MEDCOM AHLTA Provider Satisfaction (MAPS) Quick Reference Guide

March 2010

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Cheat Sheet for Dragon Commands

DRAGON
MEDICAL

Microphone:
- Go to sleep/Wake up
- Microphone off
- Press {Hot Key}

Selecting:
- Select <text>
- Select <text> through <text>
- Select next/last/previous line, character, or paragraph
- Select all
- Unselect that
- Spell that
- Train that

Correcting Selected Text:
- Choose <word> from dropdown
- Spell That
- Train That

Inserting Lines:
- New line/paragraph
- Press enter
- Press tab

Capitalizing:
- Cap that
- No/all caps that
- All caps on/off

Editing:
- Cut/copy that
- Copy all to clipboard
- Paste it there

Deleting:
- Scratch/delete that
- Delete <text>
- Backspace

Voice Commands & Shortcuts

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Moving Around:
- Insert before/after [word]
- Move left <number> words
- Move down <number>
- Go to start/end of line
- Page up/down
- Go to top/end

Other Stuff:
- 1 = numeral one
- " " = Open/Close quotes
- ( ) = Open/Close paren
- [ ] = Open/Close bracket

Creating a Voice Shortcut:
1. Select/highlight desired text (e.g. physical exam text)
2. Say: "Make that a shortcut"
3. Say: "Insert normal physical exam" (substitute above with command you can remember)
4. Say: "Save"

Now, every time you say "Insert physical exam", the text you highlighted in the first step will be typed automatically

More MAPS information:
https://vmc.amedd.army.mil

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For MAPS Resources and additional information please see the MAPS portal at
https://vmc.amedd.army.mil

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How to Make Corrections in Dragon

Dragon Corrections
When Dragon misrecognizes a word, do not overtype it or simply re-say it. This will not teach Dragon to avoid the error in the future. Use one of the following Dragon correction methods below
1. Using the Correction Menu: • Say "**Select**" <word>, or manually highlight the word and say "**Correct That**". • (If you see correct word) Say "**Choose**" <number>.
2. Using the Spell & Train Words Dialog Boxes: • Say "**Select**" <word>, or manually highlight the word and say "**Correct That**". • Click "**Spell That**". • Type in the correct word. • Click "**Train**" and Say "**Go**". • Say both words (the misrecognized version and the corrected version). • Say "**Done**".
3. Using the Vocabulary Editor: • On the DragonBar click Words -> View/Edit and the Vocabulary Editor will appear. • Type the word in the Written Form field. • Click "**Add**" and Click "**Train**". • Say "**Go**" and Say the new word. • Say "**Done**".
4. Using the Vocabulary Editor in Context: • If the word is still misrecognized, try adding a phrase to the Vocabulary Editor that contains the word. • For example the word "MAPS" could be trained as "MAPS Initiative" for context.
Note: You can also select or highlight any word or phrase and simply say "**Train That**" to do a spot correction as well.

Using Text and Graphic Dragon Commands

Creating Text and Graphic Voice Commands
1. Say "**Add new command**" (or on the **DragonBar**, click **Tools** > Add Command New Command). The **MyCommands Editor** dialog box appears.
2. 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. If you would like to teach Dragon Medical your pronunciation of the command name, click **Train**.
3. In the **Description** field, dictate a short description of the command's function.
4. From the **Group** drop-down list, select a group, or create a new group
5. In the **Availability** section, keep the default setting of Global. This setting ensures that the command works in all Windows applications.
6. From the **Command Type** drop-down list, select **Text and Graphics** (default).
7. In the **Content** section, dictate the text and/or insert the graphics of your choice into your command. **Note**: Select the Plain Text check box if you want the contents to be entered in the same font style and size as the text preceding it in the document.
8. When finished, click **Save**.

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Dragon Medical Tips

Dragon Tips
Best Places to Use Dragon Medical in AHLTA
- S/O Module: Free Text Field of AIM form; Free Text field of MedCin terms   - A/P Module: Comments/Plan section under Dx; searching for diagnosis/procedures and the SIG when doing prescriptions   - Add Note Module
Prevent Dragon Medical from Losing Dictated Text in the Narrative Pane   *When dictating a word or phrase that matches a blue, underlined term in the narrative pane, Dragon Medical "selects" the structured term in the narrative pane and the text you were dictating gets lost.*   - In Dragon Bar click **Tools** > **Options**   - Click the **Commands** tab   - Uncheck the check box next to "**Enable commands in HTML windows**"   - Click **OK**
"Export" Your Profile Regularly   - Learn how to "export" your profile to a safe location (e.g., shared drive)   - If AHLTA crashes with Dragon running, it may corrupt your profile, forcing you to "recreate" your profile and all voice shortcuts, which is painful   - Backup your profile after the first creation and then back up every time you make significant additions/deletions
How to Export Your Profile   - Right-click the microphone > Select **Files** > **Manage Users**   - Select appropriate user > Select **Advanced** > **Export**   *(You can specify default location for files (suggest shared drive) and create a new folder in My Documents area called "**Dragon Backup**")*
How to Import Your Profile   - Right-click the microphone > Select **Files** > **Manage Users**   - Select appropriate profile > Select **Advanced** > **Import**

