



# Search My Commands™ and Clinical Calculators™

GUIDE | v2



smc/cc | version 2.0 | L-3767 | nuance.com

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# TABLE OF CONTENTS

## CHAPTER 1

---

<b>SEARCH MY COMMANDS™</b>	<b>4</b>
Search and New Search of a Template	5
Previewing, Using or Canceling	6
Adding Favorites	7 - 8
Configuring Favorites	9 - 10
Advanced	
About Search	11
Results Window Settings	12
Search Settings	13

## CHAPTER 2

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<b>CLINICAL CALCULATORS™</b>	<b>14</b>
Opening	15
Using	15
Transferring	15

## CHAPTER 3

---

<b>POWERMIC II DEVICE SETTINGS</b>	<b>16</b>
Customizing the PowerMic II Device Buttons	17



# Dragon® Medical 360 Search My Commands™

## CHAPTER I

### QUICKLY ACCESS AND MANAGE CUSTOM COMMANDS

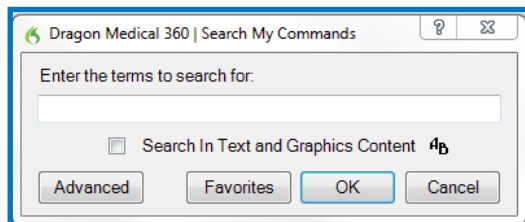
- Agnostic to EMR and Dragon version
- Quick access to all commands in user's Dragon® profile
- Simple and intuitive to use with Dragon® Medical
- Quick preview of command content
- Unlocks power and usability of Dragon® Medical commands
- Improves productivity for users of all levels
- User-specific favorites list for commands most often utilized (starter lists available)

## NUANCE SEARCH MY COMMANDS™ GUIDE

The Search My Commands™ utility offers users an easy way to find available commands and templates using key words. Saying, **“Search My Commands”**, will open a simple input box where the user can enter a word or a phrase to search from. The following procedure will walk the user through the use of the “Search My Commands” and the other capabilities of this utility.

### SEARCH

1. Say **“Search My Commands”** or click on the right custom PowerMic II button. (see instructions on the PM II on page 17.)
2. The “Search My Commands” window will appear.
3. Enter the word or phrase you are searching for.
4. Click or Say **“OK.”** The “Results For ...” window will appear. The results from the search will be listed. The type of the command will appear at the right of the name of the command.



#### Search Window Buttons/Items:

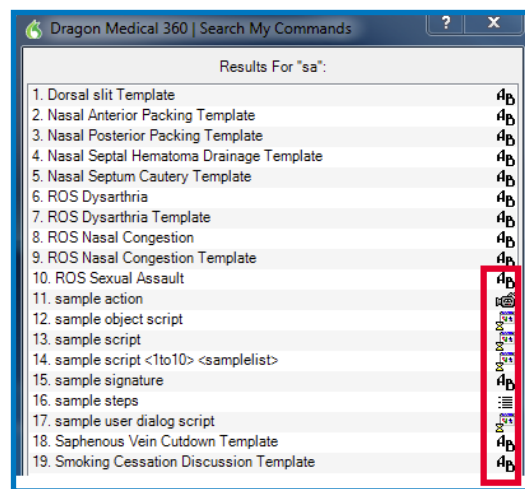
*Advanced:*

1. All Settings are in this area (more info on pages 11-13)
2. Help files (also any window that has a “?” in the right corner.)
3. About SMC: gives the versioning of the product.

*Search in Text and Graphics content AB:*

If this is checked, the search will also give results of the word/phrase within the content of all Text and Graphics and the name of the command.

*Favorites:* Takes the user to the Favorites screen.



#### Results Window Buttons:

*New Search:*

The user may do a “New Search” if a new search is needed. In the results window, click on **“New Search”**. This is found on the lower right of the SMC screen.

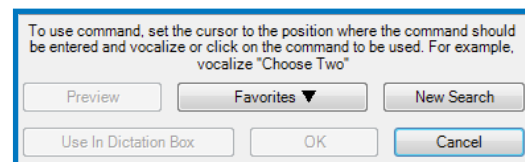
*Use In Dictation Box:*

1. Click **once** on the item and then click the button “Use in Dictation Box”.
- or
2. Say **“Use # in Dictation Box”**. This will enter the template into the dictation box and allow the user to make changes as needed.

*Favorites:* (More information about Favorites on page 7.)

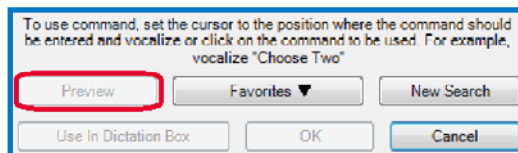
1. Add to Favorites
2. Go To Favorites
3. Configure Favorites

*Cancel:* This will close the Search My Commands windows.

