut for this AutoText entry, if applicable
- AutoText Content: The full AutoText as it appears in the report

Editor Productivity Reports

The reports in this section allow you to examine information about editors' productivity.

Editor Productivity—Hourly Detail

This report shows the number of reports edited during each hour of the day during a specified date range. It provides subtotals by editor and grand totals for the morning and evening periods.

The Editor Productivity—Hourly Detail—Past Day report and Editor Productivity— Hourly Detail—Past week reports are identical to the Editor Productivity Hourly Detail report, except that the show activity during the past 24 hours and past week, respectively.

Running the Editor Productivity—Hourly Detail Report

To run this report:

- 1. From the **Reports** tab, select the **Editor Productivity—Hourly Detail** report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|---------------------------------------|--|
| Corrected From and Corrected To | Indicate the date range for this report. Click the calendar icons in and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. Only applicable to organizations with multiple sites. |
| Editor | Select one or more editors from the drop-down list. |

| | | | Edito | r proc | luctivi | ty - h | ourly (| detail | | | | | | |
|-----------------------------|------------------------|---------------|------------|------------|---------|--------|---------|---------|--------|----------|-----|------|------|-------|
| Corrected From: | 1/1/2010 12:00 | :00 AM | | | | Corr | ected T | o: 9/3 | 0/2010 | 11:59:59 | PM | | | |
| Site : | IRR, IRRO2 , SYS | S105 , Test S | ite B , Te | est Site C | | | Edito | ar: All | | | | | | |
| Based on data as of Wednesd | lay, September 29, 201 | 8 2:89 PM EDT | | | | | | | | | | | | |
| Editor | | 12xx | 1xx | 2xx | Зхх | 4xx | 5xx | бхх | 7xx | 8xx | 9хх | 10xx | 11xx | Total |
| Alexander, Hannah | | | | | | | | | | | | | | |
| | AM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 4 |
| | PM | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Correctionist, Mary | | | | | | | | | | | | | | |
| | PM | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| e, tricia | | | | | | | | | | | | | | |
| | PM | 0 | 0 | 0 | 2 | 0 | 0 | D | 0 | 0 | 0 | 0 | 0 | 2 |
| Editor, Debbie | | | | | | | | | | | | | | |
| | PM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 3 | 0 | 5 |
| Hrkach, Editor | | | | | | | | | | | | | | |
| | PM | 0 | 0 | 0 | 1 | 0 | 0 | D | D | D | 0 | 0 | 1 | 2 |
| Testeditor, Editor | | | | | | | | | | | | | | |
| | AM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Grand Totals AM | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 5 |
| Grand Totals PM | | 0 | 0 | 1 | 5 | 2 | D | 0 | 0 | 0 | 2 | 3 | 1 | 14 |

The Editor Productivity—Hourly Detail report shows the following information:

- The last and first name of the editor
- Number of reports edited during the AM hours, broken down by hour
- Number of reports edited during the PM hours, broken down by hour
- Grand totals for AM reports, broken down by hour
- Grand totals for PM reports, broken down by hour

Editor Productivity-Summary

This report provides information on all editors about total number of lines, total number of characters, average lines, and average characters each editor produced based on the selected date range.

Running the Editor Productivity-Summary

To run this report:

- 1. On the Reports tab, select the Editor Productivity—Summary report from the list.
- 2. Use the following table as a guide for entering parameters for this report:

| Parameter | Definition |
|---------------------------------------|--|
| Corrected From and Corrected To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations that have multiple sites. |
| Characters Per Line | Select the number of characters that make up a line from the drop-down list. The default setting for characters per line is 65. |
| Show Details | Select True or False If you select True for Show Details , the information for each report by each editor is shown (as opposed to the total for all reports for each editor). |
| Reports | Select All, Originals Only, or Addendums Only. |

3. Click View Report.

Results Screen and Explanations

| Editor productivity - summary | | | | | | | | | |
|-------------------------------|--|------------|------------|--------------|-----|---------------|------------|-------------------|------------|
| Corrected | From: | 9/13/201 | 0 12:00: | 00 AM | | Corrected To: | 9/16/2010 | 11:59:59 PM | |
| | Site: | Site 1 , T | est Site i | B , Test Sit | e C | | | | |
| Chars Pe | r Line: | 65 | | | | Reports: | All | | |
| Based on data as o | Based on data as of Thursday, September 16, 2010 9:00 AM PDT | | | | | | | | |
| Editor : | Access | ion | Α | Reports | • | Lines | Characters | Avg. Lines | Avg. Chars |
| ed | | | | | | | | | |
| | 201 | | | | | 14.4 | 937 | | |
| | 202 | | | | | 10.7 | 698 | | |
| ed | | | | | 2 | 25.2 | 1635 | 12.6 | 817.5 |
| Mylor, Siry | | | | | | | | | |
| | 313855 | 5 | | | | 29.1 | 1889 | | |
| | 313942 | 2 | | | | 32.4 | 2106 | | |
| | 312652 | 2 | 1 | | | 41.2 | 2678 | in and the second | |

The **Editor Productivity—Summary** report *with details* shows the following information:

- Editor: The last and first name of the editor who corrected the reports
- Accession: Accession number of the study on which the report was dictated
- A: The addendum's sequence number. For an original report, this column is blank.
- **Reports**: Number of reports for each editor, including a grand total for all editors at the bottom

- Lines: Number of lines (based on the Characters Per Line setting) in the report, with a total for the editor and a grand total
- **Characters**: Number of characters in the report, with a total for each editor and a grand total
- Avg. Lines: Average number of lines in the editor's reports, with a grand total
- Avg. Chars: Average number of characters in the editor's reports, with a grand total

Reports Type Reports

Report Custom Fields

The **Custom Fields** report shows information about reports in which certain custom fields contain specified values.

Running the Custom Fields Report

To run this report:

- 1. On the **Reports** tab in the **Logs** group, select **Report custom fields** from the drop-down list.
- 2. Select a beginning and ending **Order Time Frame**. Click in each field to display a calendar from which you can select each date.
- 3. Select a custom field from the list, and then click **Add**. Note that if you have access to more than one site, the site name precedes the custom field name.
- 4. Select Equals, Not equals, or Contains.
- 5. Select a value (if there is a drop-down list of choices) or type in a value.
- 6. Select the check box next to any field whose contents you want to see in the report. The software will use the unchecked fields for selection, but will not display them in the report.
- 7. Repeat steps 2 through 6 for each custom field you want to include. You can delete any field by clicking the **Remove** link next to it.

8. Click **View Report**. Any reports that contain the values you indicated appear in the report.

| Report custom fi | elds 🗸 Select a sn | apshot 🗸 Select a d | custom report 🗸 | Click here to flush the report cache. | | | |
|--|--|---------------------|-----------------|---------------------------------------|--|--|--|
| Order Time Frame: 1/2/13 Custom Field: | List - 4/24/15 | | | View Report | | | |
| University: Film | ID/Clerical Equals Any Value No ID Marker | ist Initials | Remove | | | | |
| 14 4 1 of | 1 D D 4 100% No L/R Marker | ise Initials |) 🖨 | | | | |
| | Incomplete Ex | am Info | | | | | |
| Ordered From | Ordered From: 1/2/2013 12:00:00 AM Ordered To: 4/24/2015 11:59:59 PM | | | | | | |
| Based on data as of Frid | lay, April 24, 2015 4:05 PM EDT | | | | | | |
| Exam Data (Acce | ession, Procedure, Order Date, Patient) | | | Film ID/Clerical (University) | | | |
| ACCUNV252 | FACIAL BONES < 3 VIEWS | 6/5/2014 | TATES, JOHN T | Bad Label Placement | | | |
| df54 | | 1/25/2013 | Jackson, John | Incomplete Exam Info | | | |
| ACCUNV253 | CT BIOPURE PROTOCOL | 6/17/2014 | test, test | No L/R Marker | | | |

Reports—Anatomy Modality Summary

This report shows a summary of reports submitted, organized by body region and modality.

Running the Anatomy Modality Summary Report

To run this report:

- 1. On the **Reports** tab, select the **Reports—Anatomy Modality Summary** report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|---------------------------------|---|
| Signed From and Signed To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |

The illustration below shows the content of the Anatomy Modality Summary report.

| Reports - anatomy modality summary | | | | | | | | |
|--|----------------------|--------------|------------------|-----------------------------|--|--|--|--|
| Signed From: | 2/1/2012 12: | 00:00 AM | | Signed To: 4/18/2012 11:59: | | | | |
| Site : | Placeholder, R | IS1 , RIS2 , | Test Site A | , Test Site B | | | | |
| Based on data as of Wednesda | ıy, April 18, 2012 i | 10:14 AM EDT | | | | | | |
| | | | | | | | | |
| | СТ | ∃MR | Total | | | | | |
| 🗄 Abdomen & Pelvis | 2 | | 2 | | | | | |
| | | | | | | | | |
| Chest | | 3 | 3 | | | | | |
| Chest ⊡ Head & Neck | | 3 | 3 | | | | | |
| Chest ⊞ Head & Neck Other | 1 | 3 | 3 1 1 | | | | | |
| Chest ∃ Head & Neck Other ∃ Spine | 1 | 3 | 3 1 1 3 | | | | | |

The **Reports—Anatomy Modality Summary** report shows the following information in its table:

- Each row: Shows a body region, such as Spine or Head & Neck
- Each column: Shows the modalities, such as CT or MR, found within the report's date range, with totals for each anatomical region and grand totals for each modality.

Click the plus sign next to an anatomical region or modality to see more specific details:

| | СТ | Radiography | US | Total |
|--------------------|----|-------------|----|-------|
| 🗆 Abdomen & Pelvis | 2 | 15 | 2 | 19 |
| Abdomen | 1 | 13 | | 14 |
| Pelvis | 1 | 2 | | 3 |
| Retroperitoneum | | | 2 | 2 |
| 🗄 Cardiac | | 22 | | 22 |
| ⊞ Chest | 2 | 104 | | 106 |
| Extremity | | 11 | | 11 |
| Lower Extremity | | 9 | | 9 |
| Ankle | | 1 | | 1 |
| Foot | | 1 | | 1 |
| Hip | | 2 | | 2 |
| Knee | | 2 | | 2 |
| Leg | | 2 | | 2 |
| Thigh | | 1 | | 1 |
| Upper Extremity | | 2 | | 2 |
| 🗄 Head & Neck | 5 | 1 | | 6 |
| 🗄 Spine | 3 | 1 | | 4 |
| Total | 12 | 154 | 2 | 168 |

Reports – Embedded Images

This report shows information on images that were added to reports.

Running the Embedded Images Report

To run this report:

- 1. On the Reports tab, select the Reports—Embedded Images report from the list.
- 2. Enter your parameters for the report:

| Parameter | Definition |
|-----------------------------------|---|
| Created From and Created To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Account | Select the user whose account you want to view, or select All. |
| Reports | Select the type of reports you want to include: Originals only ; Addendums only ; or All . |

Results Screen and Explanations

| Reports - embedded images | | | | | | | | | | |
|---------------------------|---|--------------------------------|--------------|------------|--------------------|-----------------|------------------------------------|-------|-----------------|---------------|
| | | Created From: | 11/1/2015 12 | 2:00:00 AN | 1 | | Created To: 12/11/2015 11:59:59 PM | | | и |
| | | Account: | All | All | | | Reports: All | | | |
| | Site: CCH, Guilford Radiology, Imaging Center, Lakeside Clinic, LCS, LCS Sample, LCS2, LCS3, Riverview Hospital | | | | | | | | | |
| | Based on data as of Friday, December 11, 2015 10:19 AM EST | | | | | | | | | |
| | | | | | | | | | Images | |
| Accessions | A | Procedure | | Site | Resident | Attending | Signed | Count | Avg. Resolution | Avg. Size |
| 1 | | CT VIRTUAL COLONS | COPY SCREEN | CCH | | Kovalenko, Kate | 11/20/2015 7:45:02 AM | 2 | 472 x 340 | 2.00" x 1.45" |
| 3 | | CT NECK W/CONTRAS | ज | CCH | Resident, Resident | Kovalenko, Kate | | 3 | 370 x 264 | 2.00" x 1.46" |
| Carotid | | SONOGRAPHY, RENAL | L/AORTA | CCH | | Kovalenko, Kate | | 2 | 809 x 604 | 2.50" x 1.87" |
| visage | | INJECTION PROCEDURE, DUCTOG | RAM | CCH | | Kovalenko, Kate | | 6 | 304 x 325 | 2.42" x 2.40" |
| Totals: | | | | | | | | 13 | 423 x 356 | 2.27" x 1.96" |

The Reports—Embedded Images report shows the following information:

- Accessions: The identifying number assigned in the RIS
- A: The addendum's sequence number. For an original report, this column is blank.

- Procedure: The type of procedure that generated the images
- Site: Site from which the report originated
- **Resident**: Last name, first name, and middle name of the resident who created the report, if applicable
- Attending: Name of the attending radiologist who signed the report
- Signed: Date the report was signed
- Images Count: Number of images inserted into the report
- **Images Avg. Resolution**: Average screen resolution (in pixels) of the images in the report
- Images Avg. Size: Average size (in inches) of the images in the report

Reports-Medical Order with Barcode

This report shows the medical order information, including the barcodes for both the patient and the study, based on the **Order Number**.

Running the Medical Order with Barcode Report

To run this report:

- 1. From the Reports tab, select the Medical Order with Barcode report from the list.
- 2. Select the site.
- 3. Enter the order number (usually the accession number).
- 4. Click View Report.

The illustration below shows the content of a typical *PowerScribe 360* | *Reporting* report using the **Reports—Medical Order with Barcode** report.

| SITE: | Test Site A | DOB: | 11/9/1944 |
|----------------|----------------------|------|-----------|
| PATIENT NAME: | Black, Peter | SEX: | M |
| MRN: | 611111 | AGE: | 60 |
| | | | |
| STUDY DATE: | 3/9/2005 11:03:00 AM | | |
| PROCEDURE: | CT Brain | | |
| | CTBR | | |
| ACCESSION: | 1007 | | |
| MODALITY: | ст | | |
| PATIENT CLASS: | | | |
| | | | |

Reports-Peer Reviews

Note: The peer review feature is a purchasable option in PowerScribe 360 | *Reporting. For more information, contact your Nuance account executive.*

This report provides information about any peer reviews that were performed during the selected time frame for specific sites and/or authors.

To run this report:

- 1. On the Reports tab, select the Reports—Peer Reviews report from the list.
- 2. Enter your parameters for the report:

| Parameter | Definition |
|-------------------------------------|---|
| Reviewed From and Reviewed To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |

| Parameter | Definition |
|-----------|---|
| Author | Select a specific author, or leave the default All as your criteria. |
| Rating | Select one or more ratings, or leave the default All as your criteria. |

| | Reports - peer reviews | | | | | | | | | | | |
|-------------|------------------------|------------------------|------------|--------------|-------------|-----------------|-------------|-------------------|-------------|-----------------------------|----------|-----------|
| Review | ed From : | 11/1/2015 12:00 | 00:00 AM | | | Reviewed To | o: 1/2) | 7/2016 11:59:59 P | м | | | |
| | Site : | University | | | | Locatio | n: All | | | | | |
| | Author : | All | | | | Rating | g: All | | | | | |
| Based on da | te as of Wednesda | y, January 27, 2016 5: | 11 PM EST | | | | | | | | | |
| Accession | Modality 🗧 | Site ‡ | Location ÷ | Resident 🗧 | Attending 🗘 | Reviewed ‡ Auto | Reviewe | r ‡ Rating ‡ | CS 🗧 Custom | Fields Reviewer Comments | Verified | ; Verifie |
| 083616 | СТ | University | | Zamora, John | Zale, Tom | 2/6/2013 | Phillip, He | nry 2 | | | | |
| 083618 | СТ | University | | Zamora, John | Zale, Tom | 2/6/2013 | Phillip, He | nry 1 | | | | |
| 083629 | | University | | Zamora, John | Zale, Tom | 2/6/2013 | Phillip, He | nry 3 | | I do not concur | | |

The **Reports—Peer Review** report shows the following information:

- Accession: The identifying number assigned in the RIS
- Modality: The type of device used to perform the diagnostic exam.
- Site: Name of the site where exam was performed.
- Location: Shows location of exam (within the site)
- **Resident**: The name of the resident who dictated the report, if applicable
- Attending: The name of the attending radiologist
- **Reviewed:** Date that the report was peer reviewed.
- Auto: Shows whether the user was automatically prompted to perform the peer review. A check mark indicates that the user was automatically prompted.
- Reviewer: Name of the reviewing peer
- Rating: Numeric peer review rating, based on the ACR definitions.
- CS: Clinically Significant. Refers to the ACR's b ratings: 2b, 3b, 4b. A check mark appears in this column if the report was clinically significant.
- Custom Fields: Lists the custom fields used in the report.
- Reviewer Comments: Comments made by the person performing the peer review.
- Verified: Date the peer review was verified. Peer reviews rated 2b, 3a, 3b, 4a, and 4b must be verified to comply with the ACR.
- Verifier: Name of person who verified the peer review. Peer reviews rated 2b, 3a, 3b, 4a, and 4b must be verified to comply with the ACR.

Reports-Report List

This report shows all reports that meet your criteria. For example, you can view all reports that include a particular AutoText entry, or that are concerned with a certain anatomical part.

