

MedSpeech User Manual

How to use MedSpeech

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CE



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Safety Information

Warnings



Warnings are identified with the above WARN ING symbol. Warnings alert you on potentially serious consequences (death, injury or complications) for the patient or the user.

- ▲ WARNING! If you split a dictation while editing, make sure that the audio and text always correspond to the correct patient, so that no information is mism at ched or lost in the split.
- ▲ WARNING! It is always the person signing a report that is responsible for the content thereof. The manufacturer and distributers of MedSpeech cannot be held responsible for damages incurred as a direct result of actions by end users. This may be from the direct result of information being dictated into the system, or from lack of information not having been typed correctly or misinterpreted by secretarial staff.
- ▲ WARNING! Dictates that are automatic speech recognized must be verified by listening to the sound, and verify the text.
- ▲ WARNING! In order to ensure a continued high quality of the audio file, you should review the Audio Wizard, see chapter adjusting the audio settings, each time you change the microphone and/or computer. This is particularly important when the function "Optimized Playback" is enabled.

Cautions



Precautions are identified by the above symbol for PRECAUTION.

These precautions must encourage user to take the precautions necessary for safe and effective use of MedSpeech.

- CAUTION! The dictated information should be treated with the same caution and discretion as any other part of the patient medical record.
- CAUTION! While dictating, the author should assure that no non-authorized persons are able to listen in on what is being dictated.
- CAUTION! Each dictation should only contain patient information in regards to the same patient, to minimize the risk of mismatching patient data.
- CAUTION! The dictation device used should be placed at a distance not too close to the mouth, or too far away to optimize the quality of the audio. Recommended distance is about 3-5 cm.
- CAUTION! Ensure that the person administering MedSpeech at the system level have adequate training, regarding both the maintenance and backup procedures of MS SQL databases. Also make sure that all components of the system are monitored on a regular basis, including the network status and discs, to avoid unexpected interruptions of service.
- CAUTION! Keyboard shortcuts should be used in MedSpeech, in order to reduce the risk of repetitive strain injury, caused by frequent mouse click motions. The shortcuts in MedSpeech can be displayed by pushing the "Alt" key, and looking for the underlined letters in the dialogue. If there are additional shortcuts available, they will be included in the manual.

Introduction

MedSpeech – Intent of use.

MedSpeech is a digital dictation system, designed to be used in a healthcare setting for all medical specialties. The primary usage is for patient-related dictations, but non-patient related dictations, for instance meeting notes, may also be dictated. MedSpeech can be operated in a stand-alone mode, or integrated in another computerized patient record system.

To use the guide:

All users should read this manual carefully. Experienced users of MedSpeech may be referred to the specific sections of the manual containing the desired information.

About Euromed:

More information about Euromed Networks and our products can be found at our web site, http://www.euromed.se

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Log in

Click on the icon for MedSpeech, or "Start/Program/Euromed Networks/MedSpeech". Fill in your login and Password and click on "Ok"

MedSpeech - Login	X			
	^ MedS peech~			
Database:	MedSpeech Extern 🔻			
Login:	alex			
Password:	******			
Change password after login				
	OK Cancel			

Changing your password:

If you check "Change password after login", you will see the following dialogue:

CI	hange password
	New password:
	OK Cancel

Type in your new password, and retype the password in the next field to confirm it. Make sure that the password matches the level of complexity set by your system administrator. Click on "OK" to continue. Your new password will now be set.

Creating a New dictation:

Introduction

1. Log into MedSpeech. Click on "New..".

			^ N 3.1.(ledSpeech 0 build(22207)
ch Search ▼ 27 ▼ Open	New			
ned	Created	Author	Form	Length
27 19:29:15	2010-10-27 19:26:	59 Stöt Anders	AKUTJOURNAL	00:00:17
26 11:01:00	2010-10-26 10:03:1	.8 Stöt Anders	Report	00:00:14

2. The dictation dialogue is displayed. You may now start your dictation. Depending on your dictation hardware, you may press the recording button, or slide the slider into the recording position. Please consult the manual for your dictation device, if you need help starting the recording.

📧 birth: 1931-11-28 A	ccession number	000053539COCDV Accour	nt n	
MedSpeech		Record standby		Save
		Overwrite Position: 00:00		Remove Suspend
Always on top Minimize window while recording	Priority: Department: Form:	Normal Report	0	Show headers Cancel Details ▼

Priority, Department and Form:

You may select "Priority", "Department" and "Form" by clicking on the corresponding dropdown dialogues.

