

Understanding the Fluency Dictation Workspace

□ Using the toolbar



- Save report
- Sign report
- View Fluency settings (gear icon)
- Delete the current job

□ Viewing Patient Demographics

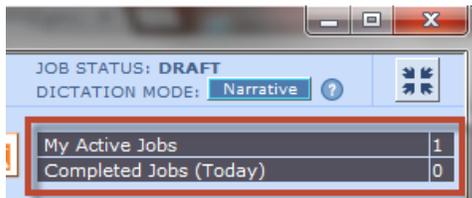
This information is for reference only and cannot be edited. Demographic information includes:

- Patient name
- Age
- Gender
- MRN
- Date of Birth
- Patient Location
- Issuer
- Ordering Physician name and Phone number

Demo, Lark	215y 0m/o U		
MRN: 98765432	DOB: 1 Jan 1800	Sex: U	Location:
Issuer: No RIS TESTA	Ordering Physician:	Phone #:	

□ Using the Dashboard

The Dashboard is shown directly under the Job Status and Dictation Mode information at the top right-hand corner of the screen. It contains two counts: My Active Jobs and Completed Jobs.



My **Active Jobs** is a count of all the current active jobs for the sign-in user. Active jobs are jobs that have been started, but not yet signed. It includes jobs in these states:

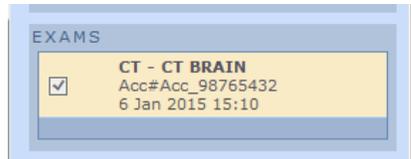
- Draft (suspended)
- Sent to Transcription
- Correct
- Resident Assigned

Completed Jobs (Today) is a count of all jobs that have been completed by the Radiologist that day (signed jobs).

Click on the bar in the Dashboard to jump out of the current report and back to the active job list.

□ Viewing Exams

If other reportable exams exist for the patient in context, they will be listed in the Exams area on the right-hand side of the dictation window.



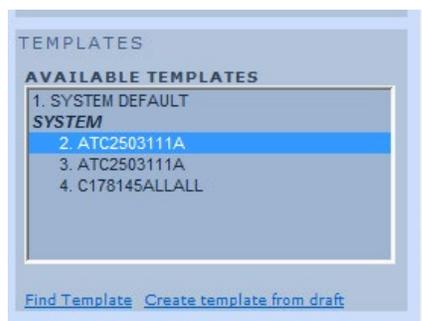
The main exam, the one that was launched for dictation, will be highlighted in yellow. Other reportable exams are listed below the main exam with check boxes. You can associate another accession number with the main exam.

To associate another accession number:

1. Locate all exams in the list you want to associate with the main exam and select the check box.
2. If the selected exam is from a different modality, or was created outside a four-hour window from the main exam, confirm the association on the resulting dialog box.

□ Templates

A template serves as a starting point for a new document and may contain sections, subsections, fields and tokens, each of which may contain text.



Available templates are displayed in the Templates section of the Dictation window once the exam is loaded. The primary template will be applied automatically using this rule:

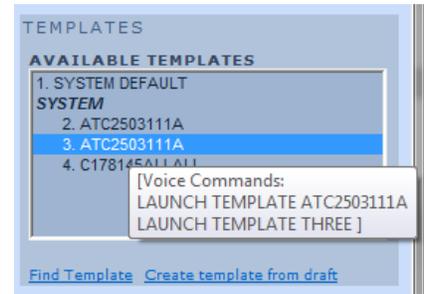
- User templates that match the procedure code

Applying a Template

By default, Fluency will attempt to apply the appropriate template to the exam. However, you can apply a different template if desired.

To apply a template:

1. Locate the template in the list.
2. Take any one of the following actions to apply it to the exam you are dictating:
 - a. double-click on the template name in the list
 - b. insert (apply) the template using the voice command Launch <template name>
 - c. insert (apply) the template using the voice command Launch Template <#> where # is the number index of the template



Finding Templates

If you do not see the template you want to use, you can also search for it.

To search for a template:

1. Underneath the Templates area, click the Find Template link.
2. By default, the window will show a list of all templates that belong to you and match the modality of the exam you are dictating. If desired, modify at least one of the fields on the Find Template window.
3. Click Search.
4. If the search returns the correct template, select it and click **insert** to apply it. If you do not find the correct template, search again or close the window to return to the Dictation window and complete the dictation using another template.