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Asutype Usage and Using Shortcuts

Asutype & Shortcut Macro Cheat Sheet
Open the Application   • Double-click Asutype shortcut on desktop
Turn off Spellchecker   • Click the Asutype icon on the task bar   • Select **Speller**   • Uncheck each of the boxes listed to deactivate Spellchecker
Set Options   • Click the Asutype icon on the task bar   • Click **Options** on the upper left corner of the Asutype window
Get Help   • Click the Asutype icon on the task bar   • Click **Help** on the upper right corner of the Asutype window
Disable Asutype   • Right-click the Asutype icon on the task bar > Select **Disable**
Enable Asutype   • Right-click the Asutype icon on the task bar > Select **Enable**
Unload Shortcut List Tab/Files   • Click the Asutype icon on the task bar   • Click to select the **Expander** function   • Click the **Shortcut Lists** button   • Select the tab for the shortcut list to be unloaded   • Click the **Unload** button   • Click OK
Use Shortcuts (Macros) in AHLTA or Other Documents   • Put the cursor in an area of any document where the shortcut will be inserted   • Type the Hot Text assigned to the shortcut, then hit the Space Bar
Import Shortcuts   • Click the tab into which the shortcut(s) will be imported   • Click the **Import** button   • Locate the .txt file to be imported   • Click the **Open** button   • Click the OK button to exit

Asutype & Shortcut Macro Cheat Sheet
Create Shortcut Lists Tabs/Files   • Right-click the Asutype icon on the task bar   • Select **Shortcut Lists** item   • Click the **Create** button in the **Shortcut Lists** window   • Enter the name of the shortcut list (file)   • Create a shortcut folder and/or save the shortcut list in desired folder   • Notice the new tab (with name of shortcut list just created) in the **Shortcut Lists** window
Load Shortcut List Tab/Files   • Right-click the Asutype icon on the task bar   • Select **Shortcut Lists** item   • Click the **Load** button in the Asutype Shortcut Lists window   • Navigate to the folder containing the shortcut list   • Select the shortcut list (file) to be loaded   • Click **Open**
Create Shortcuts (Macros)   • Right-click the Asutype icon on task bar   • Select the **Shortcut Lists** item   • Click the tab (or create a new one) where the shortcuts (macros) will be created   • Enter a **Hot Text** (name) for the shortcut   • Type or paste the shortcut text into the **Content box**   • Click the **Add** button   • Click the **Save** button   • Click the **OK** button to exit
Export Shortcuts   • Right-click the Asutype icon on task bar   • Select the **Shortcut Lists** item   • Click the tab where the shortcut(s) to export is located   • Select the shortcut(s)   • Click the **Export** button   • Choose location for the .txt file to be saved   • Click the **Save** button   • Click the **OK** button to exit

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Coding Cheat Sheet

Documentation Guidelines: Established Patient
** 2 of the 3 sections must be met **

		Category	Level 1 - 99211	Level II - 99212	Level III - 99213	Level IV - 99214	Level V - 99215
Section 1	History	CC	Required	Required	Required	Required	Required
		HPI	Not Required	1-3 Elements	1-3 Elements	4 or more elements	4 or more elements
		ROS	Not Required	Not Required	1 System (Including Involved System)	2 - 9 systems	10 systems or Document pertinent sys and "all others negative"
		PFSH	Not Required	Not Required	Not Required	1 of 3 (e.g. Past HX would suffice)	2 of 3 (e.g. Past HX, Family HX, and/or Social HX)
Section 2	Exam	Examinations are based on clinical judgment and the nature of the presenting problem	Not Required	Expanded Problem Focused (A limited exam of the affected body area)	Expanded Problem Focused (A limited exam of the affected body area and other related organ systems)	Detailed (An extended exam of the affected body area and other related organ systems)	Comprehensive (A general multi-system exam or a complete examination of a single organ system)
Section 3	Medical Decision Making	DX/MHMT Options	Not Required	1	2	Greater than 2 Moderate Severity	Multiple, High Severity
		AMT/Complex Data	Not Required	1	2	3	Greater than 3
		Risk	Not Required	Straight-forward Minimal	Low	Moderate Uncertain Prognosis Potential for Exacerbation	High Moderate to High Risk of Mortality High Risk of Morbidity

2 of 3 criteria must be met in this section

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How-to's of AHLTA Core Competencies