To run this report:

- 1. On the **Reports** tab, select the **Reports—Report List** report from the list.
- 2. Enter your parameters for the report:

| Parameter | Definition |
|---|---|
| Last Modified From and Last Modified To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Anatomy | Select an anatomical part, or select All Anatomies . The report includes documents that are related to the anatomy you specify. |
| Modality | Select one or more modalities for your report. The report includes only documents concerned with the modalities you select. |
| Account | Select one or more user accounts to include in the report. |
| AutoText Used | Select an AutoText entry, or select Any AutoText . The report includes only the documents that contain the AutoText. |
| Reports | Select Originals Only, Addendums Only, or All. |

Results Screen and Explanations

| | Reports - report list | | | | | | | | | | | | |
|---------------|---|-------|--|-------------------------|------------|---|-------------|-----------|------------|--|--|--|--|
| Last Mod | ified Fr | rom: | 1/1/2010 12:00 | MA 00: | | Last Modified To: 9/30/2010 11:59:59 PM | | | | | | | |
| | s | ite : | IRR, IRRO2 , SYS | S105 , Test Site B , Te | est Site C | | | | | | | | |
| | Anato | my : | ny: All Anatomies Modality: All Modalities | | | | | | | | | | |
| | Account : All Accounts Reports: All | | | | | | | | | | | | |
| Based on data | Based on data as of Wednesday, September 29, 2010 3:31 PM EDT | | | | | | | | | | | | |
| Accessions | \$ | A | Site 🗘 | Patient ‡ | MRN ÷ | Resident ÷ | Attending ‡ | Status 🗘 | Modified : | | | | |
| 1005 | | 1 | Test Site A | Brown, Mike | 076543 | | Bird, T | Final | 3/29/2010 | | | | |
| 42 | | | Site 1 | Black, Robert | 12345678 | | Albaro, T | Draft | 4/29/2010 | | | | |
| 31 | | | Site 1 | Anderson, Susan | 23456789 | | Bird, T | Draft | 3/29/2010 | | | | |
| 34 | | | Site 1 | Anderson, Susan | 23456789 | | Albaro, T | Draft | 5/6/2010 | | | | |
| 44 | | | Site 1 | Anderson, Susan | 23456789 | | Alba, Mike | Corrected | 5/6/2010 | | | | |
| 45 | | | Site 1 | Anderson, Susan | 23456789 | Marchester | Ling, Roza | Draft | 5/6/2010 | | | | |

The **Reports—Report List** report shows the following information:

- Accession: The identifying number assigned in the RIS
- A: The addendum's sequence number. For an original report, this column is blank.
- **Patient**: Last name, first name, and middle name of the patient who is the subject of the report
- MRN: The unique identifying number assigned to the patient
- Resident: The name of the resident who dictated the report, if applicable
- Attending: The name of the attending radiologist
- Status: The current state of the report
- **Modified**: The date the report was last changed

Reports-Unsigned

This report lists reports that are currently unsigned by attending or resident providers. Unsigned reports do not include those sent to an editor.

Running the Reports-Unsigned Report

To run this report:

- 1. From the Reports tab, select the Reports—Unsigned Reports report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|--------------------------|--|
| From Date and To Date | Indicate the date range for this report. Click the calendar icons and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Correction Workflow | Select Self-edit, In-house, Delegated, or All. |
| Author | Select an author from the drop-down list, or select All. |
| Editor | Select an editor from the drop-down list, or select All. |
| Reports | Select Originals only, Addendums only, or All. |

| | Reports - unsigned | | | | | | | | | | | | |
|---|--|---|---|-----------------------|----------|-----------------|-------------------|-------------------------|------------------|--|--|--|--|
| From Date: | 8/14/2012 12:0 | 00:00 AM | | | | To Date: | 8/16/2012 11:59 | 9:59 PM | | | | | |
| Site: | Allison, Bronson Medical Center richard, richard VIHA, Wilson M | Methodist Hosp , LVHHN , MGH 2 , richard 3 , 9 Medical Center2 | oital , Cinci , Hui , Natasha , Nat Site 1 , VALORG | ntsvile e , ; , | Correcti | on Workflow: | Self-edit, In-hou | | | | | | |
| Author: | Al | | | | | Editor: | All | | | | | | |
| Reports: | Al | | | | | | | | | | | | |
| Based on data as of Thursday, August 16, 2012 2:44 PM EDT | | | | | | | | | | | | | |
| Accession ÷ A | Site 🗧 | MRN ÷ | Dictated 🗧 | Editor | \$ | Author ‡ | Corrected ÷ | Approved : | Audio Duration 🗧 | | | | |
| 0 | Natasha | TEMPORARY | 8/15/2012 2:50:48 PM | | | White, Natasha | S | 8/15/2012 2:56:35 PM | 00:00:00 | | | | |
| 007123 | Nate | TEMPORARY | 8/16/2012 2:44:38 PM | | | Clingman, Natha | n | | 00:00:00 | | | | |
| 1 | MGH | TEMPORARY | 8/16/2012 12:22:10 PM | | | Bartlett, Tara | | | 00:00:00 | | | | |
| 1111111 | MGH | TEMPORARY | 8/15/2012 2:32:17 PM | | | Bartlett, Tara | | | 00:00:00 | | | | |
| 121332321 | Site 1 | TEMPORARY | 8/16/2012 12:40:41 PM | | | Morrison, Janet | | | 00:00:00 | | | | |
| 123 | Wilson Medical | TEMPORARY | 8/16/2012 9:08:45 AM | uturna di | | Jones, Connie | | landel and the second | 00:00:00 | | | | |

The **Reports—Unsigned** report shows the following information:

- Accession: The identifying number assigned in the RIS
- A: The addendum's sequence number. For an original report, this column is blank.
- Site: The site where the report was created
- MRN: The unique identifying number assigned to the patient
- Dictated: Date and time the report was created
- Editor: Name of the individual who corrected the report
- Author: Name of the provider who dictated the report
- Corrected: Date and time the report was edited
- Approved: Date and time the report was approved
- Audio Duration: The length of the report's audio, in hours, minutes, and seconds

Turnaround Time (TAT) Reports

In *PowerScribe 360* | *Reporting*, turnaround time (or TAT) falls into three categories: **Dictation**, **Correction**, and **Approval**.

- Dictation TAT: The time period from the beginning of dictation to the end of dictation.
- Correction TAT: The period from the time a provider clicks the Send to Editor button (or the Transcribe button in a Send to Editor workflow) to the time the editor clicks Finish.
- Approval TAT: The period from the time a resident clicks the Send to Editor button (or the Transcribe button in a Send to Editor workflow) to the time the resident clicks Approve.

TAT-Reports Sent to Editor by Attending

This report shows the turnaround time (TAT) for each report within the supplied date range. In this case, TAT is defined as the amount of time, in minutes, from the beginning of the dictation (when the provider initiated the report) to the end of the correction. In addition, this report provides an average of report lengths and average TATs for the supplied date range. Reports must be final to appear in this report.

Running the TAT-Reports Sent to Editor by Attending Report

To run this report:

1. From the **Reports** tab, select **TAT—Reports Sent to Editor by Attending** from the list.

| Parameter | Definition |
|---------------------------------|---|
| Signed From and Signed To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Author | Select an author, or all authors, from the drop-down list. |
| Editor | Select an editor, or all editors, from the drop-down list. |
| Reports | Select All, Originals Only, or Addendums Only. |

2. Use the following table as a guide for entering values in this screen:

| | TAT - reports sent to editor by attending | | | | | | | | | | | | |
|-----------------------------|---|--------------------------|-------------------|------------------------|----|------------------------|----------------------|------------------|--|--|--|--|--|
| Signed From: | 2/1/2013 | 12:00:00 AM | | Signed To : | 5/ | /7/2013 11:59:59 P | м | | | | | | |
| Site: | Imaging Ce | nter, Stephanie Site , U | niversity | | | | | | | | | | |
| Author: | Al | | | | | | | | | | | | |
| Reports: | Al | | | | | | | | | | | | |
| Based on data as of Tuesday | , May 07, 2013 ; | 10:54 AM EDT | | | | | | | | | | | |
| Accession ÷ A ÷ | Site ‡ | Attending ÷ | Editor ‡ | Sent to Editor | ÷ | Corrected ÷ | Audio Duration 🗧 | Correction TAT ÷ | | | | | |
| 55 | Stephanie Site | Attending, Stephanie | Editor, Stephanie | 5/3/2013 2:02:03 PM | 3 | 5/3/2013 3:20:28 PM | 00:10:40 | 01:18:25 | | | | | |
| | | | | | | То | tal Audio Duration : | 00:10:40 | | | | | |
| | | | | | | Avera | age Audio Duration : | 00:10:40 | | | | | |
| Total Number of Repor | ts: | 1 | | | | Aver | age Correction TAT : | 01:18:25 | | | | | |

The **TAT—Reports Sent to Editor by Attending** report includes the following information:

- Accession: The identifying number assigned in the RIS
- A: The addendum's sequence number. For an original report, this column is blank.
- Site: The site at which the report was dictated.
- Attending: Last name, and first name of the attending provider who initiated the report
- Editor: Name of the person who corrected or transcribed the report
- Sent to Editor: The date and time the provider sent the report for correction.
- Corrected: The date and time that the editor finished work on the report
- Audio Duration: Length of the dictated report in hours, minutes, and seconds
- **Correction TAT**: Number of minutes from the time the provider sent the report to be edited until the editor finished work on the report

TAT-Reports Sent to Editor by Resident Report

This report is identical to the **TAT—Reports Sent to Editor by Attending** report described above, except that it reports on **residents** instead of attending radiologists. All parameter fields and result fields are the same as the **TAT—Reports Sent to Editor by Attending** report.

TAT-Summary Author Dictated to Signature

This report shows, for each author, the average turnaround from the time dictation began to the time the report was signed.

Running the TAT-Summary Author Dictated to Signature Report

To run this report:

- 1. From the **Reports** tab, select the **TAT—Summary Author Dictated to Signature** report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|---------------------------------|---|
| Slgned From and Signed To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Author | Select an author, or all authors, from the drop-down list. |
| Editor | Select an editor, or all editors, from the drop-down list. |

3. Click View Report.

Results Screen and Explanations

| | TAT - summary author dictated to signature | | | | | | | | | | | | |
|---|--|---|-------|--------|--------|---------------------|-----------------------|------|-------|------|-------|--------------|--|
| Signed From: | 6/1/2010 12:00:00 A | М | | | ; | Signed To: | 9/30/2010 11:59:59 PM | | | | | | |
| Site : | Site 1, Test Site A , 1 | Site 1, Test Site A , Test Site B , Test Site C | | | | | | | | | | | |
| Author: | All | | | | | Editor: | Ali | | | | | | |
| Sased on data as of Wednesday, May 12, 2010 3:03 PM EDT | | | | | | | | | | | | | |
| Author 🗧 | | 0-5m | 5-15m | 15-30m | 30-60m | 1-2h | 2-4h | 4-8h | 8-24h | 24+h | Total | Average TAT | |
| Remula, Ritulf | | | | | | | | | | | | | |
| | Self-edited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 91.06:34:47 | |
| | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 91.06:34:48 | |
| More, Edeema | | | | | | | | | | | | | |
| | Sent to Editor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 285.22:06:49 | |
| | Self-edited | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 00:04:58 | |
| | Total | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 142.23:05:54 | |
| Lester, Srita | | | | | | | | | | | | | |
| va and a star | Self-edited | 4 | | 0 | 0 | س ⁰ معصم | 0 | | | 0 | 5 | 00:03:16 | |

The **TAT—Summary Author Dictated to Signature** report shows the number of reports that fall into each of nine turnaround time ranges with separate totals for self-edited reports and those sent to an editor. The ranges are:

- Less than 5 minutes
- Between 5 and 15 minutes

- Between 15 and 30 minutes
- Between 30 minutes and one hour
- Between one and two hours
- Between two and four hours
- Between four and eight hours
- Between eight and 24 hours
- Greater than 24 hours

The two rightmost columns show the total reports and the average turnaround time for all reports in the date range. The bottom row gives a total count for each of the categories.

TAT-Summary Author Order to Signature

This report is identical to the **TAT—Summary Attending Dictated to Signature** report described above, except that it shows the average TATs from the time the film was **ordered** (as opposed to dictated) to the signature time. All parameter fields and result fields are the same as the **TAT—Summary Attending Dictated to Signature** report.

| | TAT - summary author order to signature | | | | | | | | | | | | |
|--|---|-------------|--------------|--------|--------|------------|-----------------------|------|-------|------|-------|---------------|--|
| Signed From: | 6/1/2010 12:00:00 A | M | | | 5 | Signed To: | 9/30/2010 11:59:59 PM | | | | | | |
| Site : | Site 1, Test Site A , | Test Site B |) , Test Sit | te C | | | | | | | | | |
| Author: | All | | | | | Editor: | All | | | | | | |
| Based on data as of Thursday, September 38, 2810 8:41 AM EDT | | | | | | | | | | | | | |
| Author ‡ | | 0-5m | 5-15m | 15-30m | 30-60m | 1-2h | 2-4h | 4-8h | 8-24h | 24+h | Total | Average TAT | |
| Remula, Ritulf | | | | | | | | | | | | | |
| | Self-edited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 91.06:34:49 | |
| | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 91.06:34:49 | |
| More, Edeema | | | | | | | | | | | | | |
| | Sent to Editor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1811.16:29:48 | |
| | Self-edited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 11.01:06:12 | |
| | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 911.08:48:00 | |
| Lester, Srita | | | | | | | | | | | | | |

TAT-Summary Author Signature Averages

This report shows the average report signature TATs, divided into ranges.

The TAT—Summary Author Signature Averages—Past Day and TAT—Summary Author Signature Averages—Past Week reports are identical to this report, except that they show only activity during the past 24 hours and the last seven days, respectively.

Running the TAT-Summary Author Signature Averages Report

To run this report:

- 1. On the **Reports** tab, select the **TAT—Summary Author Signature Averages** report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|---------------------------------|---|
| Signed From and Signed To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Author | Select an author from the drop-down list, or select All. |

3. Click View Report.

Results Screen and Explanations

| | TAT - summary author signature averages | | | | | | | | | | | | |
|--|---|---|---------------|--------|------|--------------|---|-------|------|-------|--------------|--|--|
| Signed From: Site : Based on data as of Thursday | 6/1/2010 12:00: Site 1, Test Site September 30, 2010 8: | 00 AM A , Test Site 4 <i>1 AM EDT</i> | e B , Test Si | te C | | Sign Auti | Signed To: 9/30/2010 11:59:59 PM Author: All | | | | | | |
| Author ÷ | 0-5m | 5-15m | 15-30m | 30-60m | 1-2h | 2-4h | 4-8h | 8-24h | 24+h | Total | Average TAT | | |
| Remula, Ritulf | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 91.06:34:47 | | |
| More, Edeema | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 142.23:05:53 | | |
| Lester, Srita | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 14 | 10.20:31:50 | | |
| Brown, Katharine | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 | 62.20:07:05 | | |
| Alba, Twita | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4 | 45.04:04:24 | | |
| Mill, Diviya | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 5.03:19:23 | | |
| Bird, T | 6 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 8 | 32.02:39:54 | | |
| Dill, Scoby | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 00:02:05 | | |
| Grand Totals | 15 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 18 | 36 | 34.21:52:23 | | |

The **TAT—Summary Author Signature Averages** report shows the number of reports that fall into each of nine turnaround time ranges. The ranges are:

- Less than 5 minutes
- Between 5 and 15 minutes
- Between 15 and 30 minutes
- Between 30 minutes and one hour
- Between one and two hours

- Between two and four hours
- Between four and eight hours
- Between eight and 24 hours
- Greater than 24 hours

The two columns at the far right show the total reports and the average turnaround time for each provider. The bottom row gives a total count for each of the categories.

TAT-Summary Author to Editor

This report shows, for each editor, the number of reports whose turnaround time fell into each of several ranges. The report also shows each editor's total number of corrected reports and average TAT in hours, minutes and seconds.

The TAT—Summary Author To Editor—Past Day and TAT—Summary Author To Editor—Past Week snapshot reports are identical to this report, except that they show only activity during the past 24 hours and the last seven days, respectively.

Running the TAT-Summary Author to Editor Report

To run this report:

- 1. From the **Reports** tab, select the **TAT—Summary Author to Editor** report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|---------------------------------|---|
| Signed From and Signed To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Editor | Select an editor, or all editors, from the drop-down list. |

| | TAT - summary author to editor | | | | | | | | | | | |
|---|--|-------|--------|--------|------|------|----------|-------------|------------|-------|-------------|--|
| Signed From : | 6/1/2010 12:00:0 | MA OC | | | | Sig | ned To : | 9/30/2010 1 | 1:59:59 PM | | | |
| Site : | Site: IRR, IRR02, SYS105, Test Site B, Test Site C | | | | | | | All | | | | |
| Sased on data as of Wednesday, September 29, 2010 2:49 PM EDT | | | | | | | | | | | | |
| Editor 🗧 | 0-5m | 5-15m | 15-30m | 30-60m | 1-2h | 2-4h | 4-8h | 8-24h | 24+h | Total | Average TAT | |
| Correctionist, Mary | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 00:04:18 | |
| Hach, Editor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 31.13:45:10 | |
| Alexander, Hannah | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 5 | 8 | 67.12:53:23 | |
| Editor, Debbie | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 5 | 06:51:21 | |
| Testeditor, Editor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 17:40:39 | |
| e, tricia | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 02:42:55 | |
| Grand Totals | 3 | 0 | 0 | 0 | 0 | 2 | 6 | 1 | 7 | 19 | 31.21:16:03 | |

The **TAT—Summary Author to Editor** report shows the number of reports that fall into each of nine turnaround times ranges. The ranges are:

- Less than 5 minutes
- Between 5 and 15 minutes
- Between 15 and 30 minutes
- Between 30 minutes and one hour
- Between one and two hours
- Between two and four hours
- Between four and eight hours
- Between eight and 24 hours
- Greater than 24 hours

The bottom row gives a Grand Total for each of the categories.

The last column shows the **Avg TAT** (average turnaround time) for each editor during the date range.

TAT-Summary Resident to Editor Report

This report is identical to the **TAT—Summary Author to Editor** report described above, except that it reports on **residents** instead of attending radiologists. All parameter fields and result fields are the same as the **TAT—Summary Author to Editor** report.

TAT-To Radiologist Signature

This report lists the details on the amount of time it takes for a radiologist to sign a report.

