Provider Packet

Dragon® Medical

Version 10.1

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Dragon® Medical 10.1 Provider Packet

This provider packet contains several documents designed to help you perform common tasks while using *Dragon Medical*.

The following list shows the topics covered:

Voice Commands Quick Reference

Voice Command	Action
Commands to Control Your Microphone	
Go to Sleep	Microphone stops listening temporarily
Wake Up	Allows you to resume dictating (microphone starts listening again)
Commands for Correcting	
Correct That	Opens the **Correction** dialog box, allowing you to choose a correction option.
Spell That	Opens the **Spell** dialog box, allowing you to enter or select an alternate spelling for a word.
Commands for Navigating	
Go To Beginning of Line	Moves the cursor to the beginning of the current line
Go To End of Line	Moves the cursor to the end of the current line
Go To Top	Moves the cursor to the beginning of the current document
Go To Bottom	Moves the cursor to the end of the current document
Move Up <number> Line(s)	Moves up a specific <number> of lines
Move Down <number> Line(s)	Moves down a specific <number> of lines
Commands for Dictating and Editing	
Select <text>	Selects the word or phrase that is spoken
Select <text> Through <text>	Selects a continuous string of text For example, "**Select** infection **through** infancy"
Select All	Selects the whole document
Unselect That	Unhighlights the selected text
Scratch That	Deletes the selected text
Undo That	Undo the last action (do not use with the AHLTA application)
New Line	Starts a new line
New Paragraph	Starts a new paragraph (inserts two lines)
Delete That	Deletes the selected text or the last words or phrases dictated
Delete <text> Through <text>	Deletes a continuous string of text. For example, "**Delete** infection **through** infancy"
Delete Last <number> Words	Deletes the last number of words dictated
Backspace <number>	Deletes the previous <number> of characters
Insert Before <text>	Inserts the cursor before the selected word(s)
Insert After <text>	Inserts the cursor after the selected word(s)
Commands for Formatting	
All Caps That	Changes the selected words to all capital letters
Bold That	Changes the selected text to bold (might not work in all applications)
Cap That	Changes the first letter of each word in the selected text to upper-case
Set Font <font type>	Changes the current font to one of your choice. (Does not work in all applications.)

Voice Commands Quick Reference (cont.)

Voice Command	Action
Commands for Dictating Punctuation	
Period	.
Comma	,
Colon	:
Hyphen	-
Open Quote	“
Close Quote	”
Open Paren	(
Close Paren	)
Dictation Box Commands	
Show Dictation Box	Makes **Dictation Box** the active application.
Hide Dictation Box	Allows you to dictate into the **Dictation Box** while browsing in your EHR or PACS-RIS system, or other application.
Transfer Text	Moves the text from the **Dictation Box** to the active application.

Add Your Own Commands

Note: *For alternative ways to issue voice commands, see the online Help file in the Dragon Medical application.*

To create a command, click **Tools > Add New Command**, or select text and say “**Make that a shortcut**.” Write your command names here.

Voice Command	Action

Note: *For a list of commands, on the **DragonBar** click **Tools** > **Command Browser**.*

Teaching the System to Recognize Specific Words

Introduction

If you find that there are some words that *Dragon Medical* does not recognize when you are dictating, you can add these words to your vocabulary.

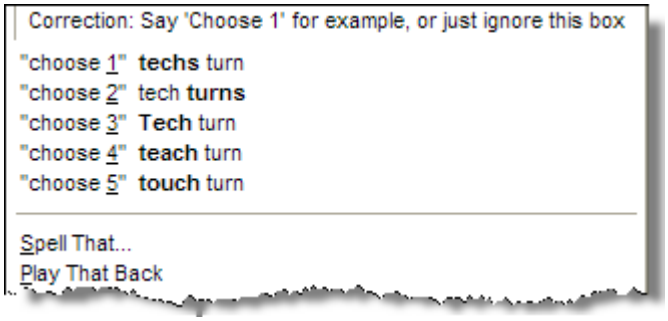
Follow the steps in this document to add and train new words. In the first three steps, we will use the drug name **Tekturna** as the misrecognized word we want to add, and we'll assume it was recognized as "**tech turn a**."

Step 1: Use the Correction Menu

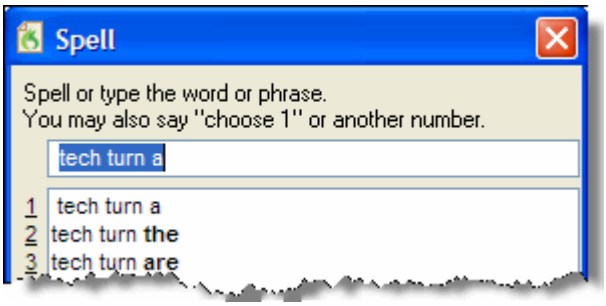
Adding a word through the **Correction** menu is the first method you should try.