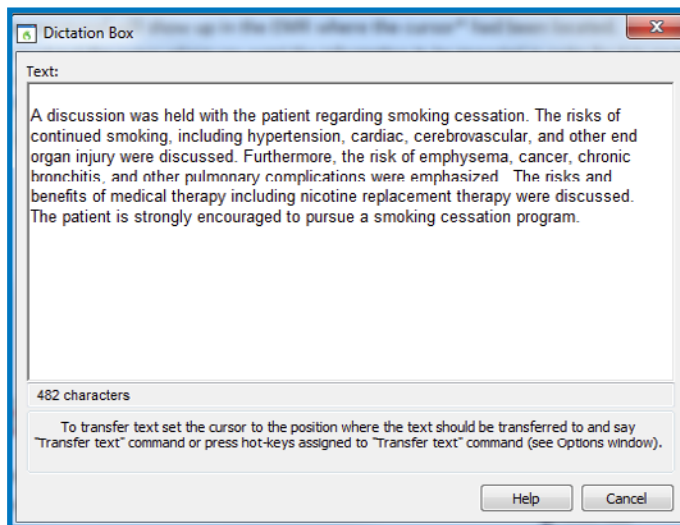
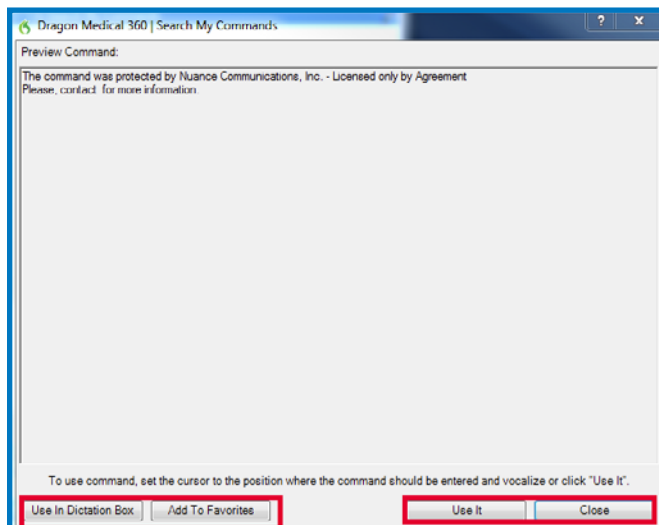


## PREVIEWING & USING

1. Click once on the item and then click the button **“Preview”**.  
Or
2. Say **“Preview #”** (“Preview 2”). A preview window will appear allowing you to preview the contents prior to using.



### Preview Window Buttons:



### Use in Dictation Box or Use It:

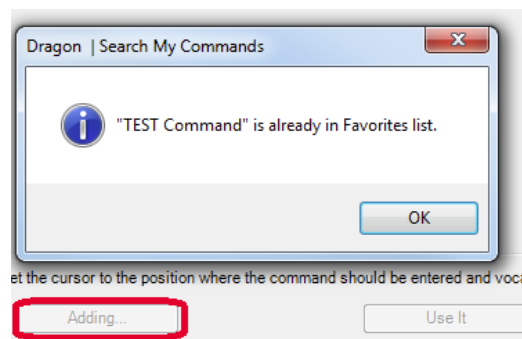
1. If the user wants to use the command, Click or Say **“Use it”** or **“Use In Dictation Box”**. (The buttons at the bottom of the window.) The dictation box will open and display the selected command or the command will show up in the EMR where the cursor\* had been located.

**NOTE:** The user must put the cursor where you want the information to be imported in order for it to go to the correct location within the EMR.

### Add To Favorites: (Adding previewed command to Favorites.)

1. This will add the item being reviewed to the users favorites screen.

- NOTE:**
- a. The Favorites button will turn to “Adding” until the item the addition is complete.
  - b. If the item has already been added previously a message will appear letting the user know.



## ADDING FAVORITES

The SMC has the capabilities to have a users command/template selected and moved to a favorites screen within the SMC for quick and easy access to those commands/templates.

**There are 2 ways to get to the favorites screen using the PowerMic.**

1. Click the **right custom button** on the PowerMic
2. Click on the **“Favorites”** Button

or

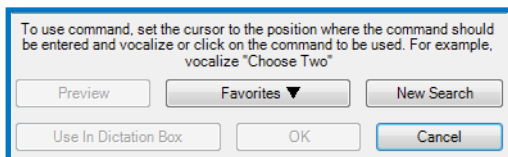
Click the left custom button on the PowerMic. This will open the SMC directly to the Favorites window.

**NOTE:** The user may also verbalize “Search Favorites” to open the Favorites window immediately.

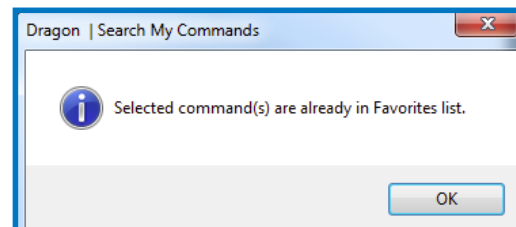
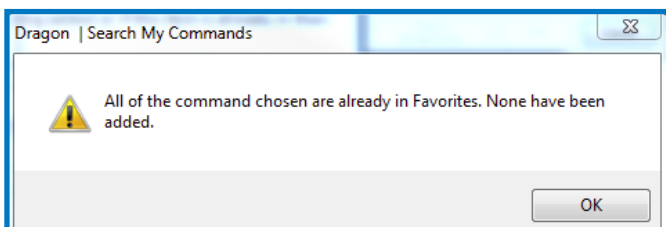
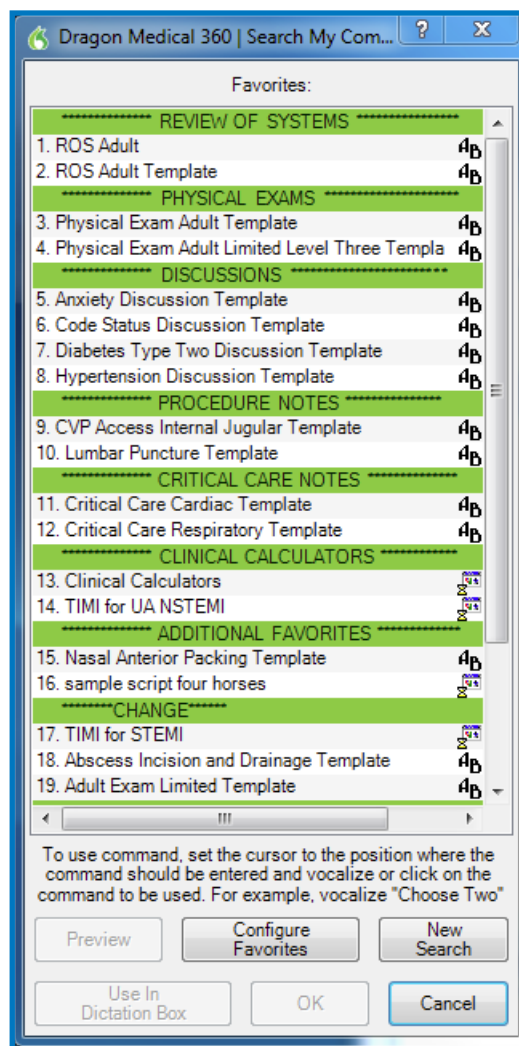
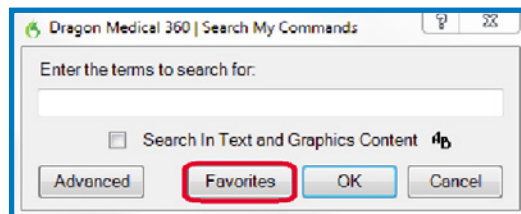
There will only be something in the favorite’s screen if you have already moved items to your favorites within the SMC. A command that shows (???) means the name is not recognized as existing in the users Command Browser but has been added to the Favorites at one point or another. The user may have changed the name within the Command Browser or deleted it at some point but did not remove or change it within their favorites window. There are a few different ways to add items to your favorites.