Priority:	Normal 🔻	-
Department:	Euromed 🔹	
Form:	Report -	
	10550000 2424 111	1

Always on top:

If you want to ensure that the dictation dialogue is always placed "topmost" on your screen, select the "Always on top" option.



Minimize window while recording:

If you prefer to have the dictation dialogue minimized while you are in recording mode, please check the "Minimize window while recording" option.

Minimize window while recording

Saving a dictation:

After you have finished your dictation, you may "Save" the dictation, either by clicking on "Save" or by pushing the EOL button (if you are using a Philips SpeechMike). Please note, that you will see the following dialogue after you have pressed the EOL button:

Dictation ID: 416 - , MedSpeech	Date of birth: Acce	MedSpeech
Always on top	Prioritur	EOL Pressed EOL pressed. Do you really want to close and save the dictation?
Minimize window while recording	Department: Form:	Do not ask me again Yes No

if you check the "Do not ask me again" box, you will not see this dialogue again, after you have pressed EOL. Your dictations will then be saved immediately.

Remove the dictation:

Select this option, if you want to remove the dictation. Please note that the dictation can be recovered by the MedSpeech administrator, should you select this option by mistake.

f	MedSpeech	
Л	?	Do you wish to remove this dictate? Removed dictates are not permanently removed from the system. They can be restored by an administrator if needed.
n		Ja Nej

Suspend a dictation:

Use this option if you want to temporarily suspend the dictation. If a dictation is suspended, it can only be opened again by you, or by your MedSpeech administrator.

Show Headers and moving the header dialogue:

If you want to display the headers associated with the selected form, click on "Show headers". You may place this dialogue anywhere on your screen, by "clicking and dragging" it into position. Clicking on the "X" will close the dialogue.



Show/Hide patient details:

Click on the "Details" button, and select "Show/Hide" to display or hide the patient details. Depending on your specific integration, you may see various additional patient details. See sample below.

001D: 415 X0002009 -	Smith, John, Da	te of birth: 1931-11-28 Acces	- (
MedSpeech		Record standby Overwrite Position: 00:00 Length: 00:00	F	Save Remove			
Always on top Minimize window while recording	Priority: Department: Form:	Normal Euromed Report 19560909-3434 Helen Wor	Sho (Dr <u>S</u>	w headers Cancel etails Show/Hide Look up values	ł		
🔳 Dictation ID: 413 X	0002009 - Smit	h, John, Date of birth: 1931-11	-28 4	Accession numbe	r: 000053539COCDV	Account numb	X
I Dictation ID: 413 X MedSpeech	0002009 - Smit	h, John, Date of birth: 1931-11 Record standby	-28 4	Accession numbe	r: 000053539COCDV Patient ID	Account numb	×
I Dictation ID: 413 X MedSpeech I I I I I I I I I I I I I I I I I I I	0002009 - Smit	h, John, Date of birth: 1931-11 Record standby Overwrite Position: 00:00 Length: 00:00	-28 4	Accession numbe Save Remove Suspend	r: 000053539COCDV Patient ID Patient Name Author Created on	Account numb	
Dictation ID: 413 X MedSpeech Image: Constraint of the second	0002009 - Smit	h, John, Date of birth: 1931-11 Record standby Overwrite Position: 00:00 Length: 00:00 Normal Euromed Report	-28 A	Accession number Save Remove Suspend Show headers Cancel Details	r: 000053539COCDV Patient ID Patient Name Author Created on Accession number Account number Date of birth Fxam date	Account numb	

Adjusting the audio settings:

Click on the small "speaker" icon to display the audio settings dialogue

1		Record standby		Save	Patien
2		Overwrite		Bemove	Patien
2		Position: 00:00			Autho
		Length: 00:00		Suspend	Create
		(0	how headers	Acces
	Priority:	Normal 👻		Cancel	Accou
'	Department:	Euromed 🗸]		Date c
	Form:	Report	ī.	Details 🔻	Evam

Here, you may adjust the following:

Settings	this interest	×
Gain:		Audio/Visual Settings Playback volume:
Rewind speed:	30.5% 🎽	100%
Fast forward speed:	5x	Rewind on pause: 0 ms
Playback speed:	1.00x	Audio feedback during winding
Reset Defaults		Optimized Playback

Gain:

Here you may adjust the microphone recording level. If the sound-level is to too low, please move the slider to the right, if it is too high, move the slider to the left.

Audio Wizard

▲ WARNING! In order to ensure a continued high quality of the audio file, you should review the Audio Wizard, each time you change the microphone and/or computer. This is particularly important when the function "Optimized Playback" is enabled.

You may also use the "Audio Wizard" to correctly set your audio level. Click on the "wizard" icon, next to the "Gain" setting, to start.