To Add a Word Using the Correction Menu and the Spell Dialog Box

1. Say "**Select tech turn a**" to highlight the misrecognized term. The **Correction** menu appears.



2. If **Tekturna** appears on the menu, select it by saying "**Choose <number>**."
3. If **Tekturna** is not on the **Correction** menu, say "**Spell that**" to open the **Spell** dialog box.



4. Spell or type **Tekturna** in the **Spell** dialog and say "**OK**." The **Spell** dialog box closes and you are returned to your dictation.
5. Dictate "**Tekturna**" in a phrase or sentence again. If it is misrecognized a second time, repeat steps 1 through 4.

Note: *If **Tekturna** appears on the **Correction** menu, Dragon Medical is beginning to learn it. Correcting it in this method another time or two should take care of the misrecognition.*

Teaching the System to Recognize Specific Words (cont.)

Step 2: Use the Spell and Train Words Dialog Boxes

If adding a word using Step 1 above does not work, use the following method.

To Add a Word Using the Spell and Train Words Dialog Boxes

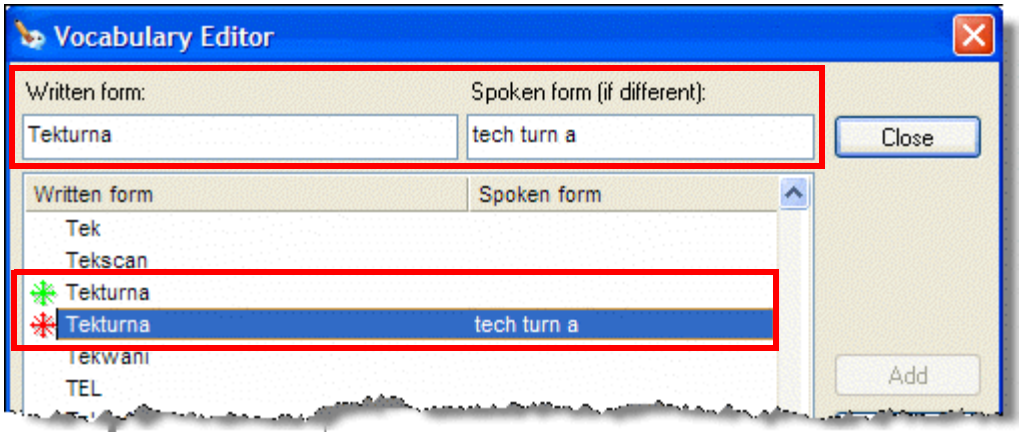
1. Say "**Select tech turn a**" to highlight the misrecognized term. The **Correction** menu appears.
2. Say "**Spell that**." The **Spell** dialog box appears with **tech turn a** in the text box.
3. Spell or type **Tekturna**, replacing **tech turn a** in the text box.
4. Click **Train**. The **Train Words** dialog box appears.
5. Click **Go** and say **Tekturna** when prompted. (Optionally, you can say **tech turn a** when prompted.)
6. Click **Done**. The **Train Words** dialog box closes and you are returned to your dictation.

Step 3: Use the Vocabulary Editor

If adding a word using Steps 1 and 2 above does not work, use the following method.

To Add a Word Using the Vocabulary Editor

1. On the **DragonBar** click **Words > View/Edit**. The **Vocabulary Editor** dialog box appears.
2. Type **Tekturna** in the **Written form** field.
3. Type **tech turn a** in the **Spoken form** field.

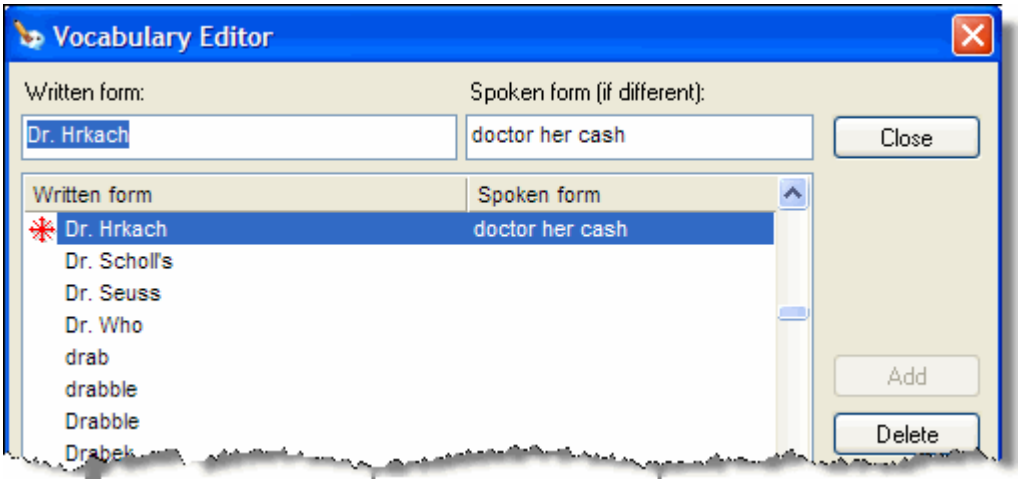


4. Note that **Tekturna** now appears twice, once without a spoken form and once with a spoken form. Optionally, you can delete the one without the spoken form. Also optionally, you can train the one with the spoken form.