**The first way is:**

1. When the ‘Results’ window appears from a search; highlight an item in the results window and click the button **“Favorites”**.
2. Select **“Add to Favorites”** in the drop down.
3. Click **“OK”**. The next time you go into your “Favorites” window you will see the new item(s) that you added.



**NOTE:** The user will get a warning window (seen below) if this is an item already in their favorites.



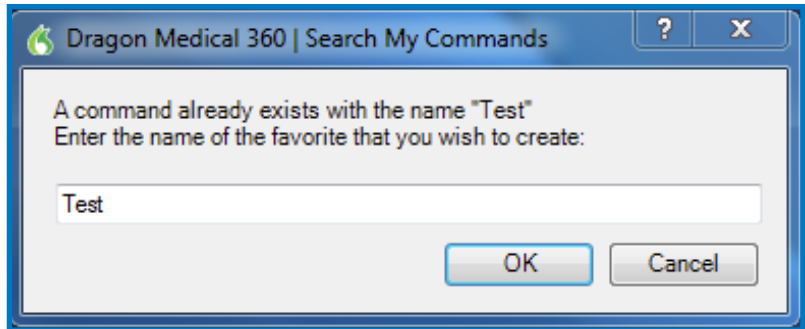
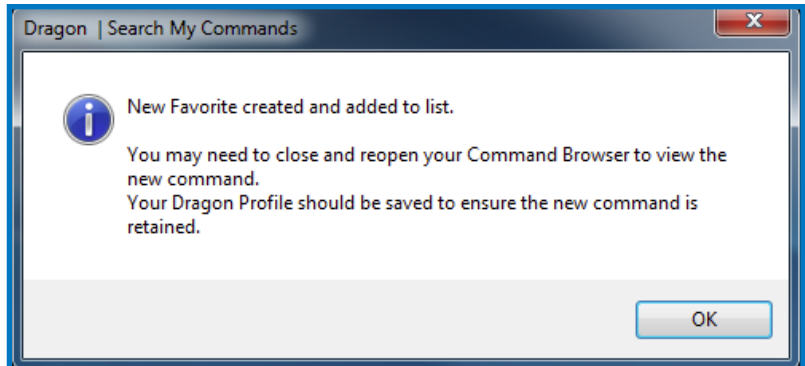
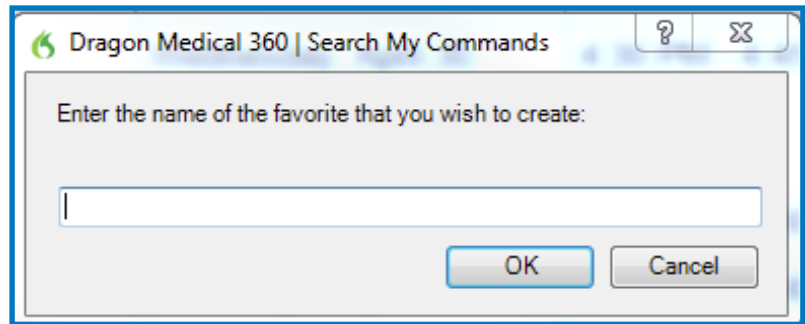
## ADDING FAVORITES

### The second way is:

When creating a command, highlight the information to save, instead of saying “Make that a Shortcut” a user can say “Make that favorite”. The user will go through the following steps to complete the favorites process for doing it this way:

- A. The window below will appear. Enter the name of the command.
- B. Click **“OK”**.
- C. The window below will appear to let you know that the favorite has been created and added to the users favorite list. Another window if that name has already been used.

**NOTE:** User may need to close and reopen your Command Browser to view the new command. The Users Dragon profile should be saved to ensure the new command is retained.

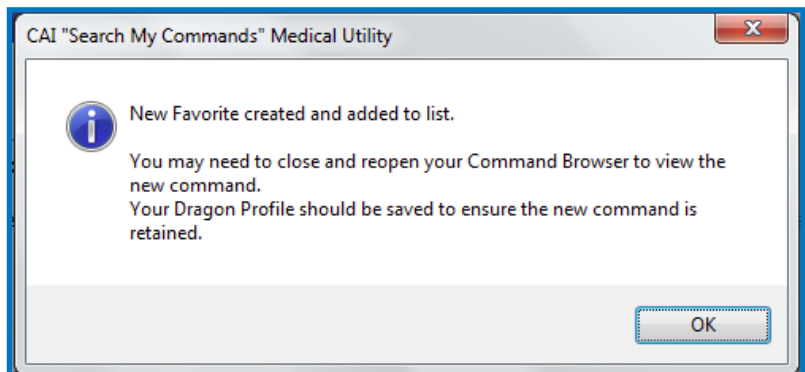


### The third way is:

Open a command/template within the Command Browser of the users profile.