Set Patient Encounter Summary Default Properties
With a patient encounter open, Click **Options** on the **Action Bar** > **Encounter Summary Properties** window opens
Signature Block Preferences
• Enter the desired text for lines 2 and 3 *(Line 1 defaults to the current provider and cannot be changed)*   • If you need a co-signer, click **Search** to find the co-signer, then Click the **Default to Co-Signer Required** checkbox to designate that person as the default co-signer
AutoCite Preferences
• Click the checkbox next to items you want to **AutoCite**   AutoCited information is pulled from the Problems, Medications, Allergy, Patient Questionnaire and Registry modules *(AHLTA 3.3.x uses data from Problems, Allergies, Active Medications and Family Hx in the E&M calculation).*
A/P Active Orders Preferences
• Select checkboxes to display active orders for meds, rad, and labs when opening order entry tabs
S/O Preferences
• Check to set default for automatically converting positive ROS findings to HPI   • Check to set default for **Merging DX Prompt** terms with **Default Template**
Disposition Preferences
• Use drop-down list to select default person with whom disposition follow up is discussed   • **E&M Calculator Defaults** can be selected from the drop down lists for **Settings, Service Type and Exam Type**
Printing Preferences
• Click the **Auto-Print** checkbox to set the defaults in the **Sign Encounter** window to print after signing the encounter. The box can be cleared in the **Sign Encounter window**
Sensitive Encounter Preferences
• The **Sensitive checkbox** can be defaulted to designate all encounters as sensitive. The box can be cleared in the **Sign Encounter window**
Auto Save Encounter Preferences
• To automatically save the S/O at designated intervals, check **Auto-save S/O** and fill in number of interval minutes. Speed in the application may be affected by setting the intervals too small
Click OK to save Preferences.

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How-to's of AHLTA Core Competencies (Cont'd)

Creating Order Sets
Users can build an order set within the **Order Set** tab of the **Assessment and Plan module** by saving Orders to queue. To create an order set:
1.   In the A/P module, begin on one of the **Order Entry** tabs (Labs, Rads, or Meds)
2.   Search for and document the first order you want to include in the order set
3.   **Save to Queue** will save order without submitting it

4.   Search for and document orders in any or all of the three tabs as appropriate then **Save to Queue**
    • Med order, create the Sig that will be used as default
    • Rad orders, create clinical impression that will be used as default
    Note: These can be changed when using order set by checking **Modify**

5.   Click the **Order Set** tab to display queued orders > Click **Save as Order Set**
To save as a new order set:
    • In the **Save Encounter Template** window, enter the template name you want to use for the order set
    • Click **Save** to save the order set.
To add orders to an existing template:
    • In the **Save Encounter Template** window, select the encounter template to add to and click **Save**
    • A pop-up window opens asking if you want to Replace or **Add To** an existing template > Click **Add To**
    • The selected order(s) is(are) added to the existing template and can be viewed in the **Template Management** module or within A/P when the template is loaded

Copy Forward
Copy Forward copies information from a previous encounter into a temporary template for use in the current encounter.
1.   Current encounter open, in **Folder List**, click **Previous Encounters**
2.   Select the previous encounter you want to copy to the current encounter
3.   Click **Copy Forward** on the **Action bar**
4.   You are returned to the current encounter
5.   Both S/O and A/P modules will contain a **Copy Forward template** with information from the previous encounter

Searching for Templates
You can search for templates in one of two ways. Enter a character string in the **Name Contains** field and click **Find Now**. All results that contain this character string will be displayed in the **Name Search Results** folder. To perform a more refined search:
1.   Click **Expanded Search**.
2.   The **Template Search** window opens
3.   You can set or change any of the defaulted search parameters and click **Search**
4.   Templates will display in the **Search Results** folder

Set a Default Template
A **Default Template** automatically loads each time a patient encounter is opened
1.   In **Template Folder**, right-click the template and select **Default Encounter Template**.
2.   The template you selected is designated as your default template.
3.   Note: Do **NOT** do this with an AIM form as it will create a redundant copy of the form and break any "links" the form my have. It is advised that you do not set an AIM form as a default.

Saving Favorite Lists
In **AHLTA 838**, within **the AP section**, Select the **Favorite List** button to pull up the Favorite List of Dx's or Procedures. Select **Save to Favorites** to add to the Favorite's list.
In **AHLTA 3.3**, select **List Management**, under **Tools** in the Folder List. Select the appropriate section header to add a favorite into and click the **Add** button from the toolbar.

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How to Find and Download AHLTA AIM Forms & Templates

For AHLTA 838.23

Adding Usability AIM FM Form to Template Favorites (AHLTA 838.23)
Note: You will need an encounter open to perform these steps.
1. Click **Template Management** under the **Tools** menu of the folder list
2. Click the **Search** button located at the top of the screen to bring up **Encounter Template Search Menu**
3. Under **Owner Type** select **Enterprise**
4. Once the template is found, highlight it by clicking the template. This will make the **Add Favorite** button visible. Once visible, click **Add Favorite** to add it to your template drop down lists

For AHLTA 3.3.x

Adding Usability AIM FM Form to Template Favorites (AHLTA 3.3.x)
Note: You do not need to have a patient open to perform these steps.
1. In the **Folder List**, click the **Tools** folder > click **Template Management**
2. On the **Template Management** tab, Click the Expanded **Search** button to open Template Search • Change **Owner Type** to **Enterprise** • Type **Usability AIM FM** in the **Template Name** field > Click **Search**
3. NHP PC-Generic will show up in your Search Results • Click on **Usability AIM FM** once to **Select** it • Click **Add Favorite** to add it to your template drop down lists

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PowerMic Default Settings

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 *PowerMics* equipped with a scanner, press this button to activate the scanner.
	Trigger	Same function as the left mouse button. (Located on back of microphone.)

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PowerMic Custom Settings

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.

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