Teaching the System to Recognize Specific Words (cont.)

Step 4: Use the Word in a Phrase

If the word is still misrecognized, and if the word is used only in a limited number of contexts, add a phrase that contains the word. For example, if **Hrkach** is the name of another provider, you would always dictate it as "**Dr. Hrkach**." Therefore, add **Dr. Hrkach** to the vocabulary as a phrase (also **Dr. Tom Hrkach** if you sometimes dictate his full name) and it should get recognized more reliably than **Hrkach** by itself. Add a spoken form if necessary (such as **doctor her cash**).



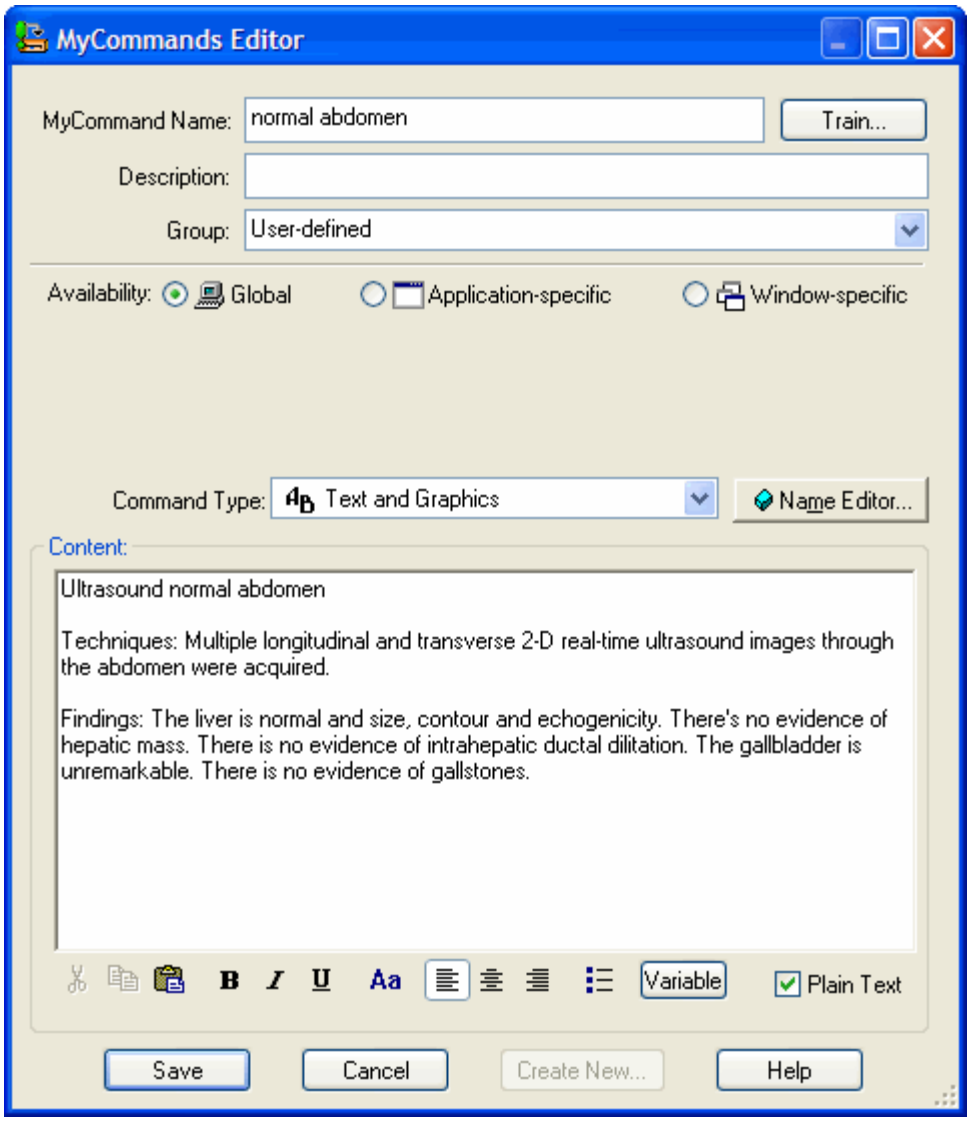
Creating Text and Graphics Voice Commands

Introduction

Text and Graphics is a type of command that inserts frequently used blocks of text and graphics into a report. With Text and Graphics commands you can also add:

- **Dragon Templates**, which allow you to add a voice field variable into which you can later dictate (or type) a specific value, and
- **Variable Lists**, which allow you to choose an appropriate value each time the command is used in a report.

Note: *You can use both **Dragon Templates** and **Variable Lists** within the same voice command if you choose to do so.*



Creating Text and Graphics Voice Commands (cont.)