□ Macros

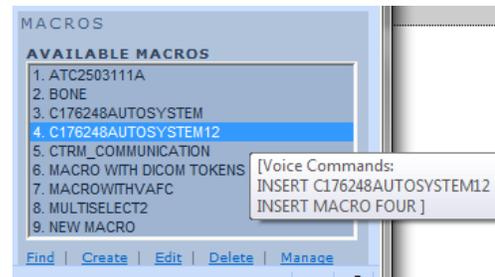
Macros are snippets of text, a series of words, a sentence, or multiple sentences that can be inserted into the document as part of the reporting process. Macros are inserted manually and can be created at the user or system level. Available macros will be displayed in the Macros section of the Dictation window.

Inserting a Macro

If the macro is already listed, you can insert it into the current dictation.

To insert a macro:

1. Locate the macro in the list.
2. Insert it using one of the following actions:
3. double-click on the macro in the list
4. insert the macro using the voice command
Insert <macro name>
5. insert the macro using the voice command
Insert Macro <#>, where # is the number index of the macro

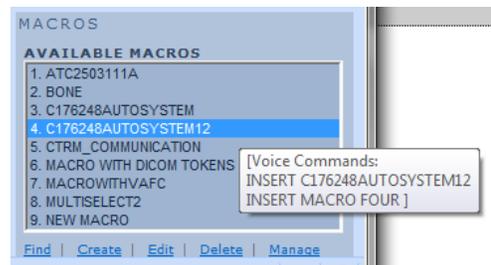
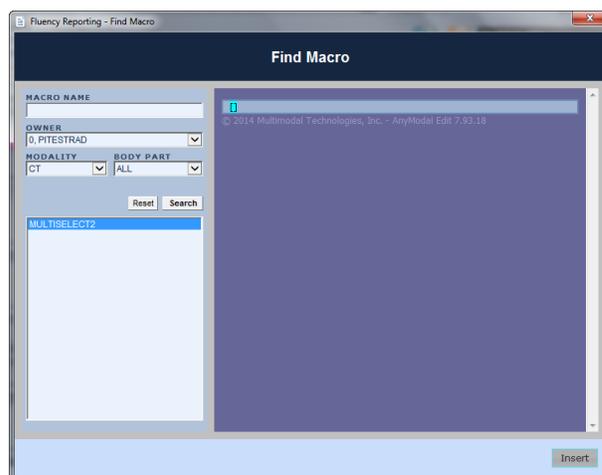


Finding a Macro

If you do not see the macro you want to use in the list, you can search for it.

To find a macro:

1. In the Macros panel, click Find.
2. Enter the criteria by which you want to search for the macro.
3. Select it from the list and click Insert.

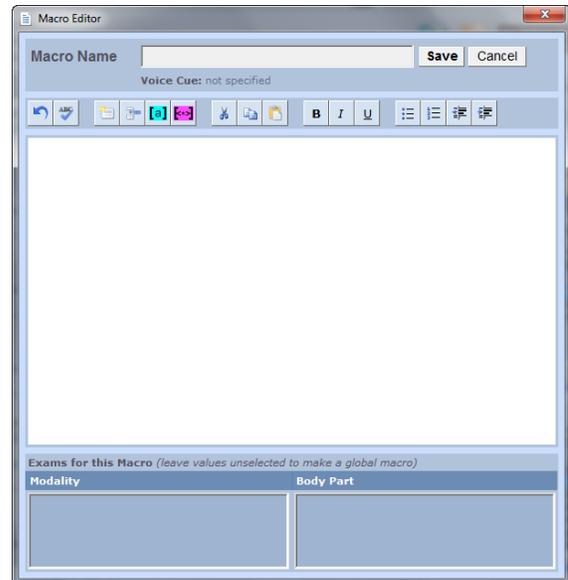


Creating a Macro

If the macro doesn't exist, you can create it.

To create a macro:

1. Under the Macros area, click Create. The Macro Editor will appear. Any text selected in the editor will be carried over into the macro editor.
2. Enter the Macro Name. This name must be unique and will be used with the voice command Insert <macro name>. The name cannot be changed after the macro is saved.
3. Enter or edit the content of the macro. The same voice and keyboard commands that are used during a dictation can be used in the Macro Editor and you can insert fields or tokens into the macro.
4. If desired, select Modalities and/or Body Parts to associate with the macro. This will limit the macro to only display for matching exams.
5. Click Save.



If a modality and/or body part was not selected, the macro will be displayed for every exam launched in Fluency.

Editing a Macro

You can edit an existing macro within the Fluency Dictation window.

