Nuance®

Dragon® Medical 360 Desktop Recorder

User Guide

Version 3.0

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Chapter 1

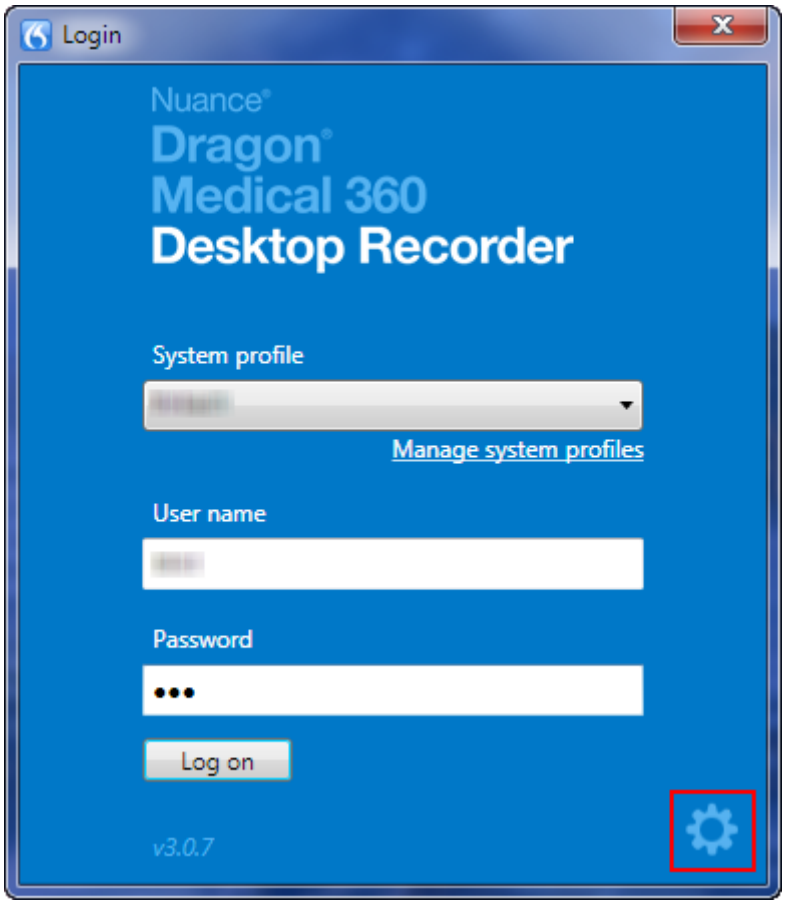
Overview, Logging In, and Logging Out

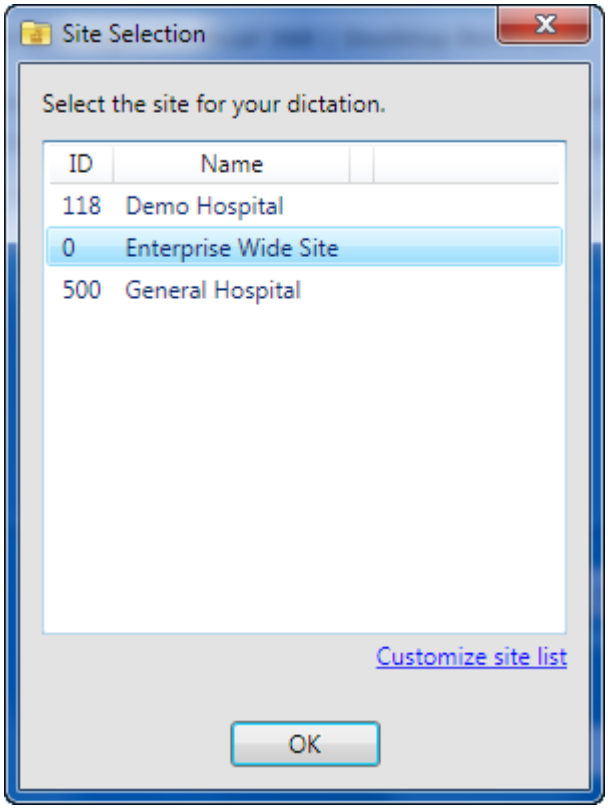
Overview

Dragon Medical® 360 | Desktop Recorder allows you to quickly create dictations and send them for back-end speech recognition or transcription.

Log In

1. Double-click the **Desktop Recorder** icon. (The application automatically checks for and installs any updates for your system.)
2. When the Login dialog box opens, enter your user name (if it is not already there) and password, and click **Log on**. A login status box appears briefly, indicating your login progress.
3. If you are set up to dictate at more than one site, the **Site Selection** list opens, allowing you to select a site. Select a site and click **OK**.





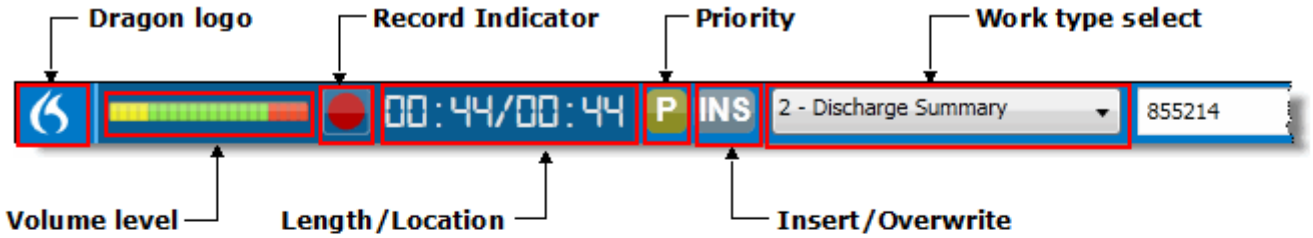
Tips

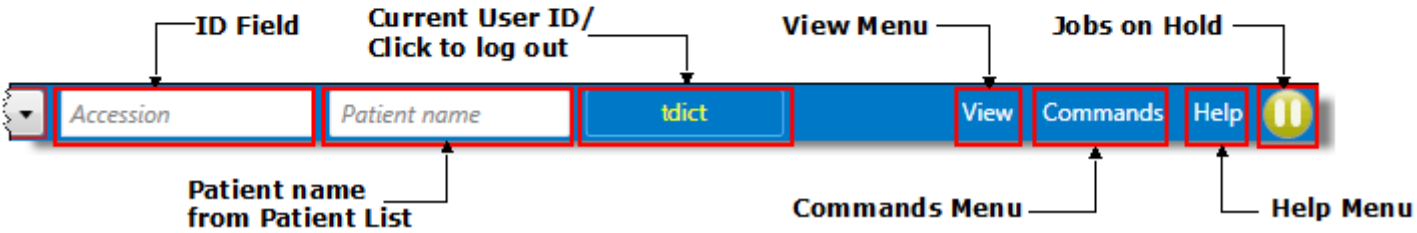
- Double-click the **User name** field to see a list of users from which you can select your user name.
- If you have more than one system profile, use the drop-down arrow to select the appropriate profile.
- To manage your system profiles, click the blue **Manage system profiles** link. (For information on managing system profiles, see *System Profiles*, beginning on page 7.)
- To configure your *Dragon Medical 360 | Desktop Recorder* application settings, click the gear icon in the lower-right corner of the login dialog box. (For information on managing application settings, see *Application Settings*, beginning on page 11.)
- **For Windows 7 and higher**: If you do not see the gear icon in the illustration above, right-click the **Desktop Recorder** icon and select **Run as Administrator**.

Toolbar Overview

The *Dragon Medical 360 | Desktop Recorder* appears as a toolbar on your computer. You control all of the application's functions from the toolbar.

The following illustration gives you an idea of what you will typically see after logging in. (Due to its width, the toolbar is split into two pieces in this illustration.)





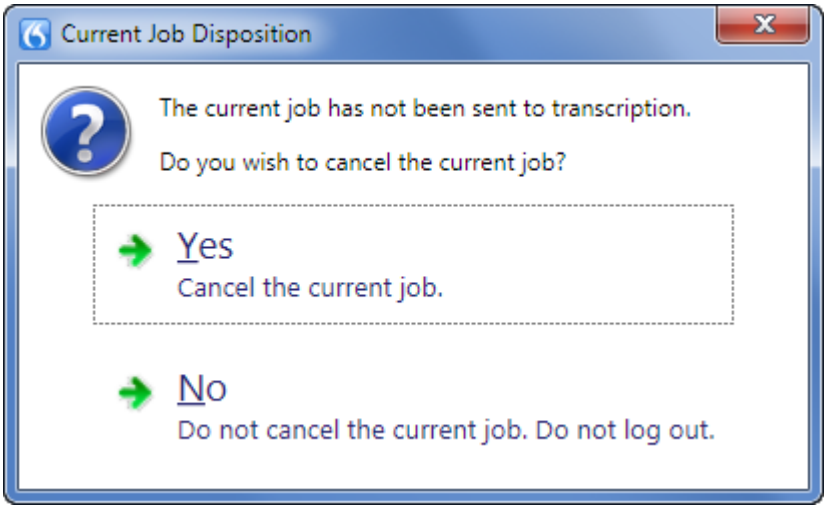
Quick Start

Use the following steps to quickly record and send a dictation.

1. Log in to *Dragon Medical 360 | Desktop Recorder*.
2. Select a work type (if you dictate on more than one worktype).
3. If required, enter the Visit ID (or MRN or accession number).
4. Press the Dictate button on your microphone and dictate your report.
5. Press the Send to Transcription button on your microphone.

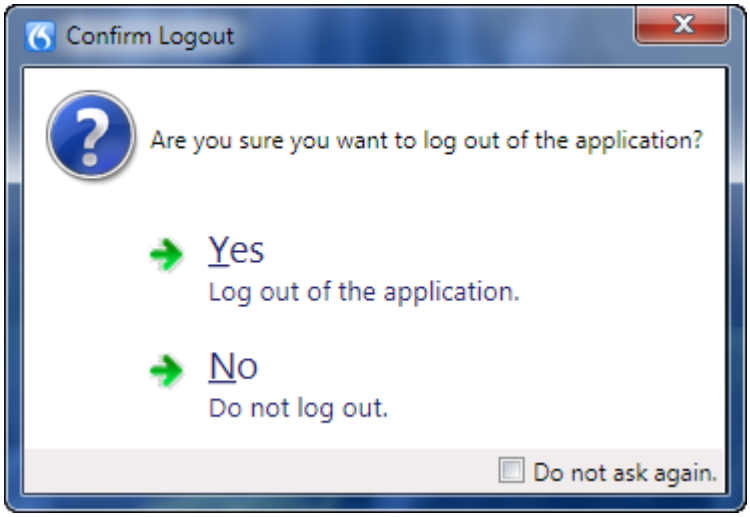
Log Out

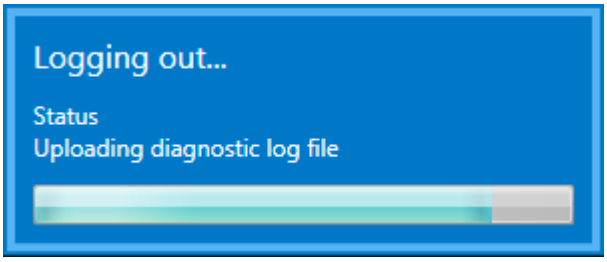
1. Either click the **Current User/Log Out** icon on the toolbar; click the *Dragon* logo and select **Logout**; or press **Shift+F4**.
2. If your current job has not been sent to transcription, the **Current Job Disposition** dialog box opens:



3. Click **Yes** (or press the **Y** key) to cancel the current job. Click **No** (or press the **N** key) to return to the application and work with the job pending transcription.
4. At the **Confirm Logout** dialog box, click **Yes** (or press the **Y** key) to log out. Click **No** (or press the **N** key) to return to the application.

When logging out, the application will temporarily show a Logout Status dialog box (illustration below on right). It provides feedback about what the application is doing. Additionally, on log out, the application attempts to upload the diagnostic log files to the Nuance Management Server (NMS)



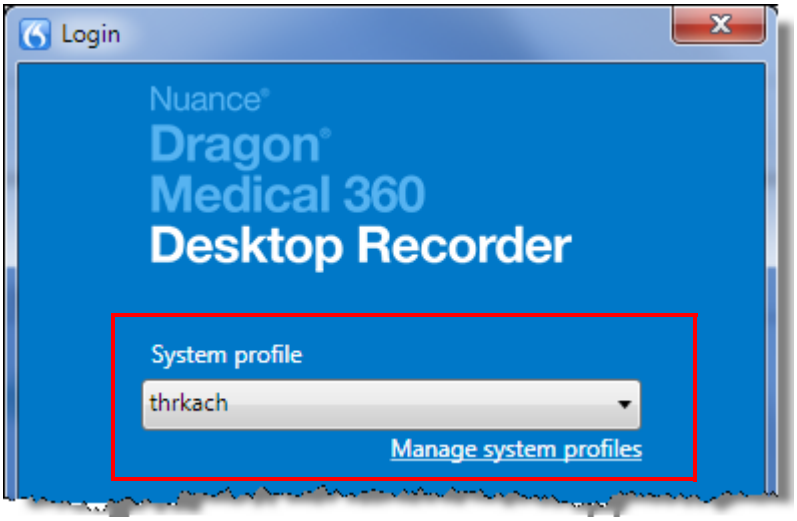


Chapter 2

System Profiles

Overview

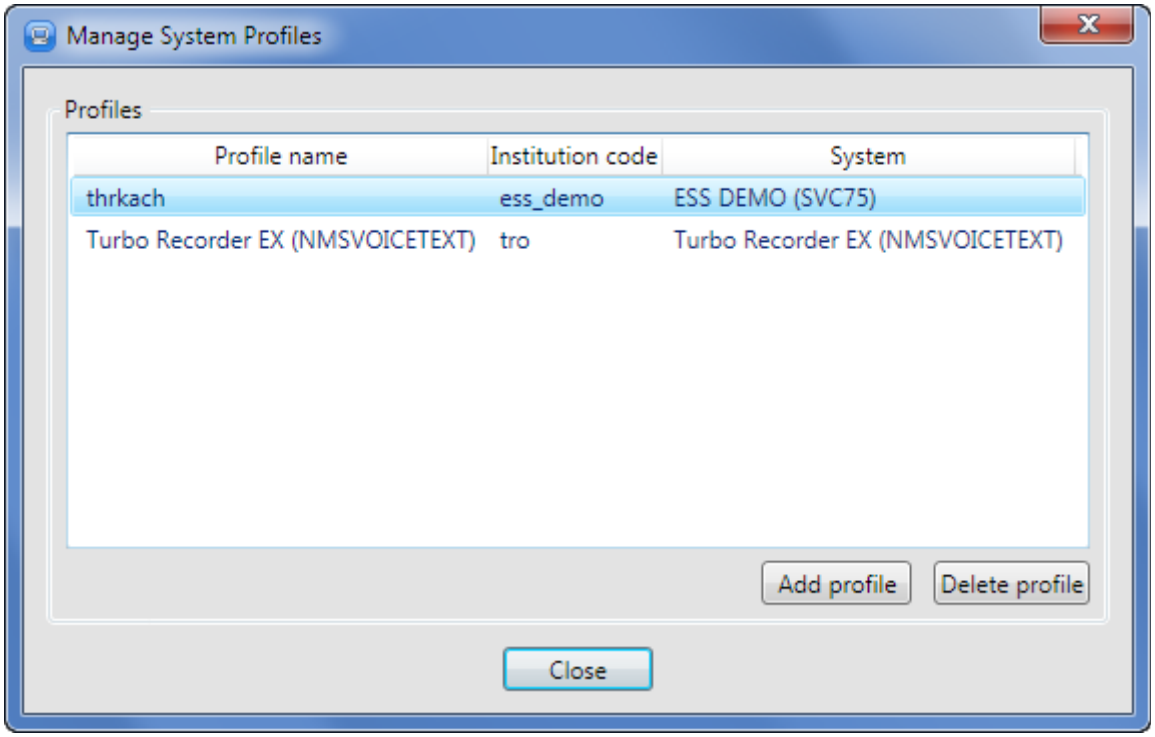
Before you can log in to Dragon *Medical 360 | Desktop Recorder*, you must create a system profile. If you dictate for more than one organization, you can create additional system profiles for each one, allowing you to select the appropriate organization when you log in to the application. If you create additional system profiles, use the **System profile** drop-down list to select a system profile.