Input Settings	Audio/
Gain:	Playb
	30. % 🔏
Rewind speed:	
	5x
Fast forward speed:	
—	

Click "Start Recording", and start reading the text in the box. Please note, that you may have to repeat the text more than once. Make sure to hold the microphone about 2,5 -5 cm (1-2 inches) from your mouth to ensure optimal sound input.

Audio Wizard	
74	Press the record button and read the paragraph below with the microphone positioned about an inch from the side of your mouth.
	This wizard is adjusting the gain on my microphone. When this step is complete, my microphone gain level will be ideal for accurate speech recognition. Continue to repeat this paragraph until you hear a beep.
Z	Start Recording
	< Föregående Slutför Avbryt Hjälp

You will hear a beep, when the audio setting is adjusted. Click on "Finnish" to close the dialogue.

Rewind speed:

You may increase the "Rewind" speed by up to 30X by sliding this control to the right.

Fast forward speed:

You may increase the "Fast forward" speed by up to 30X by sliding this control to the right.

Playback speed:

You may increase the "Playback" speed by up to 2,5 X by sliding this control to the right. If you want to slow down the playback, slide the controller to the left. You may slow it down to 0,50 X the original speed.

Playback level:

Use this setting to increase or decrease the playback level, by sliding the control to the desired position.

Tip: You may also use the MS Windows settings, using the "Control Panel" / "Sounds" /"Sound devices" settings, to adjust your playback sound level. You may also click on the small "Speaker" icon, usually located on the lower right of your screen, and adjust the sound from there.



Rewind on pause:

This option is used by secretaries only, to enable a brief rewind of the sound file every time the playback is stopped. The setting is set in milliseconds. (1000 ms=1 second).

Audio feedback during winding:

Select this option if you want to hear audio while rewinding/fast forwarding the dictation.

Show floating VU meter:

A semi-transparent VU meter will be displayed if you select this option. You may "click and drag" the VU meter, to place it anywhere on your screen. This VU meter will give feedback in regards to the recording volume. Please make sure that the recording is not to loud (red) or quiet (lower green).



Optimized playback:

Use this option to automatically "skip" all quiet sections of a dictation, when listening to it.

▲ WARNING! In order to ensure a continued high quality of the audio file, you should review the Audio Wizard, see chapter adjusting the audio settings, each time you change the microphone and/or computer. This is particularly important when the function "Optimized Playback" is enabled.

Working with the MedSpeech dictation list:

Sorting the dictation list

The MedSpeech dictation list can be used to sort dictations in many ways, depending on the workflow. All MedSpeech users have access to the dictation list.

Auto search:

Check the "Auto-search" box to enable real-time search, triggered instantly when a new search option is utilized.

🔽 Auto-search	Search 💌 Administrate 💌
То: 🔽 2010-11-24 👻	Open
	Created
ription Pending	2010-11

Searching in the MedSpeech dictation list:

There are some settings in the MedSpeech dictation list, that are enabled by the MedSpeech administrator as needed. These settings are marked with an * below.

Department: Click on the drop-down control to select a department.

Author: Click on the drop-down control to select an author.

Patient name: Type the full patient name, or use "Wild-card" search using %, to search on partial names.

Patient ID:

Type the patient ID, or use "Wild-card" search using %, to search on partial patient ID.

Form: Click on the drop-down control to select an author.

Priority: Click on the drop-down control to select a priority. Last 90 days: Select this control to search on dictations that were created in the last 90 days.

You may also search on dictations created on a specific date, or during a time-period, using the "From" and "To" controls.



Date of Birth: *

Type the date of birth, to perform a search on this field.

External link: * Type the external link, to perform a search on this field.

Account number: * Type the account number, to perform a search on this field.

Accession number: * Type the accession number, to perform a search on this field.

Columns in the dictation list:

It is possible to select which columns to show, and select the order of how they are displayed.

Moving a column:

Righ-click and drag the column to the location where you want it displayed.

External Key:		Account no.
Priority	Patient Name	Len 🔻
P Normal		+
🏴 Normal	Tolvan Tolvansson	19121212-1212
P Normal	Lisa Svensson	19640123-1342

Hide a column:

Right-click on the column that you want to hide, then click on "Hide column".

itient ID	Form Hide Column
121212-12	Show Columns
640123-134Z	Keport
	Report

Show additional columns:

Right-click on any column. Click on "Show column", and check the columns that you want to display. You may also un-check the columns that you don't want to see in the list.



Changing dictation properties and how to "Show History"

Right-click on a dictation in the list to display the following dialogue. The selectable options are determined by the users rights. The setting for this is made using database administrator in the "Edit Role" dialogue. The permission "Allow changing department/priority......" is needed to make these changes.