Creating a Text and Graphics Voice Command Using "Make that a Shortcut" Voice Command

To Create a Text and Graphics Voice Command Using the "Make that a Shortcut" Voice Command

1. If it is not already running on your computer, start *Dragon Medical*.
2. Dictate and select the text you want to use as a shortcut.
3. With your microphone turned on, say "**Make that a shortcut**" to bring up the **MyCommands Editor** dialog box. The text you previously selected appears in the **Content** section of the **MyCommands Editor** dialog box.
4. Make sure the cursor is in the **MyCommand Name** field and, using your microphone, say a name for your command. For example, to insert a command for patient consent based on gender, you could enter **patient consent** as the command name.

*Note: If you would like to teach Dragon Medical your pronunciation of the command name, click **Train**.*

5. (**Optional**) Say **"Plain Text"** if you want the contents to be entered in the same font style and size as the text preceding it in the document. However, if your command contains a graphic, do not say **Plain Text** checkbox.
6. When finished, say **"Save"** or add Dragon Template variables and/or variable lists to your command (see below).

Using a Text and Graphics Voice Command

To Use a Text and Graphics Voice Command

1. Open the application you want to use and place the cursor where you want the command result to appear.
2. With your microphone turned on, say the command name. The text and/or graphics appears on your screen.

Editing or Deleting an Existing Voice Command

To Edit or Delete an Existing Voice Command

1. Say "**Start Command Browser**." (Or, on the **DragonBar**, click **Tools > Command Browser**.) The **Command Browser** dialog box appears.
2. If you do not see your command name, select the **MyCommands** mode and click **User-defined**.
3. **To edit an existing command**: double-click the command name. The **MyCommands Editor** dialog box appears.

*Note: You can also use the icons in the left section of the **Command Browser** dialog box to manage your commands.*

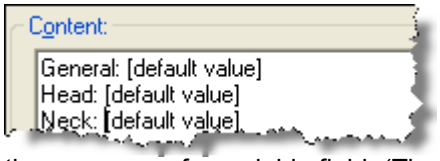
4. **To delete an existing command**: Right-click the command you want to delete and select **Delete** from the option menu.

Creating Text and Graphics Voice Commands (cont.)

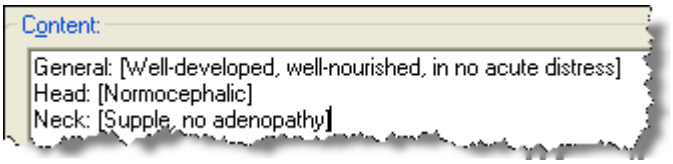
Adding Dragon Template Variables to Your Command

To add Dragon Template variables to your command

1. Click the **Variable** button, located below the **Content** box. By default, each new variable appears as **[default value]**. The **[ ]** characters are the variable delimiting characters and indicate the presence of a variable field. (The square brackets [ ] are the default delimiters. Your site may have chosen different delimiting characters.)



2. To change or delete the default value of the variable, edit the text between the variable delimiters. The text between the variable delimiters is the value that appears when the command is used. You can also enter text before and after the variables. (See examples.)



3. When finished, click **Save**.

Using a Voice Command that Contains a Dragon Template Variable

To Use a Text and Graphics Voice Command Containing a Dragon Template Variable

1. Open the application you want to use and place the cursor where you want the command result to appear.
2. With your microphone turned on, say the command name. The text and/or graphics appears on your screen.
3. Use the voice commands "**Next Variable**" (or "**Next Field**) and "**Previous Variable**" (or "**Previous Field**") to select the variables in your command.

Note: *If you accept the default value for a variable, the delimiting characters are* ***not*** *automatically removed.*

4. Use the voice command **"Accept Defaults"** (or "**Clear Variable Delimiters**") to remove the delimiting characters from your document.

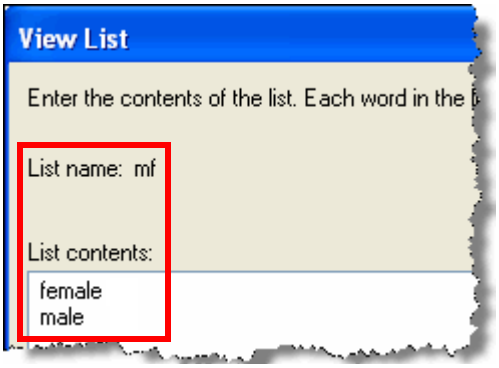
Creating Text and Graphics Voice Commands (cont.)

Adding Lists to Your Command

To add Lists to your command

1. After (or within) the command name you entered in the **MyCommand Name** field, type the *less than* angle bracket (<) to begin the list. The **MyCommands Name Editor** dialog box appears.
2. Enter a name for the list. For example, **patient consent <mf>** to represent male or female. As soon as you finish the variable by pressing the **>** key, the name of the list appears in the **Lists used in this command** section. *Dragon Medical* interprets the text inside the angle brackets as a variable whose value you will choose when you dictate a report.