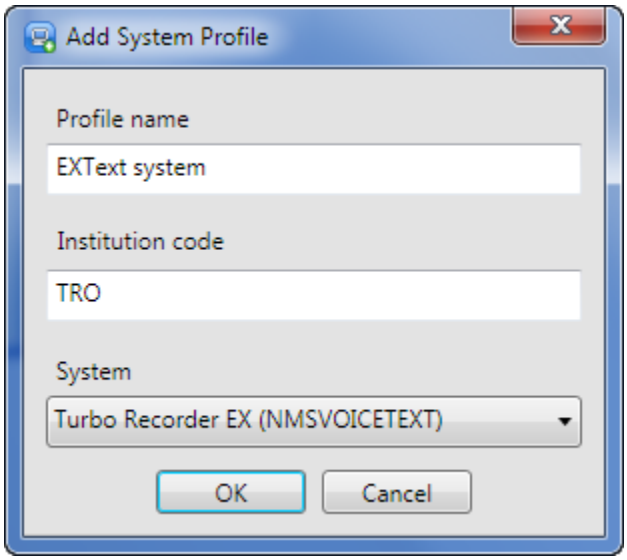
Add a System Profile

To add a system profile:

1. From the login dialog box, click the **Manage system profiles** link to open the dialog box.



2. Click **Add Profile**.

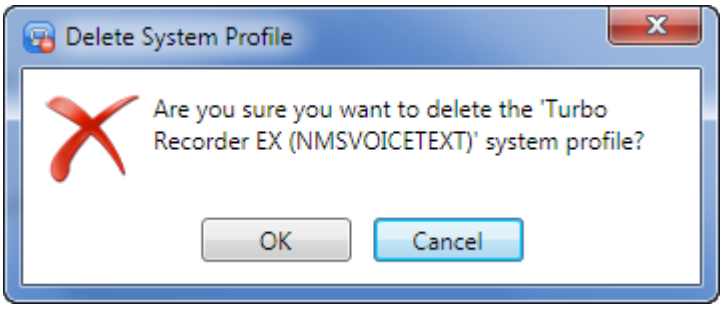


3. Enter the following information:
   - **Profile name**: The profile name can be whatever you choose. Since this name appears in the **System profile** drop-down list in the Login dialog box, you might want to choose a name that would help you to identify the type of back-end speech recognition system on which you will be dictating.
   - **Institution**: Identifies the back-end speech recognition system. Ask your *Dragon Medical 360 | Desktop Recorder* administrator for the institution name if you do not already have it.
   - **System**: Once you have entered a valid institution name, the system name appears in the drop-down list.
4. When finished, click **OK**.

Delete a System Profile

To delete a system profile:

1. From the login dialog box, click the **Manage system profiles** link to open the dialog box.
2. Select the profile you want to delete.
3. Click **Delete** profile.
4. In the **Delete System Profile** dialog box, click **OK** to verify that you want to delete the profile.



Chapter 3

Application Settings

Overview

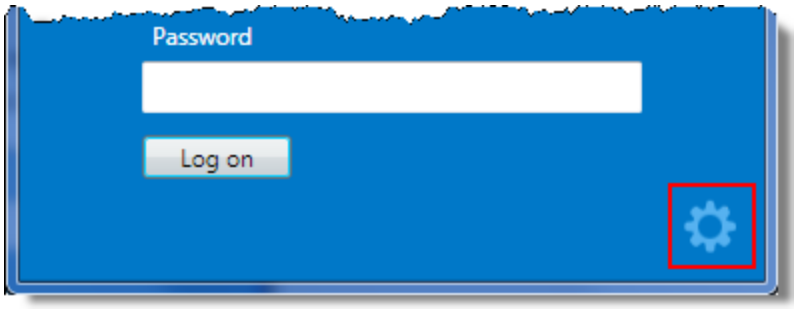
You can configure certain settings on your system by clicking the **Application Settings** icon, located on the **Login** window. Use **Application Settings** to perform the following tasks:

- Modify your server address and auto-update location, and configure your audio source. (See *General Tab*, beginning on page 14.)
- Customize your user interface. (See *Customize UI Tab*, beginning on page 18.)
- Configure your foot pedal settings. (See *Foot Pedal Configuration Tab*, beginning on page 19.)
- Configure barcode settings. (See *Barcode Configuration Tab*, beginning on page 20.)
- Enable and set up your PACS system to operate with the application. (See *Integration Tab*, beginning on page 22.)

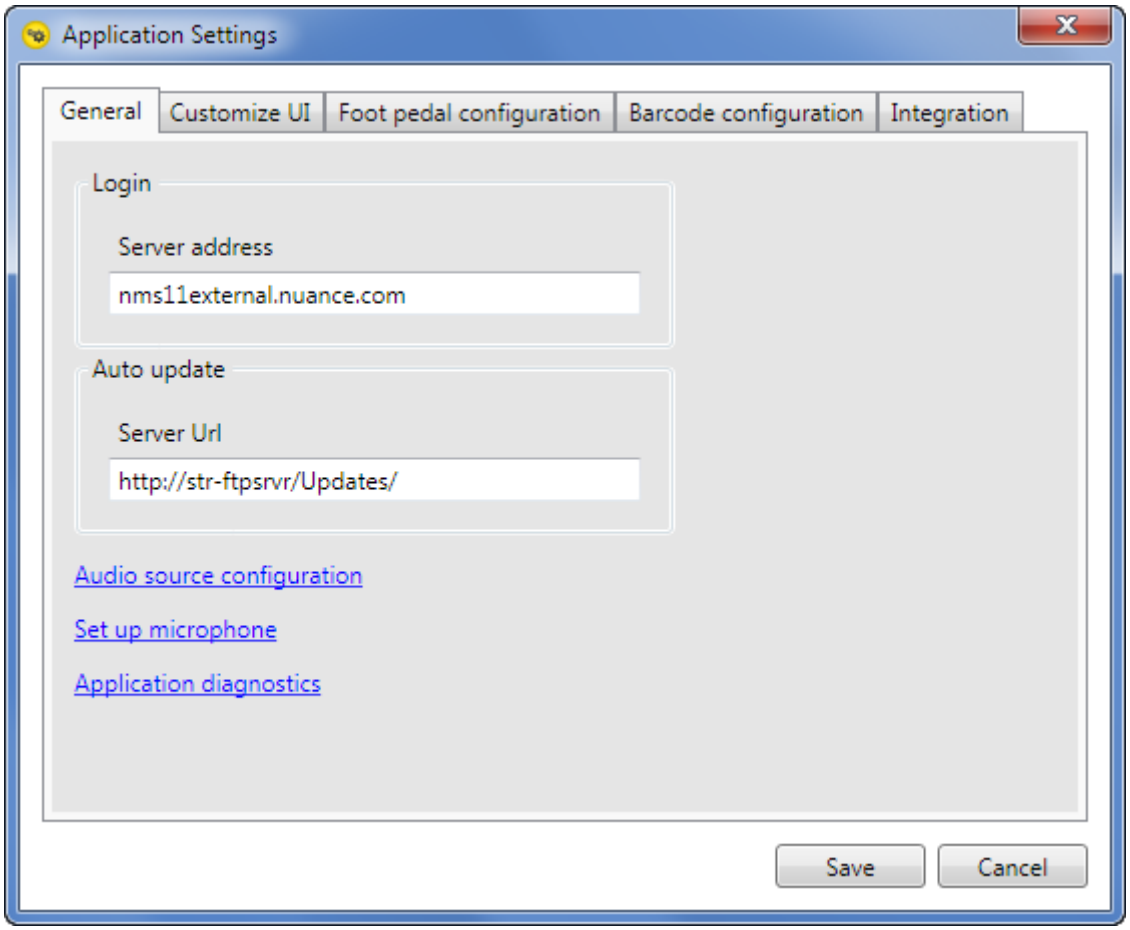
Accessing the Application Settings Dialog Box

*Note: If your computer is running Microsoft Windows 7 or higher, the **Application Settings** icon appears in the login dialog box only if you are logged in to your computer as a Windows administrator, or if you start the application by right-clicking the **DM360 Recorder** icon and selecting **Run as administrator**. Otherwise, the icon is hidden.*

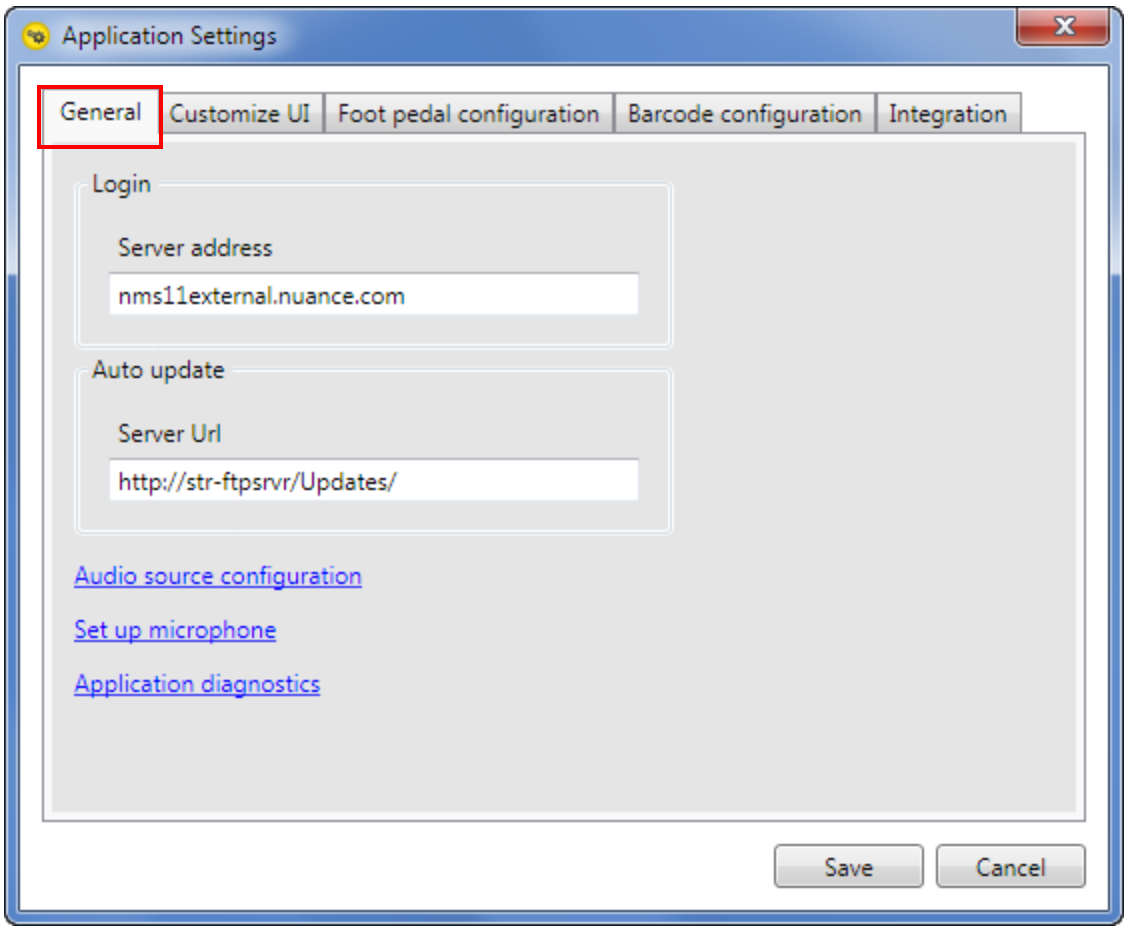
1. Double-click the **DM360 Recorder** icon to open the **Login** dialog box.
2. In the lower-right corner of the **Login** dialog box, click the **Application Settings** icon.



The **Application Settings** window opens, with the **General** tab selected.



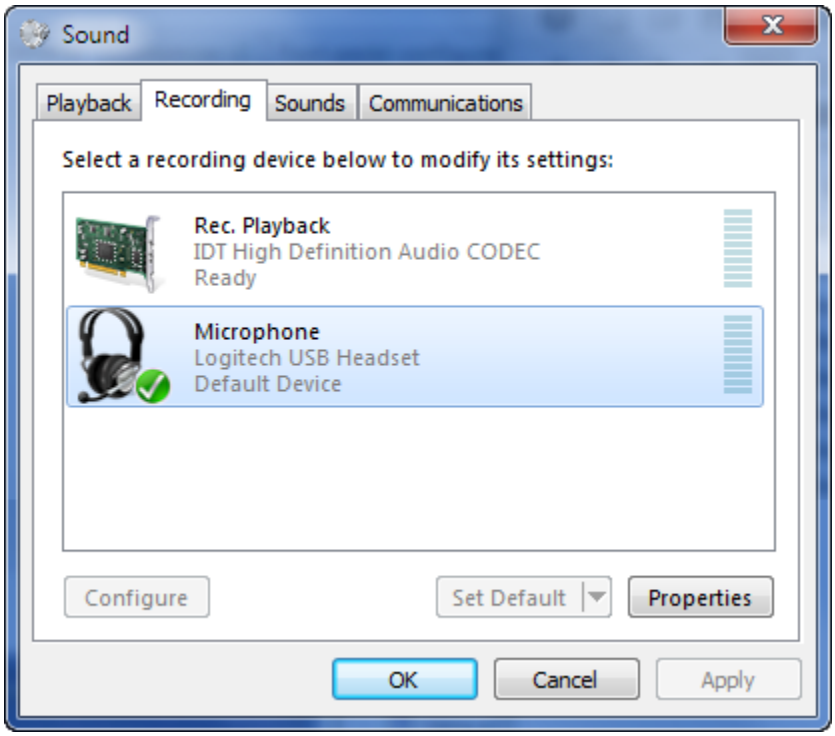
General Tab



The **General** tab allows you to configure the following settings:

- **Login**: Enter the address of the server to which you log in to the *Dragon Medical 360 | Desktop Recorder* application.
- **Auto update**: Enter the address of the server from which automatic updates are received.

- **Audio source configuration**: Click this link to open the Windows **Sound** dialog box on your computer, which allows you to configure the source used for recording audio. (An example from Windows 7 is shown in the illustration below.)