:51	Report	Signed	2
:02	AKUTIO		Pending
:53	Rept 🎽	Open dictation	
:00	Rept 🎱	Show <u>H</u> istory	
:45	Rept 💥	Remove dictation	
.:07	Repo		-
.:09	Repo	Change patient name	
:13	Repo	Change status	
:45	Repo	Change priority	
:00	Repo	Change department	
.:48	Repo	Change form	
:17	Repo	Change external key	
:25	Report	Signed	
:20	Report	Signed	

Show history:

Select this option to display the "Dictation Event History". Please note, that this is not as extensive as to information displayed in the "Audit" dialogue in MedSpeech Adminitrator.

tation Event History (ID:	1150)		20.00	
Status	Time	User	First Name	Last Name
Created	2011-01-11 15:54:35	anders2	Anders	Stöt
Opened	2011-01-11 15:54:36	anders2	Anders	Stöt
Opened	2011-01-11 15:54:59	anders2	Anders	Stöt
Transcription Pending	2011-01-11 15:54:59	anders2	Anders	Stöt
Opened	2011-01-13 14:58:55	sekr1	Helen	Smith
Sign Pending	2011-01-13 14:59:09	sekr1	Helen	Smith
Opened	2011-01-13 14:59:28	anders2	Anders	Stöt
Signed	2011-01-13 14:59:36	anders2	Anders	Stöt
Copy text				ОК

Change status:

Use the dropdown control to select the status.

hange status	200 M C	×
Dictation ID:	1192	
Patient ID:	687868768	
Patient name:	Foten Stor	
Form:	AKUTJOURNAL	
Duration:	01:02	
Last opened:	2011-01-12 16:45:31	
		OK
Status:	Transcription Pending	Cancel
	Recalled	
	Suspended	
	Transcription Pending	
	Finished	

Change Priority:

Use the dro	pdown control to sele	ect the priority
Change priority	MD-R. CONT.	x
Dictation ID:	1192	
Patient ID:	687868768	
Patient name:	Foten Stor	
Form:	AKUTJOURNAL	
Duration:	01:02	
Last opened:	2011-01-12 16:45:31	
		ОК
Priority:	Normal	Cancel
[High	
	Normal	

Change department:

Use the dropdown control to select the department, also, make sure that you check to see if the correct "Form" is selected. You may change this in the same dialogue.

1192 687868768 Foten Stor			
687868768 Foten Stor			
Foten Stor			
01:02			
2011-01-12 16:45:31			
Asdon		-	ОК
Asdon Dictation Solutions Dr Kong			Cancel
Dr Yip			_
e-Dict Euromed		-	
	01:02 2011-01-12 16:45:31 Asdon Dictation Solutions Dr Yop e-Dict Euromed Luminisystem	01:02 2011-01-12 16:45:31 Asdon Dictation Solutions Dr Kong Dr Yp e-Dict Eiromed Luminisystem	01:02 2011-01-12 16:45:31 Asdon Asdon Dictation Solutions Dr Kong Dr Yip e-Dict Euromed Luminisystem

Change form:

Use the dropdown control to select the form, also, make sure that you check to see if the correct "Department" is selected. You may change this in the same dialogue.

Change departmer	nt/form	×
Dictation ID:	1192	
Patient ID:	687868768	
Patient name:	Foten Stor	
Duration:	01:02	
Last opened:	2011-01-12 16:45:31	
Department:	Radiology	- ОК
Form:		Cancel
	Clinic	
	Discharge Referral	

Change external key:

Use the dropdown control to select the External key.

Change external key	201-00-02 million	×
Dictation ID: Patient ID: Patient name: Form: Duration: Last opened: External key:	1192 687368768 Foten Stor AKJTJOURNAL 01:02 2011-01-13 10:00:11	OK Cancel
	Engdahl External	

Suspended dictations:

A user may select to suspend a dictation. In order to prompt the user to finish the dictation, a message is displayed the next time the user logs in

1	/ledSpe	ech	×
		Observe, you have suspended dictations! You have a suspended dictation. The dictation refers to: 19760909-3632 Kalle Persson	0 days old
	🔲 Dis	miss this warning (remind me later).	ОК

You will also be able to display a list of the suspended dictations, clicking on the red text, on the lower part of the dictation list.



Importing dictations from a Philips Digital Pocket Memo (DPM):

In order to be able to import from a DPM unit, the user must have a role with the "Allow importing dictations from DPM" right assigned.

How to import a dictations from a DPM:

- 1. Log in as a user with rights to import dictations.
- 2. Click on "Import from DPM", lower right on the screen.

