



MAPS Provider Training Checklist

Provider: _____

Clinic: _____

MTF: _____

MAPS Trainer: _____

1. MAPS Overview	
	<ul style="list-style-type: none"> • What is MAPS?
	<ul style="list-style-type: none"> • System Demo (Appendix A)
2. Basic Tablet Overview	
	<ul style="list-style-type: none"> • Basic Navigation
	<ul style="list-style-type: none"> • Docking & Undocking the Tablet PC
	<ul style="list-style-type: none"> • Using the Tablet PC Stylus Pen
	<ul style="list-style-type: none"> • Using the Tablet PC writing & character pad
	<ul style="list-style-type: none"> • Setting up Tablet Workstations
3. Asatype (& PC Generic)	
	<ul style="list-style-type: none"> • Asatype Shortcuts
	<ul style="list-style-type: none"> • PC Generic overview
	<ul style="list-style-type: none"> • Save PC Generic to favorites
	<ul style="list-style-type: none"> • Asatype Speller
	<ul style="list-style-type: none"> • Making corrections
	<ul style="list-style-type: none"> • Adding words to dictionary
	<ul style="list-style-type: none"> • Disabling/enabling Asatype
	<ul style="list-style-type: none"> • Importing Words into Asatype
	<ul style="list-style-type: none"> • Asatype Options & Help
4. Introduction to Dragon Medical 10	
	<ul style="list-style-type: none"> • Launch Dragon Medical
	<ul style="list-style-type: none"> • Perform the Dragon audio volume and audio quality checks
	<ul style="list-style-type: none"> • Create individual voice profiles using Dragon wizard
	<ul style="list-style-type: none"> • Identify the DragonBar
	<ul style="list-style-type: none"> • Turn the microphone on and off
	<ul style="list-style-type: none"> • Apply key Dragon options and settings
5. Using Dictation	
	<ul style="list-style-type: none"> • Refer to Dictation Tips in Appendix B
	<ul style="list-style-type: none"> • Coach users how to dictate using DragonPad
	<ul style="list-style-type: none"> • Refer to Sample Dictation text in Appendix D
	<ul style="list-style-type: none"> • Help users understand the purpose of the Results box



	<ul style="list-style-type: none"> • Making Corrections
	<ul style="list-style-type: none"> • Using "Correct That" macro exercise in AHLTA
	<ul style="list-style-type: none"> • Coach users how to use the Spell dialog
	<ul style="list-style-type: none"> • Refer to Corrections Tips in Appendix B
	<ul style="list-style-type: none"> • Coach users how to use the Train dialog
	<ul style="list-style-type: none"> • Using the Vocabulary
	<ul style="list-style-type: none"> • Building and Importing Vocabulary
6. Introduction to Dragon Medical 10 Macros	
	<ul style="list-style-type: none"> • Custom Commands & Macros
	<ul style="list-style-type: none"> • Refer to Macros Tips in Appendix C
	<ul style="list-style-type: none"> • Practice dictating with AHLTA
	<ul style="list-style-type: none"> • Using Dragon in the SO
	<ul style="list-style-type: none"> • Using Dragon in the AP
	<ul style="list-style-type: none"> • Using Dragon in Disposition
	<ul style="list-style-type: none"> • Using Dragon in Add Note
	<ul style="list-style-type: none"> • Macro exercises in AHLTA
	<ul style="list-style-type: none"> • Dragon Medical Help
	<ul style="list-style-type: none"> • Help Window
	<ul style="list-style-type: none"> • Showing the DragonLog
7. Reviewing AHLTA Core Competencies	
	<ul style="list-style-type: none"> • Create a Personal Favorite List of Diagnoses
	<ul style="list-style-type: none"> • Create a Personal Favorite List of Procedures
	<ul style="list-style-type: none"> • Create an Order Set
	<ul style="list-style-type: none"> • Use the Copy Forward feature of AHLTA
	<ul style="list-style-type: none"> • Use DX Prompt
	<ul style="list-style-type: none"> • How to select E&M Codes
8. Clinical Best Practices	
	<ul style="list-style-type: none"> • Team Based Documentation
	<ul style="list-style-type: none"> • Patient folders (w/ Med and Problems reconciliation)
	<ul style="list-style-type: none"> • Pre-Appointment questionnaires
	<ul style="list-style-type: none"> • Screening Macros
9. Introduction to MS OneNote	
	<ul style="list-style-type: none"> • Opening MS OneNote
	<ul style="list-style-type: none"> • Dictating into MS OneNote
	<ul style="list-style-type: none"> • Opening an image in MS OneNote (Consent Form)
10. Exporting MS OneNote using PDF Professional	
	<ul style="list-style-type: none"> • "Printing" using a PDF driver



	<ul style="list-style-type: none">• Copying the PDF into AHLTA Add Note
11. Reviewing the MAPS Quick Reference Guide	
	<ul style="list-style-type: none">• MAPS Quick Reference Guide
12. Additional Training & Resources	
	<ul style="list-style-type: none">• MAPS Portal
	<ul style="list-style-type: none">• Portal shortcut/link created
	<ul style="list-style-type: none">• Additional Training & MAPS POCs
13. Final Steps	
	<ul style="list-style-type: none">• Course Summary
	<ul style="list-style-type: none">• Complete Course Evaluation