3. Enter any remaining lists that you plan to use for this command in the **MyCommand Name** field, enclosing each in the angle brackets (< >). The list entries appear in alphabetical order, not necessarily the order in which they were entered.
4. Once you have entered all of the command's lists, select the first list name under **Lists used in this command** and click the **Edit** button. The **View List** dialog box appears.
5. In the **View List** dialog box, enter all possible choices for the list values.
6. When finished, click **OK**.
7. Repeat steps 5 through 7 for the remaining lists.
8. When you've finished adding values to all your lists, click **OK** in the **MyCommands Name Editor** dialog box. You should now see the **MyCommands Editor** dialog box.



9. Make sure to include the list names, enclosed in double angle brackets << >>, at the appropriate locations in the content area as well. For example, **<<mf>>**.
10. When finished, click **Save**.

Creating Text and Graphics Voice Commands (cont.)

Using a Voice Command that Contains a List

To Use a Text and Graphics Voice Command Containing a List

1. Open the application you want to use and place the cursor where you want the command result to appear.
2. With your microphone turned on, say the command name. Using our example, you could say either "**patient consent male**" or "**patient consent female**." The text and/or graphics appears on your screen. Remember to include a valid value for each list in the command name.

Note: *Do not pause before or after saying any of the list values.*

Creating a Text and Graphics Command Using the "Make that a shortcut" Voice Command

To Create a Text and Graphics Command Using the "Make that a shortcut" Voice Command

1. Using a voice command, select the text from your application to be used as a shortcut.
2. Once again, with your microphone turned on, say "**Make that a shortcut**" to bring up the **MyCommands Editor** dialog box. The text you previously selected appears in the **Content** section of the **MyCommands Editor** dialog box.

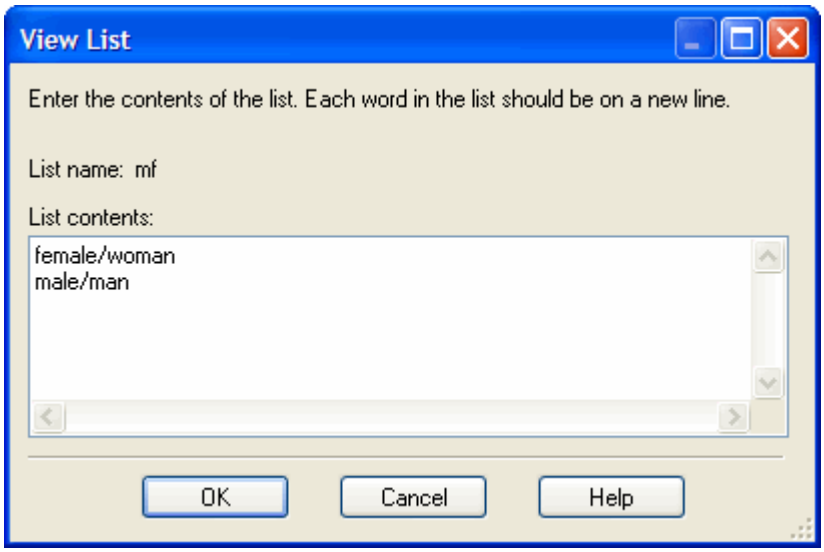
Creating Text and Graphics Voice Commands (cont.)

Editing a Text and Graphics Command List

You can make the list you create for a command more flexible by adding multiple things the doctor can say. By using the **written/spoken** form, you can add several verbal triggers for the same item in the list. To do this, type the written form that you would like to appear in your report, followed by a forward slash /, and then the spoken word you want to use to trigger the list item. In the following steps you'll modify the **patient consent <mf>** command you just created.

To Edit a Text and Graphics Command

1. Open **Command Browser** and double-click the **patient consent <mf>** command you created. The **MyCommands Editor** dialog box opens.
2. Click the **Name Editor** button. The **MyCommands Name Editor** dialog box opens.
3. Select the **mf** list you created and click **Edit**. The **View List** dialog box opens.
4. Edit the list so that it looks like the following example:



5. When finished editing, click **OK**, **OK**, and **Save** to exit the **MyCommands Editor**.
6. You can now say either **"female"** or **"woman"** to type **female** (or **"male"** or **"man"** to type **male**).

Creating Step-by-Step Voice Commands

Introduction

Step-by-Step voice commands are used to activate menu and keystroke commands that appear in your applications. For example, if pressing **Ctrl+P** (open the **Print** dialog box) followed by **Enter** (click **OK** in the **Print** dialog box) causes your application to print a document, you can create a Step-by-Step command that prints a document by sending the **Ctrl+P** and **Enter** keystrokes to the application.

Creating a Step-by-Step Voice Command

To Create a Step-by-Step Voice Command

1. If it is not already running on your computer, start *Dragon Medical*.
2. Say "**Add new command**." (Or, on the **DragonBar**, click **Tools > Add New Command**.) The **MyCommands Editor** dialog box appears.
3. Make sure the cursor is in the **MyCommand Name** field.
4. Using your microphone, say a name for your command. For example to create a command that prints a document, you may want to say "**print document**" for the command name.
5. For **Availability**, select **Application-specific**.
6. Open the application in which you want the command to work. For example, to have the Step-by-Step command work in your electronic health record (EHR) application, open the EHR application. Then return to the **MyCommands Editor** dialog box.
7. In the **Application** field, click the drop-down list to view all open applications.
8. Find your application and select it.