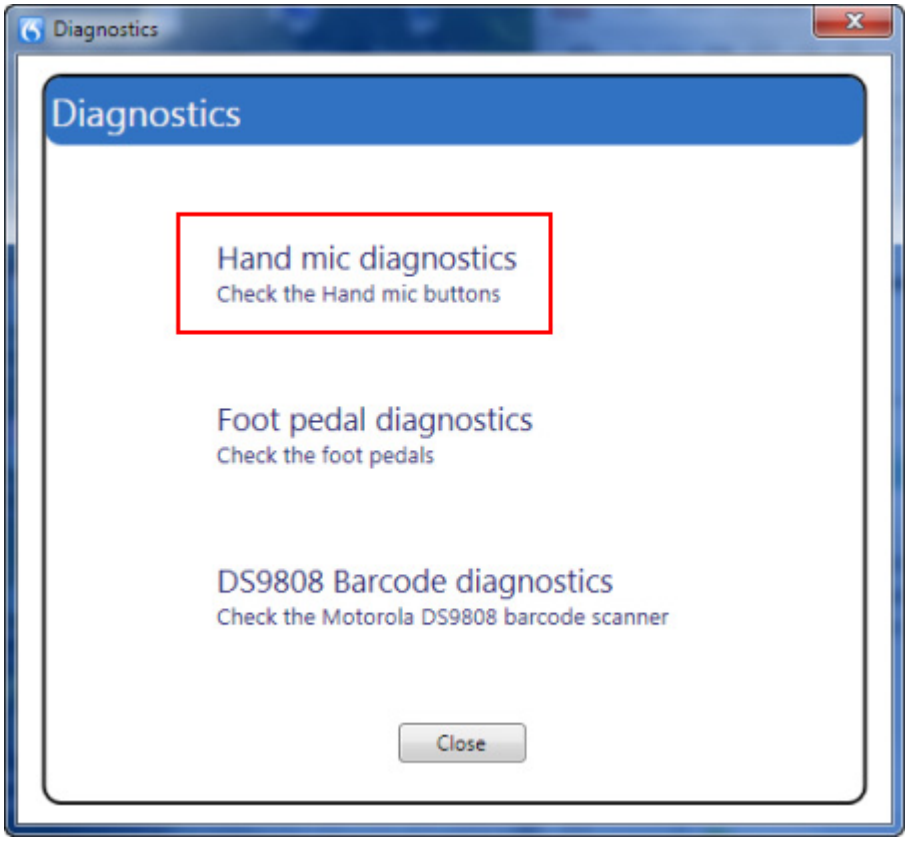


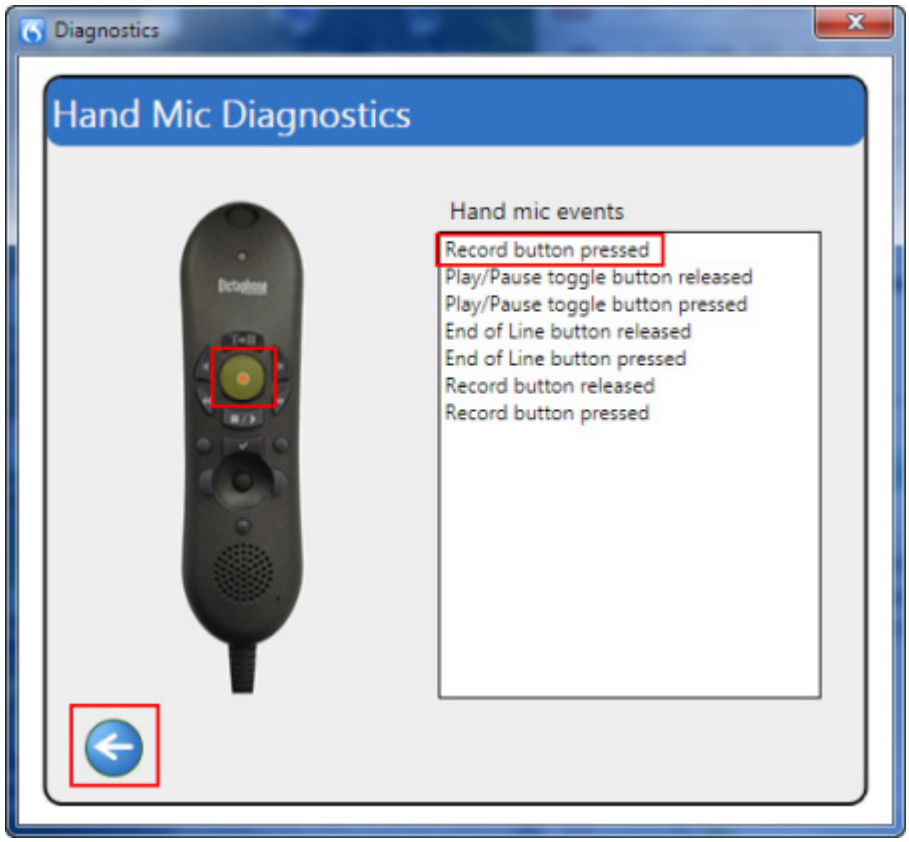
- **Set up microphone**: Opens the **Microphone Setup Wizard** which allows you to select and set up your dictation microphone. Follow the steps in the wizard to select and test your microphone.
- **Application Diagnostics**: When you click the **Application Diagnostics** link on the **General** tab, the **Diagnostics** dialog box opens.

  From here you can select a device to test. The test allows you to see how each of the buttons on your device is configured. The following examples shows the hand mic and foot pedal diagnostics. By pressing and releasing each button, you see a message when each press/release is recognized. In addition, the button which you are currently pressing is illuminated in the picture (in these examples below, the Record button is pressed). To return to the main Diagnostics dialog box, click the blue/white arrow button in the lower-left corner of each diagnostics dialog box.

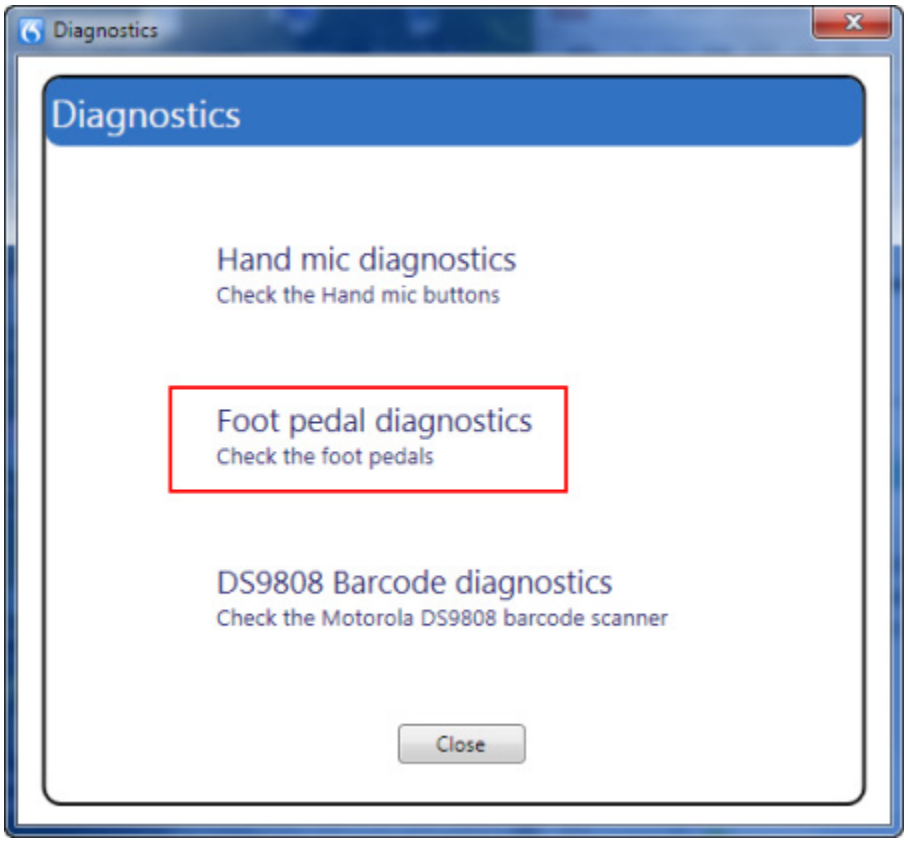
  Note: *The foot pedal diagnostics dialog box contains a check box which allows you to swap the center and right pedals. There are two different types of DAC FP-110 USB foot pedals. This setting allows you to easily correct for the foot pedal wiring differences.*

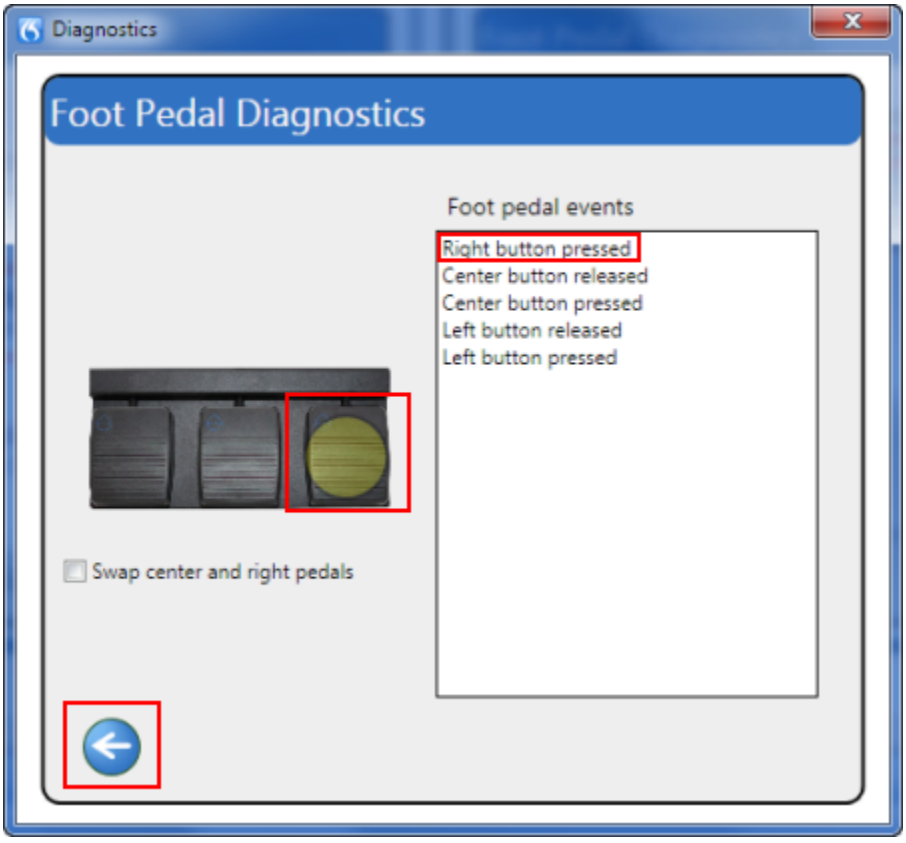
Hand Mic Diagnostics Example





Foot Pedal Diagnostics Example

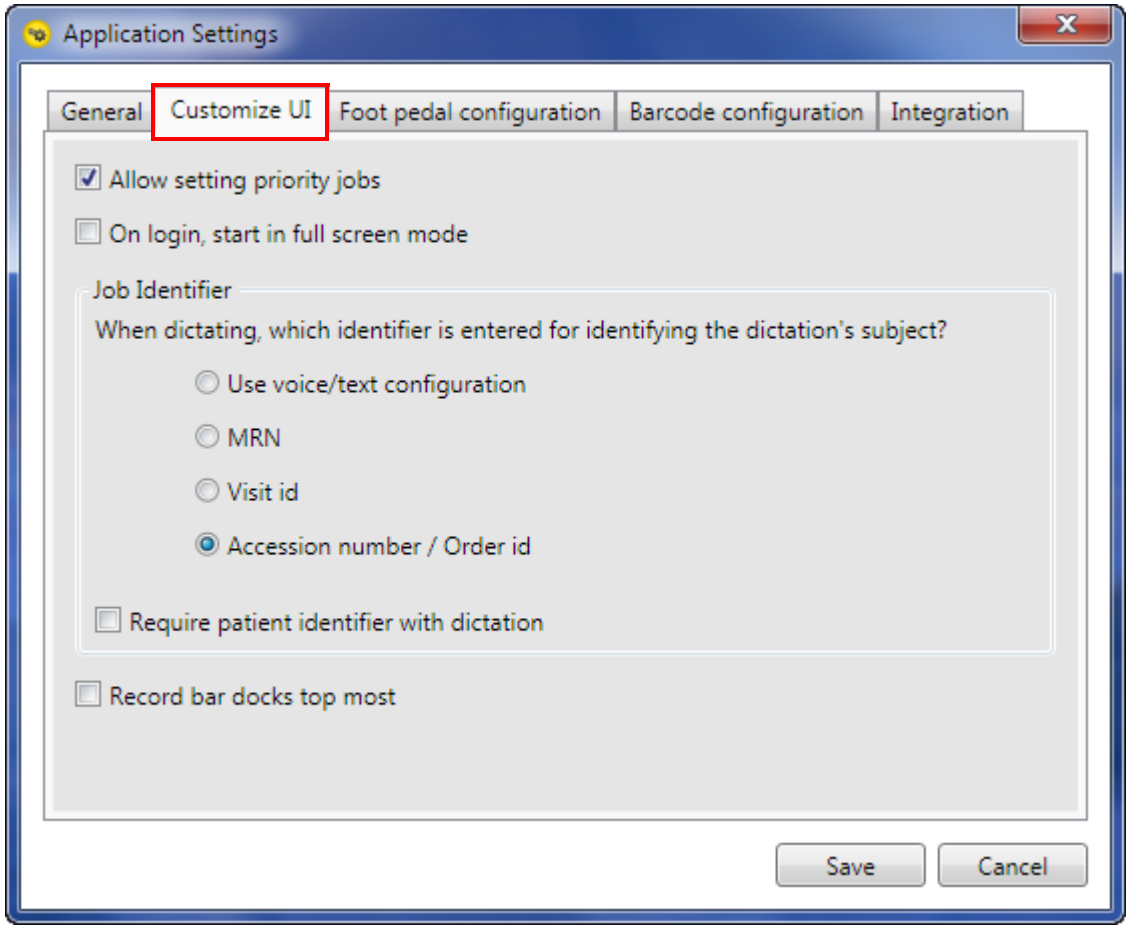




Customize UI Tab

The **Customize UI** tab i allows you to configure the following settings:

- **Allow setting priority jobs**: Select this check box to allow the user to mark a job as a priority job.
- **On login, start in full screen mode**: Select this check box to start the application in full screen mode when you log in. By default, this check box is not selected.
- **Job Identifier**: Select either **Use voice/text configuration**, **MRN**, **Visit ID**, or **Accession number/Order ID** to determine the type of identification that will be used to identify the patient.
- **Require patient identifier with dictation**: Select this check box to require that you enter a patient identifier before sending a dictation job to transcription. (By default, this check box is **not** selected.)
- **Record bar docks top most**: Select this check box to dock the application bar to the top of the monitor screen without resizing the desktop; the application bar covers the screen's content at the top of your monitor. With this check box not selected, the application bar actually “pushes down” the monitor's content. Selecting this check box might help to resolve display issues when using the application with some PACS systems.



Foot Pedal Configuration Tab

The **Foot Pedal Configuration** tab allows you to assign your individual foot pedal buttons in any order that you require.

Refer to *Foot Pedal Settings*, beginning on page 35, for information on configuring the foot pedal.

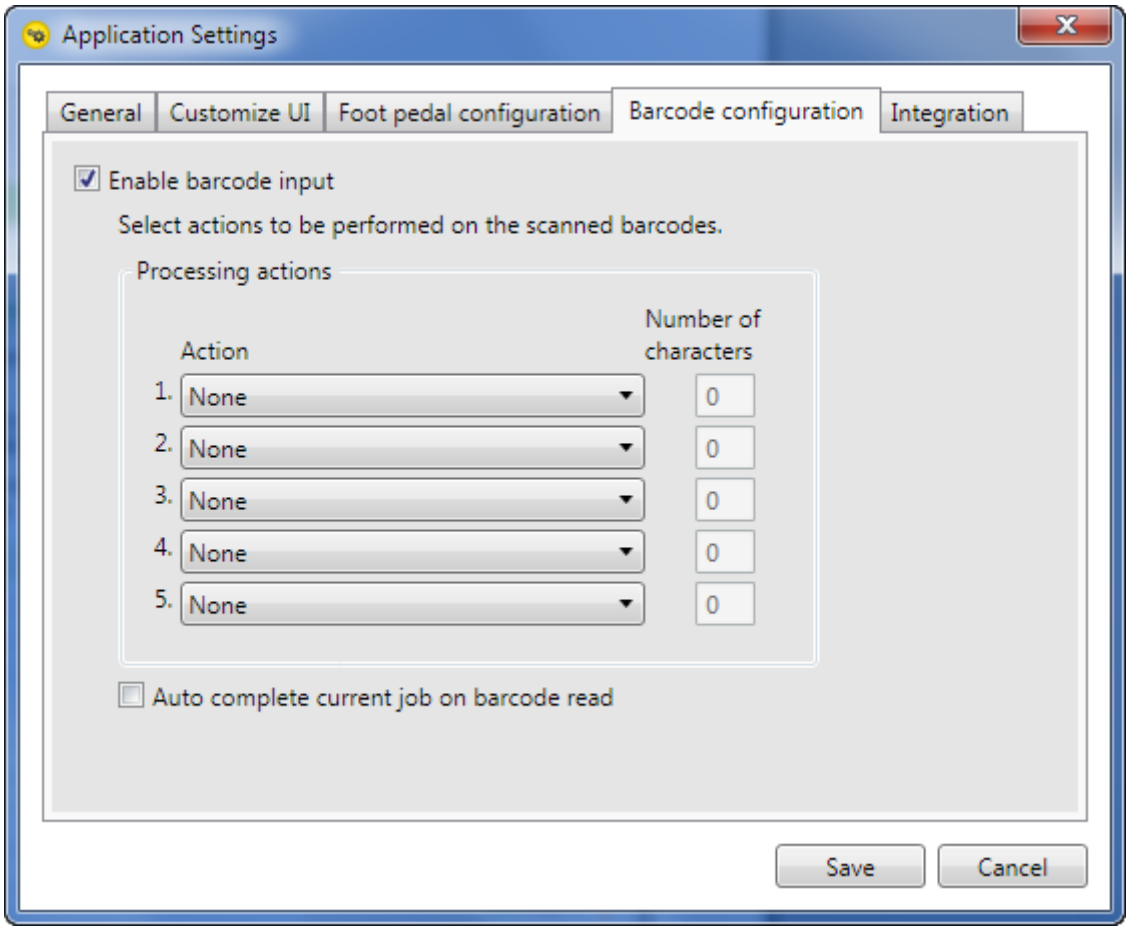
Barcode Configuration Tab

The Barcode Configuration tab allows you to configure the following settings:

- **Enable barcode input**: Select this check box to enable barcode reading and to activate the rest of the selections in this dialog box.
- **Auto complete current job on barcode read**: Select this check box to complete the job on which you are currently working when you scan a new barcode.
- **Processing Actions 1 through 5**: Use these items to specify what action to take when scanning barcodes. When you select an action, you can also specify the number of characters to select. The processing actions are described in the following table.