- A. Click within the Content of the command.
- B. Say **“Make that favorite”**.
- C. Click **“OK”**.
- D. The window to the right will appear to let you know that the favorite has been created and added to the users favorite list.

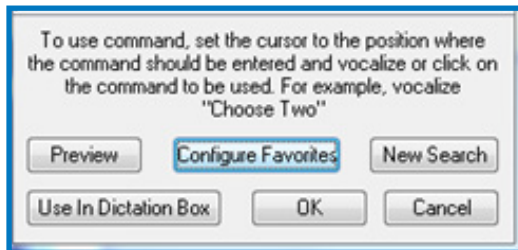
**NOTE:** User may need to close and reopen your Command Browser to view the new command. The Users Dragon profile should be saved to ensure the new command is retained. If a client / user has a previous CAI PowerPack product, they can move favorites from the prior PP version to the new SMC by opening their profile and then saying “ Copy PowerPack Favorites”.





## CONFIGURE FAVORITES

A user is able to configure the favorites by clicking on the **“Configure Favorites”** button when the user is in the Favorites window.



### Configure Favorites:

**Move Up/Down:** Highlight the item on the left side of the window. Click on the “Move Up” or “Move Down” buttons to move the item to the place preferred within the window.

**NOTE:** Drag and Drop will also work to move any item in Favorites.

**Remove Item:** Highlight the item on the left. Click “Remove item” to remove it from favorites.

**Sort List:** Highlight the items to Sort. These items will be sorted in Alpha/numeric order. Be careful with the dividers because they will all move to the top depending on what or how you have the divider created.

**NOTE:** Dividers will move to the top if a portion of the Selection being sorted.

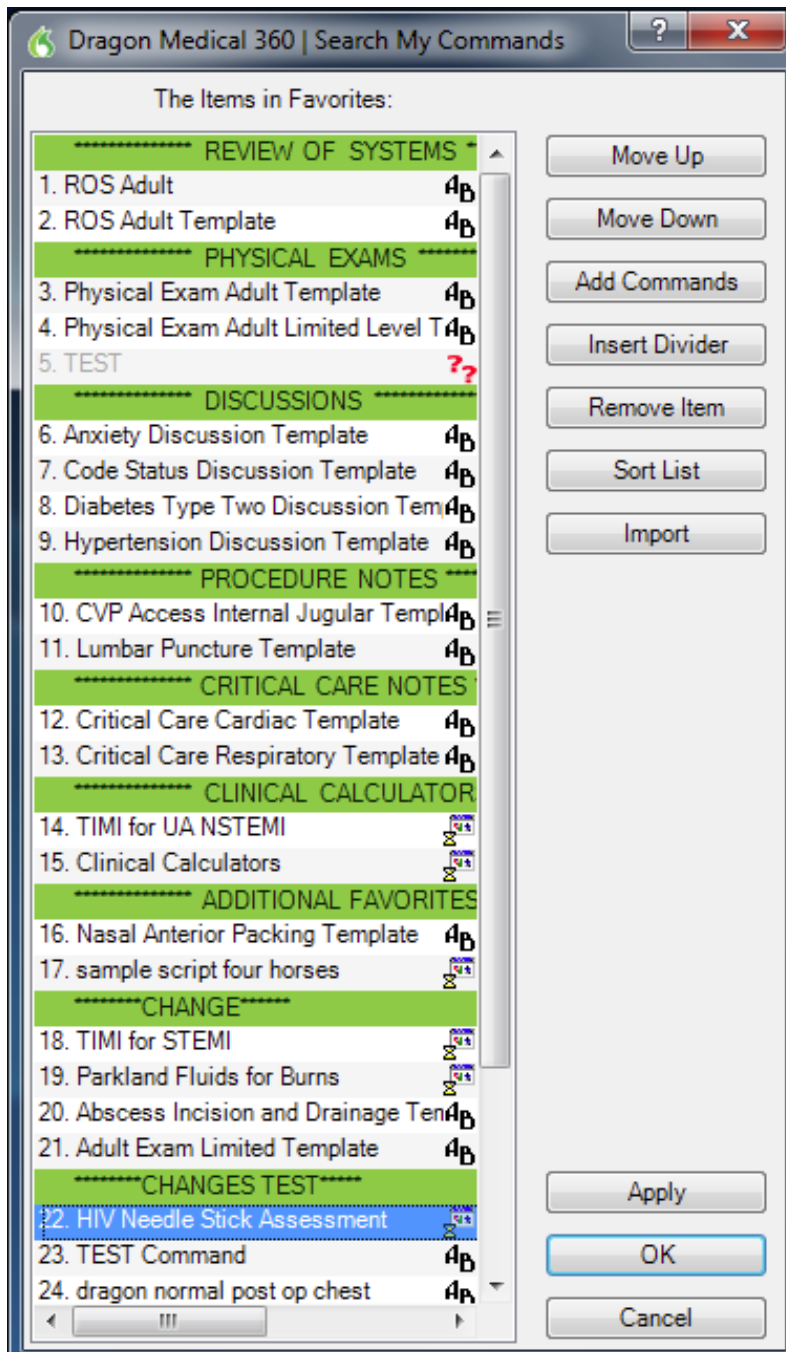
**Insert Divider:** This will allow you to enter characters, Numbers or letters to the name of the divider. The user may move the commands up/down to be within the divider they want.

**Add Commands:** This allows the user to add any type of command to their favorites within the SMC. See the next page to see further details.

**Apply:** Applies your changes to the favorites but allows you to continue to add more before taking the user out of the window.

**OK:** Applies your changes and takes the user out of the configuration window.

**Cancel:** Does not apply any changes made if the user hasn’t clicked “Apply” and takes them out of the configuration window.