Stöt Anders			
Stöt Anders			Ŧ
	Import from DPM	Close	
Licensed	to Euromed User - Anders S	töt (DD Bat	ch)

ations from DPM			genti .	
User - Anders Stöt (a	anders2, DD Bat	tch)	∩ ™	ledSpeecl
DPM device DPM3 LI	H955 is connec	ted. Free space: 10152	67 kBytes	
Date	Time	Author	Priority	Length
31 December 2010	17:34:53	Anders Stöt	Normal	00:14
31 December 2010	17:35:24	Anders Stöt	Normal	00:07
31 December 2010	17:35:34	Anders Stöt	Normal	00:04
	titions from DPM User - Anders Stöt (# DPM device DPM3 LI Date 31 December 2010 31 December 2010 31 December 2010	titions from DPM User - Anders Stöt (anders2, DD Bal DPM device DPM3 LFH955 is connec Date Time 31 December 2010 17:34:53 31 December 2010 17:35:24 31 December 2010 17:35:34	utions from DPM User - Anders Stöt (anders2, DD Batch) DPM device DPM3 LFH955 is connected. Free space: 10152 Date Time Author 31 December 2010 17:34:53 Anders Stöt 31 December 2010 17:35:24 Anders Stöt 31 December 2010 17:35:34 Anders Stöt	User - Anders Stöt (anders2, DD Batch) DPM device DPM3 LFH955 is connected. Free space: 1015267 kBytes Date Time Author Priority 31 December 2010 17:3453 Anders Stöt Normal 31 December 2010 17:35:24 Anders Stöt Normal 31 December 2010 17:35:34 Anders Stöt Normal

3. The following dialogue will be displayed:

you may select which dictations to import by checking/unchecking the box to the left of the dictations. Click on "Import" to download the dictations from the DPM. Please note, that the dictations will be deleted from the unit in this process.

4. The imported dictations will now be displayed in the dictation list, marked as "Imported from DPM" in the "Patient Name" field.

ID 🔻	Priority	Patient Name	Patient ID
1231	P Normal	Imported from DPM	
1230	P Normal	Imported from DPM	
1229	P Normal	Imported from DPM	
1227	P Normal	Erik Svwensson	43968068

Working with the MedSpeech Editor:

Keyboard Shortcuts in the MedSpeech Editor

The MedSpeech editor has been optimized to give the user a tool to effectively be able to transcribe or correct reports. We urge the users to take time to learn the many keyboard shortcuts and other tools, to ensure a good user experience.

NAVIGATION		EDITING	
			0701
Move By Word CIRL + Left & Right Arrows		Toggle Case (UPPER, lower, Title)	CTRL + SHIFT+ U
Move By Paragraph	CTRL + Up & Down Arrows	Delete One Character To The Left	BACKSPACE
Beginning Of Line	HOME	Delete One Character To The Right	DELETE
Beginning Of Report	CTRL + HOME	Delete One Word To The Left	CTRL + BACKSPACE
End Of Line	END	Delete One Word To The Righ	
			CTRL + DELETE
End Of Report	CTRL + END	Cut Selected Text	CTRL + X
Selecting Text	SHIFT + Arrow Keys	Copy Selected Text	CTRL + C
Select To Beginning Of Line	SHIFT + HO ME	Paste Selected Text	CTRL + V
Select To End Of Line	SHIFT + END	Undo	CTRL + Z
Select All Text	CTRL + A	Redo	CTRL + Y
STRUCTURAL		Toggle Bold	CTRL + B
Create a Section Header	CTRL + N	Toggle Italic	CTRL + I
Create a Subsection Header	CTRL + SHIFT + N	Toggle Underline	CTRL + U
Create a List	CTRL + L	Insert Bookmark / Unhide	CTRL + K

		Hidden Text	
Separate Listed Items	ENTER	Find	CTRL + F
Increase Indent of List	CTRL + M	Check Spelling	CTRL + F9
Decrease Indent of List	CTRL + SHIFT + M	Check Spelling On The Fly	F9
Insert Normal	CTRL + D	Increase font size	CTRL + Plus Sign
Insert Table	CTRL + SHIFT + T	Decrease font size	CTRL + Minus Sign
Insert Table Column Left	CTRL + SHIFT + A	Reset font size	CTRL + 0
Insert Table Column Right	CTRL + SHIFT + D	Toggle formatting marks	CTRL + SHIFT + P
Insert Table Row Above	CTRL + SHIFT + W	JOB	
Insert Table Row Below	CTRL + SHIFT + S	Print Preview	CTRL + P
		Split Job	CTRL + SHIFT + G
AUDIO			
Play/Stop	F6	Return Highlighter To Cursor	CTRL + SHIFT + Space
Rewind	F5	Regain Playback Highlighter	CTRL + Space
Rewind to Beginning CTRL + F5		Increase Rate of Playback	CTRL + T
Fast Forward	F7	Decrease Rate of Playback	CTRL + E
Optimized Playback	CTRL + SHIFT + F5	Return Rate of Playback	CTRL + R