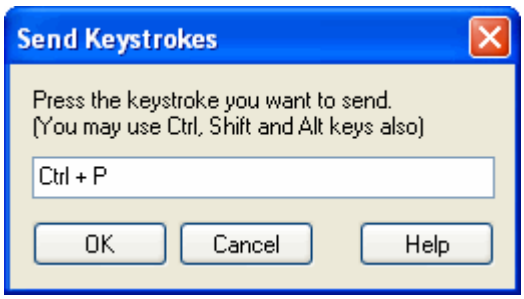
9. From the **Command Type** drop-down list, select **Step-by-Step**.
10. In the **Steps** section of the dialog box, enter the steps you want the command to perform:
    - Select the type of step from the **New Step** drop-down list (near the bottom of the dialog box).
    - Click the **Insert** button.

    For example, to create the print command, select **Keystrokes** from the **New Step** drop-down list and click **Insert** to bring up the **Send Keystrokes** dialog box.

Creating Step-by-Step Voice Commands (cont.)

Creating a Step-by-Step Voice Command (cont.)

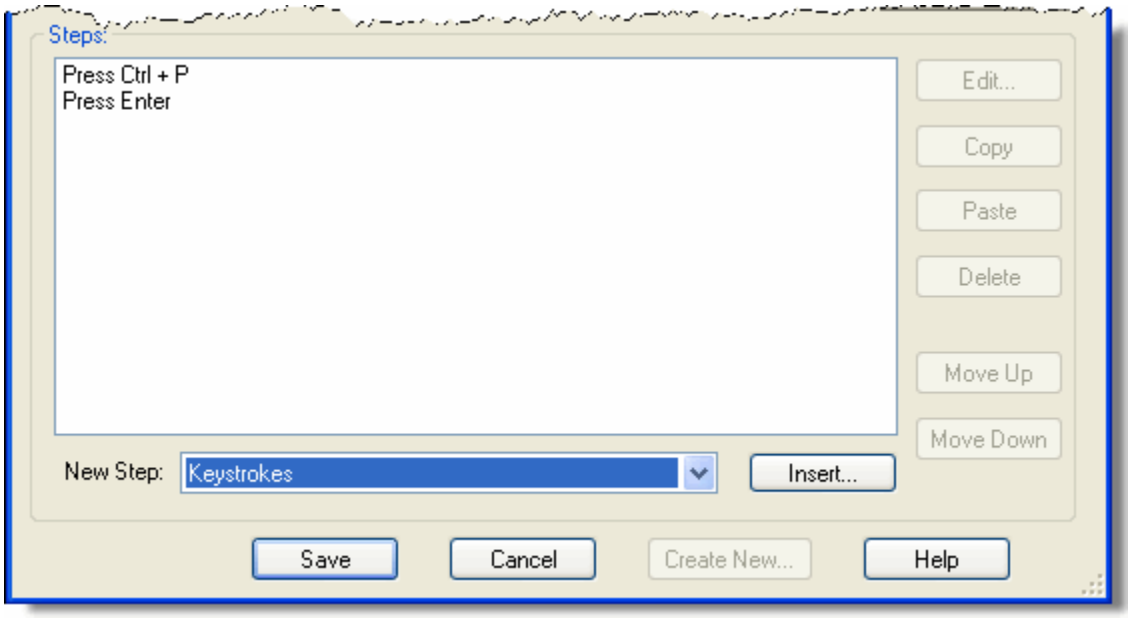
11. In the **Send Keystrokes** dialog box, type the actual keystrokes you want the step to execute. The keystrokes appear in the box provided; in this example, press the **Ctrl** and **P** keys on the keyboard.



12. Click **OK** in the dialog box. The keystrokes appear in the **Steps** list. In this example, they appear as **Press Ctrl + P**.
13. Repeat steps 13 through 15 as needed until you have completed your command.

Note: *You can continue to insert and position as many* ***New Step*** *combinations as needed.*

The illustration shows a complete Step-by-Step command.



Using a Step-by-Step Voice Command

To Use a Step-by-Step Voice Command

1. Open the application you want to use.
2. With your microphone turned on, say the command name. The actions of the command take place on your screen.

Creating Macro Recorder Voice Commands

Introduction

The Macro Recorder allows you to record a sequence of mouse movements and keystrokes. When you use one of the commands you created, the mouse movements and keystrokes you recorded are played back.