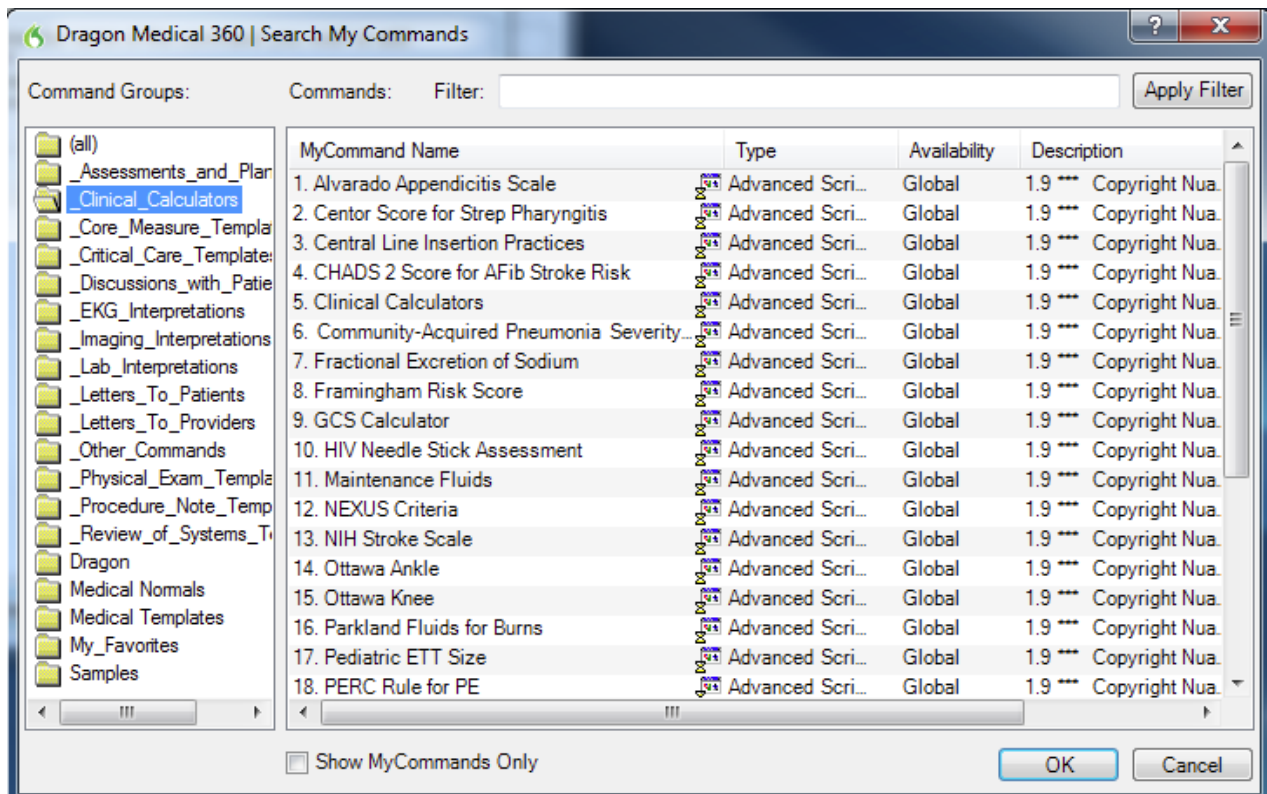
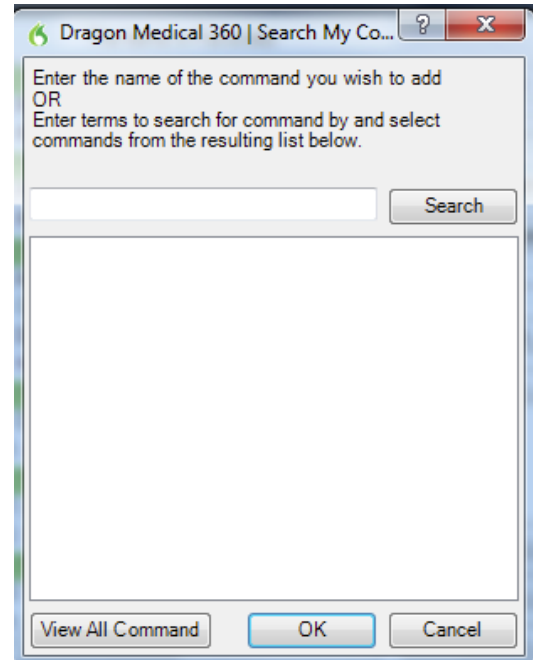
## CONFIGURE FAVORITES

SMC allows the user to add numerous commands/templates at once to the SMC favorites.

1. Within the Configuration window, click the **“Add Commands”** button.
2. Enter your search. A list of items will appear in the window that fit the search.
3. Highlight the items to add.
4. Click **“OK”**.

OR

1. Within the Configuration window, click the **“Add Commands”** button.
2. Click **“View All Commands”** (bottom left corner of the new window).
3. A window similar to the command browser will appear. Highlight the commands to add to favorites. The User may select which folder they are found in or use the “All” group to show all commands/templates within the users profile. Otherwise a filter can be entered so only items with that filter appear.
4. Highlight the items to be added to the favorites window.
5. Click **“OK”**.



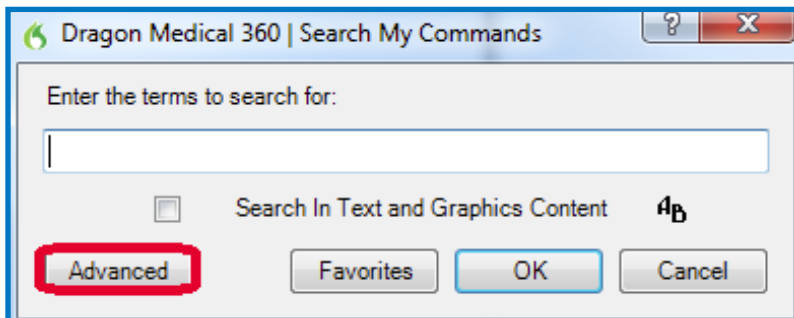
## ABOUT SEARCH

### Search My Commands™ - “About” Button:

On the Search My Commands search window, there is an “About Search” area. Clicking on “About Search” will bring up the information about the Dragon 360 | Search My commands Medical Utility.