Separate Cursor	\leftarrow , \rightarrow	Toggle Mute	CTRL +
From Highlighter			SHIFT +Q

Enlarging the text in the editor:

You may use the "Zoom" function to increase or decrease the font size, to change the text size in the editor window.

Dictation ID: 397 X00002	97 - Sm
MedSpeech	
	•••
Always on top	Priority:
[)epartm
F	orm:
D i u	485
¹ Zoom <u>1</u> :1	
🔎 Zoom <u>I</u> n 🛛 🖇	
Zoom Out	_

Using bold, italics and underline:

If these controls are enabled, you may use these controls to format your report.



Using the spell checker:

Click on the icon to enable the spell checker.



If a word is misspelled, it will be underlined in red. If you right-click on the word, you will be shown a list of suggested spellings for the word. Click on the correct word in the list.

	malleolus		
	malleoli		
	malleolaris		
ł	alleluias		
	alleluia		
ł	Ignore		
	Ignore All		
	Add to dictionary		
	Correction		
	Undo		
5	Cut		
	Сору		
	Paste		l'anna la at
ľ	Delete		liams last
8	Select All		ie right fos
1	Look up	+	lier around
	malloaluia		

malleoluis.

Using the spelling "Look up" functionality:

Right-click on any word that you may want to look up. Click on the resource that you may want to use to check this word (for instance RxList).

Please note that Euromed Networks AB, or MedSpeech resellers, are in no way responsible for the information found in these external resources.



Inserting a section:

If you want to insert a new section in your report, you may do so by clicking on the "New section" button. See in red below. Please note, that if the form that you are using, is set up to only to accept "allowable" sections, you will have to select the section from the list displayed, when you start to type the section name. You may use the "Tab" key, to automatically insert the suggested section name, once it has been highlighted.

	• 1 D
Thank you for referring	this patient.
Res	
Results 5212 the neck. there was so area anterior to the me	me complaints earlier around that dial malleolus.

If you try to select a section that is not allowed, the section will be highlighted in red, and you will not be able to save or sign the report unless you change the section name.

Other medical data

Kind regards.

Inserting a sub-section:

If you want to insert a new sub-section in your report, you may do so by clicking on the "New sub-section" button. See in red below. Please note, that if the form that you are using, is set up to only to accept "allowable" sections, you will have to select the section from the list displayed, when you start to type the section name. You may use the "Tab" key, to automatically insert the suggested sub-section name.

Dictation ID: 326 4548706	6 - Hans, Dat	e of birth: Accession number:	Account number:	Lat Secol 1		X
MedSpeech		Stopped	Sign	Patient ID	4548706	-
	0	Overwrite	Remain	Patient Name	Hans	
	<u> </u>	Position: 00:00	Tremove	Author	Anders Stöt	
		Length: 00:25	Print & Sign	Created on	2010-10-12 13:45	E
Always on top		Normal	Cancel	Accession number		
F	Priority:	Nonnai .	Details 🔻	Account number		
C	epartment:	Hicoh		Date of birth		
F	orm:	Report -		Exam date		-
Results						1
MRI						

Print preview:

If enabled, click here to display the "Print preview" dialogue.



Splitting a report:

If you discover that a report by mistake contains information concerning more than one patient, or that the report contains more than one dictation type (form), you may split the dictation.

▲ WARNING! If you split a dictation while editing, make sure that the audio and text always correspond to the correct patient, so that no information is mismatched or lost in the split.

Stop the audio playback at the sound position in which you want to split the audio. Place your courser on the exact place where you want the split to occur, and click on the "split" button.



The following dialogue will be displayed. Click on "Listen" to confirm the position of the split.

Confirm Document Split
You are about to split the dictation at the location indicated below. A new dictation will be created containing the audio/text to the right.
no serious condition. 🍗 Patient to undergo surgery
Audio Offset: 00:00:13
a Berlin
Listen Copy Patient Demographics
Please listen to the audio and verify that this is the right location for the split, then ${\rm dick}$ the Split button below.
Mote that this operation cannot be undone!

If you are satisfied with where the split should take place, click on "Split". Check the "Copy Patient Demographics" box, if the split dictation concerns the same patient. The split dictation will inherit patient information from the original dictate.