Creating a Macro Recorder Voice Command

To Create a Macro Recorder Voice Command

1. If it is not already running on your computer, start *Dragon Medical*.
2. Say "**Add new command**." (Or, on the **DragonBar**, click **Tools > Add New Command**.) The **MyCommands Editor** dialog box appears.
3. Make sure the cursor is in the **MyCommand Name** field.
4. Using your microphone, say a name for your command. For example, to insert a new patient into your electronic health record (EHR) application, you can create a command called "**insert new patient**."
5. For **Availability**, select **Application-specific**.
6. Open the application in which you want the command to work. For example, to have the Macro Recorder command work in your EHR, open the EHR application. Then return to the **MyCommands Editor** dialog box.
7. In the **Application** field, click the drop-down list to view all open applications.
8. Find your application and select it.

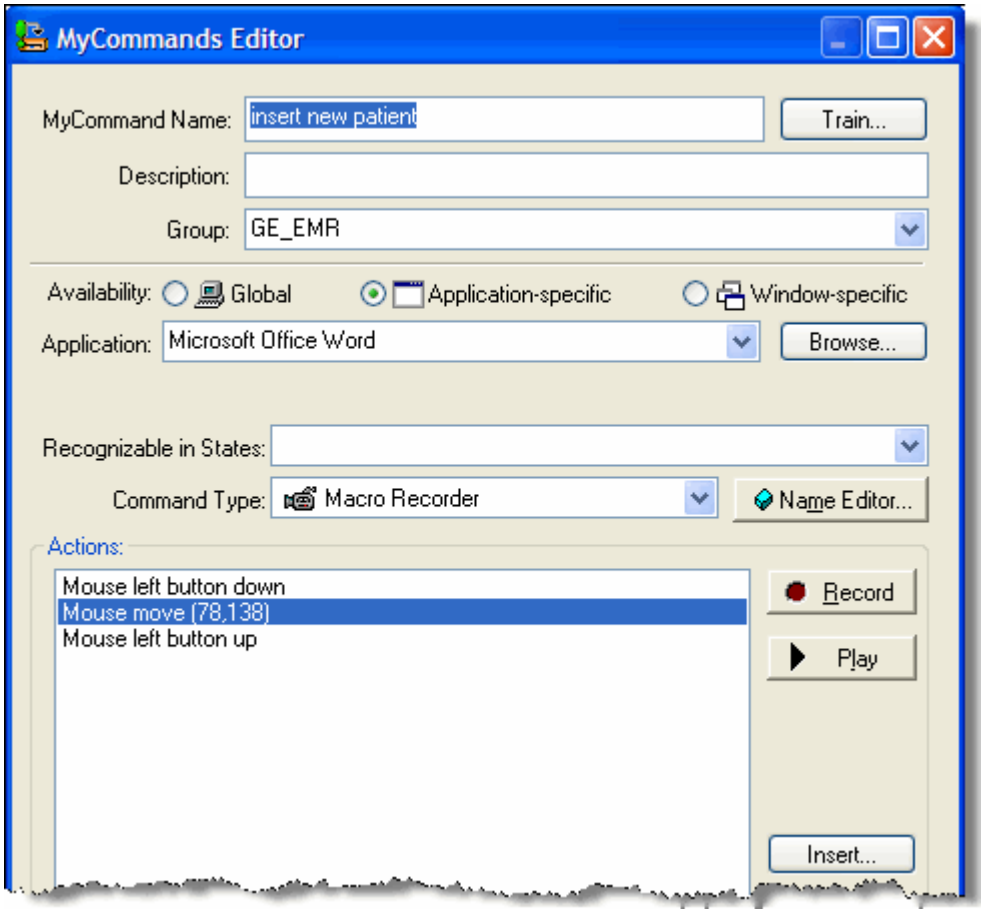
Creating Macro Recorder Voice Commands (cont.)

Creating a Macro Recorder Voice Command (cont.)

9. From the **Command Type** drop-down list, select **Macro Recorder**.
10. Click **Record** to begin recording. The **MyCommands Editor** window minimizes automatically. When the **Floating Recorder** window appears in the lower left corner of the screen, recording is already in process.

11. When you have finished recording, click the **Stop** button on the **Floating Recorder**.
12. Click the **X** in the upper right corner of the **Floating Recorder** to close the recorder and re-display the **MyCommands Editor** dialog box.

Note: *The recorded movements and/or keystrokes are shown in the* ***Actions*** *section of the* ***MyCommands Editor*** *dialog box.*



Creating Macro Recorder Voice Commands (cont.)

Creating a Macro Recorder Voice Command (cont.)

13. **(Optional)** Click the **Play** button to play back the command for testing.
14. When you have finished, click **Save**.

Using a Macro Recorder Voice Command

To Use a Macro Recorder Voice Command

1. Open the application you want to use.
2. With your microphone turned on, say the command name. The actions of the command take place on your screen.

Creating Advanced Scripting Voice Commands

Introduction

Advanced Scripting is a feature of *Dragon Medical* used to create complex scripts which enable users to perform nearly any function on the computer using a voice command. The Advanced Scripting feature uses *Microsoft Visual Basic for Applications* (VBA) macro language, which is embedded in *Microsoft Office* applications.