The information found on this window (below) is:

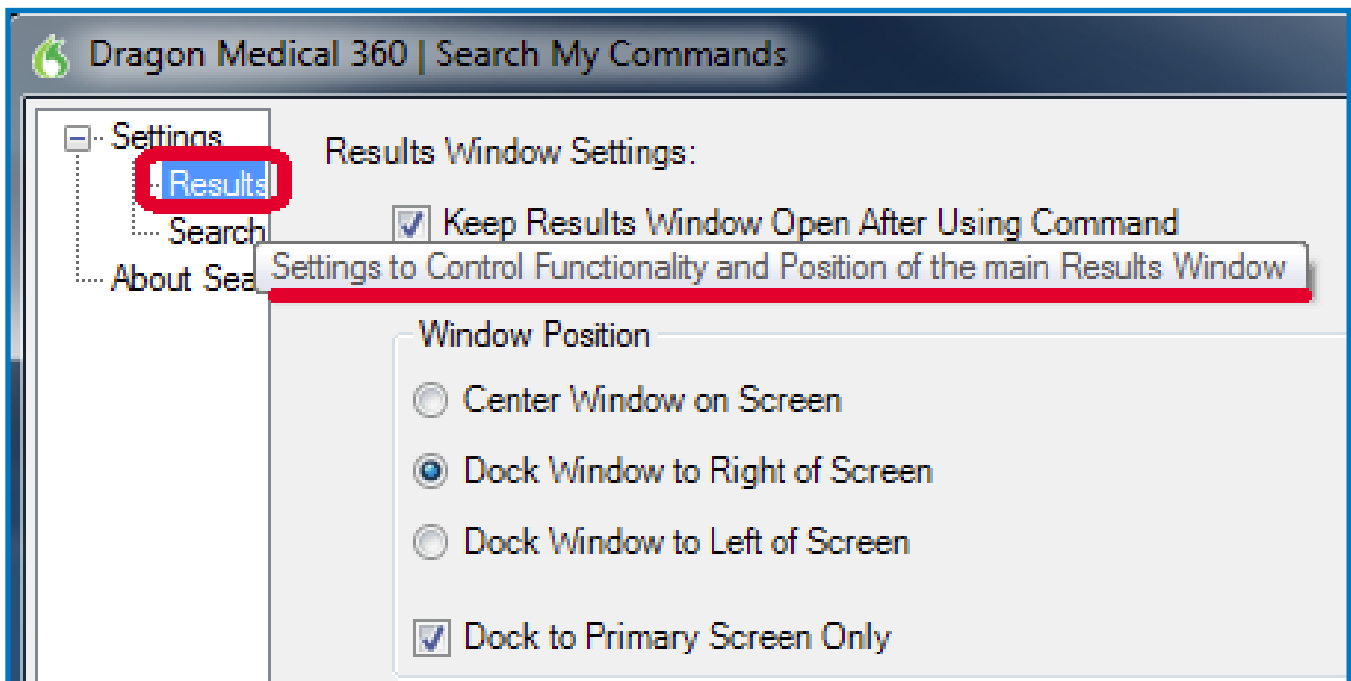
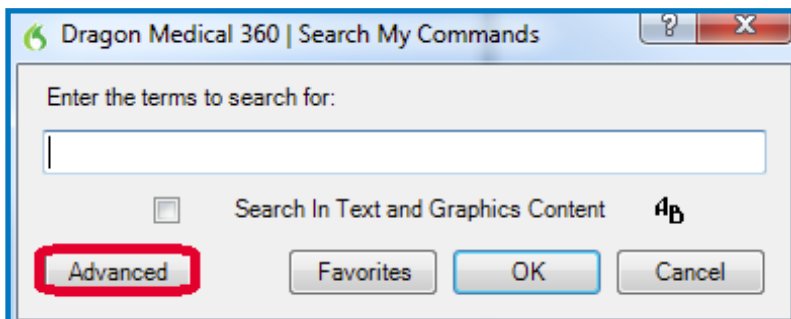
1. Version: This is the user’s version of “Search My Command™”
2. Request Information: Allows the user to request additional information from Nuance on the products.



## SETTINGS > RESULTS

On the Search My Commands search window, there is a “Results” area. Clicking on **“Results”** will bring up the following information seen below which will change the behavior of future searches.

1. **“Keep Results Window Open After Using Command”**: The SMC will stay open and available for another search even after a result being chosen.
2. **Window Position**: The user selects where the SMC window will stay on the computer screen.
  - A. Center Window on Screen
  - B. Dock Window to Right of Screen
  - C. Dock Window to Left of Screen
3. **“Dock to Primary Screen Only”**: The user may click on this item if they use two screens and want the SMC to always show on the Primary Screen.



## SETTINGS > SEARCH

On the Search My Commands search window, there is a “Search” area. Clicking on **“Search”** will bring the following information described below which will change the behavior of future searches. Within the Dragon Toolbar, go to the following: Tools > Options > PowerMic II tab.