Managing dictations without patient information

Split dictations will not have an automatic connection to any external patientsystem and must be operated as a dictation based on no order. Patient and study information must be filled in manually. In case of order-based work flow a "look-up" against the order table can be done for collection of patient information.

To avoid that reports ends up missing important patient information. The system can be configured to have mandatory fields for patient information that needs to be filled in before the report can be signed.

The MedSpeech Worklist

Log in

Click on the icon for MedSpeech Worklist, or "Start/Program/Euromed Networks/MedSpeech Work List". Fill in your login and Password and click on "Ok"

MedSpeech - Login	×
	MedSpeech
Database:	MedSpeech Extern 👻
Login:	alex
Password:	*****
Change pa	issword after login
	OK Cancel

Changing your password:

If you check "Change password after login", you will see the following dialogue:

Change password	X
New password: Confirm new password:	
ОК	Cancel

Type in your new password, and retype the password in the next field to confirmit. Make sure that the password matches the level of complexity set by your system administrator. Click on "OK" to continue. Your new password will now be set.

You may search and sort on "Order No:", "Modality", "Name", "ID", or "Examination Date". You may also select to only show "your" orders or "non-dictated" orders (default).

Tip: You may sort the various columns by clicking on the Column name, for instance "Exam date".

MedS	peec	1					0
General Order No: Modality:	•	Patient Namg: JD:	Examinal	ton Date 20 days. 20 10-09-03 • • • 20 10-09-03 • • •	Show My Order Non-gicta Suto-sea	rs Orly. ated Orly. arch	Gear Search
Order No.	Patient ID	Exam Date	Patient Nar	ne Modality	# Se	Evam Description	
000366706C0CGK	×1278680	2010-06-05	P server a rear	incounty	0	Image int in theatre 1st hour	
000297254COCWZ	X0244265	2010-06-05	s	0	0	Image Int in theatre 1st hour	
000366707COCGK	X1233715	2010-06-05	SI	8	0	Image Int in theatre 1st hour	
00154126COCLH	X1101981	2010-06-05	k	eth	0	Transvaginal	
00154125COCLH	X0703064	2010-06-05	R	ch	0	MRI Shoulder	
00297255COCWZ	X0922838	2010-06-05	G	1	0	MRI Lumbar Spine	
00297256COCWZ	X0893903	2010-06-05	s	id	0	MRI Knee	
00154128COCLH	X0877460	2010-06-05	т	im	0	Musculoskeletal	
00154131COCLH	X0877460	2010-06-05	т	im	0	Chest xray AP or PA	
000297259COCWZ	X0922838	2010-06-05	G	i'.	0	Scoliosis 2 or 3 views	
00297260COCWZ	X0590191	2010-06-05	N	ona	0	Lumbar Spine Xray 2 views	
000188947COCNF	X1309267	2010-06-05	т	H	0	Obs.Early/Dating/Viabil./Grow	
000204085COCLB	X1283205	2010-06-05	т	9	0	MRI Brain	
000154129COCLH	X0701811	2010-06-05	н	rah	0	Bilateral Breast Ultrasound	
000154134COCLH	X0089905	2010-06-05	с		0	Pelvis Xray	
000297264COCWD	X0866861	2010-06-05	K	15	0	Chest xray AP or PA	
000188946COCNF	X0066218	2010-06-05	R	,	0	Bilateral Breast Ultrasound	
000188953COCNF	X0698126	2010-06-05	A	er	0	FMU: Cervix and Growth	
000366714COCGK	X0277931	2010-06-05	lr.		0	Right Knee Xray 2 views	

Moving a column in the worklist:

You can also move the columns around, by using "click and drag". See below how the column "Patient Name" is moved next to "Order No".

] <u>T</u> o:
Please select an order fro	m the list belo	w:		
Order No Patient N	ame	Exam Date	Patient Name	;
000352804COCGK	X0003314	2010-01-03	Smith, Mary	0
000352812COCGK	X0003314	2010-01-03	Smith, Mary	0
000353213COCGK	X0004538	2010-01-08	Smith, John	C
000252213COCGK	X000/1538	2010-01-08	Smith John	0

Hiding a column in the worklist:

If you want to hide a column "right-click" on the column, and select "Hide column".

ID	Hide column	Exam De
14		Bilateral
14	Show column 🕨	Pelvis
38	0	Image In

Show columns in the worklist:

Clicking on "Show column" will display a list of columns that you may want to display. Select the column(s) that you want to see in your worklist, by clicking on the left of the column name.