Running the TAT-To Radiologist Signature Report

To run this report:

- 1. From the **Reports** tab, select the **TAT—To Radiologist Signature** report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|---------------------------------|---|
| Signed From and Signed To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. Beginning and ending times are required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Correction Workflow | Select Self-Edit, In-house, Delegated, or All. |
| Author | Select an author from the drop-down list, or select All. |
| Editor | Select an editor, or all editors, from the drop-down list. |
| Reports | Select Originals Only, Addendums Only, or All. |

| TAT - to radiologist signature | | | | | | | | | | | | |
|--|----------------|-----------------------------|-----------------------------------|---------------------------|------------------|----------------|--------------|---------------|--|--|--|--|
| Signed From: | 6/1/2010 12 | :00:00 AM | | Signed | To: 9/30/2010 | | | | | | | |
| Site: | Site 1, Test ! | Site A , Test Site B , Test | Site C | Correction Workfl | ow: Self-edit, I | | | | | | | |
| Author: | All | | | Edi | tor: Al | | | | | | | |
| Reports: | All | | | | | | | | | | | |
| Based on data as of Thursday, September 38, 2010 8:41 AM EDT | | | | | | | | | | | | |
| Accession ÷ | A Site ‡ | Author ÷ | Editor ‡ | Created | Audio Duration | Correction TAT | Approval TAT | Signature TAT | | | | |
| 1015 | Test Site | A More, Katharine | | 6/26/2009 12:32:59 PM | 00:00:02 | 00:00:00 | 00:00:00 | 285.22:06:49 | | | | |
| 19 | Test Site | A Bird, T | | 7/15/2009 5:03:38 PM | 00:00:00 | 00:00:00 | 00:00:00 | 256.20:45:37 | | | | |
| 1012 | Test Site | A Brown, Katharine | | 7/24/2009 4:14:25 AM | 00:00:00 | 00:00:00 | 00:00:00 | 188.12:18:26 | | | | |
| 28 29 | Site 1 | Albar, Ragir | | 10/28/2009 12:17:19 PM | 00:00:00 | 00:00:00 | 00:00:00 | 85.21:42:44 | | | | |
| 339977 | Test Site | A Tester, Kacia | | 11/6/2009 11:29:54 AM | 00:00:00 | 00:00:00 | 00:00:00 | 66.04:16:33 | | | | |
| felow1 | Site 1 | Bieula, Rirdhu | and a surface of the second state | 11/13/2009 11:44:03 AM | 00:00:00 | 00:00:00 | 00:00:00 | 103.21:55:45 | | | | |

The TAT—To Radiologist Signature report shows the following information:

- Accession: The identifying number assigned in the RIS
- A: The addendum's sequence number. For an original report, this column is blank.
- Site: The site where the report was dictated.
- Author: Last and first name of the provider who initiated the report
- Editor: Last name of the report's editor
- Created: Date and time the provider initiated the dictation
- Audio Duration: Length of the report in hours, minutes, and seconds
- Correction TAT: Elapsed time from the point when the provider clicks the Send to Editor button (or the Transcribe button in a Send to Editor workflow) to the point when the editor clicks Finish.
- **Approval TAT**: Elapsed time from dictation initiation, including correction time (even if sent to an editor), to the point when the provider clicks **Approve**.
- **Signature TAT**: Elapsed time from dictation initiation, including correction time (even if sent to an editor), to the point when the provider clicks **Sign**.

Reports for Purchasable Options

Note: The Quality Check and Clinical Guidance features are purchasable options in PowerScribe 360 | Reporting. For more information, contact your Nuance account representative.

If your organization has purchased the Quality Check or Clinical Guidance options, the reports shown in this section are available.

Note: Quality Check is the new name for the Assure consistency checker.

Quality Check - by author

This report provides information about any Quality Check consistency checks that were run during a specific time frame, based on a specific radiologist.

Running the Quality Check - by author Report

To run this report:

- 1. On the Reports tab, select the Quality Check by author report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|---------------------------------|--|
| Signed From and Signed To | Indicate the date range for this report. Click the calendar icons i and select the beginning and ending dates. A date range is required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Author | Select a radiologist, or use the default Select All. |

| | Quality Check - by author | | | | | | | | | | | | |
|---------------------------|--|-----------------------|-----------|------------|-----------------|-----------|------------------------|-----------|----------------------------|------------|----------------------------|-----------|-----|
| Signed From: 11/1/2015 12 | | | | 2:00:00 AM | | | | Signed | To: | 11/30/2015 | 5 11:59: | 59 PM | |
| Author: All Accounts | | | counts | | | | | | | | | | |
| | Si | i te: Unive | rsity | | | | | | | | | | |
| Based on | Based on data as of Monday, November 30, 2015 10:38 AM EST | | | | | | | | | | | | |
| | Papart | Quality Ch Execute | eck ed | Quality C | Gender Mismatch | | Laterality Mismatch | | CTR/ Actionable Finding | | Communication Statement | | |
| Author 🗘 | Count \$ | Reports ‡ | % ‡ | Reports 🗧 | % ‡ | Reports ‡ | % ‡ | Reports 🗧 | % ‡ | Reports ‡ | % ‡ | Reports ‡ | % ‡ |
| | 1 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| | 4 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| | 1 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| Attending, S | S 1 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |
| Totals: | 7 | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% | 0 | 0% |

The Quality Check - by author report shows the following information:

- Author: First and last names of the person who authored the report.
- Report Count: Total number of reports for each author.
- **Quality Check Executed**: Number/percentage of reports where Quality Check was run.
- **Quality Check Finding**: Number/percentage of reports that Quality Check detected a finding of any type.
- Gender Mismatch: Number/percentage of reports where gender mismatches were detected.
- Laterality Mismatch: Number/percentage of reports where laterality mismatches were detected.
- **CTR/Actionable Finding**: Number/percentage of reports where critical test results or actionable findings were detected.
- **Communication Statement**: Number/percentage of reports where a critical test result communication statement was issued.

Quality Check - detailed results

Note: Quality Check is the new name for the Assure consistency checker.

This report provides detailed information about any Quality Check consistency checks that were run during a specific time frame.

Running the Quality Check - detailed results report

To run this report:

- 1. On the Reports tab, select the Quality Check detailed results report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|---------------------------------|--|
| Signed From and Signed To | Indicate the date range for this report. Click the calendar icons and select the beginning and ending dates. A date range is required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Account | Select a provider, or use the default All Accounts . |
| Modality | Select a modality, or use the default All Modalities. |
| Anatomy | Select an anatomy, or use the default All Anatomies. |
| Accession | If known, enter the accession number for the study. |
| Reports | Select either Checked, Mismatches, CTR/Actionable Findings, Communication, or All. |
| CTR/Actionable Findings | Select either Shown, Filtered, or All. |
| Check | Select either Automated or Manual. |

| | | | | | Quality C | heck - deta | iled results | | | | |
|--------------------------|------------|-------------------|------------------------|------------|----------------|------------------|--------------------|-------------|--------------|---------------------|--------|
| Sig | gned F | rom: | 11/1/2015 12:0 | 00:00 AM | | | | Signe | ed To: 11/ | 30/2015 11:59:59 PM | |
| | Acco | unt: | All Accounts | | | | | Acces | ssion: | | |
| Modality: All Modalities | | | Anatomy: All Anatomies | | | | | | | | |
| Reports: | | orts: | All | | | | CTR/Actio | onable Find | dings: All | | |
| Check: | | All | | | | | | | | | |
| | : | Site: | University | | | | | | | | |
| Based on data | a as of Mo | onday, Noi | vember 30, 2015 11; | 12 AM EST | | | | | | | |
| | | | | | | | | Mis | match | | |
| Accession ‡ | A ‡ | Proced | ure ‡ | Site 🗘 | Resident 🗘 | Attending 🗘 | Processed ‡ | Gender 🗘 | Laterality 🗘 | CTR/Actionable ÷ | Comm 🗘 |
| 4113240 | | RIGHT F | FOOT 2 VIEWS | PWS02 | | | | | | | |
| | | RIGHT F | OOT 2 VIEWS | University | | Attending, Steph | | | | | |
| 4120682 | 1 | HICKMA INSERTI | N CATHETER | University | | Attending, Steph | | | | | |
| 8675309 | | Left FOO | OT MIN 3 VIEWS | University | Resident, Phil | Henry, Philip | 2/10/2015 3:04 PM | ~ | | | |
| | | Left FOO | OT MIN 3 VIEWS | University | Resident, Phil | Henry, Philip | 12/18/2014 3:16 PM | 1 | | | |
| | | Left FOO | OT MIN 3 VIEWS | University | Resident, Phil | Henry, Philip | 12/18/2014 9:48 AM | 1 | | | |
| | | Left FOO | OT MIN 3 VIEWS | University | Resident, Phil | Henry, Philip | 12/18/2014 9:48 AM | 1 | | | |

The Quality Check - detailed results report shows the following information:

- Accession: The identifying number assigned in the RIS
- A: The addendum's sequence number. For an original report, this column is blank.
- **Procedure**: Type of procedure performed.
- Site: Site that generated the report.
- Resident: First and last names of the resident, if one exists for this report.
- Attending: First and last names of the attending provider.
- **Processed**: Date and time the report was created.
- Mismatch: Shows by check mark the type of mismatch detected, if any.
- **CTR/Actionable Finding**: Indicates whether critical test results or actionable findings were detected.
- Comm: Indicates whether a critical test result communication statement was issued.

Quality Check - session listing

Note: Quality Check is the new name for the Assure consistency checker.

This report lists any Quality Check sessions that occurred during the selected time frame.

Running the Quality Check - session listing report

To run this report:

- 1. On the Reports tab, select the Quality Check session listing report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition |
|---------------------------------------|--|
| Processed From and Processed To | Indicate the date range for this report. Click the calendar icons and select the beginning and ending dates. A date range is required. |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. |
| Account | Select a radiologist, or use the default Select All. |
| Accession | If known, enter the accession number for the study. |

| Quality Check - session listing | | | | | | | | | | | |
|---------------------------------|--------------------------------------|----------------|-------------------|---|-----------------------|-------------------|----|----------------------------------|-------------------|-----------------|--|
| Quality Check | Service URL: | https://clu | .nuancehce.com/Cl | cehce.com/CLUdev4 Quality Check License ID: | | | | f8aa7b9f-ad22-4fb5-ab41-7eabe3b0 | | | |
| Processe | Processed From: 11/1/2015 12:00:00 / | | | | Processed To: 11/30/2 | | | | /2015 11:59:59 PM | | |
| 4 | ts | | | Accession | : | | | | | | |
| | Site: | University | | | | | | | | | |
| Based on data as of | f Monday, Nov | ember 30, 201. | 5 11:21 AM EST | | | | | | | | |
| | | | | | | | | | | | |
| NUS DocID 🗘 | Accession | s‡A‡ | Resident 🗘 | Attendi | ng ‡ | Report Created | ¢ | Quality Check | ¢ | Error Message 🗘 | |
| 40871 | 23506 | | Garces, Alberto | Henry, Pl | hilip | 6/20/2012 11:34 | AM | 2/7/2015 1:17 | РМ | | |
| 40872 | 23506 | | Taylor, James | Henry, Ph | nilip | 6/20/2012 11:34 | AM | 2/7/2015 1:22 | M | | |
| 40873 | 23545 | | Garces, Alberto | Henry Ph | nilin | 6/20/2012 11:46 | AM | 2/7/2015 1:32 8 | м | | |

| NUS DocID 🗘 | Accessions ‡ A ‡ | Resident 🗘 | Attending 🗘 | Report Created | Quality ‡ Check | Error Message 🗘 |
|------------------------------|-------------------------------------|-----------------|----------------------------|--------------------|--------------------|---|
| 40871 | 23506 | Garces, Alberto | Henry, Philip | 6/20/2012 11:34 AM | 2/7/2015 1:17 PM | |
| 40872 | 23506 | Taylor, James | Henry, Philip | 6/20/2012 11:34 AM | 2/7/2015 1:22 PM | |
| 40873 | 23545 | Garces, Alberto | Henry, Philip | 6/20/2012 11:46 AM | 2/7/2015 1:32 PM | |
| 40874 | 23545 | Taylor, James | Henry, Philip | 6/20/2012 11:46 AM | 2/7/2015 1:33 PM | |
| 40875 | 41238177 | Garces, Alberto | Henry, Philip | 9/18/2013 3:50 PM | 2/7/2015 1:36 PM | |
| 40884 | 23506 | Taylor, James | Henry, Philip | 6/20/2012 11:34 AM | 2/8/2015 3:41 PM | |
| 40885 | 23506 | Garces, Alberto | Henry, Philip | 6/20/2012 11:34 AM | 2/8/2015 3:41 PM | |
| 40886 | 23506 | Taylor, James | Henry, Philip | 6/20/2012 11:34 AM | 2/8/2015 3:42 PM | |
| and the second second second | محميني ورفيا فالمرجع فكالمحرج والمع | Aller aller | www.end.com/orando.com/doc | 1/2012012 AAAAAA | | and a strange of the second |

The Quality Check - session listing report shows the following information:

- NUS DocID: Identifier automatically generated by *PowerScribe 360* | *Reporting*.
- Accessions: The identifying number, or numbers, assigned in the RIS
- A: The addendum's sequence number. For an original report, this column is blank.
- Resident: First and last names of the resident, if one exists for this report.
- Attending: First and last names of the attending provider.
- Report Created: Date and time the report was created.
- Quality Check: Date and time the Quality Check consistency check was run.
- Error Message: Error message, if one is included.

Clinical Guidance - detailed results

This report contains detailed information on the use of the clinical guidance guidelines.

Running the Clinical Guidance - detailed results report

To run this report:

- 1. On the **Reports** tab, select the **Clinical Guidance detailed results** report from the list.
- 2. Use the following table as a guide for entering values in this screen:

| Parameter | Definition | | | | | |
|---------------------------------|---|--|--|--|--|--|
| Signed From and Signed To | Indicate the date range for this report. Click the calendar icons m and select the beginning and ending dates. A date range is required. | | | | | |
| Site | Select one or more sites for your report. This parameter is applicable only to organizations with multiple sites. | | | | | |
| Account | Select a radiologist, or use the default All Accounts. | | | | | |
| Modality | Select a modality, or use the default All Modalities. | | | | | |
| Anatomy | Select an anatomy, or use the default All Anatomies. | | | | | |
| Accession | If known, enter the accession number for the study. | | | | | |
| Guidance | Select one of the Guidance guidelines, or use the default All. | | | | | |
| Modified | Select Modified, Unmodified, or use the default All. | | | | | |

| Clinical Guidance – detailed results | | | | | | | | | | | |
|--------------------------------------|---------------------------|------------|-----------------|------------------------------|-----------------|---|-----------------|--|--|--|--|
| Signed From: | 5/20/2015 12:00: | 00 AM | | | Signed To: | 5/21/2015 11:59:59 PM | и | | | | |
| Account: | All Accounts | | | | Accession: | | | | | | |
| Modality: | All Modalities | | | | Anatomy: | All Anatomies | | | | | |
| Guidance: All | | | | | Modified: | All | | | | | |
| Site: | University | | | | | | | | | | |
| Based on data as of Thursday, | , May 21, 2015 3:56 PM EL | DT . | | | | | | | | | |
| Accession 🗘 A 🗘 Proce | dure 🗘 | Site 🗘 Re | esident 🗘 | Attending 🗘 | Signed 🗘 | Guidance 🗘 I | Modified 🗘 | | | | |
| ACCUNV272 BILATE 73520 | ERAL HIPS W/PELVIS | University | | Attending, Stephanie | 5/21/2015 10:59 | 9:11 AM Adnexal Mass | | | | | |
| I. Market and the second | المستجرب فلتستخلص والمستح | | and a series of | And the second second second | and the second | and a set of a set of the set of | المستحدة المستر | | | | |

The Clinical Guidance - detailed results report shows the following information:

- Accession: The identifying number assigned in the RIS
- A: The addendum's sequence number. For an original report, this column is blank.
- **Procedure**: Type of procedure performed.
- Site: Site that generated the report.
- Resident: First and last names of the resident, if one exists for this report.
- Attending: First and last names of the attending provider.
- Signed: Date and time the report was signed.
- Guidance: Shows which clinical guidance guideline was used.
- Modified: Indicates whether the clinical guidance guideline was modified.
Chapter 19 System Maintenance

Objectives

In this chapter, you will:

- · Perform system maintenance, including
 - Antivirus exclusions
 - Microsoft updates
 - Backups
 - System logs
 - Daily client workstation reboots
 - Daily server checks
 - Rebooting your system
 - Rebooting your hot spare (if implemented)
- Access customer support options

Introduction

Nuance provides the *PowerScribe 360* | *Reporting* System Maintenance information to its customers for record keeping and troubleshooting purposes. Customers are responsible for performing the items listed and are strongly recommended to use this information to keep their systems up to date on a daily basis.

Antivirus Exclusions

Most antivirus programs implement a real-time scanning feature that, unless properly configured, can interfere with the normal operation of *PowerScribe 360* | *Reporting* and the Dragon speech engine.

Setting the antivirus exclusions correctly for *PowerScribe 360* | *Reporting* application installed with Microsoft Windows 2003 Server, Windows 2008 Server, or Windows 2012 Server operating systems (OS), and Client Workstations with Windows 8, Windows 7, and Windows XP OS can help to eliminate the following conflict issues:

- Latency at log in or log out
- Latency when opening a report
- Latency when signing a report
- Workstation appears to be locked up or unresponsive
- User profiles and/or language models not processing properly
- Server CPU utilization consistently high

The best practice to prevent interference of *PowerScribe* | *Reporting* with an antivirus program is to set the following exclusions described in this section.

Advanced Settings

Many antivirus and malware applications have advanced settings that allow the program to look for patterns in files to help it decide if the file is dangerous. Be sure to disable these advanced or heuristic settings. The illustrations below are from Symantec Antivirus. Your antivirus or malware application may use different names or controls.

| us and Spyware Protection Se | ettings | X |
|--|---|---|
| Global Settings Auto-Protect | Download Insight | Early Launch Anti-Malware |
| Scan Options | | |
| These configurations are share | red between manua | scans and Auto-Protect. |
| | Symantec Trus | ted 👻 |
| What is Insight? | | |
| 🔒 📝 Enable Bloodhound ™ h | euristic virus detect | ion Automatic 👻 |
| What is BloodHound? | | |
| Exceptions: | | View List |
| of the localized and protection so | ettings Dowpload Insight | |
| Global Settings Auto-Protect | Download Insight to detect potential | Early Launch Anti-Malware |
| Global Settings Auto-Protection S Enable Download Insight t risks based on file reputat What is File Reputation | Download Insight to detect potential ion | Early Launch Anti-Malware Actions Notifications |
| Global Settings Auto-Protection S Enable Download Insight t risks based on file reputat What is File Reputation Specify download sensitivity Splact Javab | Download Insight to detect potential ion pn? level | Early Launch Anti-Malware Actions Notifications |
| Global Settings Auto-Protection S Enable Download Insight t risks based on file reputation What is File Reputation Specify download sensitivity Select level: - 9 (Maximum) - 8 - 7 - 6 (High) - 5 (Typical) - 4 - 3 - 2 - 1 (Minimum) | ettings Download Insight to detect potential ion 2 level Level 5 (T) Allows only f unknown rep considered n considered u false positive | Early Launch Anti-Malware Actions Notifications /pical) files that have a good or butation. Some files are nalicious, and some files are unproven. The number of e detections is low. |

If your application has a setting to *trust files from trusted Internet sites*, enable the setting. Also, add the *PowerScribe 360* | *Reporting* system URL to your Internet Explorer **Trusted Sites** settings.