Action	Description
Remove leading zeros	Ignores any zeros to the left of the first alphanumeric character (1-9 or A-Z). No entry is required in the *Number of characters* field.
Remove characters from beginning	Removes the specified number of characters from the **beginning** of the barcode (0-9; A-Z; special characters $%*-+./). Enter the number of characters to remove in the *Number of characters* field.
Remove characters from the end	Removes the specified number of characters from the **end** of the barcode (0-9; A-Z; special characters $%*-+./). Enter the number of characters to remove in the *Number of characters* field.
Remove all letters	Removes all alpha characters (A-Z) and leave only numbers (0-9) and special characters ($%*-+./). No entry is required in the *Number of characters* field for this action.
Convert all letters to number (DTMF)	Converts all letters (A-Z) in the barcode to a corresponding telephone touch-tone number. For example, a barcode scan result of "123**h**456" will be converted to "123**4**456." This feature is great for physicians who are using the telephone to review (listen to) dictated reports. No entry is required in the *Number of characters* field for this action.
Use characters from beginning	Uses the **first nn** characters of the barcode (0-9; A-Z; special characters $%*-+./). Enter the number of characters in the *Number of characters* field.
Use characters from the end	Uses the **last nn** characters of the barcode (0-9; A-Z; special characters $%*-+./). Enter the number of characters in the *Number of characters* field.
Remove non-numeric characters	Removes any non-numeric characters from the barcode. No entry is required in the *Number of characters* field.

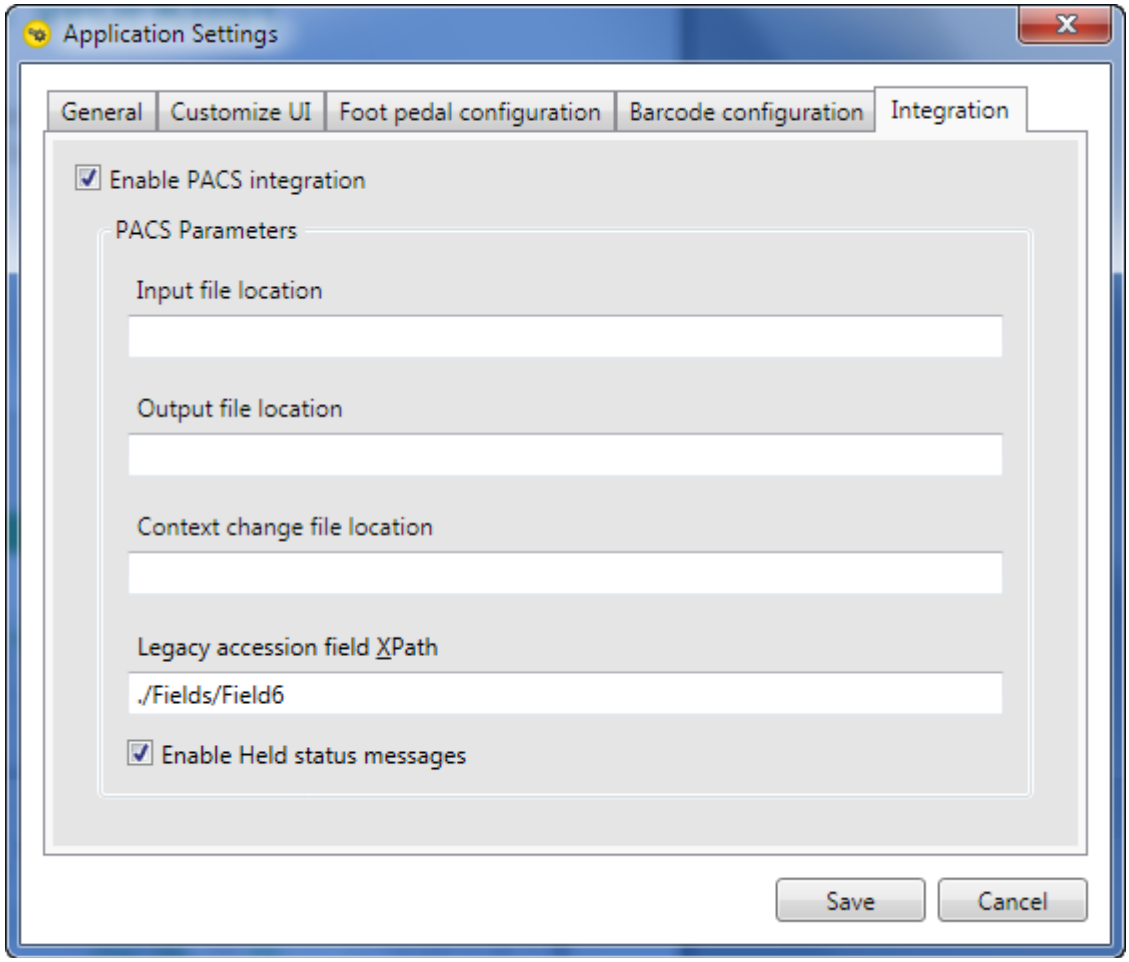
The following illustration shows the **Barcode Configuration** tab dialog box.



Integration Tab

The Integration tab allows you to configure the following settings:

- **Enable PACS integration**: Select this check box to enable the PACS integration feature.
- **Input file location**: Enter the path to the input file.
- **Output file location**: Enter the path to the output file.
- **Context change file location**: Enter the path to the context change file.
- **Legacy accession field XPath**: Allows you to configure which element contains the Accession number. A legacy PACS file must still contain the ChunkData root element. This element is used to recognize that the legacy PACS integration is to be used. The setting is an XPath expression indicating where the accession number is located from the root element.
- **Enable Held status messages**: Select this check box to send back a status message when a job is put on hold. By default, the check box is not selected. (Applicable only for legacy and desktop recorder native integrations.)



Chapter 4

Configuring the Application

Overview

You can configure several features in *Dragon Medical 360 | Desktop Recorder*. Click the Dragon logo menu (icon shown at right) on the toolbar to access and manage the application's features.

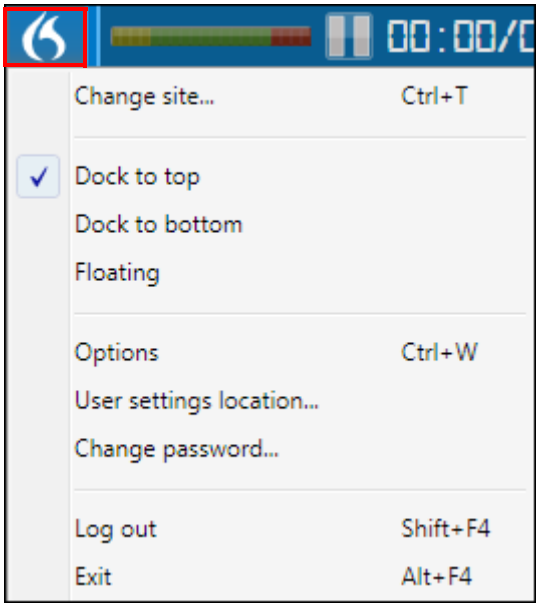
From the *Dragon* logo menu you can:

- Change your site
- Determine where the toolbar appears on your screen
- Manage several options relating to your workflow, including audio settings; display; hand mic; foot pedal; work type list; and site list
- Determine your user settings location
- Change your password
- Log out of the application
- Exit the application

The rest of this chapter explains how to configure all of these features.

Dragon Logo Menu

The illustration below shows the menu that opens when you click the *Dragon* logo, located on the left side the toolbar.

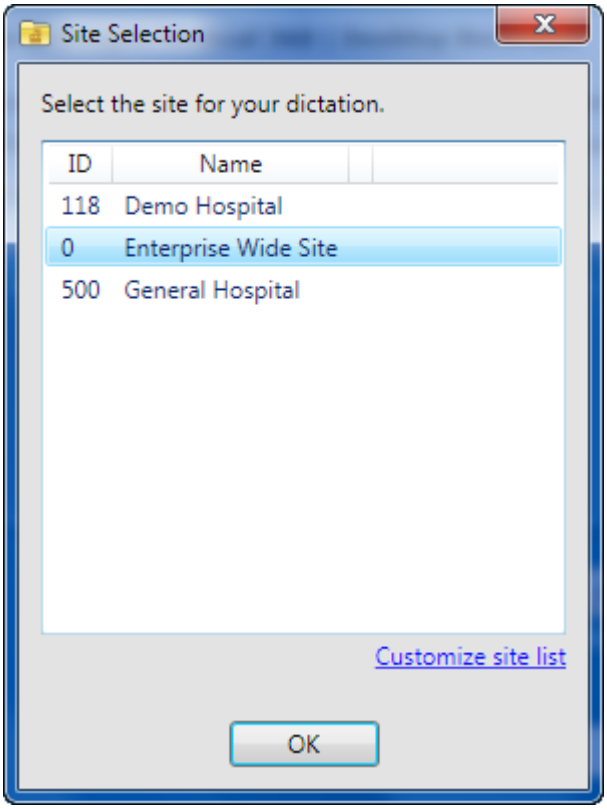


Change Site

If you are set up to dictate at more than one site, you choose a specific site from the Site Selection list.

To change your site:

1. Click the *Dragon* logo and select **Change site** (or press **Ctrl+T**). The Site Selection dialog box opens.



2. Select the site for which you want to dictate.
3. Click **OK**.
4. The Customize site list link opens the Customize sites dialog box. For information on customizing your site list, see *Site Settings* beginning on page 38.

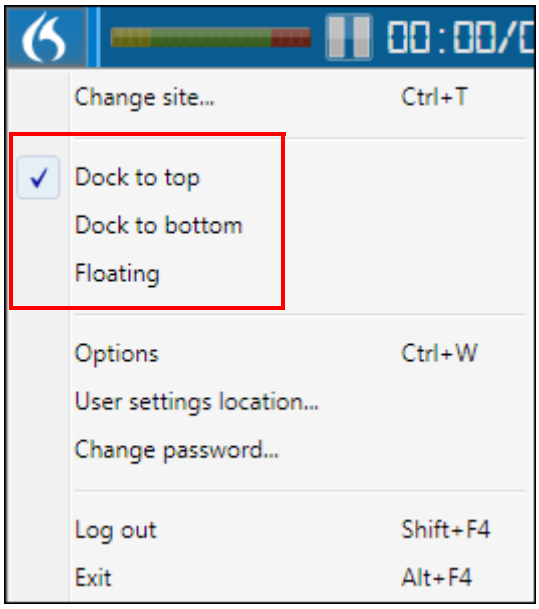
Toolbar Location

You can choose the location of your toolbar on your computer screen. Each time you log in to the application the toolbar appears in this location.

From the *Dragon* logo menu, select one of the following:

- **Dock to top**: Attaches the bar to the top of your screen.
- **Dock to bottom**: Attaches the bar to the bottom of your screen.
- **Floating**: Allows you to drag the toolbar anywhere on your screen.

Default is **Dock to top**.

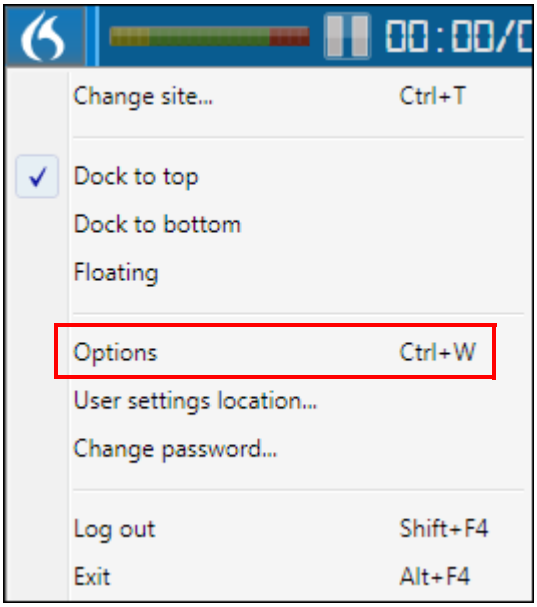


Options

The **Options** sub-menu selection has several items you can configure:

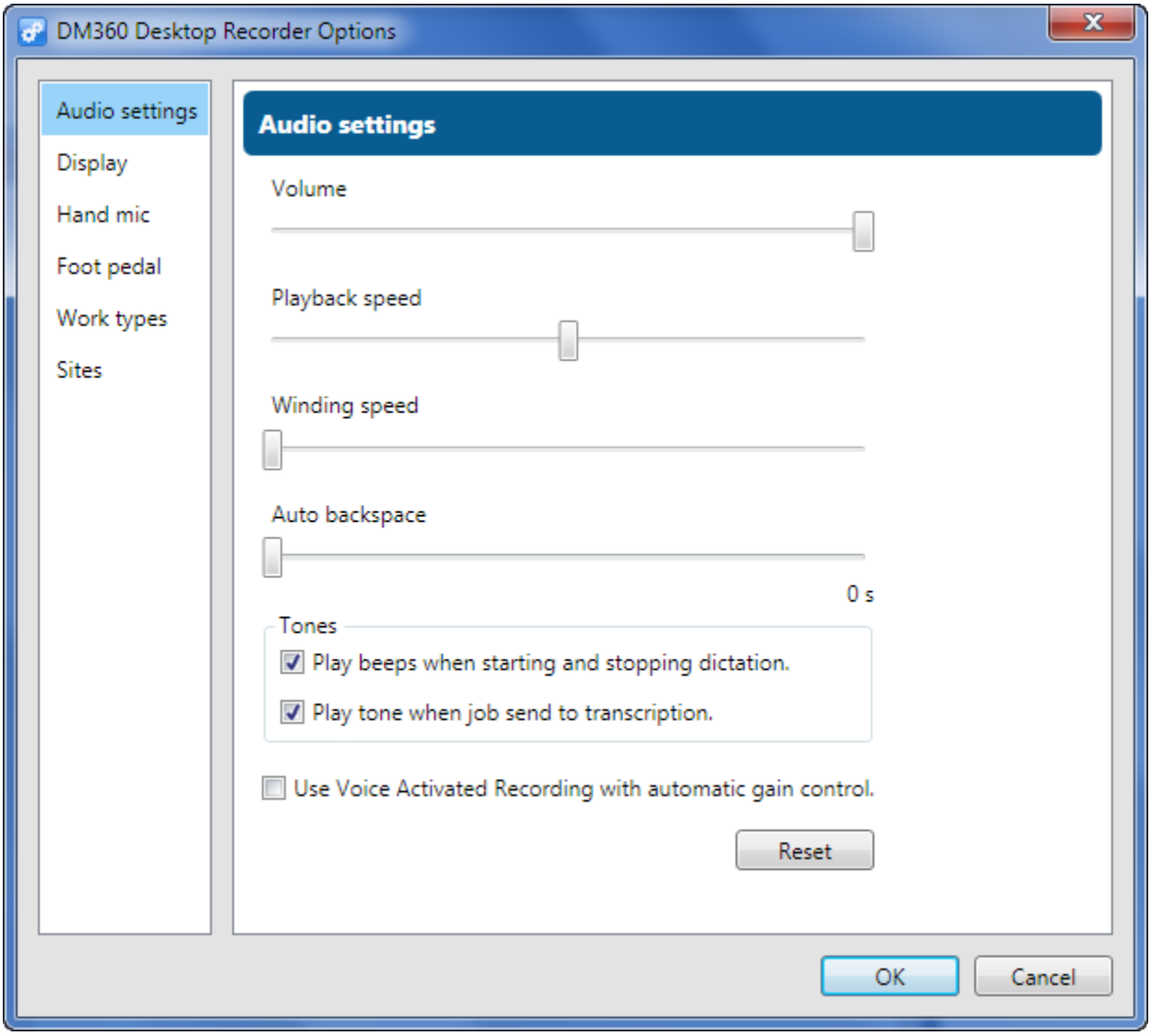
- Audio settings
- Display
- Hand mic
- Foot pedal
- Work types
- Sites

To access the Options menu, click the *Dragon* logo menu and select **Options** (or press **Ctrl+W**).