To edit a macro:

1. Locate the macro in the list and click to select it.
2. Click Edit under the Macros area.
3. The Macro Editor will appear containing the existing macro text. Edit the macro contents or select/edit the Modality and/or Body Parts to associate with the macro. Remember, the macro name cannot be changed. Note that you can only edit personal macros. System macros must be edited by an administrator.
4. Click Save.

□ Using the Editor

The editor displays the report that is currently being dictated. It behaves exactly like a standard text editor, such as Microsoft Word, but it also voice-enabled. Text in the editor can be manipulated through voice commands, keyboard shortcuts, or by using the keyboard and mouse.

Content in the editor when creating/editing a report is color-coded to assist in report display.

- Tokens (placeholders for data pulled in from external systems) are highlighted in purple.
- Voice-enabled fields are high-lighted in teal.
- Content that was added as part of the template, or added as part of a macro, will be rendered in gray as a visual indicator that this information does not need to be checked again for errors.
- Any content created by the current user by either typing or dictating is rendered in pink (the exact color depends on the skin being applied in FFI Reporting).



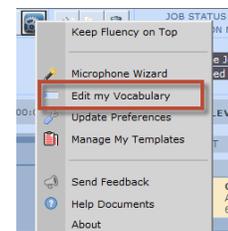
Fluency Settings (Gear shift icon)

□ Vocabulary

Fluency gives you the ability to create a custom dictionary of words or phrases, as well as exclude words from the recognition dictionary. By adding words, you can force the system to learn words that may not be recognized properly.

To add a word to the vocabulary:

1. Click the Settings (gear shift) button on the Jobs List toolbar or the Dictation window toolbar and choose Edit my vocabulary.
2. Select the Added words radio button and click Add/Train.
3. Type the word you want to add in the field. To improve recognition, click Record Pronunciation to record the pronunciation of the added word.
4. Select the word category (Name, Location, Medication, or Other).



5. Click Save.

To exclude a word from the vocabulary:

1. Click the Settings (gear shift) button on the Jobs List toolbar or the Dictation window toolbar and choose Edit my vocabulary.
2. Select the Excluded words radio button and click Add/Train.
3. Type the word that should not appear in the dictation in the Written as field.
4. Click Save.

To create a replacement rule:

1. Click the Settings button on the Jobs List toolbar or the Dictation window toolbar and choose Edit my vocabulary.
2. Select the Replacement rules radio button and click Add/Train.
3. Enter the spoken form of the word/phrase in the Original word field (e.g., WBC).
4. Enter the word/phrase that should be used in the report in the Replace with field (e.g., white blood cell).
5. Click Save.

Microphone Wizard

Use the Microphone Wizard to set up the user's microphone. This ensures that the microphone is connected, receiving audio at the appropriate audio level, and recording the user's dictation so to improve speech recognition.

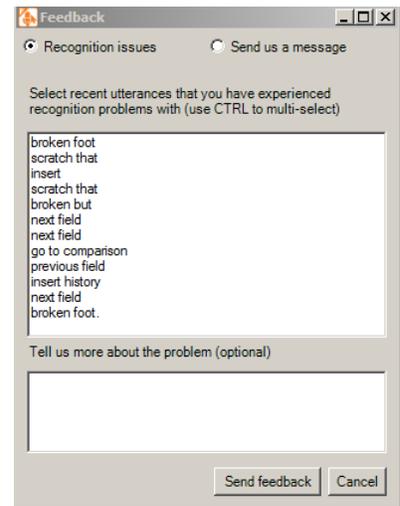
1. Click the Settings button from either the Job List toolbar or from the Dictation Window toolbar and select Microphone Wizard.
2. Click the Record button.
3. Read the sample text presented. Use a normal voice, such as you would use to perform a dictation. The audio level will be displayed as the recording occurs.
4. Click Save when you are done reading to complete the microphone configuration.

Send Feedback

If you start experiencing voice recognition problems repeatedly there is a way that you can easily send that information to MModal.

To send feedback:

1. Click the Settings button from either the Job List toolbar or from the Dictation Window toolbar and select Send Feedback.
2. The next window will pop up and show you everything that you dictated. Select the ones that you had problems with, holding down the CTRL button if you need to select more than one. You can also type a note to MModal at the bottom and then click Send Feedback.
3. This sends your information to MModal along with the logs that they will need to determine the problem.



Once they have had an expert review everything they will get back in touch with the Fluency administrators with your resolution.