Windows 7 and Windows 8

Exclude the following process:

• Natspeak.exe

Exclude the following folders, subfolders, and/or file extensions:

- PACS integration folders for XML integrations (i.e. C:\Nuance)
 - XML
- C:\ProgramData\Nuance Folder
 - BD, BIN, DAT, DFT, DRA, DVC, ENH, GSB, GRM, GRX, INI, LCK, NWV, SIG, SVC, USR, VER, VOC, WAV, XML
- C:\Users\<Windows USER_ID>\AppData\Local\Temp Folder and subfolders
 - BD, BIN, DAT, DFT, DRA, DVC, ENH, GSB, GRM, GRX, INI, LCK, NWV, SIG, SVC, USR, VER, VOC, WAV, XML
- C:\Users\<Windows USER_ID>\AppData\Roaming\Nuance\Dragon SDK Client Edition12 (or 10)\
 - Dragon.log
 - Dragon.bak.log
- C:\Users\<Windows USER_ID>\AppData\Roaming\Nuance\Dragon SDK Client Edition12 (or 10)\results

Web/SQL Server(s)

Exclude the following processes:

- C:\Windows\System32\LocalFileManager*.exe
- C:\Windows\PSEXESVC.exe

Note: C:\Windows\PSEXESVC.exe might not yet exist on a Web server until the SUS server has had a chance to run.

Exclude the following folders, subfolders, and/or file extensions:

- X:\Nuance folder and all subfolders
 - DAT, DFT, DRA, ENH, ENWV, INI, LCK, LDF, LOG, MDF, NWV, SIG, SLT, TXT, USR, VER, VOC, WAV, XML
- C:\Windows\Temp\es_export folder and all subfolders (may not exist)
- C:\Program Files (x86)\Nuance\ All files and sub folders

For an Accelerator, add these exclusions:

- <Installation Drive>\Nuance
- %APPDATA%\Local\Temp\smrgw

• %SYSTEMROOT%\system32\config\systemprofile\AppData\Local\Temp\agwdist*

SUS Server

Exclude the following processes:

- C:\Windows\System32\LocalFileManager*.exe
- Natspeak.exe
- For 64-bit (x64) SUS servers:

X:\Program Files (x86)\Nuance\Speech Utility Server\psexec.exe

C:\Program Files\Nuance\Speech Utility Server\ Nuance.ConversionServer.ClientApp.exe



Note: The default (and most common) for the X: drive, is drive C:, but it could be a different drive if the installation technician chose a different drive during the installation.

• For 32-bit (x86) SUS servers:

X:\Program Files\Nuance\Speech Utility Server\psexec.exe

C:\Program Files (x86)\Nuance\Speech Utility Server\ Nuance.ConversionServer.ClientApp.exe

Note: The default (and most common) for the X: drive, is drive C:, but it could be a different drive if the installation technician chose a different drive during the installation.

Exclude the following folders, subfolders, and/or file extensions:

- C:\ProgramData\Nuance Folder and all subfolders
 - BD, BIN, DAT, DFT, DRA, DVC, ENH, GSB, GRM, GRX, INI, LCK, LDF, LOG, MDF, NWV, SIG, SVC, USR, VER, VOC, WAV, XML, ZIP
- C:\Users\<Windows USER_ID>\AppData\Local\Temp Folder and subfolders
 - BD, BIN, DAT, DFT, DRA, DVC, ENH, GSB, GRM, GRX, INI, LCK, LDF, LOG, MDF, NWV, SIG, SVC, USR, VER, VOC, WAV, XML, ZIP
- C:\Users\<Windows USER_ID>\AppData\Roaming\Nuance\Dragon SDK Client Edition12 (or 10)\
 - Dragon.log
 - Dragon.bak.log
- C:\Users\<Windows USER_ID>\AppData\Roaming\Nuance\Dragon SDK Client Edition12 (or 10)\results\

Interface Server

Exclude the following folders, subfolders, and/or file extensions:

• X:\PowerXpress2008 folder and all of its subfolders



Note: The default (and most common) for the X: drive, is drive C:, but it could be a different drive if the installation technician chose a different drive during the installation.

– MDF, LDF

Montage Server

Exclude the following processes:

- Montage
 - Montage.exe
 - Searchd.exe
 - Indexer.exe
- PostgreSQL
 - Postgresql.exe
- Python
 - Python.exe
 - Pythonservice.exe

Exclude the following folders, subfolders, and/or file extensions:

- C:\Montage folder and all of its subfolders
- C:\MontageBackups folder and all of its subfolders
- X:\Montage\Data (if Montage data is stored to a separate drive)
- Python installation folder (i.e. C:\Python 27) and all of its subfolders
- PostgreSQL installation folder (i.e. C:\Program Files (x86)\PostgreSQL) and all of its subfolders
- Erlang installation folder (i.e. C:\ Program Files (x86)\erl5.8.5) and all of its subfolders
- RabbitMQ installation folder (i.e. C:\ Program Files (x86)\RabbitMQ Server) and all of its subfolders
- Apache installation folder (i.e. C:\ Program Files (x86)\Apache Software Foundation) and all of its subfolders

Addressing Vulnerabilities

SQL and IIS Vulnerabilities: When Microsoft releases new security patches and service packs for the PowerScribe platforms that use IIS and SQL, Nuance Technical Support applies the updates to its QA automation system and verifies that the product runs without issues. The Microsoft security updates are reviewed by the engineering team to assess if there are vulnerabilities that need to be addressed within the product. If a vulnerability is found, Nuance will work on providing a solution to resolve the vulnerability.

Security Issues (such as Heartbleed, POODLE, Shellshock): As security alerts related to industry-known vulnerabilities are received, the vulnerabilities are reviewed by the engineering team to assess if the vulnerabilities need to be addressed within the product. If a vulnerability is found, Nuance will work on providing a solution to resolve the vulnerability.

Third-Party Updates

Applying Microsoft and other non-Nuance service packs and updates is the customer's responsibility. Apply Microsoft and other third-party updates to your servers (web server, SQL server, interface server, and so on) and client workstations according to your organization's third-party patching and update policies.

To determine if new Microsoft of other third-party service pack/patch/hotfix is not recommended, please refer to Nuance iSupport Solution **14686** and view <u>PowerScribe 360</u> <u>Reporting Support for Third-Party Software Updates</u>.</u>

Note: Make sure you reboot each server and workstation after you complete the updates.

SSL Certificates

SSL Certificates are the responsibility of the Customer to obtain and install. Only SSL Certificates from valid vendors (e.g., Veritas, GoDaddy, Symantec, etc.) are supported.

Self-signed certificates are supported and will function properly with *PowerScribe 360* | *Reporting* software. However, it is the customer's responsibility to manage these certificates and install them on the client workstations and servers.

Backups

Database, file and system Backups are the responsibility of the customer. Nuance will set up a default backup plan for the SQL server database when the system is first installed. The site should make any modifications they deem necessary to meet their internal requirements. In addition to backing up the database, the site should also set up a backup plan that also protects the file portions of the system.

On a daily basis, make sure that the database and transaction log backups are being performed by checking the backup dates.

To verify the database backups:

- 1. Connect to the SQL server, launch SQL Server Management Studio and connect to your local server.
- 2. In the **Object Explorer** panel to the left, expand your server, expand SQL Agent, and expand **Jobs**.
- 3. Find the jobs labeled **Comm4Backup.Hourly Transaction Log Backup** and **Comm4Backup.Full Backup**.
- 4. Right click and select View History on each.
- 5. Confirm that there are no error messages under either.

Verify Folder Backups Completed

On a daily basis, back the directories listed below from the Nuance directory. Nuance recommends that backups occur immediately after the database backups have completed.

- X:\Nuance\BridgeLogs (HL7 History)
- X:\Nuance\DragonUsers (Required)
- X:\Nuance\Wave (Audit History)

System Logs

The Logs are primarily for Nuance Support and Engineering to use investigating a reported issue. A site administrator does not have to review the logs on a regular basis, but may need to use them on occasion to provide data to Nuance Support.

The following section describes the logs shown in the Administrative Portal.

Communications Logs

The communication logs display communications from *PowerScribe 360* | *Reporting* including fax, email, critical findings, and support requests. To review the communication logs sent from *PowerScribe 360* | *Reporting*, use the **Communications** tab in the **Logs** group. The search box on the **Communications** tab allows you to use various specifications to search for logs.

| | ٩UA | NCE | | | | | | | | | | | | |
|-------------|-----|-------------------|------|-------------|--------------|------|---------------|----------|--------------------------|----|---------|----------------------------|------------|--------------|
| Logs | - 1 | ACO/LMO | Brid | lge | Communic | atio | ns Ex | ceptions | Reports | | | | | |
| User All | | | • | Type All | | • | Status All | | Time Frame Past month | | Custom | Subject | Re | set Search Q |
| Time | | Туре | | User | | | Status | Recipien | t | СС | Subject | Additional Info | | |
| 10/30/201 | 4 | Critical findings | | Pednek | ar, Rupesh L | | Sent | RupeshOC | Pednekar | | | Severity: Redd, Document O | nly: False | Report |
| 10/30/201 | 4 | Critical findings | | Pednek | ar, Rupesh L | | Sent | RupeshOC | Pednekar | | | Severity: Redd, Document O | nly: False | Report |
| 10/30/201 | 4 | Critical findings | | Pednek | ar, Rupesh L | | Sent | RupeshOC | Pednekar | | | Severity: Redd, Document O | nly: False | Report |
| 10/30/201 | 4 | Critical findings | | Pednek | ar, Rupesh L | | Sent | RupeshOC | Pednekar | | | Severity: Redd, Document O | nly: False | Report |
| 10/31/201 | 4 | Critical findings | | Pednek | ar, Rupesh L | | Sent | RupeshOC | Pednekar | | | Severity: Redd, Document O | nly: False | Report |
| | | | | | | | | | | | | | | Page 1 |

Exception Logs

When a client machine reports an error or exception, it is stored in the database. This log provides Nuance engineers more data on the error.



Note: You may see various messages posted to this log. The presence of a message does not indicate an issue. These logs are designed for deeper evaluation of issues reported by end users to Nuance support.

| .00 | js 🔻 | ACO/LMO |) Bridge | Com | munication | s Except | ions Reports | | | |
|-----------|------------------|--------------|-------------|----------|--------------|---------------|-----------------------|-------------------|-------|---|
| A | lication | - | User All | | | | Type | | | Fatal Version |
| īme Pa | Frame st week | Custo | Workstation | | | | Message | | | Reset Search |
| | Export | | | | | | | | | |
| | Time | | Application | Version | DNS | User | Туре | Workstation | Fatal | Message |
| | 11/18/201 | 4 3:33:16 PM | Services | 5.6.22.0 | | Hrkach, Tom | COMException | MEL-THRKACH | | Retrieving the COM class factory for component with CLSID {CDA8ACB0-8CF5-4F6C-9BA2- 5931D40C8CAE} failed due to the following error: 80040154 Class not registered (Exception from HRESULT: 0x80040154 (R |
| | 11/18/201 | 4 1:32:25 PM | Client | 5.6.22.0 | 12.50.150.34 | Taylor, James | NulReferenceException | MEL-THRKACH | | Object reference not set to an instance of an object. |
| | 11/14/201 | 4 4:22:07 PM | Services | 5.6.22.0 | | Hrkach, Tom | COMException | MEL-THRKACH -L | | Retrieving the COM class factory for component with CLSID (CDA8ACB0-8CF5-4F6C-9BA2- 593ID40C8CAE) failed due to the following error: 80040154 Class not registered (Exception from HRESULT: 0x80040154 (R |
| | | | | | | | | | | Page 1[2][3][4][5][6][7] |
| | | | | | | | | | | |

Bridge Logs

The *PowerScribe 360* | *Reporting* Bridge service exists to share patient information and orders with HIS or RIS systems. The Bridge service receives inbound order and patient information and stores it in the *PowerScribe 360* | *Reporting* database. As radiologists create reports and sign them, the Bridge service sends them out to the HIS or RIS systems in the proper format for the receiving systems.

Use the **Bridge** tab in the **Logs** group to monitor inbound and outbound activity through the Bridge service. You can use various search criteria to narrow your search to the activity you want to see. For example, you can look for outbound orders that failed, or successful activity during the past two weeks. Some commonly-used searches are predefined for your use; these search links show totals in each category where events exist. To use a pre-defined search:

- Click Recent Inbound to view incoming messages during the past hour.
- Click Recent Outbound to view outgoing messages during the past hour.
- Click **Failed Today** to view messages that failed to be sent today or were rejected today.

To search for messages by accession or patient name or MRN:

- 1. In the Logs group, select the Bridge tab.
- 2. In the Look for drop-down list, select Accession numbers, Patient last name, or Patient MRN.
- 3. Enter all or part of the accession number, name, or MRN.
- 4. Click Search. Any items that meet your criteria appear in the list.

To search for messages by other criteria:

- 1. In the Logs group, select the Bridge tab.
- 2. Select one or more criteria:
 - Interface: Select the Bridge interface from the list.
 - Direction: Inbound, Outbound, or All.
 - Time frame: Select a period of time, or select **Custom** and select the beginning and ending dates and times.
 - Type: Select All, Ack (acknowledged), ADT (admission, discharge, or transfer), Order, Result, or Unknown.
 - Status: All, All Failed/Rejected, Error, Ignored, Local Failure, Remote Failure, Remote Reject, or Success.
- 3. Click Search. Any messages that meet your criteria appear in the results grid.

| " | | NUA | NCE | | | | | | | | | | | |
|-------------|------|-------|-----------|---------|----------------|------------|-----------|-----------|----------------------|----------------|---------------|-----------|---|---|
| Lo | js | • | ACO/LM | 10 Bri | idge Com | municat | tions E | xceptions | Report | s | | | | |
| Red | ent | Inbo | und | | Look for: | Accession | Numbers | • | Interface All | | | | | Direction All |
| Red Fail | ed T | Outb | ound | | | | s | earch 🔍 | Time Frame 8/1/14 | - 9/30/14 | t Type All | Stat | tus | Reset Search Q |
| Exp | ort | | | | | | | | | | | | | |
| | Tim | e 🖃 | Direction | Туре | Status | Site | Interface | Accession | Procedure | Patient | MRN | MessageID | Info | |
| | 8/8/ | 2014 | Inbound | Result | Success | PWS02 | HL7 | 4086690 | NM609 | TELPS, JANE L | 1876482 | 222 | Inserting new order wi | th results: 4086690 |
| | 8/8/ | 2014 | Outbound | Result | Success | University | HL7 | 4086690 | NM609 | TELPS, JANE L | 1876482 | 222 | Sent to HL7 Univ (10.1 | .43.40:7900) |
| | 8/19 | /2014 | Outbound | Result | Remote Failure | University | HL7 | FO-45 | USID-45 | L16, O'F16 M16 | 16 | 224 | Error from HL7 Univ [10 configured to accept a | 0. 1. 43. 40: 7900]: Error: Not ddenda |
| | 8/19 | /2014 | Inbound | Unknown | Local Failure | PWS02 | HL7 | | | | | 224 | Error: Not configured t | o accept addenda |
| | | | | | | | | | | | | | | Page 1 [2] 👃 |
| Log: | | | | | | | | | | | | | A | |

The second se

ACO/LMO Logs

The ACO/LMO logs are for the Nuance Support Engineers to use when investigating reported issues with a profile not processing ACO/LMO.

Daily Client Workstation Reboot

Reboot all client workstations on a daily basis. This is a recommendation by Nuance and Microsoft due to the large amount of memory reads and writes that the applications and PACS systems perform. Rebooting allows the operating system and applications to run optimally for best performance.

Daily Server Checks

Verify Services Running

To verify that the Services are running, select **Start > Settings > Control Panel > Administrative Tools > Services**. (The path may differ slightly, depending on the operating system.)

Verify that the following services are running:

- SQL Server
- SQL Server Agent
- World Wide Web
- Nuance RadBridge

Check the drive space for the following:

- Operating System Drive (C): 10 GB free space minimum
- Data Drive (D or E): 20 GB free space minimum

SUS Server

Go to **Start > Settings > Control Panel > Administrative Tools > Services**. (The path may differ slightly, depending on the operating system.)

Verify that the following services are running:

- SQL Service
- SPARK Host Manager Service
- SPARK Speech Node Manager

- SPEECH Utility Server
- SPARK Core Services

Check the drive space for the following:

- Operating System Drive (C): 10 GB free space minimum
- Data Drive (D or E): 20 GB free space minimum

Interface Server

Verify that the following services are running:

• PX2008

Rebooting Your System



Note: Nuance does not require routine server rebooting to maintain normal PowerScribe 360 performance.

Servers/systems should be rebooted according to your facility's internal guidelines to maintain optimal performance, and after applying third-party updates such as those from Microsoft and your antivirus vendor.



Note: It is the customer's/site personnel's responsibility to schedule and reboot the servers at each site.

Reboot Your System

Reboot the servers using the following steps:

- 1. Log all users off of the system.
- 2. Stop the following service on the Interface Server (HL7 server), if used:
 - PX2008
- 3. Stop following service on the SUS Speech Node Server(s):
 - SPARK speech node manager
- 4. Stop following services on the SUS Server(s):
 - SPARK core services
 - SPARK host manager service
 - SPARK speech node manager
 - Speech utility server
- 5. Stop the following services on the Application (Web) Server:
 - Nuance RadBridge
 - IIS Admin Service
- 6. Stop the following services on the MSSQL Server:
 - SQL Server
- 7. Reboot the MSSQL Server (if separate from the Application server).
- 8. Reboot the Application (Web) Server.
- 9. Reboot the Interface Server (HL7 server), if used.
- 10. Reboot the SUS Server(s).
- 11. Reboot the SUS Speech Node Server(s).
- 12. Select **Start > Settings > Control Panel > Administrative Tools > Services** (the path may differ slightly, depending on the operating system) and verify that the following services are running on each of the servers:
- On the Application/SQL Server:
 - SQL Server

- SQL Server Agent
- World Wide Web
- Nuance RadBridge
- On the SUS Server:
 - SQL Service
 - SPARK Host Manager Service
 - SPARK Speech Node Manager
 - SPEECH Utility Server
 - SPARK Core Services
- On the Interface Server:
 - PX2008
- 13. Have a user log in and verify that the system is operating as expected.

Customer Support

Microphone Replacement

For microphone/foot pedal replacement, call 800-339-7683. You must have your microphone serial number and customer account number on hand when you call.

iSupport Documentation and Assistance

iSupport is an Internet-based support site where you can search Nuance's dynamic knowledge base for answers to your questions, access the library of operational manuals and quick reference guides, view the latest product enhancements and fixes, and submit online requests for service.

In order to use the full feature of iSupport and/or contact Technical Support, you must be a registered iSupport User. Complete instructions for registering can be found by going to the following link:

Getting Started with iSupport in the PowerScribe Family of Products

This link opens a document which provides step-by-step instructions on how to register, configure, and use iSupport. It also includes a link to access an online recorded training session which demonstrates every learning objective included in the document. You may have to paste the link in your web browser to access this document.

For help with iSupport, send an email to isupport.admin@nuance.com.

Note: You must be a registered iSupport User to access the iSupport Knowledge Base Solution and documentation references in this manual.

eTIPS

Nuance also has Customer Support in the form of eTIPS Newsletters.Click the link below to access eTIPS registration and sign up for Newsletters:

Register for eTIPS and Sign Up for Newsletters

In addition, refer to solution #14415 in iSupport to search for and view archived eTIPS.