Audio Settings

1. Click the *Dragon* logo in the upper-left corner of the toolbar.
2. Click **Options** (or press **Ctrl+W**) and then click the **Audio settings** tab.
3. After setting your options, click **OK** to save your changes.



Adjust your volume, playback speed and other features by using the audio settings options.

The following list explains each option:

- **Volume**: Use the slider to adjust your playback volume
- **Playback speed**: Use the slider to adjust your playback speed; this increases only the speed, not the pitch of the playback audio
- **Winding speed**: Use the slider to adjust your winding speed for rewind and fast forward; push slider to right to increase speed, push left to decrease speed.

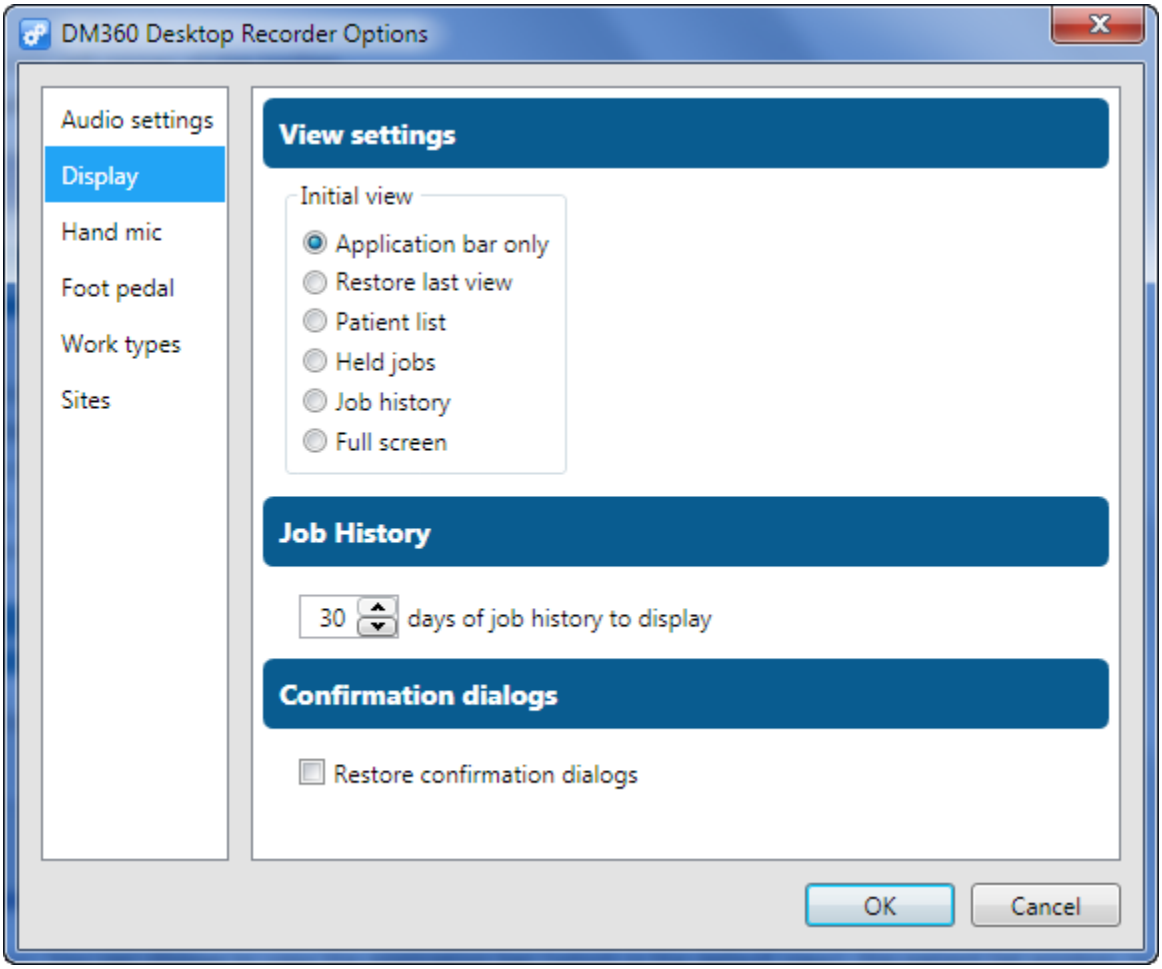
- **Auto backspace**: The amount of time subtracted from the current audio position when you play back dictation. Use this setting if your normal workflow is to play back a small portion of the current job when resuming dictation, and/or you don't normally use rewind and fast forward much. (This setting can effectively eliminate the need for rewinding.) Set Auto backspace from 0 – 10 seconds. The default setting is 0.
- **Play beeps when starting and stopping recording**: Select this check box to hear a beep when recording begins and ends.
- **Play tone when job send to transcription**: Select this check box to hear a beep when you send a job to transcription.
- **Use Voice Activated Recording with automatic gain control**: When you select this check box, pressing the **Record** button on your microphone places the desktop recorder in voice activated recording (VAR) mode. When no audio is detected, the recorder will go into a VAR pause (see icon below). Then when audio is detected, the recorder will immediately start recording.

VAR pause icon:

Display Settings

Select your initial view of the application and decide whether to receive confirmation dialogs by using the display options.

1. Click the *Dragon* logo in the upper-left corner of the toolbar.
2. Click **Options** and then click the **Display** tab.



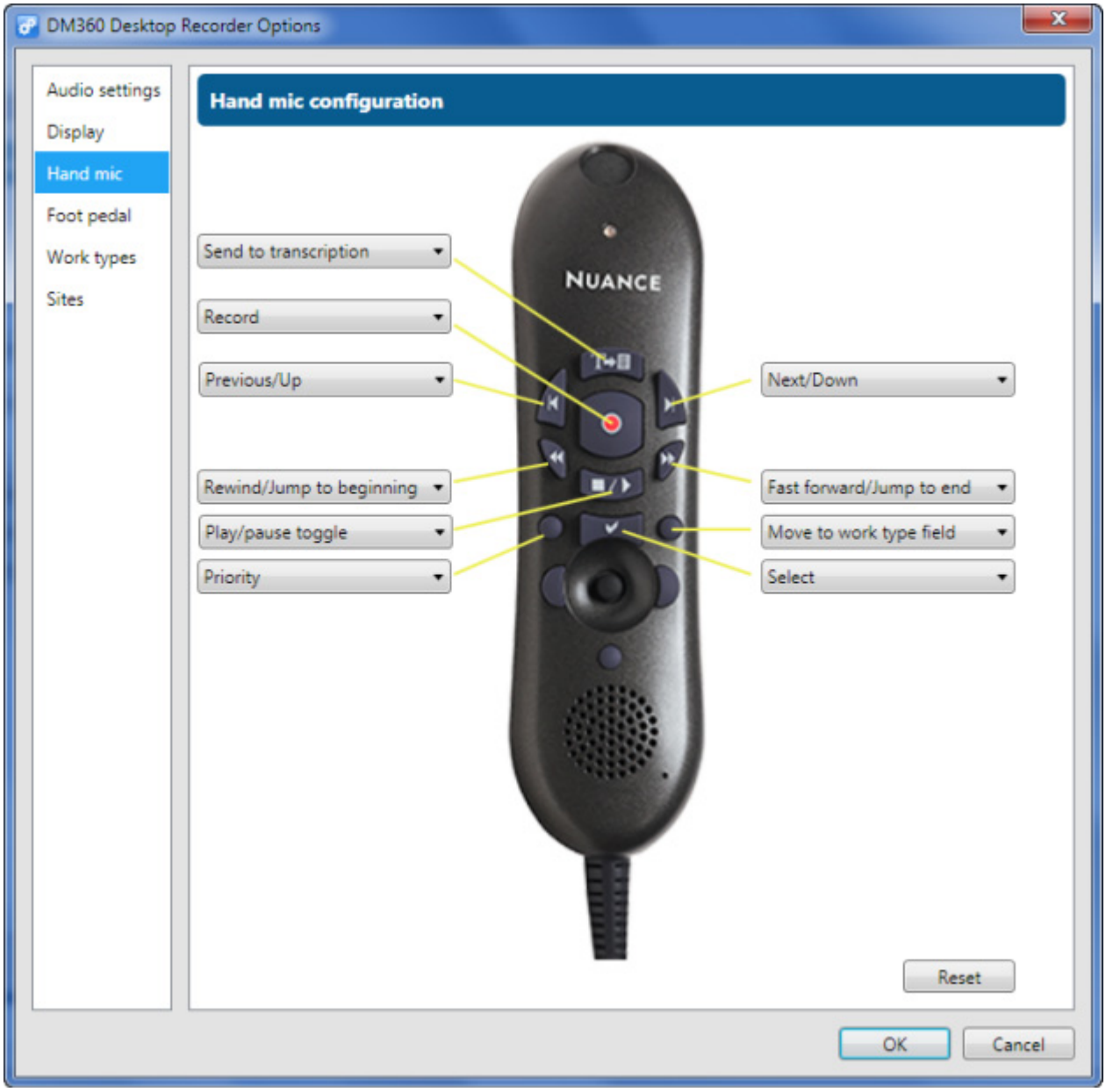
3. Select an initial view for this application. This selection defines what you will see each time you log in to the application. You can choose to view the application bar (which is the default view), the patient list window, the held jobs window, and so on.
4. Select a number of days to keep your job history. Maximum number of days is **30**.
5. Select the **Reset confirmation dialogs** check box to begin receiving confirmation requests before sending to transcription or your back-end speech recognition system, or when you log out of the system.
6. When finished, click **OK**.

Hand Mic Settings

To change the function of the buttons on your handheld microphone, click the *Dragon* logo on the toolbar, select **Options** and click the **Hand mic** tab.

The illustration below shows the default settings for the Nuance PowerMic II. (Philips LFH3500/3600 microphones are supported as well.)

You can return to these settings at any time by clicking the **Reset** button in the lower-right corner of the dialog box.



The following table explains the options for assigning buttons on your hand mic (and in general, defines each item).

Note: *For* ***Press to Rewind/Play*** *and* ***Press to fast forward/Play****, the starting playback position includes any Auto backspace amount (applied in Audio Settings). We recommend setting Auto backspace to zero if you plan to use these functions.*

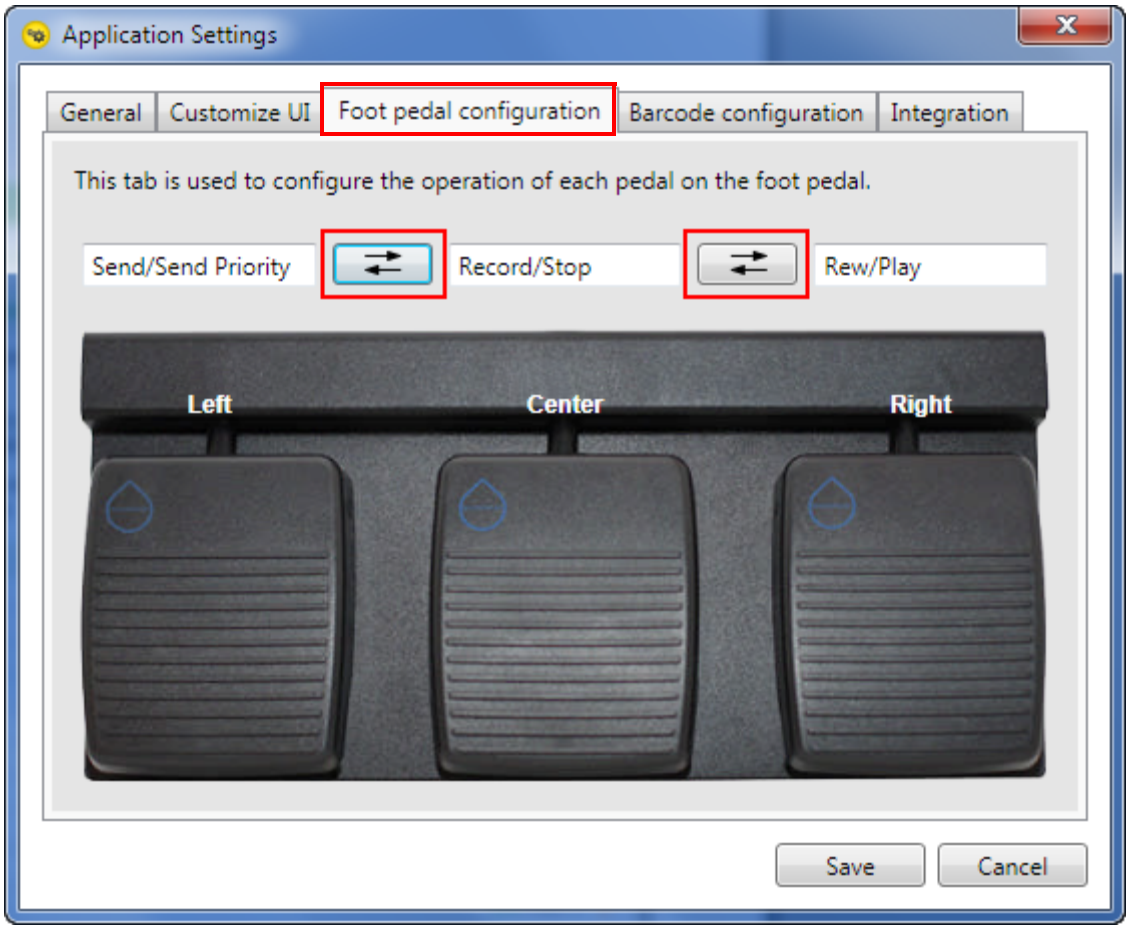
Item	Description
Record	Press and release the button to begin recording; press and release again to pause recording.
Press to record	Press and hold the button to record; release the button to pause recording.
Send to transcription	Press and release the button to send the report to the back-end transcription or speech-recognition system.
Play/pause toggle	When listening to your recording, press this button to toggle between playback and pause.
Press to rewind/Pause	Press and hold the button to rewind your recording. When you release the button, the recorder goes into the Pause mode.
Press to rewind/Play	Press and hold the button to rewind your recording. When you release the button, the recorder begins playing back your dictation.
Rewind/Jump to beginning	Press and release the button to rewind your recording; to stop rewinding, press either Play or Record. To jump to the beginning of your recording, press the assigned button twice quickly (within one second).
Pres to fast forward/Pause	Press and hold the button to fast-forward your recording. When you release the button, the recorder goes into the Pause mode.
Press to fast forward/Play	Press and hold the button to fast-forward your recording. When you release the button, the recorder begins playing back your dictation.
Fast forward/Jump to end	Press and release the button to fast forward through your recording; to stop fast forwarding, press either Play or Record. To jump to the end of your recording, press the assigned button twice quickly (within one second).
Jump to end	Press the button twice quickly (within one second) to move immediately to the end of your dictation.
Jump to beginning	Press the button twice quickly (within one second) to move immediately to the beginning of your dictation.