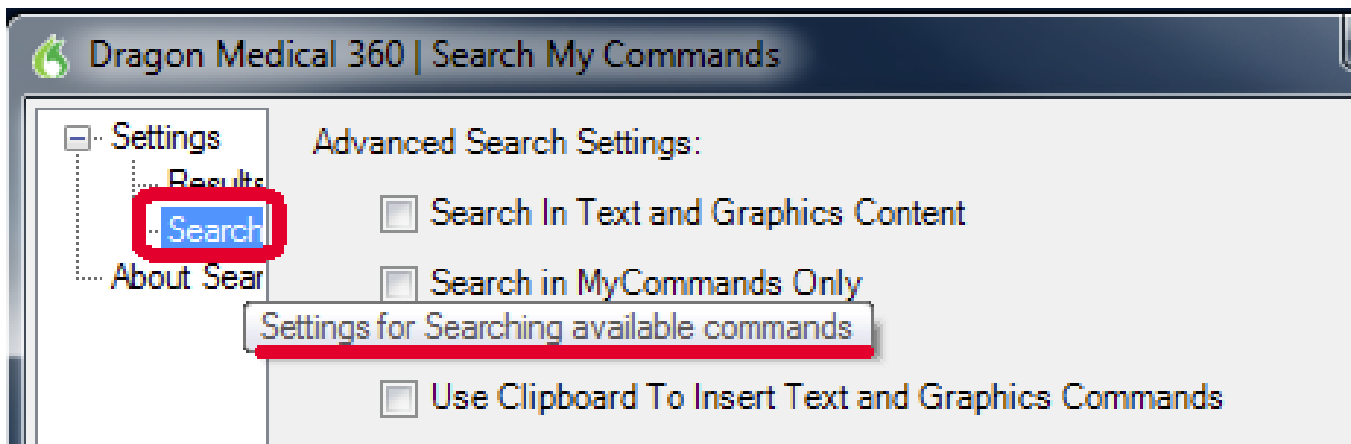
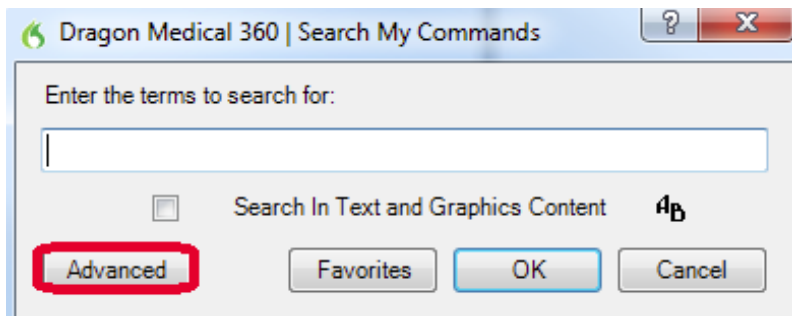
1. **“Search In Text and Graphics Content”**: Be default, only command titles are reviewed for matches. When this item is selected the value of this setting is reset to Off every time a new search is performed allowing matches within the Content of Text and Graphic commands.

**NOTE:** All command titles are reviewed when this is checked. Text and Graphics content is searched in addition to command titles.

2. **“Search in MyCommands Only”**: Newer Versions of Dragon® Medical 360 | Network Edition include Command Sets that are viewed separately in the Command Browser. Check this option to view only those commands that are seen in the MyCommands section within the Command Browser.

**NOTE:** This will have no apparent effect on versions of Dragon NaturallySpeaking that do not include the Command Sets feature.

3. **“Use Clipboard To Insert Text and Graphics Commands”**: Dragon may have difficulty simulating the recognition of a command according to its title as seen on the Results window. Check this option to insert Text and Graphics content via the Window Clipboard instead of simulating a recognition.





# Dragon® Medical 360 Clinical Calculators™

## CHAPTER II

### SUPPORT CLINICAL DECISION MAKING

- Clinical decision support tools that are based on algorithms present in established medical literature
- Directly integrated into Dragon Medical workflow
- Clinical Calculators assist with both calculation and consistent documentation

## CLINICAL CALCULATORS™

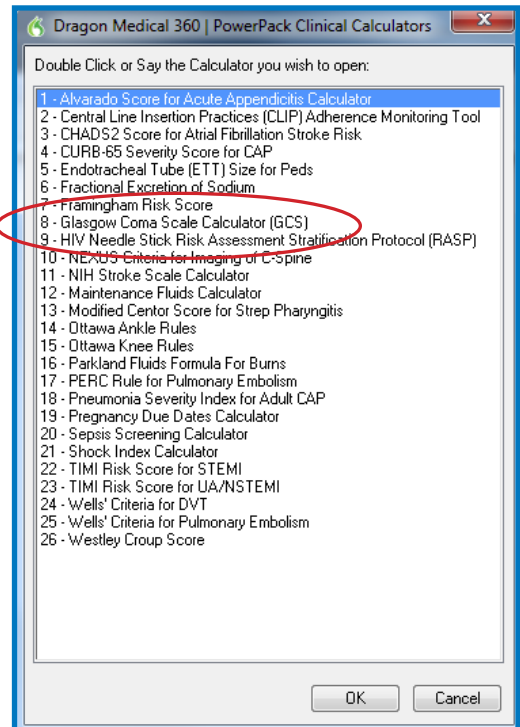
1. Open the Menu for the Calculators by saying “**Clinical Calculators**”.

**NOTE:** Any other Advanced Scripting command must be closed when opening the calculators.

Double click or Say the Calculator you wish to open.

or

Highlight the item and Say or Click “**OK**”.



**Below is an example of how one of the calculators works. The concept is the same for all the calculators.**

The window (below) will appear when the Glasgow Coma Scale Calculator item is selected.