Nuance Healthcare Technical Support

A dedicated Nuance Healthcare Technical Support team, available 24x7x365, services our *PowerScribe 360* | *Reporting* customers who have an active maintenance contract with Nuance.

Our team can offer assistance via remote on-line connectivity to your systems, and it is available toll-free 800 833-7776 via our *Say Anything* menu. At the prompt, say: **"PowerScribe 360 Reporting Support."**

Or, you can access the Nuance Healthcare Support Center through our iSupport, Internetbased website at <u>https://isupport.nuance.com</u>. If you are not an iSupport subscriber, click **iSupport Timesaver** for information about how you can get started.

Nuance Depot Repair Service

<u>Click here</u> for a Web Form to submit a Depot Repair Service Request for a Connexions Station (C-phone), Optic Mic, PowerMic, Philips Speech Mic, tape-based recording device, digital recorder, and so on. iSupport members can save time by logging in to iSupport (<u>https://isupport.nuance.com</u>) and submitting a service request, choosing **Depot** as the Request Type.



Note: You do not have to submit a Depot Repair Service Request on a PowerMic under a current Nuance Maintenance Contract. Call Nuance's Customer Account Management team at 800-339-7683 to get the broken PowerMic replaced. At the prompt say, **"PowerMic replacement."**

Chapter 20 Order Entry

Objectives

In this chapter you will:

- Describe the prerequisites for using the Portal's Order Entry feature.
- Enter an order in the system.

Prerequisites for Order Entry

The Order Entry Portal allows users assigned the Order Entry role to add orders to the system. The Order Entry feature is generally used in facilities where there is no RIS, when a site requiring order entry is not connected to a RIS, or when the RIS is temporarily unavailable.

For you or your order entry personnel to use the Order Entry Portal, the following prerequisites must have been met:

- It is recommended that your physician database contain all of the ordering clinicians before you begin creating orders. Refer to *Importing Persons*, beginning on page 124 for information on importing the physician data from a spreadsheet. If necessary, however, you can follow the instructions in this chapter to add individual physicians.
- You or another administrator must configure order entry preferences.
- Create a user with both Administrator and Order Entry privileges.

Configure the Order Entry Preferences

Preferences related to order entry are on the **Order Entry** tab in the **System** or **Site Preferences** dialog box. Set the preferences to the values indicated below.

To set the order entry preferences:

- 1. Select the System tab or the Sites tab in the Setup group.
- 2. Click Preferences....
- 3. In the System or Site Preferences dialog box, select the Order Entry tab.

| System: | Commissure Hea | lth System | Reset | to Defaults Sa | ive and Clo | se Close Window |
|---|--|--|---|-----------------------------|-------------|-------------------|
| Workflow | Permissions | Order Entry | Peer Review | Report Editing | Dictation | AutoCorrect |
| Devices | Explorer Screen | Security | ACO/LMO | | | |
| • Orde | r entry generat | te Accession | | | | [False] |
| • | Order entry Ac | cession prefix | : | | | |
| • | Order entry Acce | ession counter | : | | | |
| • | Order entry | generate MRN | : | | | [False] |
| • | Order en | try MRN prefix | : | | | |
| • | Order entry | MRN counter | : | | | |
| • Pri | intable order entr | y confirmation | : | | | [False] |
| Bracketed to Text in bok Colored bul | ext in green indica d indicates prefer lets indicate prefe | ates default va ences whose v erence type: S | ilues. value has chango <mark>ystem, Site, A</mark> | ed from default. ccount. | | |

| Orde | er Entry Preferences: Cli | ck Setup > System > Preferences > Order | Entry tab |
|--------|------------------------------------|---|-----------|
| Туре | System Preference | Definition | Default |
| • Site | Order entry generate Accession | Select to allow the order entry system to automatically generate accession numbers. | False |
| • Site | Order entry Accession prefix | Enter a prefix that will appear before each of your accession numbers. | |
| • Site | Order entry Accession counter | Enter the starting value for your accession numbers. | |
| • Site | Order entry generate MRN | Select to allow the order entry system to automatically generate MRNs. | False |
| • Site | Order entry MRN prefix | Enter a prefix that will appear before each of your MRNs. | |
| • Site | Order entry MRN counter | Enter the starting value for your MRNs. | |
| • Site | Printable order entry confirmation | Select if you want to allow printing order entry confirmation messages. | False |

4. Use the following table as a guide when configuring the Order Entry preferences:

5. When finished, click Save and Close.

Create an Order Entry/Administrator User

While you are not required to create a dual Order Entry/Administrator role, you may decide to do so to allow added accessibility to your Order Entry staff. The user you create in this section will be able to toggle between Order Entry and Administration by selecting a role from the drop-down list at the upper right corner of the Portal.



In the Administration role, this user can create physicians and edit patients. In the Order Entry role, the user can create orders and add patients to the system.

To create an order entry/administrator user:

1. In the **Setup** group, click the **Accounts** tab. The left side of the page lists all the users in the system, and the right side displays a form you can use to create a new user.



Note: If a user's information already appears in the right side of the window, click Clear. Remember that Clear simply removes the data from the window; it does not delete the user from the system.

- 2. Enter a Username and Password for the order entry/administrator user.
- 3. Enter a First name and a Last name for the order entry/administrator user.
- 4. Select the Administrator check box.
- 5. Click **Create New** to save the user. The user's name appears in the list at the left of the page.
- 6. Click Edit Rights.... The Administrative Rights dialog box opens.
- 7. Select either **System Administrator** or **Site Administrator**. (The example below shows a System Administrator; however, the selections are the same for a Site Administrator.)
- 8. If needed (if you want to limit this user's system administrator rights, select **Limited** access with the following rights, and select these rights:
 - View Database Reports: Allows access to Reporting Services.
 - View Exams: Allows read-only access to Explorer, Order Entry, Dashboard, Patients, and Physician pages.
 - Edit Physicians: Allows editing physician data.
 - Edit Patients: Allows editing patient data.

• Edit Orders: Allows editing order properties (for example, priority) and metadata that are order-related, like custom fields. It also allows assigning orders to radiologists, deleting unreported orders, unlocking orders, and associating/ dissociating orders to or from a report.

| • | Edit Order Entry: | Allows managing | order entry requests, | including authorization. |
|---|-------------------|-----------------|-----------------------|--------------------------|
|---|-------------------|-----------------|-----------------------|--------------------------|

| Administrative Rights Webpage Dialog | | |
|---|------------------|----------------------------|
| Account: | Sav | e and Close Close Window |
| System Administrator | Administrator | |
| O Unlimited access | | |
| Limited access with the following right | S | |
| Admin Rights | | |
| View Database Reports | Edit Accounts | Edit Peer Reviews |
| View Exams | Edit AutoTexts | Edit Physicians |
| View Logs | Edit Order Entry | Edit Reports |
| View Peer Reviews | Edit Orders | 🔄 Edit System |
| View Peer Reviews Anonymous | Edit Patients | Edit WorkLists |
| 🔲 View System | | |
| | | Select All Unselect All |
| | | |

You can also select any other rights this user needs. When you have finished, click **Save and Close**.

- 9. For each site at which this user needs order entry capability:
 - a. Enter an Identifier.
 - b. Select **Order Entry** as the role.
 - c. Click Create.

| Access | Site | Identifier | eScription ID | Role | Active | |
|-----------|------------------|--------------------------|---------------------------|----------------------|---------|--|
| Delete | Gotham Hospital | 654 | | Order Entry 💌 | | |
| Delete | Health Partners | 145 | | Order Entry 💌 | | |
| Delete | Henry Imaging | 321 | | Order Entry 💌 | | |
| - warment | Hospital Service | فيريب والارد والعربي وال | والمراجع والمعاد والمراجع | in the second second | and the | |

The user's site access information is added to the list at the left of the page.

| | Account | Authorization |
|---|-----------|--|
| 3 | Tech, Tom | Gotham Hospital: Order Entry Health Partners: Order Entry Henry Imaging: Order Entry |

Using the Order Entry Portal

Users assigned the Order Entry role are authorized to perform only order entry tasks; these users see the Order Entry Portal upon logging in. They can:

- Create new orders and add new patients
- View a list of the exams ordered today
- View a list of unreported orders
- Use any combination of search criteria to find orders

They can also use the Order Entry Portal to manage their user profiles, including changing the password, address, phone, and other information.

Order Entry users who are also administrators can create and manage physicians through the **Physicians** tab in this Portal.

Log In to the Order Entry Portal

To log in to the Order Entry Portal:

• Log into the Administrator Portal with a user ID and password for an account that has been assigned the Order Entry role. The Order Entry Portal opens.

| NUANCE | | | | | | | | | | | | | | | |
|---|-----------------|----------------|------|-----|----------|----------|--------|----------|-----------|---------|------|-------|--------|----------|---------|
| Order Entry | | | | | | | | | | | | | | | |
| Patient Search | | | | | | | | | | | | | | | - |
| Site University MRN Last Name First Name DOB | Paties Add N | nt Iew Pati | ient | ite | MRN | DOB | Gender | | Last Acce | ession | | Proce | dure | Exam Da | ite |
| Reset Search Q | | | • | 0. | | | | | | | | | | | |
| Hy orders today My unreported orders Include imported orders Look for Accession Numbers Reset Search Q | | | 1 | | ccession | Procedur | re | Exam Dat | e | Patient | Site | MRN | Status | Ordering | Created |

The Order Entry window is divided into two main sections:

- **Patient Search**: Allows you to search for a patient who already exists in your system; add a new patient to the system; create orders for new or existing patients. (See *Patient Search Section: Locate an Existing Patient*, beginning on page 588 for more information.)
- Order Search: Allows you to search for, view, and manage orders based upon their status. (See *Order Search: Search for an Existing Order*, beginning on page 592 for more information.)

Patient Search Section: Locate an Existing Patient

To locate an existing patient:

- 1. Select a Site from the drop-down list.
- 2. Enter the first few letters of the patient's last name or MRN in the appropriate text field, followed by an asterisk (*). The asterisk is a wild-card character.
- 3. Click **Search**. A list of patients who meet your search criteria opens in the right side of the window. In the example below, **23*** was entered in the **MRN** field.

| NUANCE | | | | | | | |
|----------------|---------|----------------------|------------|---------|------------|--------|----------|
| Order Entry | | | | | | | |
| Patient Search | | | | | | | |
| Site | | Patient | Site | MRN | DOB | Gender | Last Acc |
| University | - | BARNEMANS, JANE R | University | 2330037 | 11/10/1954 | F | 4099055 |
| MRN | | CHASES, JOHN A | University | 2391532 | 8/28/1934 | м | ACCUNV2 |
| 23* | | JONSON, JOHN N | University | 2359233 | 4/3/1935 | м | 4101862 |
| Last Name | | L23, 0'F23 M23 | University | 23 | 3/27/1929 | м | FO-52 |
| | | MOORERS, JOHN C | University | 2317339 | 12/18/1935 | м | 4110603 |
| First Name | _ | White, Michael | University | 2345678 | 4/11/2004 | N/A | |
| DOR | | WITHERSPOONS, JOHN T | University | 2396030 | 12/13/1959 | м | 4104653 |
| 000 | | WOODS, JOHN C | University | 2350333 | 12/28/1974 | м | 4109697 |
| Reset | earch Q | | | 1 | | 1 | 1 |

4. Click the name in the **Patient** column for the patient for whom you want to add an order. The **Order Create** dialog box opens, with the patient's demographic information already populated.

| Oro | ler Create | | | | | | | | | | Ed | lit Patie | int |
|-----|--------------|--|--------------------------------------|---|--------------------------|------------------------------------|------------|--|-----|---------------------------|---|-----------|--------|
| | Patient: | Site: MRN: SSN: | University 2391532 000-00-0000 | | Name: DOB: Gender: | JOHN A CHASES 8/28/1934 Male | Addre | SS: 1 MAIN ST BALTIMORE, MD 21229 | | E-mail: Home: Work: | support@commissure. (888) 555-4567 (888) 555-1234 | com | |
| - | Order: | Accessi | on | | Start Dat | te/Time | Proced | ure | | | | Code | |
| | | Priority | | | End Date | | Provide | | Add | Group Ide | entifier | | |
| | | Routine | 9 | • | | | A.* | | | | | | |
| | | Relevant | Clinical Info | | | | Reason | for Study | | | | | |
| | and a second | and the second s | Made | | | المعيد والطبي والم | يهقع حل مع | and the second s | - | مدمصفي | And a second statement | and a sea | فليعمى |

Note: Notice that the **Edit Patient** link in the upper right corner of the Order Create window is unavailable for existing patients. You can only edit patient demographic information on patients that you add to the system manually. Patients originally entered through a RIS or other interface cannot be edited from the Order Entry application.

Add a New Patient and Create an Order

To add a new patient to the system:

1. Click the **Add New Patient** link. The **Order Create** dialog box opens. (For new patients, you must enter the required patient demographic information at the top of the window.)

| | Site | | MRN | | DOB | | Gender | | |
|----------|-----------------|------------|---------------------|--------|----------------|------------|----------------------|--------|--|
| Patient: | University | - | | | | | Unknown | • | |
| | Prefix | First | | Middle | | Last | | Suffix | |
| | Additional Inf | fo | | | | | | | |
| | Accession | | Start Date/Time | | Procedure | | | Cod | |
| Order: | | | | | A 2 | | | | |
| | Priority | | End Date | | Provider | Add | Group Identifier | | |
| | Routine | - |] | | A2 | | | | |
| | Relevant Clinic | al Info | | | Reason for St | udy | | | |
| | Additional Inf | бо | | | | | | * | |
| | Location | | Patient Class | | Account Number | | Visit Number | | |
| Visit: | Select | - | Select | - | | | | | |
| | Referring Phys | sician Add | Attending Physician | Add | Admitting Phy | sician Add | Consulting Physician | Add. | |
| | At: | | A 2 | | A? | | A.t. | | |
| | Additional Inf | fo | | | | | | ¥ | |

- 2. Fill in the information for the required patient demographic fields:
 - Site: Select the patient's site
 - **MRN**: Enter the patient's MRN. Note that in the example above, the MRN field is not available. This means that the system has been set up to automatically generate MRNs; this field will be populated once the patient/order information is created and saved.
 - **DOB**: Enter the patient's date of birth. You can click the month/year on the calendar to select different months/years, or you can type directly into this field.
 - First: Enter the patient's first name.
 - Last: Enter the patient's last name.
- 3. Fill in the order information:
 - Accession: Enter the accession number. Note that in the example above, the Accession field is not available. This means that the system has been set up to automatically generate accession numbers; this field will be populated once the patient/order information is created and saved.

- Start Date: Enter the date and time for this order. You can select the date from the calendar or type directly into this field. Date format is m/d/yyyy. Time format is either h:mm AM/PM, or 24 hour (military) time hh:mm.
- **Procedure**: Type the first few letters of the procedure for this order. A list of procedures that begin with those letters opens, allowing you to make a specific selection.
- 4. Once you have entered the required information, click **Create Order**. The **Order Summary** window opens.

| Commissure Health System Order Summary | ACCUNV256 |
|--|--|
| Patient Site: University MRN: 2391532 Name: JOHN A CHASES DOB: 8/28/1934 Gender: Male SSN: 000-00-0000 | Address: 1 MAIN ST BALTIMORE, MD 21229 E-mail:support@commissure.com Home Phone:(888) 555-4567 Work Phone:(888) 555-1234 |
| Order Accession: ACCUNV256 Procedure Code: 71020 Procedure Desc: CHEST PA AND LATERAL Start Date: 11/19/2014 1:35:00 PM EST Status: Completed Ordering Provider: | Created:11/19/2014 11:50:17 AM EST TAT Deadline:11/19/2014 3:35:00 PM EST |
| | Print this page Done |

Notice that the automatically generated accession number (from our example) now appears in the order.

5. From here you can either click **Done** to return to the main order entry window or click **Print this page** to print the order and scan the barcode into your RIS or the *PowerScribe 360* | *Reporting* system.

Actions Link (in Patient Search Results)

The Actions link for each patient appears on the far right side of the patient search results window. Depending upon how the patient was added to the system, use this link to edit or delete patients:

- Patients added through the Order Entry application: You are allowed edit or delete these patients. A green Actions link indicates that these actions are available.
- Patients added through a RIS: You are not allowed to edit or delete these patients. A gray Actions link indicates that no actions are available. If you hover your cursor over the grayed out Actions icon, the following message opens: This entity has been updated by the RIS and can no longer be edited/deleted here.

| | | Order Entry 💌 | Sign out | |
|----------------|----------------------------|---------------|-----------|--------------------|
|) Accession | Procedure | Exam Date | | |
| 15-114 | XRAY SHOULDER (RT) | 4/18/2013 | Actions 🕨 | |
| } | MRI CHEST W/CONTRAST | 3/20/2014 | Actions 🕨 | this patient |
| 61 | AP CHEST PORTABLE | 12/9/2006 | Actions 🕨 | No actions allowed |
| 69 | HICKMAN CATHETER INSERTION | 11/18/2006 | Actions 🕨 | No actions allowed |
| , 92 | AP CHEST PORTABLE | 11/22/2006 | Actions 🕨 | |

| ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | Orde | er Entry 💌 | Sign out | | |
|---|----------------------------|----------------|-----------|-----|-------------------|
| Ş | | | | l | |
| cession | Procedure | Exam Date | | II. | |
| -114 | XRAY SHOULDER (RT) | 4/18/2013 | Actions 🕨 | | |
| Ś | MRI CHEST W/CONTRAST | Edit Patient | Actions 🕨 | | Available actions |
| 1 | AP CHEST PORTABLE | Delete Patient | Actions 🕨 | | |
| è | HICKMAN CATHETER INSERTION | 11/18/2006 | Actions 🕨 | | |
| En anno 1 | AP CHEST PORTABLE | 11/22/2006 | Actions 🕨 | | |

Order Search: Search for an Existing Order

The **Order Search** section of the Order Entry window allows you to work with orders that already exist in the system.

| | | ، ، ، ، ، کر | Andrew. | | المديرة المعرورة المعرورة الم | میں اور اور میں | | ט את ההייני י | //·~~- | · · · · · · · · · · · · · · · · · · · | | |
|---|---|-------------------------|---------|---|-------------------------------|---|-----------|---------------|--------|---------------------------------------|--------|------|
| Order Search | | | | | | | | | | | | |
| My orders today My unreported orders | â | | 9 | 0 | Accession | Procedure | Exam Date | Patient | Site | MRN | Status | Orde |
| Include imported orders | | | | | | | | | | | | |
| Look for Accession Numbers | | | | | | | | | | | | |
| Reset Search Q | | | | | | | | | | | | |
| | | | | | | | | | | | | 1 |

Links

- My orders today: Click to generate a list of all the orders you entered today.
- **My unreported orders**: Click to generate a list of all the orders you entered that are still unreported.