Item	Description
Priority	Press the button to toggle between priority and not priority. Priority marks your report as a priority report and changes the icon. **Priority** **Not Priority**
Insert/Overwrite	Press the button to toggle between the Insert and Overwrite recording modes: • **Insert** mode inserts dictation at the current location in the recording without overwriting existing dictation. • **Overwrite** mode begins recording from the current location and overwrites any existing text from that time forward until you stop dictating.
Previous/Up	Used for navigational purposes: • Use to **move from left to right** across the items in the tool bar. For example, if your cursor is in the ID field, press this button repeatedly to move to View, Commands, Help, the Dragon icon, the Work Type selection list, and finally back to the ID field. • Use to **move up** through the selections in a menu or list. For example, while in the Work type field, use to scroll up through the work type selections.
Next/Down	Used for navigational purposes: • Use to **move from right to left** across the items in the tool bar. For example, if your cursor is in the ID field, press this button repeatedly to move to the Work Type selection list, the Dragon icon, Help, Commands, View, and finally back to the ID field. • Use to **move down** through the selections in a menu or list. For example, while in the Work type field, use to scroll down through the work type selections.
Select	Use to choose a highlighted selection, such a menu item, or the menu itself.
Move to work type field	Press and release this button to move to the **Work type** field.
Move to patient ID field	Press and release this button to move to the patient ID field (which can display **MRN**, **Visit ID**, or **Accession number/ Order ID**).
Show dictation history	Press the button to view the dictation history dialog box.

Item	Description
Hold the current job	Press the button to place the current dictation job on hold (same as pressing **F6**).
Cancel the current job	Press the button to cancel the current dictation job (same as pressing **Ctrl+Shift+X**).
Play	Press and release the button to play back your dictation.
Pause	Press and release the button to pause dictation or playback.

Foot Pedal Settings

The illustration below shows the default foot pedal settings. (For detailed explanations of each foot pedal function, see *Using the Foot Pedal* beginning on page 36.)



To change the function of a button, click the direction arrows icons. Use the following table, based on the default settings shown in the above illustration, as a guide. (There are several ways to move the pedal assignment. The table below shows only a couple of examples.)

Example Task	Action
Swap **Left** with **Center**	Click the left icon once. **Record/Stop** moves to the left pedal and **Send/Send Priority** moves to the center pedal.
Swap **Right** with **Center**	Click the right icon once. **Record/Stop** moves to the right pedal and **Rew/Play** moves to the center pedal.
Swap **Left** with **Right**, leaving **Center** in the center.	• Click the right icon (**Record/Stop** goes to the right pedal, **Rew/Play** goes to the center pedal). • Click the left icon (**Rew/Play** goes to the left pedal, **Send/Send Priority** goes to the center pedal). • Click the right icon again (**Send/Send Priority** goes to the right pedal, **Record/Stop** returns to the center pedal.)

Using the Foot Pedal

Note: *USB foot pedals from several manufacturers will work with Dragon Medical 360 | Desktop Recorder. You will probably need to experiment with your foot pedal to see which buttons trigger the actions listed in the table below.*

If you are dictating in a hands-free environment, you can use a USB foot pedal to control recording, rewinding, playing back, and sending to transcription.

The following table explains how each button on your foot pedal behaves when you press it.

Button	Position	Action
Record (with Press and Release function selected)	Press and release (before you begin recording)	Start recording
	Press and release (when you have already started recording)	Toggles between Record and Pause
Record (with Press and Hold function selected)	Press and hold	Starts recording
	Release	Pauses recording
Rewind/Play	Press and hold	Rewind the recording
	Release (Up position)	Play back recording from current position (based on amount of rewind time)
Send/Send Priority	Press and release	Sends the job to transcription
	Double-tap*	Marks the job as priority and sends the job to transcription or back-end speech recognition.

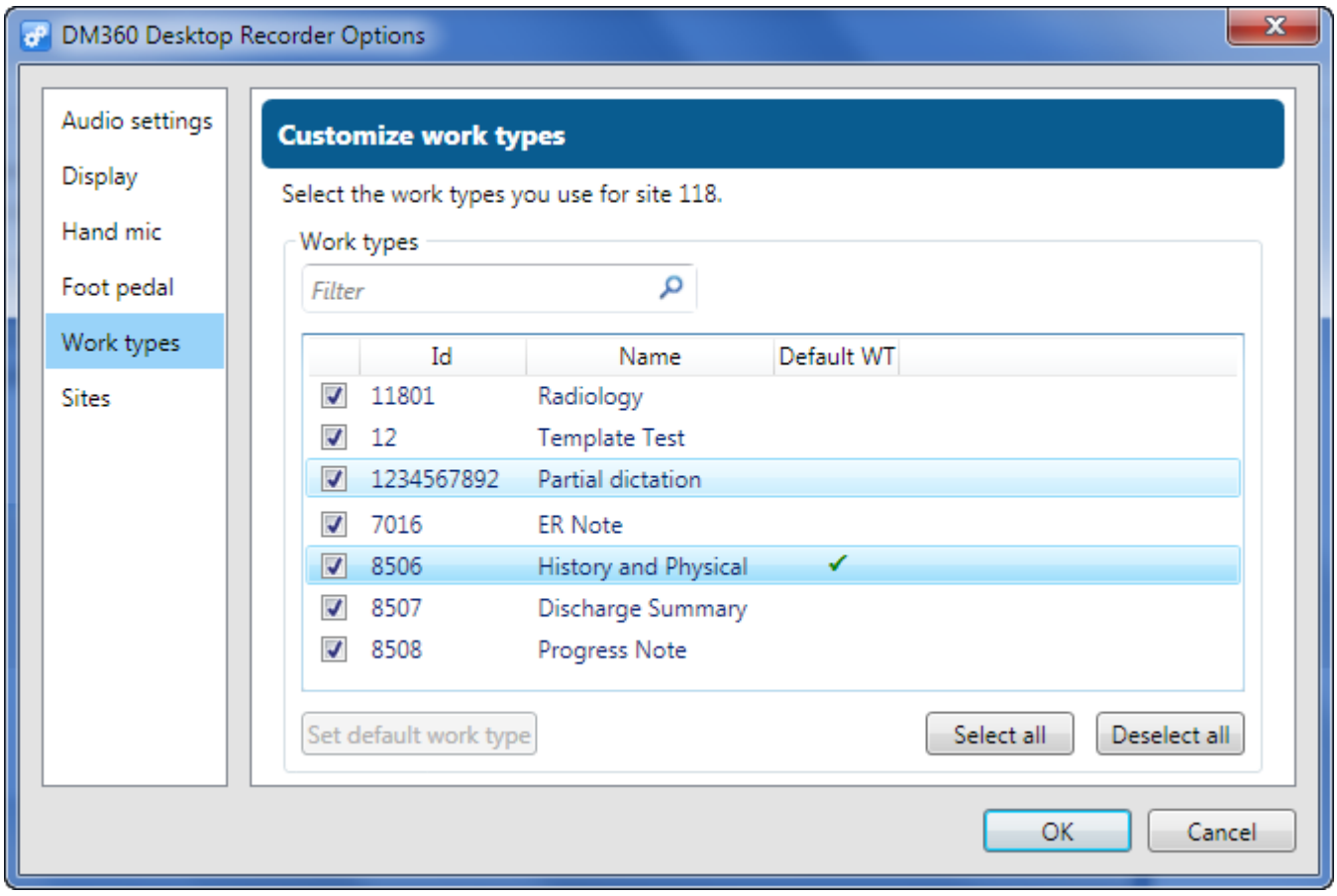
A **double-tap is pressing and releasing the pedal twice within one second.*

Work Type Settings

You can choose which of the available work types you want to display in your toolbar's drop-down list, and set a default work type as well.

To customize which work types appear in this list:

1. Click the *Dragon* logo in the upper-left corner of the toolbar.
2. Click **Options** and then click the **Work types** tab.
3. If you have a large number of work types, enter the first few letters of the work type in the **Filter** field and click the magnifying glass icon to streamline your search.



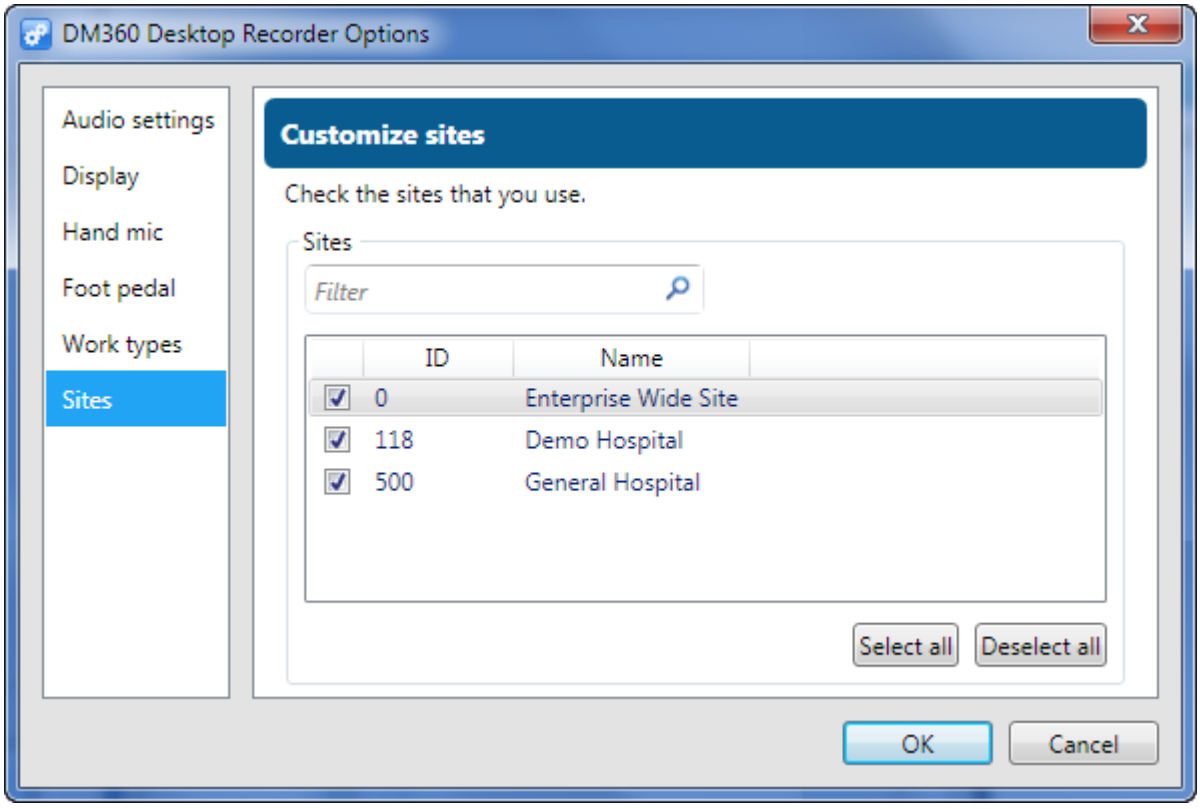
4. Click the check box next to the work types you want to display, or use the **Select all** or **Deselect all** buttons. (You can also press and hold the **Ctrl** key on your keyboard and click more than one work type.)
5. **Optional**: If you want to select a default work type, select a work type and click the **Set default work type** button. A check mark appears to the right of the work type name indicating the default work type. In the above illustration, **History and Physical** has been selected as the default work type.
6. When finished, click **OK**.

Site Settings

If you dictate for more than one site, you can select one or more sites to display when you log in. This allows you to select your site each time you log in. If you select only one site, you will not see the site selection menu during login; you will be dictating on the single site you selected.

To customize which work types appear in this list:

1. Click the *Dragon* logo in the upper-left corner of the toolbar.
2. Click **Options** and then click the **Sites** tab.



3. Select one or more sites from which you will choose when you log in to the application. (If your site list is extensive, type the first few letters of the site you are looking for in the Filter field to streamline your search.)

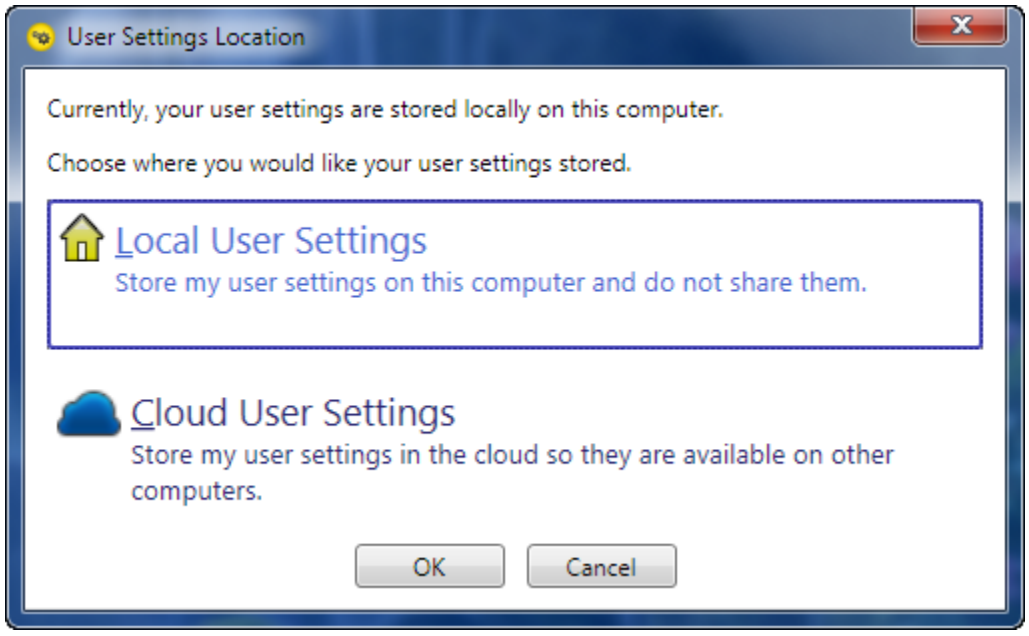
   Note: *If you select only one site, you won't see the site selection dialog box when you log in. However, you can still select a different site by clicking the* ***Dragon*** *logo and selecting* ***Change site****.*

4. When finished, click **OK**.

User Settings Location

The **User settings location** option allows you to store your user settings either locally (only on your computer) or in the *cloud*, which makes your user settings available from more than one computer.

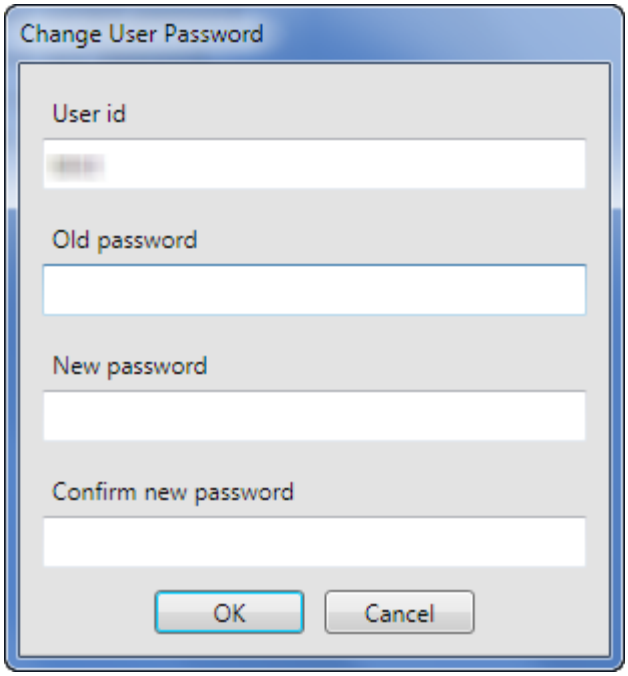
1. Click the Dragon logo in the toolbar and select **User settings location**.
2. Choose one of the two available options:
   - **Local User Settings**: Your user settings are stored on your computer only. No user setting information is sent to the Nuance Management Server (NMS).
   - **Cloud User Settings**: When you log in to *Dragon Medical 360 | Desktop Recorder*, your user settings are downloaded from the NMS and used. When you log out, your user settings are saved back to the NMS.



Change User Password

Use this dialog box to change your user password for the application.

1. From the *Dragon* logo menu, click **Change password**.
2. Enter your old password
3. Enter your new password.
4. Confirm your new password.
5. Click **OK**.



Log Out

Refer to *Log Out* beginning on page 4 for information on logging out of the system.

Exit

Click to close the application completely. Does not return you to the login dialog box.