1. Click on either “**Adult**” or “**Pediatric**”. The user may also say the item “Adult” or “Pediatric”.

**NOTE:** The windows are slightly different depending on the patient type selected.

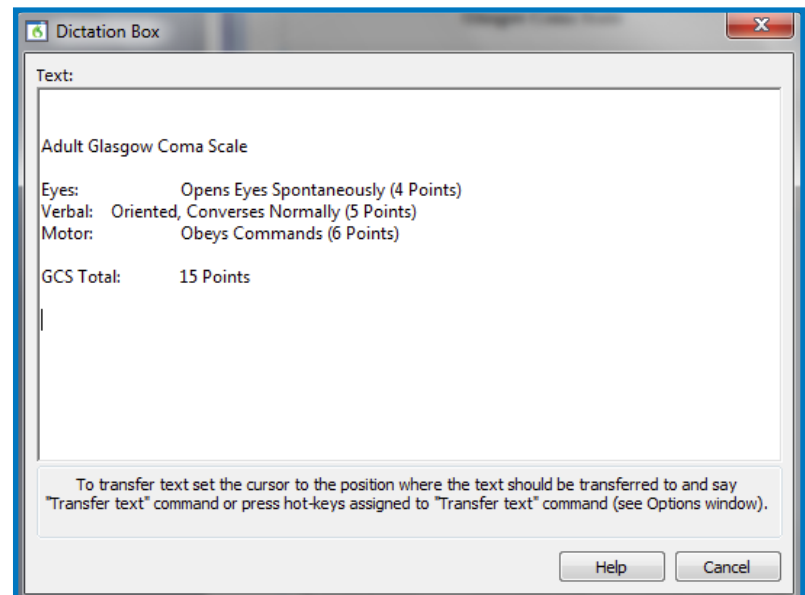
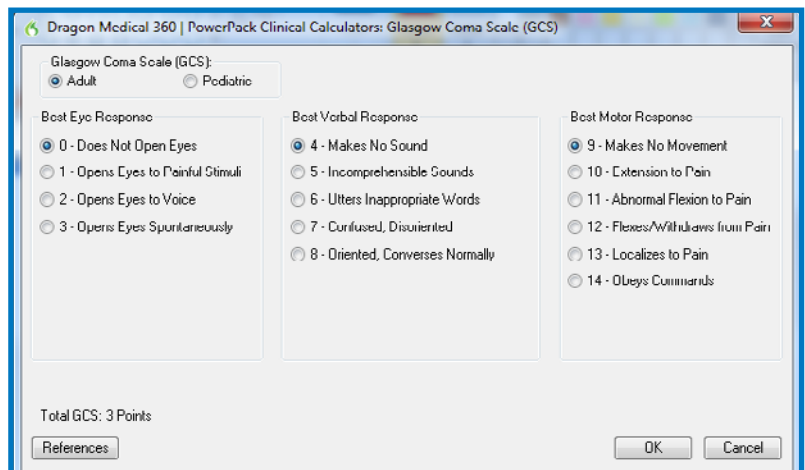
2. Complete the window as appropriate. Notice that the Total Score will change as the items are selected—giving the user the total score as items are selected.

3. When complete, click “**OK**”.

**NOTE:** User may verbalize any item they want to select. For example: User says “1” or “Does Not Open Eyes”.

4. Click into the area of the patients chart/document where this information is to be entered.

5. Say “**Transfer Text**” or Click the appropriate PowerMic button (T) to transfer the information to the EMR document.





# Dragon® Medical 360 PowerMic Settings

## CHAPTER III

### POWERMIC RECOMMENDATIONS

The PowerMic Settings on the following page are recommended for all Customers that will be taking the Search My Commands product. The settings selected for each button will be able to be vocalized by the user or they may use the selected button.

#### NOTE:

All PowerMic II button settings may be set at the group level within the Nuance Management Console or set at the User Profile level through the Users Dragon Profile > Tools > Options.



## POWERMIC II BUTTON SETTINGS:

**Selecting a new action for a PowerMic II button:** (Recommended buttons shown below)

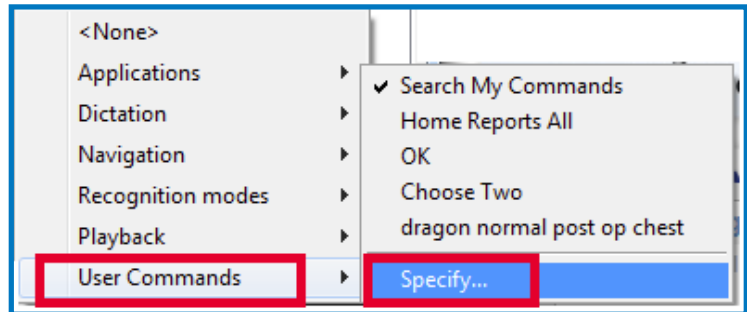
**NOTE:** The process shown below will work for customizing any button that needs customizing. Recommended for "Search My Commands" and "Clinical Calculators".

1. Within the Dragon Toolbar, go to the following: **Tools > Options > PowerMic II tab.**
2. Click on the down arrow next to the button you want to use once the PMII button is specified with that command.

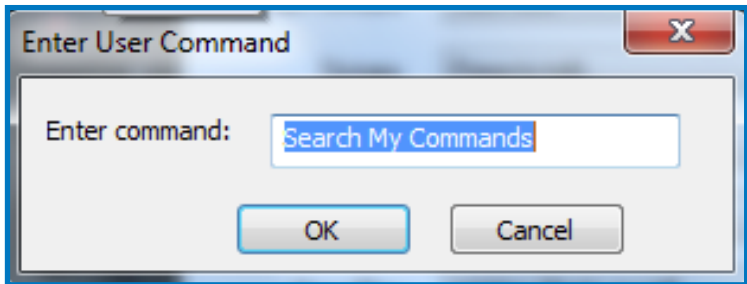


Button	Action
Application:	Global
Transcribe	Transfer Text
Tab Backward	Tab backward
Tab Forward	Tab forward
Dictate	Press-to-talk
Rewind	Previous field
Fast Forward	Next field
Stop/Play	Show dictation box
Custom Left	Search Favorites
Enter/Select	Accept defaults
Custom Right	Search My Commands

3. Select **"User Commands"**.
4. Click on **"Specify"**.



5. Within the "Enter User Command" type **"Search My Commands"**. The entry MUST be exactly as the name of the command. This includes capitalization.
6. Click **"OK"**.



**NOTE:** The other PowerMic II buttons can be changed to meet the screen print above by selecting from the drop downs.