Look for

- 1. In the Look for drop-down list, select either Accession Numbers, Patient Last Name, or Patient MRN. Enter the first few letters of the patient's last name or MRN in the appropriate text field, followed by an asterisk (*). The asterisk is a wild-card character.
- 2. Click **Search**. A list of patients who meet your search criteria opens in the right side of the window.

Order Search Results

After searching using one of the above methods, orders that meet you search criteria are listed in the right side of the window. The example below shows the results after clicking the **My orders today** link. (Due to the width of the window, the image below is split into two parts.)

The next two sections of this document examine the Accession link and the Actions menu.

| order Search | | | | | | |
|-------------------------|-----|---|---|------------|-------------------------|------------|
| My orders today | • | 2 | 0 | Accession | Procedure | Exam Date |
| My unreported orders | ~ | ٩ | ۲ | PRA00103X4 | TR CT ABDOMEN W/IV CONT | 4/19/2013 |
| Include imported orders | ⇒>> | ٩ | ١ | PRA0102 | TR CT ABDOMEN W/IV CONT | 4/19/2013 |
| Look for | ~ | | | 4095848 | TR CT RECONSTRUCTION | 11/19/2006 |
| Patient Last Name 💌 | ~ | | | 4095847 | TR CT CSPINE W/O CONT | 11/19/2006 |
| am* | ~ | | | 4095839 | TR CT BRAIN W/O CONTRAS | 11/19/2006 |
| Reset Search 🔍 | ~ | | | 4095823 | TR SHOULDER 1 VIEW | 11/19/2006 |
| | ~ | | | 4095825 | TR LUMBAR SPINE 2/3 VWS | 11/19/2006 |
| | ~ | | | 4095824 | TR THORACIC SPINE 2VWS | 11/19/2006 |

| <u> </u> | an a | Land and an | مسرد بستر در به | · · · · · · · · · · · · · · · · · · · | and the second | | en ser e |
|------------------|--|-------------|-----------------|---------------------------------------|--|------------|-----------|
| 2 | | | | | | | |
| | | | | - | | | |
| œ | Patient | Site | MRN | Status | Ordering | Created 💌 | |
| Ż | Amit, Shah X | University | PAT 169 | Final | PowerScribe, OC-9991 | 4/19/2013 | Actions 🕨 |
| $\sum_{i=1}^{n}$ | Amit, Shah X | University | PAT 169 | Pending Signature | PowerScribe, OC-9991 | 4/19/2013 | Actions 🕨 |
| 5 | AMUNDESENS, CAROLYN C | University | 5396138 | Final | EMERY, J. SCOTT | 11/19/2006 | Actions 🕨 |
| 6 | AMUNDESENS, CAROLYN C | University | 5396138 | Final | EMERY, J. SCOTT | 11/19/2006 | Actions 🕨 |
| 5 | AMUNDESENS, CAROLYN C | University | 5396138 | Final | EMERY, J. SCOTT | 11/19/2006 | Actions 🕨 |
| 6 | AMUNDESENS, CAROLYN C | University | 5396138 | Final | SMITH, LAMONT | 11/19/2006 | Actions 🕨 |
| 6 | AMUNDESENS, CAROLYN C | University | 5396138 | Final | SMITH, LAMONT | 11/19/2006 | Actions 🕨 |
| 6 | AMUNDESENS, CAROLYN C | University | 5396138 | Final | SMITH, LAMONT | 11/19/2006 | Actions 🕨 |
| 2 | | | | | | | Page 1 |

Accession Link (View Your Order Details)

1. Click a link in the Accession column to view the order's details, including any changes that you performed to the order. In the illustration below, the View, Create, and Edit items indicate this order's history.

| Patient Visit | | | | | | | | | |
|-------------------------|---|-------------|------------|-----------|---------------------------------|------------------------|---------------|------------------|---------|
| Name: JOHN A CH | ASES | | Site: Un | iversity | Site | Location: | | Attending: | |
| DOB: 8/28/1934 | (80 years) | | MPI: | | Hos | pital Svc: | | Referring: | |
| Gender: Male | | | MRN: 23 | 91532 | Poin | t of Care: | | Consulting: | |
| SSN: 000-00-000 | 0 | Dept | : Num: | | | Facility: | | Admitting: | |
| Address: 1 MAIN ST | | Patient | Class: | | | Building: | | Visit Num: | |
| BALTIMORE | Address: 1 MAIN 51 BALTIMORE, MD 21229 ome Phone: (888) 555-4567 Vork Phone: (888) 555-1234 E-mail: support@commissure.o der Accession: ACCUNV256 | | | | | Floor: | | Account Num: | |
| Home Phone: (888) 555-4 | Name: JOHN A CHASES DOB: 8/28/1934 (80 years) Gender: Male SSN: 000-00-0000 Address: 1 MAIN ST BALTIMORE, MD 2122 ome Phone: (888) 555-4567 fork Phone: (888) 555-1234 E-mail: support@commissure. Accession: ACCUNV256 Proc Code: 71020 Proc Desc: CHEST PA AND LATER. Start Date: 11/19/2014 1:35:00 Pl Entered by: Tom Hrkach | | arged: | | | Room: | | Patient Type: | |
| Work Phone: (888) 555-1 | 234 | Admit Se | ource: | | | Bed: | | VIP Indicator: | |
| E-mail: support@co | mmissure. | com | | | | | | | |
| Order | | | | | | | | | |
| Accession: ACCUNV256 | 5 | 5 | tatus: Co | mpleted | Co | mpleted: 11/19/2014 1 | :35:00 PM | Group ID: | |
| Proc Code: 71020 | | Pr | iority: Ro | utine (0) | Scheduled: | | | Placer Num: | |
| Proc Desc: CHEST PA A | rder Accession: ACCUNV256 Proc Code: 71020 Proc Desc: CHEST PA AND LATERA | | vider: | | Created: 11/19/2014 11:50:17 AM | | | Serv Sect ID: | |
| Start Date: 11/19/2014 | 1:35:00 P | M Patien | t Age: 80 | years | Last | Modified: 11/19/2014 1 | 1:50:17 AM | Image Count: | |
| Entered by: Tom Hrkach | Proc Code: 71020 Proc Desc: CHEST PA AND LATER Start Date: 11/19/2014 1:35:00 P Entered by: Tom Hrkach | | | | TAT | Deadline: 11/19/2014 3 | :35:00 PM | Study UID: | |
| | | | | | | | | | |
| Time 💌 | Realm | Account | Туре | Status | Workstation | Info | | | Content |
| 11/19/2014 11:50:17 AM | Portal | Hrkach, Tom | Create | | MEL-THRKACH-L | Accession: ACCUNV256 | - Status: Com | pleted | |
| | | | | | | | Print this | s page Close V | Window |

2. After viewing the order details, or printing this order, click the **Close Window** link to return to the main order entry window.

Actions Link (in Order Search Results)

The **Actions** link allows you to perform specific tasks (Edit, Delete, Print) on orders you created, depending upon the status of the order and how the order was entered in the system.

Order Entry users are allowed to:

- Edit orders that were imported or updated through the RIS
- Edit orders associated with final reports
- Edit orders entered by other Order Entry users
- · Edit Temporary orders created by radiologists in the Windows client
- Edit non-final reported orders even if the order is locked

Order Entry users cannot:

- Delete reported orders
- Delete orders imported or updated through the RIS

To perform an action:

- 1. Hover your cursor over the Action link to view the available options.
- 2. Select the action you want to perform. (Edit and Print behave as described earlier in this section.)

| Patient | Site | MRN | Status | Ordering | Created 🛛 💌 | |
|----------------|------------|---------|-----------|----------|--------------|-----------|
| CHASES, JOHN A | University | 2391532 | Completed | | 11:50:17 AM | Actions 🕨 |
| Sung, Samuel A | University | MRN678 | Completed | | Edit Order | Actions 🕨 |
| | | | | | Delete Order | Page 1 |
| | | | | | Print Order | |

3. If you select **Delete Order**, a message box opens notifying you that you can only delete unreported orders. Click **OK** to delete the order or **Cancel** to return to the main order entry window without deleting the order.

| Message from webpage | × |
|--|---------------------------------|
| The order can be deleted only if unrepo continue? | orted. Are you sure you wish to |
| | OK Cancel |

4. If you attempt to delete an order that has a status of **Final**, you see a warning at the top of the Order Search results list telling you that the order cannot be deleted.

| Order Search | | -// | | ··, | and a second and a s | | · · · - · · · · · · · · - · · · - · · · · - · | ``,,,- <i>^```</i> | - |
|-------------------------|-----|-------|-------|-----|---|-----------------------------------|---|--------------------|---|
| My orders today | The | e ord | er is | as | sociated with | a report and cannot be delete | d. | 1 | _ |
| My unreported orders | | | Y | 0 | Accession | Procedure | Exam Date | Patient | S |
| Include imported orders | | | | | est2222 | CT VIRTUAL COLONSCOPY SCREEN | 6/26/2014 | Jackson, John | U |
| Look for | | | | 0 | ACCUNV229 | SPINAL PUNC FLUID DR | 4/15/2014 | Armstrong, Vicki | U |
| Accession Numbers | | | | 0 | ACCUNV227 | INJECTN PROCEDURE CHOLANGIOGRM | 4/17/2014 | Smith, Jacky X | U |
| -22- | | ~ | | 0 | ACCUNV226 | SINUSES < 3 VIEWS | 4/15/2014 | Armstrong, Vicki | U |
| Reset Search 🔍 | | ~ | | 0 | UNIV224 | MRI CHEST W/O CONTRAST | 3/21/2014 | SMALLS, JOHN A | U |
| | | | | | 2233344455 | BREAST CYST ASPIRATION | 10/3/2013 | Jackson, John | U |
| | | | | | 1122233344 | FINE NEEDLE ASPIRATION | 10/3/2013 | Jackson, John | U |

Printing an Order from the Reports Tab

You can also use the Medical Order with Barcode report to find and print an order.

To print an order from the Medical Order with Barcode report:

- 1. Log in as an Order Entry/Administrator user.
- 2. Select the **Reports** tab in the Logs group.
- 3. Select Reports Medical Order with Barcode.
- 4. Select the Site.
- 5. Enter the Accession number of the order you want to print.
- 6. Click View Report.

| System | | | | | | | | | | n: Commissure Health System [1] | | | | |
|--------|---------|---------------|--------------|--------------------------------|----------------|-------------|------|-----------|---------|---------------------------------|--|--|--|--|
| | NUA | NCE | | | | | | | | Welcome, Tom Manual | | | | |
| Logs | * | ACO/LMO | Bridge | Communicatio | ns Exceptions | Reports | | | | | | | | |
| 🔞 Rep | ports - | medical order | with barcode | select | a snapshot 🔻 | | | | Click h | ere to flush the report cache. | | | | |
| Site: | Univ | ersity | | Accession: | accunv244 | | | | | View Report | | | | |
| 14 | 4 1 | of 1 👂 | Þi ¢ | 100% | | Find Next | Щ, | ٩ | | | | | | |
| | | SITE: | University | | | D | OB: | 8/28/1934 | | | | | | |
| | PATI | ENT NAME: | CHASES, JO | HN A | | | SEX: | м | | | | | | |
| | | MRN: | 2391532 | | | 4 | AGE: | 79 | | | | | | |
| | | | | | | | | | | | | | | |
| | ST | UDY DATE: | 4/17/2014 4 | 4:30:00 AM | | | | | | | | | | |
| | PR | OCEDURE: | XRA108 | THORACOLU | MB SP STANDING | | | | | | | | | |
| | A | CCESSION: | ACCUNV244 | | | | | | | | | | | |
| | | IODALITY: | Radiography | | | | | | | | | | | |
| 13 | PATIE | NT CLASS: | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

- 7. Click the **Print** icon.
- 8. Select the desired print options, and click **Print**. The order is sent to the printer you selected.

Creating and Managing Physicians

Order Entry users who are also administrators can view, create, modify, and delete physicians through the Administrator Portal

To create a physician:

- 1. Log in to the *PowerScribe 360* | *Reporting* Administrator Portal as an Order Entry/ Administrator user. The Order Entry Portal opens.
- 2. Select **Administration** from the drop-down list at the upper right. The Administrator Portal opens and displays the **Physicians** tab in the **Exams** group.

| NUANCE | | | | | | | | | | |
|---|-----------------------|-------------------------------------|----------------|--------------|--------|-----------|------------|----------|--------|--------|
| Exams Explorer Dashbo | oard Patients | Physicians Pe | er Reviews | | | | | | | |
| A B C D E F G H I J K L M N Site Look for All Last Name | Create New C | Site | Delete | RIS | | | NPI | | | |
| Physician 💽 | Site | Identifier | Name: | Prefix First | | Midd | | e Last | | |
| Alba, Tracy | University | 1234567 | | | | | | 100 | | 0.1 |
| Alba, Tracy | PWS02 | 1234567 | ID: | 2214 | | Alternate | | ACR | | Critic |
| ALBERT, MICHAEL C | University | 015840 | | E-mail | | | IM | | | Fax |
| Aldean, Jason | MT 613 | 4532 | Contact: | | | | | | | |
| ALDEN, KRIS J | University | 017005 | | Home Work | | Work | Mob | | | Page |
| ALDRICH, E FRANCOIS | University | 006684 | | | | | | | | |
| ANASLAVISH, PAMELA | University | 090131 | Address: | Street | Street | | City | | Select | |
| Anderson, Hannah | University | 4567890 | | _ | | | Country | Inited (| Ctates | |
| ANDERSON, PAULA | University | 017107 | | | | | country (| united : | sidles | |
| and the population of the second | and the second second | وروار وساور وروار والمراجع والمراجع | Allowing and a | | | | Manual and | فالمعقر | | - |

The **Physicians** tab provides access to all the physicians in the system. On this tab, you can create and manage physician accounts.

- 3. From the drop-down list, select the **Site** to which this physician belongs.
- 4. Type the identifier by which this physician is known to the **RIS**.
- 5. Enter the NPI (National Provider Identifier) for this physician.
- 6. Type the physician's First and Last names.
- 7. Enter any other information you have for this physician.
- 8. Click Create New.
- 9. If desired, indicate the specialities for this physician. Click the **Edit** link, select one or more specialties, and then click **Save and close**.


| Term | Definition |
|-------------------------|---|
| .cov | The file extension for fax cover sheet files created by the <i>Microsoft Fax</i> <i>Cover Page Editor</i> utility |
| .dra | The file extension for files created by the <i>Dragon</i> speech-recognition software. |
| ACO | Acoustic Optimization. The process in which the system compares the dictation audio to the corrected speech-recognized text. In this way, it learns how the provider pronounces various sounds, and adjusts the acoustic model for better speech recognition. |
| acoustic model | A file that represents the way patterns of individual sounds are likely to occur in speech for an individual provider. |
| addendum | Additional text a provider attaches to a report after it has been finalized. |
| administrator | A user who have been granted some or all of the administrator rights. An administrator might also be assigned to a specific role. |
| Administrator Portal | A web-based application in which to set up user accounts, configure the <i>PowerScribe 360</i> <i>Reporting</i> system, create sites, set preferences, and perform many other administrative tasks to obtain the full benefit of the system's features. |
| attending | An attending radiologist is certified and is authorized to create and sign his own medical reports and those authored by residents. |
| Audit Log | A record of user account events such as account creation, logon, logoff, ACO, and LMO. |
| autoformatting | The process in which the speech recognition software places the recognized text in the format it will appear in the final document. It follows a set of rules you define, for example, preferences for the way certain words are abbreviated. |
| AutoText | Standard text providers or transcriptionists can insert in reports. Also referred to as macros or templates. |
| BI-RADS code | Breast Imaging-Reporting and Data System code. A standard numeric code a radiologist assigns to a mammography report. As administrator, you enter the BI-RADS codes and descriptions for your <i>PowerScribe 360</i> <i>Reporting</i> system through the Administrator Portal. |
| Bridge | A service that receives inbound order and patient information and stores it in the <i>PowerScribe 360</i> <i>Reporting</i> database. As radiologists create reports and sign them, the Bridge service sends them out to the HIS or RIS systems in the proper format for the receiving systems. |

| Term | Definition |
|--------------------------------|---|
| Procedure Master Translator | An Excel spreadsheet that contains columns with your facility's procedure code, your facility's description, the treatment modality, the clinical code, and 'yes' or blank to indicate whether the procedure is a mammogram. You use Procedure Master Translators to map your facility's procedure codes to the standard AMA clinical codes, and to update the code information in your system's database. |
| clinical code | One of a set of standard, radiology-related procedure codes published by the AMA. As an administrator, if building the Option 1 Procedure Master Translator, you must map your organization's codes to the standard clinical codes. See also: procedure code |
| composite expression | In a worklist, a condition that contains more than one expression; the expressions are connected by logical operators AND or OR. For example: Site equals Site 1 AND Department is not in range 100, 300 |
| custom field | A data item associated with a particular order. Custom fields might include measurements, radiation dosage information, flags, and so on. You can tailor custom for each site. Technologists and front desk personnel can assign values to custom fields on unreported orders through the <i>PowerScribe 360</i> <i>Reporting</i> Administrator Portal; radiologists can do so during reporting in the <i>PowerScribe 360</i> <i>Reporting</i> client application. Administrators can assign values to custom fields in the Administrator Portal at any stage. |
| custom words | Words you add to your language models to improve speech recognition. Custom words might include place names, or the names of drugs or persons. |
| Dashboard | A tab in the Exams group that provides a real-time view of exam activity in the system including inbound, outbound, and user activity. |
| default AutoText | The AutoText a provider sees on beginning a report, if a default AutoText exists in the system and if the Start with default AutoText preference is in effect. You should always associate a default AutoText entry with at least one procedure code. |
| draft report | A report that is ready to be corrected by a transcriptionist/editor. A draft might have gone through speech recognition, or might have been created by a self-edit user. |
| editor | A transcription user who corrects draft documents received from the speech recognition software. |