Chapter 5

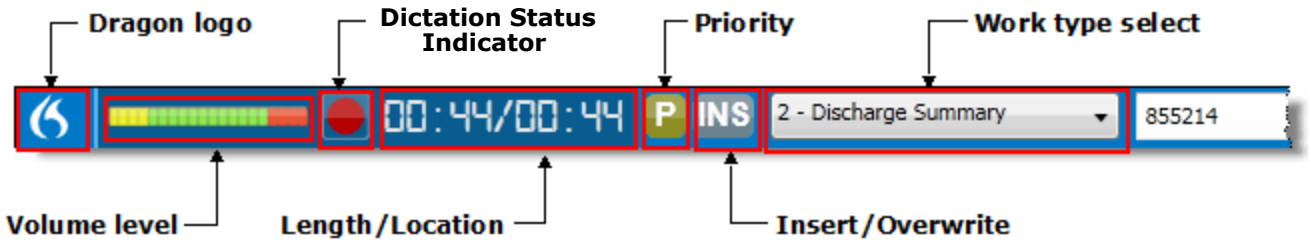
Dictating Reports

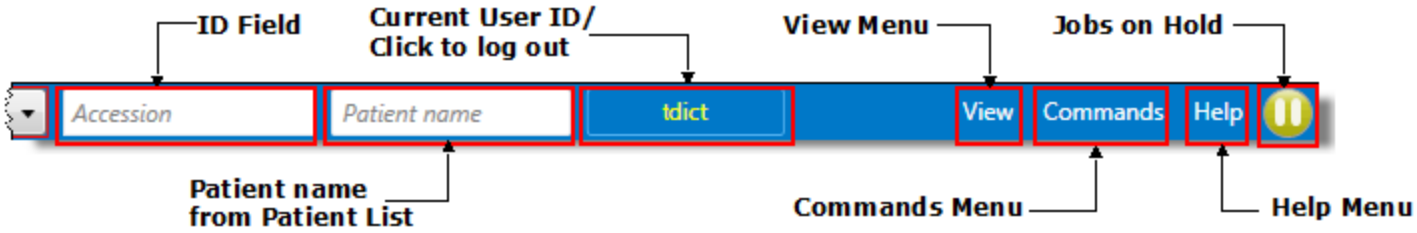
Overview

This chapter explains how to use the items on the toolbar when you are working with your dictations and reports.

We'll start from the left side of the toolbar, with the Volume Level indicator, and end with the Jobs on Hold icon.

The illustration below (also shown in Chapter 1) will help remind you of the functions of each toolbar item. Refer to this illustration when reviewing this chapter.





Quick Start

The following steps briefly explain how to record and send a dictation.

1. Log in to *Dragon Medical 360 | Desktop Recorder*.
2. Select a work type (if you dictate on more than one worktype).
3. If required, enter the **Visit ID** (or **MRN** or **accession number**).
4. Press the **Dictate** button on your microphone and dictate your report.
5. Press the **Send to Transcription** button on your microphone.

Volume Level Indicator

This meter shows the audio volume level at which you are dictating.

- To increase your volume level, move the microphone closer to your mouth.
- To decrease your volume level, move the microphone away from your mouth.

The three colors on this indicator show your audio volume level.

- **Yellow**: Your audio level might be too low, making it difficult for the back-end speech recognition system or a transcriptionist to determine what you said.
- **Green**: Ideal recording level. Try to stay in the green section as much as possible.
- **Red**: Try to avoid illuminating the red indicators. If the indicator goes into the red more than occasionally, your recording might be distorted, making it difficult for the back-end speech recognition system or a transcriptionist to determine what you said.

Dictation Status Indicators

This status indicator displays your current dictation function. The icon changes as you work with your dictation.

Use the following table as a guide to these icons.

Icon	Description
	Pause: Appears by default before you begin dictating. Also appears when you pause your dictation or playback.
	Record: Appears when you press the **Record** button on your microphone.
	Play: Appears when you are playing back your dictation.
	Rewind: Indicates that the recording is rewinding towards the beginning of your dictation.
	Fast Forward: Indicates that the recording is fast forwarding towards the end of your dictation.

Dictation Length/Location Indicators

This indicator shows you the total length of your dictation as well as your current position within the dictation.

The time is shown in minutes and seconds (mm:ss format)

- **Current position** indicators are the numbers on the left (00:15 in the example below)
- **Total length** indicators are the numbers on the right (00:36 in the example below)

Priority and Insert/Overwrite Indicators

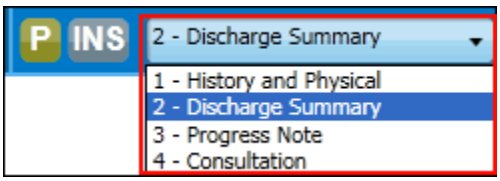
The following table shows the function and use of the **Priority** and **Insert/Overwrite** indicators.

Item	Activate/Deactivate	Description
Priority	• Assigned mic button, or • Press F2	Indicates whether the current report is marked as priority or not priority. Press the mic button (or F2 key) to change the status. Notice that the icon changes to show you the current status: **Priority** **Not Priority**
Insert/Overwrite	• Assigned mic button, or • Press F3	Indicates whether the current report is in the Insert or Overwrite recording mode. Press the mic button (or F3 key) to change between Insert and Overwrite. Notice that the icon changes to show you the current status: **Insert** mode inserts dictation at the current location in the recording without overwriting existing dictation. **Overwrite** mode begins recording from the current location and overwrites any existing text from that time forward until you stop dictating.

Work Types

Select a work type from the drop-down list. (The work types that appear will vary from customer to customer.)

Note: *If you selected only one worktype in your customized worktype list, the single worktype appears automatically and you do not have to make a selection.*



For information on how to customize the list of work types that appears, see *Work Type Settings* beginning on page 37.

ID Field

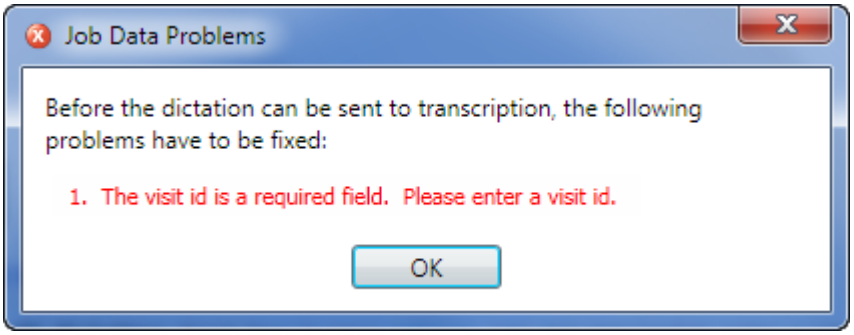
Enter the patient's identification information here. You can either type the identifier into the ID field, or drag-and-drop the identifier from another application into the ID field.

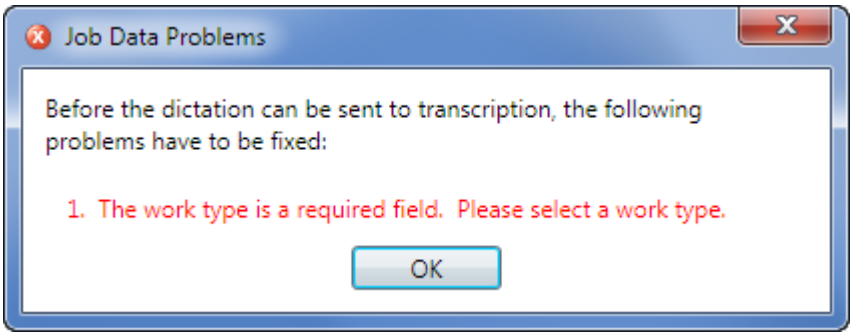
Depending upon your settings, this field can display either

- MRN,
- Visit ID, or
- Accession number.

Sending a Job to Transcription without Entering an ID Field or Selecting a Worktype

If you selected the **Require patient identifier with dictation** check box in your settings (see *Customize UI Tab* beginning on page 18), you are required to enter a job identifier. If you are required to do so, and forget, a message box opens when you try to send the dictation. Similarly, if you did not select a Worktype, you are prompted to do so with a similar dialog box, shown below.





Click **OK** in this dialog box, enter an identifier in the ID field (or select a Worktype from the list), and press the Send to transcription button on your microphone again.

Patient Name Lookup

When you enter a valid patient identifier, the application performs a patient identifier lookup to find the patient name. The patient name field is a read-only field.

Before entering a valid visit ID

After entering a valid visit ID

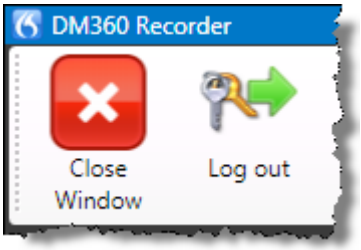
You must enter at least four (4) characters in the patient ID field for the application to perform a lookup on the server. Additionally, the application will wait for the patient ID field content to be constant for 1.5 seconds before performing the lookup.

Note: *Nuance recommends using a 1366 x 768 screen resolution. If the screen resolution does not provide enough room for the patient name and/or logout button, the application will hide the controls. The logout button will be removed first and if there still isn't enough room the patient name field will be removed. (You can still log out of the application using the Dragon icon and selecting Log out.)*

Using Full-Screen Mode

If you prefer, you can use *Dragon Medical 360 | Desktop Recorder* in a full screen view (where the application takes up your entire computer screen). The following tips explain how to use this mode.

- To start full screen mode while in the application: Press **F11**.
- To start full screen mode automatically each time you log in: Select the **On login, start in full screen mode** check box in the **Application Settings > Customize UI** dialog box.
- To exit full screen mode: Click the **Close Window** icon in the upper-left corner of the full screen window.
- To log out of the application from full screen mode: Click the Log out icon in the upper-left corner of the full screen window (or press **Shift+F4**). The **Confirm Logout** dialog box opens, allowing you to log out of the application.

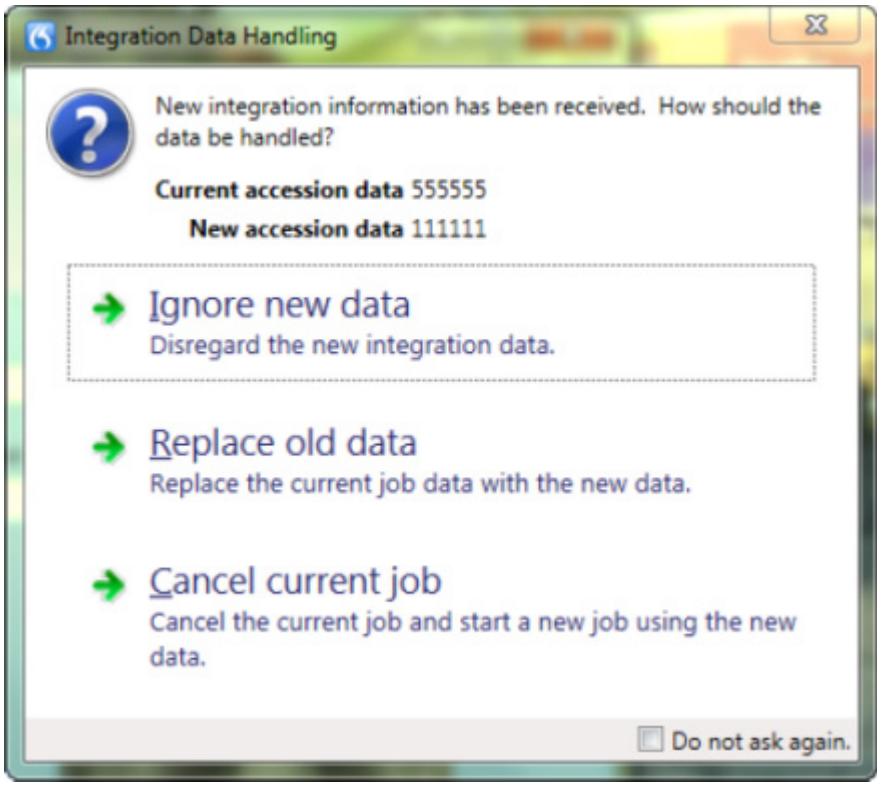


PACS Integration

When dictating using Desktop Recorder with an integration to a PACS, you initiate a dictation from your PACS worklist. This will populate the Desktop Recorder with the accession number for the selected image so that you do not have to type or barcode it. When you send the dictation for transcription, the status of the image in the PACS worklist will be updated.

Context Change

A context change occurs if you select an image from the PACS worklist, but currently have a dictation open in the Desktop Recorder for a different accession number. When a context change is detected, the following dialog box opens.

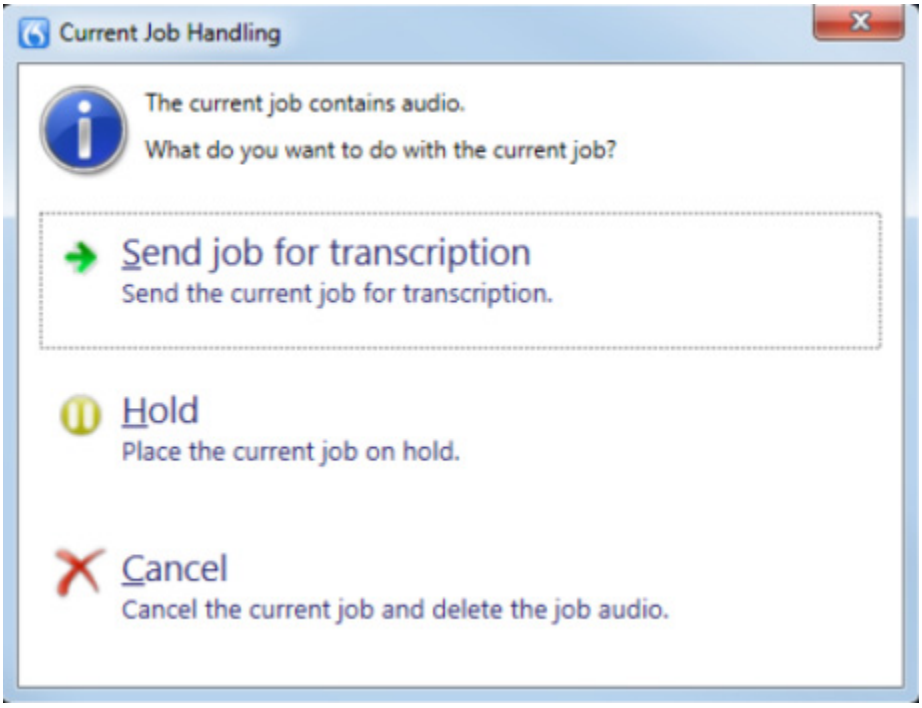


The following options are available:

- **Ignore new data**: Retains the current accession number – 555555.
- **Replace old data**: Replaces accession number 555555 with accession number111111 for the current dictation that is still in Desktop Recorder. In this case, the audio has not yet been sent.
- **Cancel current job**: Deletes any audio that has been recorded and starts a new dictation with the new accession number – 111111.

McKesson Integration Close Study Handling

The following dialog will display if you close a job in McKesson before sending the audio to transcription:



The following options are available:

- **Send job to transcription**: Sends the current job for transcription.
- **Hold**: Places the current job on hold.
- **Cancel**: Cancels the current job and deletes the audio.

Chapter 6

Additional Toolbar Items

Overview

In addition to the icons and tools on the toolbar, the far right side of the toolbar contains three menu items: **View**, **Commands**, and **Help**.

View Menu

The View menu allows you to see additional information about your dictation jobs, and to control whether to use full screen viewing mode. You can click an item or use the keyboard sequence shown to open these windows.

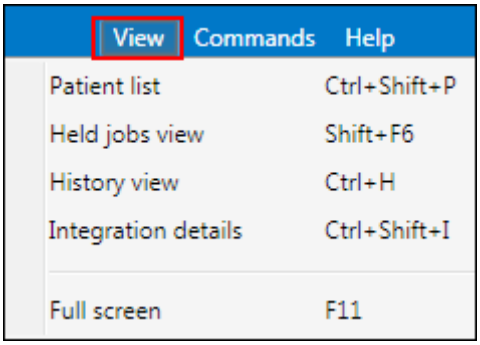
- **Patient list**: Opens the patient list dialog box, allowing you to select a patient for whom you want to dictate a report, and to manage your inpatient list. (For information on Patient list, refer to the next chapter, Using Patient List, beginning on page 57.)