Creating an Advanced Scripting Voice Command

To Create an Advanced Scripting Voice Command

1. If it is not already running on your computer, start *Dragon Medical*.
2. Say "**Add new command**." (Or, on the **DragonBar**, click **Tools > Add New Command**.) The **MyCommands Editor** dialog box appears.
3. Make sure the cursor is in the **MyCommand Name** field.
4. Using your microphone, say a name for your command.
5. For **Availability**, select **Global**.
6. From the **Command Type** drop-down list, select **Advanced Scripting**.
7. In the **Script** section, type your codes and text between the **Sub Main** and **End Sub** default statements. (Refer to the table on the next page for a list of commonly used commands.)

   As an example, create a command that performs the following steps:

   a. Types the line **"The lungs are normal in size."**

   b. Selects the entire document

   c. Sets the font to bold

   d. Waits for 0.5 second

   e. Moves the cursor to the next line

   f. Sounds a beep to indicate that the command executed successfully

   Use the commands and text shown below to recreate this example:

```
Sub Main
    SendKeys "The lungs are normal in size."
    SendKeys "^a"       'Selects entire document. Sends Ctrl+A.
    SendKeys "^b"       'Bolds entire document. Sends Ctrl+B.
    Wait .5
    SendKeys "{Enter}"
    Beep
End Sub
```

8. When finished, click **Save**.

Creating Advanced Scripting Voice Commands (cont.)

Commonly Used Advanced Scripting Commands and Keystrokes

Statement or Keystroke	Description	Example
SendKeys	Sends one or more keystrokes (including all the keys shown above) to the active window as if they were typed using the computer keyboard. **Requires double-quotes around all keys or text entered.** ***Note:*** *Commands are **not** case-sensitive. The program automatically formats the line once it is completed.*	SendKeys "The lungs are normal in size." SendKeys "^p" SendKeys "%pq" SendKeys "{Enter}"
Wait	Pauses the script for the specified amount of time before executing the next command. The time is indicated in seconds. ***Note:*** *Start with longer waits between steps, then shorten the length as you become more familiar with the command.*	Wait 3 Wait .5
Beep	Generates the default Windows sound.	Beep
HeardWord	Causes *Dragon NaturallySpeaking* to behave as if the specified word, word sequence, or voice command was received by the recognizer. ***Note:*** *Words must be individually enclosed in double quotes, and are case-sensitive.*	HeardWord "edit", "vocabulary"
' (an apostrophe, also known as a single quote)	Indicates the beginning of a **comment**. Use comments to describe what a command does or how it functions.	**'**This key stroke will select the entire document.
% (percentage sign)	Acts as the **Alt** key	
^ (caret)	Acts as the **Ctrl** key	
+ (plus sign)	Acts as the **Shift** key	
Non-Printing Keys (Non-printing keys are keys on the keyboard that do not correspond to any of the typical (printable) characters like a,b,1,2, etc. They should be enclosed in curly brackets {}.)		
Enter, Delete, Home, End	Inserts these non-printing keys. Note the curly braces around each key name.	{Enter} {Delete} {Home} {End}
Up, Down, Left, and Right cursor keys	Inserts the cursor (arrow) keys	{Up} {Right} {Down} {Left}
Tab, Esc	Inserts these non-printing keys	{Tab} {Esc}
Function keys (F1, F2, F3, and so on.)	Inserts a function key	{F1} {F2}

Creating Advanced Scripting Voice Commands (cont.)

Using an Advanced Scripting Voice Command

To Use an Advanced Scripting Voice Command

1. Open the application you want to use.
2. With your microphone turned on, say the command name. The actions of the command take place on your screen.

PowerMic II Default Global Setting Quick Reference

PowerMic II	Button	Function
	 LED	The LED turns on when you activate recording (for example, by pressing the **Dictate** button) and turns off when you stop recording.
	 Transcribe	Displays the dictation box.
	 Dictate	Turns the microphone on and off: ■ Press and hold the **Dictate** button to begin dictating your report. ■ Release the **Dictate** button to stop recording your dictation.
	 Tab Backward	Press this button to open the **Correction** dialog box.
	 Tab Forward	Tabs the cursor forward.
	 Rewind	Skips backward in the audio playback.
	 Fast Forward	Skips forward in the audio playback.
	 Stop/Play	*Dragon Medical* **Playback** Hot Key Press this button to hear your dictation played back.
	 Enter/Select	Shows the **Dictation Box**.
	 Button A	Press to force *Dragon Medical* to recognize what you are saying as a *command*.
	 Button B	Press this button to force *Dragon Medical* to recognize what you are saying as *dictation*.
	 Left/Right mouse	Performs the same functions as your typical computer mouse buttons.
	 Pointing device	Use to position the mouse insertion point and select objects.
	 Scan	For *PowerMic*s equipped with a scanner, press this button to activate the scanner.
	 Trigger	Same function as the left mouse button. (Located on back of microphone.)

PowerMic II Button Assignment Template

Use this page to label the functions to which you've assigned the *PowerMic II* buttons. To assign buttons, on the **DragonBar** click **Tools > Options** and select the **PowerMic II** tab.