| Term | Definition |
|----------------------|---|
| extended multiselect | An option in the system configuration that determines whether users can select and act only upon items visible on the current page, or on multiple pages. With this option set to the default value of False, if you place a check mark in the header check box to select all items, only the items visible on the current page are automatically selected, and if you perform an action such as 'Delete,' only the selected items on the current page are deleted. |
| fellow | A visiting physician who has been invited to serve at a healthcare institution. A fellow's role is similar to a resident's, but a fellow might have the privileges of an attending provider if certified in a specialty. When logging in as a fellow, the user can select either the attending or resident role. Depending on your facility, a fellow might have signing privileges on some reports, but resident privileges (non-signing) on others. |
| Findings Mode | A dictation mode in which the <i>PowerScribe 360</i> <i>Reporting</i> software automatically converts free-form dictation to a structured report when the user selects or dictates the "Apply Findings" command. This feature is especially helpful where the facility requires a structured report format, but providers are accustomed to, or prefer, free-form dictation. |
| Front Desk | A user role with limited rights on the Administrator Portal. For example, you might set up front desk users to scan patient insurance cards into the system. |
| group | In the Administrator Portal, one of three sets of tabs used for configuring a particular set of options. On logging in the first time you see the Exams group; on all subsequent logins, you return to the group and tab on which you last worked. |
| hyponym | A word or word fragment associated with a field embedded in AutoText. Defining hyponyms for fields in the AutoText allows providers to dictate in Findings Mode. |
| impression | A field that contains the provider's final remarks about the study. Also referred to as the "summary" or "conclusion." |
| language model | A file that represents the words providers are likely to say, how those words are pronounced, and how they are used. |
| LDAP | A method for authenticating user login in a single place; this method eliminates the need to maintain passwords in <i>PowerScribe 360</i> <i>Reporting</i> or to synchronize them with other systems such as PACS (Picture Archiving and Communication System). You can configure LDAP settings through the Administrator Portal. |

| Term | Definition |
|-----------------|--|
| LEXIMER | Lexicon Mediated Entropy Reduction. A patented Natural Language Processing (NLP) engine. The LEXIMER code extracts any positive findings, that is, abnormalities found in the image, from the Impression text. The <i>PowerScribe 360</i> <i>Analytics</i> application uses the resulting structured documentation for its data analysis. |
| LMO | Language Model Optimization. The process in which the system analyzes signed reports, extracts words, and adds them to the language model. It improves speech recognition by identifying the words a provider says frequently. |
| location | A specific area within a site. You can define a separate report template for each location, if needed. |
| merge field | A data item in a report. Merge fields might contain data from the RIS or HIS, or created in <i>PowerScribe 360</i> <i>Reporting</i> . |
| nesting | Placing an expression within another expression in a worklist definition, just as you might place parentheses in a mathematical operation to indicate which statements are to be evaluated together. |
| normal AutoText | A block of text the provider invokes to report a normal finding. The provider ordinarily does not make any changes to the AutoText after invoking it, and the report is automatically approved or signed. Typically, a normal AutoText entry does not contain fill-in fields, although it can if they have default values. |
| order | A request that a study be performed. Administrators can manage orders and reports through the Explorer tab in the Exams group. Users set up with the Order Entry role can create orders in the Order Entry portal. |
| Order Entry | A role you can assign to a user account. Users with this role can create orders in the system. |
| PACS | Picture Archiving and Communication System. <i>PowerScribe 360</i> <i>Reporting</i> is designed to integrate with one or more PACS systems. In most cases, your Nuance representative configures the site for your PACS. |
| peer review | The process in which a radiologist reviews the work of another and assigns a score to it. If your system setup includes the peer review feature, you can configure the scores and their definitions, and you can configure the system to prompt a user to perform a peer review after dictating a certain number of reports for a particular modality. (Peer review is a purchasable option. Contact your Nuance account executive for information.) |

| Term | Definition |
|-------------------|---|
| physician | The person who refers a patient for treatment. A physician can log in only to the Administrator Portal, where she can perform order entry or view reports for which she is the referring physician. |
| | Physician accounts are accepted from the HL7 feed; you can also maintain them on the Physicians tab in the Exams group. Physicians cannot access the <i>PowerScribe 360</i> <i>Reporting</i> system unless you create accounts for them. Each physician is associated with a single site (that is, a single RIS). The same physician might have multiple physician records, one per site, each with a different site identifier. You can link these physicians by creating an account for them for use in <i>PowerScribe 360</i> <i>Reporting</i> . |
| postprocessor | The software that formats the final report according to a set of rules set up in the Administrator Portal. |
| practice group | Groups are used in <i>PowerScribe 360</i> <i>Decision Support</i> to help assistant personnel order exams. You can also use them to limit ordering physicians' access to <i>PowerScribe 360</i> <i>Reporting</i> reports. |
| procedure code | A string of alphanumeric or numeric characters that represents a medical exam or treatment. Some medical facilities use the industry-standard codes and descriptions, others have their own. |
| prototype | A speech-recognition profile created by Nuance personnel at installation of your system. You can copy the prototype to create a 'dummy' profile for users who need access to the system but do not dictate. With this profile, the user does not have to go through speech training on application startup. |
| provider | The person who provides dictation audio to the system. A provider can create reports in the <i>PowerScribe 360</i> <i>Reporting</i> client application, and can edit reports in the Administrator Portal. You can set up provider accounts in the Administrator Portal. |
| relevant AutoText | AutoText that is related to a procedure. To make it easier for the provider to locate the desired AutoText, you can design the AutoText entries so that only those relevant to a particular procedure appear in the drop-down list. Relevant personal entries are those that are related to a procedure and belong to a particular user. |
| Resident | The role assigned to a provider who is not yet certified. Residents can author medical reports but are not authorized to sign them; they can only approve the reports, which are later signed by an attending provider. In most cases, the resident has a designated attending radiologist (or group of attending radiologists) who eventually signs the report. |
| RIS | Radiology Information System. <i>PowerScribe 360</i> <i>Reporting</i> has the capability to interact with multiple RIS. |

| Term | Definition |
|--------------------------|--|
| roaming profile | A 'dummy' <i>Dragon</i> profile you can assign to a user who does not use speech recognition; with this profile, the user does not have to go through speech training on application startup. A prototype (trained) profile must exist in the Administrator Portal for this option to be available; this profile is put in place by Nuance personnel during system installation. |
| ROEDS | Order entry rules, required for order entry to be performed on the system. Usually, your Nuance support or field service representative uploads the ROEDS data at system installation. |
| role | A property you assign to a user, depending on the functions the user is to perform in the system. Roles include Attending, Resident, Fellow, Editor, Front Desk, Order Entry, and Technologist. Roles determine which features users see when they log into the Portal. A user might have the same role in all sites to which she has access, or a different role in each site. |
| section | An item you can define as part of the site configuration. For example, you might create a section that represents work coming from a particular dictation provider, or studies of a certain type. To control the work a user receives, you can associate a section with a user account and the same section with one or more worklists. |
| simple expression | The basic building block for creating a worklist query. A simple expression usually contains a field name, an operator, and one or more values. For example: Transfer status is in range Ready, Sent. <i>See also:</i> composite expression. |
| site | A facility, clinic, hospital, or other separate entity within your organization. You must configure at least one site; in a single-site installation, you need only configure one site. |
| snapshot | An option you can assign to a worklist to cause it to retrieve data from a special database table. This table contains unreported orders of the last three months with a status of Completed, Scheduled, or Temporary, non-final reports or addenda, and final reports or addenda of the last two days. Always select this option for worklists designed to retrieve these type of reports. |
| speech profile | Data the system uses to obtain optimal speech recognition for a particular provider. As administrator, you can use the Speech Utility tab in the system configuration to specify the location for your system's speech profiles. |
| Speech Utility Server | The server on which the speech recognition software resides. |

| Term | Definition |
|--------------|--|
| Technologist | A role you can assign to a user account. Before the radiologist dictates a report on an order, a technologist might supply some data that has not been sent in HL7 as part of the order. Alternately, a technologist can create a draft report without dictation; the report is then finalized by a radiologist. |
| worklist | A predefined search that retrieves reports and orders. Administrators can create worklists for providers, for transcriptionists, and for themselves. |



Installing the Client Software

Installing the *PowerScribe 360* | *Reporting* client application is a two step process. Be sure to perform the steps in Client Workstation Requirements before installing the client application.

- Client Workstation Configuration: Before you install the client, review and/or perform all of the steps in the workstation configuration section of this document.
- **Client Installation**: After verifying that the workstation meets the requirements, install the client using the steps in the client installation section of this document.

Client Workstation Configuration

Note: Be sure to validate and configure workstations to meet the published requirements and settings before installing the client application software. For all of the system technical requirements and specifications, <u>click here</u> to view or download a pdf of the requirements.

Notes on Hardware/Software Requirements

- Ensure that all Microsoft updates have been applied to each workstation.
- Apply the latest root certificate update to each workstation.

Antivirus Exclusions

Note: All exclusions can be accomplished with either folder or extension exclusions in the antivirus software configuration, depending on the site preference and capabilities of the specific antivirus solution.

Running antivirus software in the real-time mode can compromise the operation of *PowerScribe 360* | *Reporting*. Antivirus software should be run on *PowerScribe 360* | *Reporting* workstations, but with the following restrictions:

- You must refer to the iSupport Solution 14686, document <u>P36A036</u>, for the current exclusions for *PowerScribe 360* | *Reporting* client workstations and apply them on all machines.
- This solution is updated when exclusions are added. Download the latest copy and delete any older copies frequently to make sure that the servers and client workstations are always up to date.
- You will be instructed to disable the antivirus application before installing the *PowerScribe 360* | *Reporting* software and to re-enable it after a successful installation.

Failure to Launch PowerScribe 360 from Philips iSite - Antivirus Conflict

If *PowerScribe 360* | *Reporting* fails to launch from Philips iSite on a client workstation, there may be a conflict with the antivirus software. This was concluded at a site running ESET NOD32 V4.2.40.0 antivirus software. It might not apply to all antivirus software or all PACS integrations, but is presented here as a possible troubleshooting solution.

To resolve the conflict:

- 1. Under Web Access Protection, open HTTP, HTTPS followed by Web Browsers.
- 2. Clear (remove the check mark from) the following:
- C:\Program Files\Nuance\Dragon SDK Client Edition<version>\Program\natspeak.exe
- C:\Program Files\Philips\iSiteRadiology\<version>\iSiteRadiology.exe

eScription and Transcription Client on One Machine

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Note: The following are the mandatory requirements if you wish to run eScription and the PowerScribe 360 | Reporting Transcription Client on the same machine.

- You must have sufficient room on the machine for both applications.
- You must have sufficient RAM for each application.
- You do not run both applications at the same time.

Rights

The person installing the *PowerScribe 360* | *Reporting* software must use a Local Administrator account and User Account Control (UAC) must be off during installation. After installation, UAC can be re-enabled.

Turn Off Control Panel/Power Options

The Power Options will vary depending on the exact hardware configuration and operating system of the workstation.

To disable the options, open the Power Options applet in the Control Panel.

Disable the following:

- Turn off hard disks
- System standby
- System hibernate
- Hibernate (on the Hibernate tab)
- Any Power Options, on any tab, that may freeze an application or disk drive when the computer is left idle

PowerMic II Firmware Updates

Make sure that each PowerMic II is updated with the latest version of the PowerMic II firmware. As of the date on this document, the current version is 2.04 (and 2.03 for the scanner portion if you have a scanning PMII).

To download and use the PowerMic II Firmware Upgrade Tool, log in to the Nuance iSupport web site and search for solution 13102. When the solution opens, click the PowerMic Firmware Update Utility link. Download and install the utility, reboot the computer, and then run the utility from the Windows Start menu. The utility shows you the current version for your PowerMic II and tells you whether an update occurred.



Tip: You don't have to install the utility on all of the workstations. Install the utility on only one workstation, and then check each PowerMic II, one at a time, from that one workstation.

Disable USB Root Hub Power Management

Verify that the Power Management is disabled for the USB Root Hubs. This will prevent disconnects in the application. You can use Device Manager to change the power management settings for the USB Root Hub. To disable this setting in Device Manager:

- 1. Expand Universal Serial Bus Controllers.
- 2. Right-click the USB Root Hub.
- 3. Click Properties.
- 4. Click the **Power Management** tab.
- 5. Clear the Allow the computer to turn off this device to save power check box.
- 6. Repeat for all hubs.

Disable NIC Card Power Management

Verify that the Power Management is disabled for the NIC Card. This will prevent disconnects in the application. You can use Device Manager to change the power management settings for a network adapter. To disable this setting in Device Manager:

- 1. Expand Network Adapters.
- 2. Right-click the adapter.
- 3. Click Properties.
- 4. Click the **Power Management** tab.
- 5. Clear the Allow the computer to turn off this device to save power check box.

Make Internet Explorer the Default Web Browser

- 1. Open Internet Explorer.
- 2. Click Tools > Internet Options > Programs.

- 3. In the **Default web browser** area, click the **Make default** button. If Internet Explorer is already the default web browser, this button is unavailable (grayed out).
- 4. Select the Tell me if Internet Explorer is not the default web browser check box.
- 5. Click Apply.

Internet Explorer Options Settings

Open Links from Other Programs Item

- 1. Open Internet Explorer.
- 2. Click Tools > Internet Options > General.
- 3. In the Tabs area, click Settings.
- 4. In the **Open links from other programs in** area, select the **A new window** option.
- 5. Click Apply.

Trusted Sites

- 1. Click Tools > Internet Options > Security > Trusted Sites > Sites.
- 2. Enter the URL of the *PowerScribe 360* | *Reporting* server and click Add.
- 3. Click Close.
- 4. Recommended: Set the trusted site security level slider to Low.

Disable UAC on Windows Clients

For machines running Microsoft Windows, you should disable the User Account Control (UAC) prior to installing the *PowerScribe 360* | *Reporting* software. After installing the software, you may change the settings back so that the client workstation is secure.

- 1. Open the Control Panel and enter UAC in the start menu or search box.
- 2. Click the Change User Account control settings link.
- 3. Note the setting. You will change this back after installing the *PowerScribe 360* | *Reporting* software.
- 4. Drag the settings button all the way to the bottom to disable UAC.
- 5. Reboot the computer.

Disable the Windows Firewall

Nuance recommends that you disable the Windows Firewall on all work stations and servers. Not disabling the firewall could cause the firewall to block communications to the application server and other integrated applications.

Install the Client Application

To install the client application on a provider's computer:

1. Open Internet Explorer and enter the *PowerScribe 360* | *Reporting Client* site using the web address shown below:

http://<servername>/PS360ReportingClient/

where **<servername>** is the name of your *PowerScribe 360* | *Reporting* web server (do not include the surrounding brackets <> when you type in the server name).

2. Click the **Download** link.

| NUANCE | |
|--|--|
| | |
| To install the Nuance PowerScribe® 360 Reporting Client please download the installation p and then run it on your machine. | ackage using the link below |
| Nuance PowerScribe® 360 Reporting Client Installation | Download |
| A star and a start and | A second se |

3. At the Welcome dialog box that opens, click Next.



4. At the **System Configuration Checks** dialog box, verify that the system meets the minimum requirements and click **Next**. (The **Available** column will vary from system to system.)

| Nuance PowerScribe 360 Reporting - Client - InstallShield Wizard | | | | |
|--|--------------|------------------------------------|--------------------------------|----------|
| | Туре | Available | Min Required | |
| | OS | Windows 7 Professional 6.1.7601 SP | P1 Windows 7 Professional 6.1. | 7600 🥪 |
| | RAM | 8192Mb | 4096Mb | e |
| | CPU cores | 2 | 2 | e |
| | CPU speed | 2801Mhz | 2400Mhz | e |
| | NICO speed | 1000Mbps | 100Mbps | e |
| | NIC1 speed | 100Mbps | 100Mbps | e |
| | NIC2 speed | 100Mbps | 100Mbps | e |
| | Disk space | 169GB | 5GB | v |
| Ins | tallShield — | [| < Back Next > | Cancel |

5. At the **Dragon Naturally Speaking Setup Type** dialog box, select the appropriate version of Dragon and click **Next**.

| Nuance PowerScribe 360 Reporting - Client - InstallShield Wizard | × | |
|--|-------------|--|
| Dragon NaturallySpeaking Setup Type | | |
| Select Dragon NaturallySpeaking setup type that best suits needs | | |
| Oragon 12 Radiology | | |
| 💿 Dragon 12 General Medicine | | |
| Dragon 12 Transcription | | |
| Skip the Dragon NaturallySpeaking installation | | |
| | | |
| | | |
| InstallShield | | |
| < Back Nex | kt > Cancel | |

6. At the **Ready to Install the Program** dialog box, verify the items to be installed and click **Install**. The system begins to install the necessary components. Note that this can take several minutes to complete.

| Nuance PowerScribe 360 Reporting - Client - InstallShield Wizard | × |
|--|--|
| Ready to Install the Program The wizard is ready to begin installation. | N2A |
| .NET Framework 4.0 MSXML 4.0 SP2 Dragon NaturallySpeaking (Dragon 12 Radiology) PowerScribe 360 Integration Component | installed installed will be installed will be updated |
| InstallShield | tall Cancel |

7. At the **Completed** dialog box, click **Finish**.

| Nuance PowerScribe 360 Reporting - Client - InstallShield Wizard | |
|--|--|
| | InstallShield Wizard Complete The InstallShield Wizard has successfully installed Nuance PowerScribe 360 Reporting - Client. Click Finish to exit the wizard. |
| < Back Finish Cancel | |

- 8. Reboot the provider's computer.
- 9. Once logged in to the provider's computer, double-click the **Nuance PowerScribe 360** icon on the desktop.



10. At the Application Run dialog box, click Run.



- 11. When the application has finished installing, ask the provider to log in and have him/ her perform the microphone wizard and training dictations.
- 12. Set the following required permissions on the client workstation:

Windows

• C:\ProgramData\Nuance Folder and all subfolders: All users must have read, write and modify permissions.

PACS Integration using XML (e.g., C:\Nuance\<PACS/RIS drop folder>)

- All users must have read, write, and modify permissions.
- 13. Set and verify the following required rights on the client workstation:
 - The client must be able to update the registry.
 - The client must have **Read** and **Write** access to the following keys:
 - HKEY_LOCAL_MACHINE\SOFTWARE\Nuance
 - HKEY_CURRENT_USER\SOFTWARE\Nuance

DVD Image Install/Upgrade Procedure

This installation method can be used for remote workstations that cannot easily download the Dragon components of the *PowerScribe 360* | *Reporting* client software installation, due to Internet bandwidth restrictions.

The DVD files are created during the installation of the system and are stored on the Application (IIS) server.

This method installs the Dragon components and the integration components, and places a shortcut on the desktop for the application. When this shortcut is executed, the .Net components will be updated on the workstation and the application will launch.

To install or upgrade the client software from the DVD image:

- 1. Download the DVD installation folder and burn to a DVD for distribution.
- 2. Place the DVD into the DVD drive on the workstation.
- 3. Browse to the DVD and double-click the setup.exe file.

The rest of the steps are the same as in the standard installation.