  Note: *For information about inpatient patient list, please contact your Nuance Sales Representative or Client Development Executive (CDE).*

- **Held jobs view**: Shows you a list of jobs that you put on hold and allows you to resume or cancel the jobs. (See *Held Jobs View*, beginning on page 53.)

  Note: *The* ***Jobs on Hold*** *indicator appears to the right of the* ***Help*** *item if you have jobs on hold.*

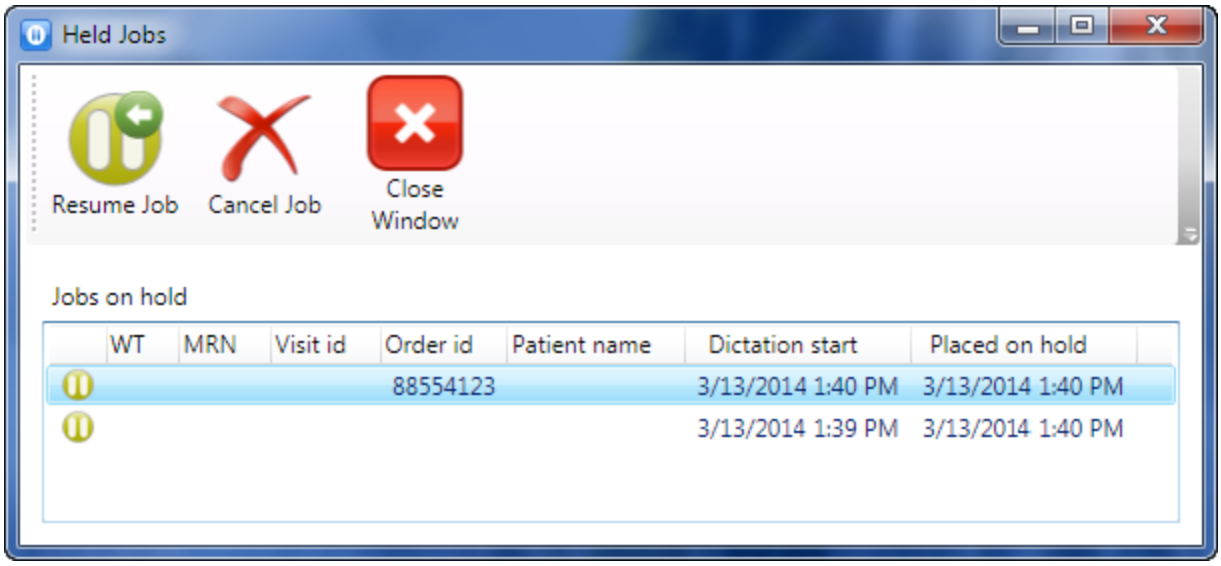
- **History view**: Opens the **Job History** dialog box, allowing you to resume a job or retry uploading jobs that did not upload. (See *History View*, beginning on page 54.)
- **Integration details**: Shows information about your PACS integration. (See *Integration Details*, beginning on page 55.)
- **Full screen**: Displays the record/playback portion of the tool bar in full screen mode. This mode is useful if you are dictating hands-free and/or using a foot pedal to control your recording.



Held Jobs View

When you click **View > Held jobs view** (or press **Shift+F6**), the **Held Jobs** dialog box opens. From here you can:

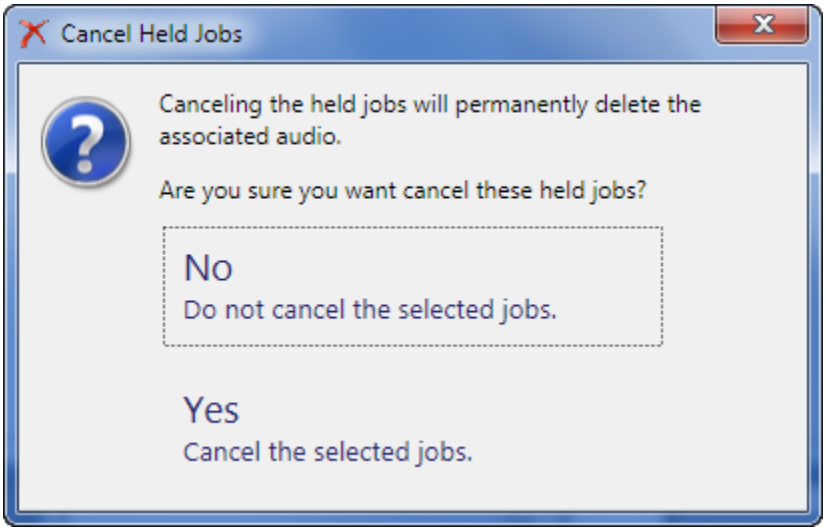
- Resume work on an existing job (select a job and click **Resume Job**),
- Cancel a job (select one or more jobs and click **Cancel Job**), or
- Close the window (click **Close Window** or press the **Esc** key).



Note: *You can use the Windows* ***Shift*** *+* ***Click*** *or* ***Ctrl*** *+* ***Click*** *commands to select consecutive or non-consecutive jobs, respectively.*

Cancelling a Held Job

If you decide to cancel a held job, the following dialog box opens:



Note: *Cancelling a held job deletes the job's audio file.*

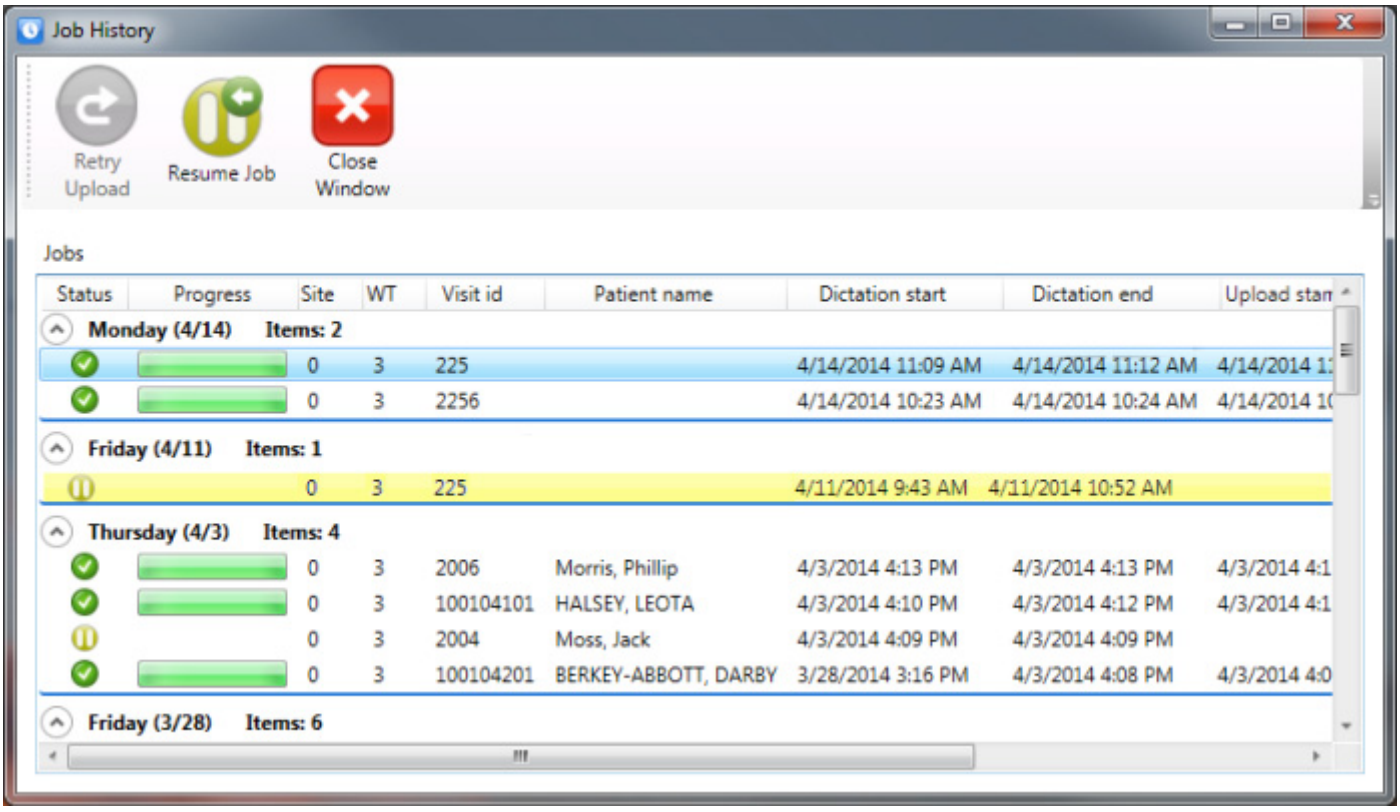
History View

When you click View **> History view** (or press **Ctrl+H**), the **Job History** dialog box opens. The job information is available for 30 days from the time the job is uploaded. (For jobs older than 30 days, view job history by using the Job Lister feature in the Nuance Enterprise Voice system.)

From the Job History window you can:

- Retry uploading a job (select one or more jobs and click **Retry Upload**), or
- Resume work on an existing job (select a job and click **Resume Job**),
- Close the window (click **Close Window** or press the **Esc** key).

A job row highlighted in yellow indicates a job marked as a Priority job.

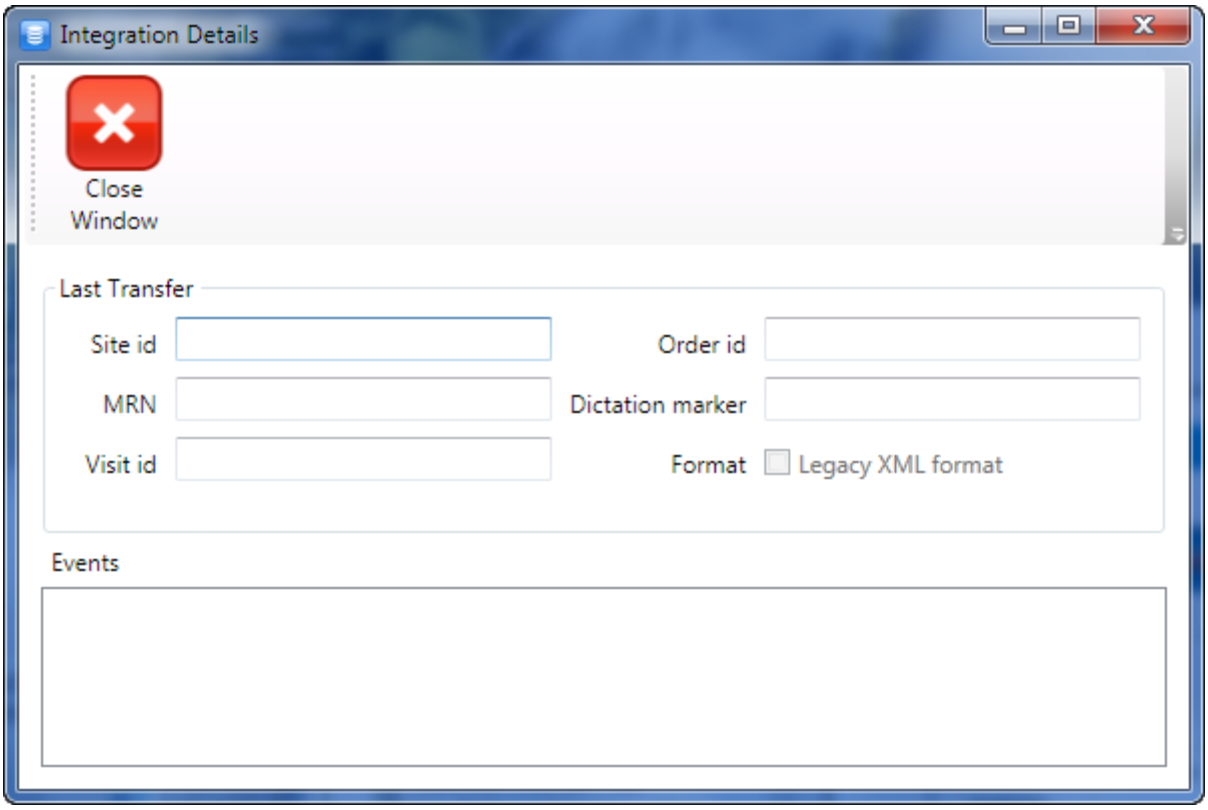


Note: *You can use the Windows* ***Shift*** *+* ***Click*** *or* ***Ctrl*** *+* ***Click*** *commands to select consecutive or non-consecutive jobs, respectively.*

Integration Details

When you click **View > Integration details** (or press **Ctrl+Shift+I**), the **Integration Details** dialog box opens. From here you can:

- View information about your last transfer,
- View events related to your PACS integration (assuming the integration is enabled), or
- Close the window.

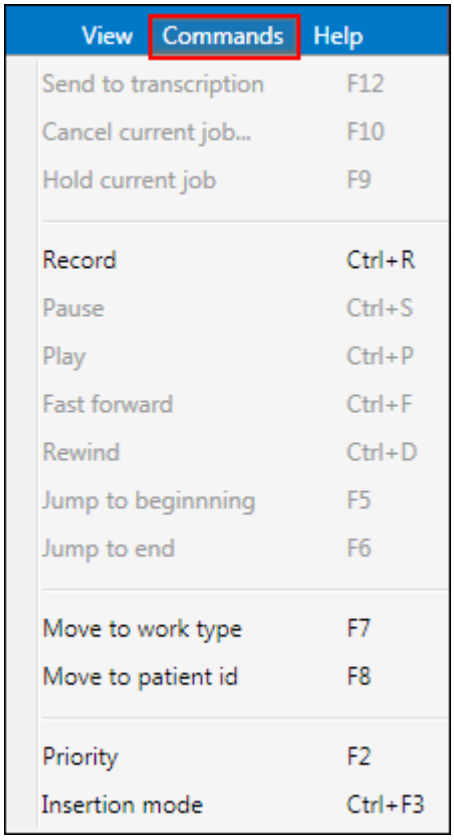


Commands Menu

The toolbar's **Commands** menu displays the commands you can use to work with and manage your dictation jobs.

You can click a command with your mouse, or enter the command's keystroke to execute the action.

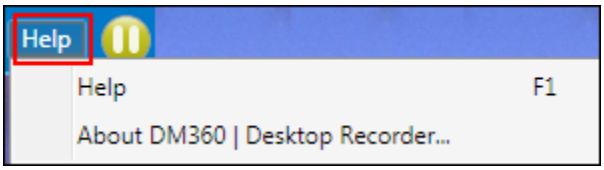
In addition, you can assign most of these commands to a button on your microphone.



Item	Description
Send to transcription	Click to send the report to the back-end transcription or speech-recognition system.
Cancel current job	Click to cancel the current dictation job.
Hold current job	Click to place the current dictation job on hold.
Record	Click to begin dictating.
Pause	Click to pause your dictation or playback.
Play	Click to begin playing back your dictation.
Fast forward	Click to begin fast-forwarding through your dictation.
Rewind	Click to begin rewinding your dictation.

Item	Description
Jump to beginning	Click to move immediately to the beginning of your dictation.
Jump to end	Click to move immediately to the end of your dictation.
Move to work type	Click to move your cursor to the **Work type** field.
Move to patient ID	Click to move your cursor to the patient ID field (which can display **MRN**, **Visit ID**, or **Accession number/Order ID**).
Priority	Click to toggle between priority and not priority. Priority marks your report as a priority report and changes the icon. **Priority** **Not Priority**
Insert/Overwrite	Click to toggle between the Insert and Overwrite recording modes: • **Insert** mode inserts dictation at the current location in the recording without overwriting existing dictation. • **Overwrite** mode begins recording from the current location and overwrites any existing text from that time forward until you stop dictating.

Help Menu

The toolbar's **Help** menu allows you to access this online help file.

- Click **Help** or press **F1** to see the online help for the product.
- Click **About DM360 | Desktop Recorder** to see the current version of the *Dragon Medical 360 | Desktop Recorder* software installed on your computer.