Merge Fields

The table below displays the merge fields you can use in AutoText, in templates, or in both. For more information on how to insert merge fields in AutoText, refer to *Creating AutoText with Merge Fields*, beginning on page 292. To use merge fields in templates, refer to *Creating a Print Template*, beginning on page 489.

| ID | Merge Field Name | Use in AutoText | Use in Templates |
|-----|-----------------------|--------------------|---------------------|
| N/A | maintext | | \checkmark |
| 102 | Current Date | √ | ✓ |
| 104 | Site | \checkmark | \checkmark |
| 302 | Patient Name | √ | √ |
| 303 | Patient SSN | | \checkmark |
| 304 | Patient Address | | \checkmark |
| 305 | Patient Street | | \checkmark |
| 306 | Patient City | | \checkmark |
| 307 | Patient State | | √ |
| 308 | Patient Zip | | √ |
| 309 | Patient Home Phone | | √ |
| 310 | Patient Work Phone | | √ |
| 311 | Patient Mobile Phone | | √ |
| 313 | Patient Fax | | ✓ |
| 314 | Patient Email | | ✓ |
| 316 | Patient MRN | √ | ✓ |
| 317 | Patient DOB | √ | ✓ |
| 319 | Patient Age | √ | ✓ |
| 320 | Patient Gender | √ | ✓ |
| 321 | Patient Deceased Date | | ✓ |
| 323 | Patient Last Name | | ✓ |
| 324 | Patient First Name | | ✓ |
| 325 | Patient Middle Name | | ✓ |
| 326 | Patient Country | | ✓ |
| 401 | Visit Number | | ✓ |
| 402 | Hospital Service | | ~ |

| ID | Merge Field Name | Use in AutoText | Use in Templates |
|-----|------------------------|--------------------|---------------------|
| 403 | Patient Account Number | | ✓ |
| 404 | Admit Date | \checkmark | ✓ |
| 406 | Discharge Date | \checkmark | ✓ |
| 408 | Point Of Care | | ~ |
| 409 | Room | | ✓ |
| 410 | Bed | | ✓ |
| 411 | Facility | | ~ |
| 416 | Location Description | \checkmark | ✓ |
| 417 | Patient Class | | ~ |
| 419 | Attending Name | ✓ | ✓ |
| 420 | Attending Address | | ✓ |
| 425 | Attending Home Phone | ✓ | ✓ |
| 426 | Attending Work Phone | ✓ | ✓ |
| 427 | Attending Mobile Phone | ✓ | ✓ |
| 428 | Attending Pager Phone | ✓ | ✓ |
| 429 | Attending Fax | | ✓ |
| 430 | Attending Email | ✓ | ✓ |
| 432 | Referring Name | ✓ | ✓ |
| 433 | Referring Address | | ✓ |
| 434 | Referring Street | | ✓ |
| 435 | Referring City | | ✓ |
| 436 | Referring State | | ✓ |
| 437 | Referring Zip | | ✓ |
| 439 | Referring Work Phone | ✓ | ✓ |
| 440 | Referring Mobile Phone | ✓ | ✓ |
| 441 | Referring Pager Phone | ✓ | ✓ |
| 442 | Referring Fax | | ✓ |
| 443 | Referring Email | ✓ | ✓ |
| 445 | Consulting Name | | ✓ |
| 446 | Consulting Address | | ✓ |
| 451 | Consulting Home Phone | | ✓ |
| 452 | Consulting Work Phone | | ✓ |

| ID | Merge Field Name | Use in AutoText | Use in Templates |
|-----|-------------------------|--------------------|---------------------|
| 453 | Consulting Mobile Phone | | \checkmark |
| 454 | Consulting Pager Phone | | ✓ |
| 455 | Consulting Fax | | \checkmark |
| 456 | Consulting Email | | \checkmark |
| 458 | Admitting Name | | ✓ |
| 459 | Admitting Address | | \checkmark |
| 464 | Admitting Home Phone | | \checkmark |
| 465 | Admitting Work Phone | | \checkmark |
| 466 | Admitting Mobile Phone | | \checkmark |
| 467 | Admitting Pager Phone | | \checkmark |
| 468 | Admitting Fax | | \checkmark |
| 469 | Admitting Email | | \checkmark |
| 470 | Location | \checkmark | \checkmark |
| 471 | Referring Last Name | | \checkmark |
| 472 | Referring First Name | | √ |
| 473 | Referring Middle Name | | \checkmark |
| 502 | Accession Numbers | \checkmark | \checkmark |
| 504 | Order Date | √ | √ |
| 506 | Relevant Clinical Info | ✓ | ✓ |
| 507 | Reason For Study | √ | √ |
| 508 | Provider ID | | √ |
| 509 | Provider Name | ✓ | ✓ |
| 510 | Provider Address | | √ |
| 511 | Provider Street | | √ |
| 512 | Provider City | | ✓ |
| 513 | Provider State | | √ |
| 514 | Provider Zip | | √ |
| 515 | Provider Home Phone | | ✓ |
| 516 | Provider Work Phone | | \checkmark |
| 517 | Provider Mobile Phone | | √ |
| 518 | Provider Pager Phone | | ✓ |
| 519 | Provider Fax | | \checkmark |

| ID | Merge Field Name | Use in AutoText | Use in Templates |
|-----|---------------------------|--------------------|---------------------|
| 520 | Provider Email | | \checkmark |
| 521 | Provider Last Name | | ~ |
| 522 | Provider First Name | | ~ |
| 523 | Provider Middle Name | | ~ |
| 524 | Comments | | ~ |
| 525 | History | \checkmark | ✓ |
| 526 | Priority | | ✓ |
| 606 | Report Create Date | ✓ | ✓ |
| 607 | Report Sign Date | ✓ | ✓ |
| 608 | Report Preliminary Date | ✓ | ✓ |
| 609 | Report Corrected Date | ✓ | ✓ |
| 611 | Report Work Type | | ✓ |
| 612 | Report Status | | ✓ |
| 613 | Addendum Sequence | | ✓ |
| 627 | Signer Name | ✓ | ✓ |
| 640 | Dictator Name | ✓ | ✓ |
| 652 | Signer Last Name | | ✓ |
| 653 | Signer First Name | | ✓ |
| 654 | Signer Middle Name | | ✓ |
| 655 | Signer ID | | ✓ |
| 656 | Dictator Last Name | | ✓ |
| 657 | Dictator First Name | | ✓ |
| 658 | Dictator Middle Name | | ✓ |
| 659 | Dictator ID | | ✓ |
| 660 | Contributor Names | ✓ | ✓ |
| 661 | Contributor Names with ID | | ✓ |
| 662 | Creator Name | ✓ | ✓ |
| 663 | Creator Last Name | | ✓ |
| 664 | Creator First Name | | ✓ |
| 665 | Creator Middle Name | | ✓ |
| 666 | Wet Reader Name | ✓ | ✓ |
| 667 | Wet Reader Last Name | | ✓ |

| ID | Merge Field Name | Use in AutoText | Use in Templates |
|--------|---------------------------|--------------------|---------------------|
| 668 | Wet Reader First Name | | √ |
| 669 | Wet Reader Middle Name | | ✓ |
| 670 | Creator ID | | ✓ |
| 671 | Wet Reader ID | | ✓ |
| 672 | Editor Name | ~ | ✓ |
| 673 | Editor Last Name | | ~ |
| 674 | Editor First Name | | √ |
| 675 | Editor Middle Name | | √ |
| 676 | Editor ID | | √ |
| 677 | Signed by Name | ✓ | √ |
| 678 | Signed by Last Name | | \checkmark |
| 679 | Signed by First Name | | \checkmark |
| 680 | Signed by Middle Name | | \checkmark |
| 681 | Signed by ID | | √ |
| 682 | Report Create Workstation | ✓ | \checkmark |
| 683 | Report Sign Workstation | ✓ | \checkmark |
| 802 | Procedures | ✓ | √ |
| 804 | Diagnosis Codes | ✓ | \checkmark |
| 805 | Procedure Codes | | ✓ |
| 10000 | Custom | ✓ | ✓ |
| 100000 | DICOM | | ✓ |



Overview

The tables in this appendix list the modalities and anatomies that are available for categorization in *PowerScribe*[®] *360* | *Reporting*. It is very important to spell these items correctly when creating a spreadsheet to map your procedure codes to the Nuance modalities and anatomies.



Note: Some of the modalities and anatomies in these tables contain one or more levels of sub-categories, which appear in the columns to the right of the main item. In the PowerScribe 360 | Reporting Administrator Portal (under Sites > Procedures > Categorize) a category that has a small plus sign (+) to the left of it contains additional sub-categories.



Note: Peer Review customers must be aware that only certain modalities are supported by the American College of Radiology (ACR). If you are going to use the **Send to ACR** feature within the peer review application, you must map your applicable procedures to the supported ACR modalities, as indicated in the right-hand column of the Modality Table in this document.

Modality Table

| Modality | Sub-Category 1 | Sub-Category 2 | Supported by ACR? |
|------------------|-------------------------------|----------------|-------------------|
| Absorptiometry | | | No |
| | DEXA | | No |
| | X-Ray - Absorptiometry | | Yes |
| СТ | | | Yes |
| | Calcium Scoring | | Yes |
| | СТА | | Yes |
| Echocardiography | | | Yes |
| EEG | | | No |
| ETT | | | No |
| Fluoroscopy | | | No |
| | Fluoroscopy - Dynamic | | No |
| Invasive | | | Yes |
| | Angiography | | Yes |
| | Angioplasty | | Yes |
| | Arterial Procedure | | Yes |
| | Arthrography | | Yes |
| | Atherectomy | | Yes |
| | Bronchography | | Yes |
| | Cardiac Procedure | | Yes |
| | Catheter Drainage | | Yes |
| | Catheter Infusion | | Yes |
| | Catheterization Cardiac | | Yes |
| | Catheterization Transcervical | | Yes |
| | Cholangiography | | Yes |
| | CT - Guided Biopsy | | Yes |
| | Cysternography | | Yes |
| | Dacrycystography* | | Yes |
| | Diskography | | Yes |
| | Endoscopic Procedure | | Yes |

| Modality | Sub-Category 1 | Sub-Category 2 | Supported by ACR? |
|----------------------|-----------------------|----------------|-------------------|
| Invasive (continued) | Epidurography | | Yes |
| | Fistologram* | | Yes |
| | Fluoroscopy Guidance | | Yes |
| | GI Procedure | | Yes |
| | GU Procedure | | Yes |
| | Gyn Procedure | | Yes |
| | Image Guided Biopsy | | Yes |
| | Laryngography | | Yes |
| | Lymphangiography | | Yes |
| | Mammography Procedure | | Yes |
| | MRI - Guided Biopsy | | Yes |
| | Myelography | | Yes |
| | OB Procedure | | Yes |
| | Obstetrical | | Yes |
| | Pacer Insertion | | Yes |
| | Peritoneogram | | Yes |
| | Sialography | | Yes |
| | Sinogram | | Yes |
| | Spinal Procedure | | Yes |
| | Splenoportography | | Yes |
| | Stent Placement | | Yes |
| | Thrombectomy | | Yes |
| | Thrombolysis | | Yes |
| | Transcatheter Therapy | | Yes |
| | US - IVUS | | Yes |
| | US Procedure | | Yes |
| | Vascular Procedure | | Yes |
| | Venography | | Yes |
| | Vertebroplasty | | Yes |
| Mammography | | | Yes |
| | Ductogram | | No |
| MEG | | | No |

| Modality | Sub-Category 1 | Sub-Cagegory 2 | Supported by ACR? |
|------------------|-------------------------------|--------------------|-------------------|
| MR | | | Yes |
| | MRA | | Yes |
| | MRI | | Yes |
| | | MRI - Flow Mapping | Yes |
| | | MRI - Functional | Yes |
| | Spectroscopy | | Yes |
| Nuclear Medicine | | | Yes |
| | Gamma Camera Imaging - Planar | | Yes |
| | NUC - Spect | | Yes |
| | NUC - Venography | | Yes |
| | Urea Breath Test | | Yes |
| PET | | | Yes |
| | PET - Perfusion | | Yes |
| | PET w/ CT | | Yes |
| Post Processing | | | No |
| | 3D Render | | No |
| Radiography | | | Yes |
| | Cephalogram | | Yes |
| | Cholecystography | | Yes |
| | Pelvimetry | | Yes |
| | X-Ray - Dental | | Yes |
| | X-Ray - Diskography | | Yes |
| | X-Ray - Magnification | | Yes |
| | X-Ray - Specimen | | Yes |
| | X-Ray - Standard | | Yes |
| | X-Ray - Stereoscopic | | Yes |
| | X-Ray w/ Fluoroscopy | | Yes |
| US | | | Yes |
| | Sonohysterography | | Yes |
| | US - Duplex | | Yes |
| | US - Obstetrical | | Yes |
| | US - Ophthalmic | | Yes |

| Modality | Sub-Category 1 | Sub-Category 2 | Supported by ACR? |
|----------------|----------------------|----------------|-------------------|
| US (continued) | US - Transcranial | | Yes |
| | US - Transesophageal | | Yes |
| | US - Transrectal | | Yes |
| | Vascular Lab | | Yes |

Anatomy Table

| Anatomy | Sub-Category 1 | Sub-Category 2 | Sub-Category 3 |
|------------------|--------------------|------------------------------|-----------------|
| | | | Adrenal Vessels |
| | | Abdominal Vessels | Hepatic Vessels |
| | | | Renal Vessels |
| | | Adrenal | |
| | | Bile Ducts | |
| | | Biliary Tract | |
| | | Gallbladder | |
| | Abdomon | IVC | |
| | Abdomen | Kidney | |
| | | Liver | |
| | | Pancreas | |
| | | Peritoneum | |
| Abdomen & Pelvis | 3 | Portal Circulation | |
| | | Renal | |
| | | Spleen | |
| | | Stomach | |
| | | Abd/Pelv 1st Order Arteries | |
| | | Abd/Pelv 2nd Order Arteries | |
| | | Abd/Pelv 3rd Order Arteries | |
| | Abdominal & Pelvic | Abd/Pelv Additional Arteries | |
| | | Abdominal Aorta | |
| | | Pelvic Arteries | |
| | | Visceral Arteries | |
| | Bladder | | |
| | Colon | | |

| Anatomy | Sub-Category 1 | Sub-Category 2 | Sub-Category 3 |
|------------------|--------------------|------------------------------|----------------|
| | Pelvis | Fallopian Tube | |
| | | Male Genital Tract | |
| | | Pelvic Vessels | |
| | | Pelvis - Lymph Node | |
| | | Prostate | |
| | | Sacrum | |
| Abdomen & Pelvis | | Uterus | |
| (cont.) | | Vagina | |
| | Rectum | | |
| | Retroperitoneum | | |
| | Small Intestine | | |
| | Upper GI Tract | | |
| | Urinary Tract | | |
| Breast | | | |
| Candias | Coronary Arteries | | |
| Cardiac | Heart | | |
| | Airway | | |
| | Bronchial Tree | | |
| | Chest - Lymph Node | | |
| | Chest Wall | | |
| | Lungs | | |
| | Pleura | | |
| | Ribs | | |
| | SVC | | |
| Chest | | Internal Mammary Artery | |
| | | Pulmonary Arteries | |
| | | Thoracic 1st Order Arteries | |
| | Thoracic Arteries | Thoracic 2nd Order Arteries | |
| | | Thoracic 3rd Order Arteries | |
| | | Thoracic Additional Arteries | |
| | | Thoracic Aorta | |
| | Thoracic Esophagus | | |
| | Thoracic Vessels | | |

| Anatomy | Sub-Category 1 | Sub-Category 2 | Sub-Category 3 |
|--------------------|-----------------|--------------------------|------------------------------------|
| External Genitalia | Penis | | |
| External Germana | Testis | | |
| | | Ankle | |
| | | Foot | |
| | | Hip | |
| | | Knee | |
| | | Leg | |
| | | | Leg Arteries |
| | | | Lower Extr. 1st Order Arteries |
| | Lower Extremity | Lower Extremity Arteries | Lower Extr. 2nd Order Arteries |
| | | | Lower Extr. 3rd Order Arteries |
| | | | Lower Extr. Additional Arteries |
| | | Lower Extremity Joint | |
| | | Lower Extremity Vessels | |
| Extremity | | Lymphatics | |
| | | Thigh | |
| | | Arm | |
| | | Elbow | |
| | | Fingers | |
| | | Forearm | |
| | | Hand | |
| | | Shoulder | |
| | Upper Extremity | | Brachial Artery |
| | | | Upper Extr. 1st Order Arteries |
| | | Upper Extremity Arteries | Upper Extr. 2nd Order Arteries |
| | | | Upper Extr. 3rd Order Arteries |
| | | | Upper Extr. Additional Arteries |

| Anatomy | Sub-Category 1 | Sub-Category 2 | Sub-Category 3 |
|-------------------|-------------------------|--------------------------|----------------|
| Extremity (cont.) | Upper Extremity (cont.) | Upper Extremity Joint | |
| | | Upper Extremity Vessels | |
| | | Wrist | |
| Head & Neck | Head | Brain | |
| | | Dental | |
| | | Ear | |
| | | Internal Auditory Meatus | |
| | | Intracranial Vessels | |
| | | Mastoids | |
| | | Nasolacrimal Duct | |
| | | Orbit Vessels | |
| | | Orbits | |
| | | Posterior Fossa | |
| | | Salivary Glands | |
| | | Skull | |
| | | Temporomandibular Joint | |
| | Max-Face | Face | |
| | | Facial bones | |
| | | Mandible | |
| | | Nasal Bones | |
| | | Paranasal Sinuses | |
| | Neck | Cervical Esophagus | |
| | | Extracranial Vessels | |
| | | Larynx | |
| | | Neck - Lymph Node | |
| Anatomy | Sub-Category 1 | Sub-Category 2 | Sub-Category 3 |
|---------------------|-------------------|-----------------------|------------------------------|
| Head & Neck (cont.) | Neck (cont.) | Neck Arteries | Carotid Arteries |
| | | | External Carotid Arteries |
| | | | Neck 1st Order Arteries |
| | | | Neck 2nd Order Arteries |
| | | | Neck 3rd Order Arteries |
| | | | Neck Additional Arteries |
| | | | Vertebral Arteries |
| | | Parathyroid | |
| | | Pharynx | |
| | | Thyroid | |
| Other | Veins | Ovarian Vein | |
| | | Systemic Veins | |
| | Vessels | Additional Vessels | |
| | | Initial Vessel | |
| | | Systemic Vessels | |
| Spine | Celiac Plexus | | |
| | Cervical Spine | | |
| | Соссух | | |
| | Lumbar Spine | | |
| | Sacral Spine | | |
| | Sacroiliac Joints | | |
| | Thoracic Spine | | |
| Whole Body | Bone | Appendicular Skeleton | |

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