				Sho
Exam Date	Mod	lality	Exam Descri	otion
Hide column			Bilateral Brea	st Ultras
Show column	 ✓ 	Order No)	
2010-01-00		Patient N	lame	eatre 1
2010-01-08		- defente in		eatre 1
2010-01-10	1	Patient II)	
2010-01-10	~	Exam Dat	te	
2010-01-10		# Sent Di	ctations	innan
2010-01-10	~	Modality		inager
2010-01-10	-	would he will be a set of the set		inage (
2010-01-10	~	Exam De	scription	inage (
2010-01-11			Chest xray A	P or PA
2010-01-11			Chest yray A	P or PA

Create a new dictation from the worklist:

Double clicking on a specific order will bring up the dictation dialogue, with the correct associated demographics. You may now start your dictation. Depending on your dictation hardware, you may press the recording button, or slide the slider into the recording position. Please consult the manual for your dictation device, if you need help starting the recording.

Associated orders:

If a dictation is opened and a patient has more than one associated order, the following screen will appear. You may choose to report on one or more examinations, by ticking the box next to the examination.

Current examination					
Patient:	- and a second sec				
Exam description:	- IITH - Image Int in theatre	t 1st hour			
Examination no:	000366706COCGK	Examination date:	05/06/2010		
ere are other orders for ease mark the associated	this patient! orders you would like to include	in this dictation:			
Order number	Order type		Exam date	Reserved	
000366586COCGK	- XRFEMR - Right Femur		04/06/2010		
000366588COCGK	- XRFEMR - Right Femur		04/06/2010		
000366595COCGK	- XRPEL - Pelvis Xray		04/06/2010		
_ 000388732COCGK	- ARCEAR - Right Felia		03/08/2010		

Reserved examinations:

If the examination has been reserved (taken) by the same author, the following screen will be shown:

MedSpeech	×	
You reserved this examination 0 hour	urs ago. Do you want to open it?	
	Ja Nej	

Reserved by another author:

If the examination has already been reserved/open or suspended by someone else, the following screen is displayed:



New dictation without order:

If you don't have access to the order, you may create a new dictation anyway, by clicking on "New Dictation without order".

	000355242COCGK	X0005017	2010-01-29	Smith, Mary	0	Additional Films Mammography
L	000353377COCGK	X0006282	2010-01-10	Smith, John	0	Aspiration/Drainage under U/S
L	000353377COCGK	X0006282	2010-01-10	Smith, John	0	Aspiration/Drainage under U/S
L	000353377COCGK	X0006282	20 <u>10-01-10</u>	Smith John	0	Aspiration/Drainage under U/S
	New Dictation	🧐	lew Dictation Without	: Order 🕨 Show My Susp	pended	Show Sign Pending

The following dialogue will appear.

Dictation ID: 418 - , [Date of birth: Ac	cession number: Account	numbe	er:			x
MedSpeech		Record standby		Save	Patient ID	0808080808	
		Overwrite		Bemove	Patient Name		
		Position: 00:00			Author	Anders Stöt	
		Length: 00:00		Suspend	Created on	2010-10-24 23:24	Ξ
Always on top		Neural	0	Show headers	Accession number		
📼 Minimize window	Priority:			Cancel	Account number		
while recording	Department:	Euromed 🔹		Details 🔻	Date of birth		
	Form:	Report 🔹			Exam date		-
					1	1	

Fill in the Patient ID and name, and other known demographics.

Show your suspended dictations:

If you want to display your suspended dictations, click on the "Show my suspended..." button

000355242COCGK	X0005017	2010-01-29	Smith, Mary	U	Additional Films Mammograph	у
000353377COCGK	X0006282	2010-01-10	Smith, John	0	Aspiration/Drainage under U/S	
000353377COCGK	X0006282	2010-01-10	Smith, John	0	Aspiration/Drainage under U/S	
000353377COCGK	X0006282	2010-01-10	Smith John	0	Aspiration/Drainage under U/S	
New Dictation		New Dictation Without	Order Show M	ly Suspended	Show Sign Pending	
	000355242COCGK 000353377COCGK 000353377COCGK 000353377COCGK New Dictation	000355242COCGK X000501/ 000353377COCGK X0006282 000353377COCGK X0006282 000353377COCGK X0006282 000353377COCGK X0006282 New Dictation	000355242COCGK X0005017 2010-01-29 000353377COCGK X0006282 2010-01-10 New Dictation New Dictation Without (000355242COCGK X000501 / 2010-01-29 Smith, Mary 000353377COCGK X0006282 2010-01-10 Smith, John New Dictation New Dictation Without Order Show M	000355242COCGK X000501/ 2010-01-29 Smith, Mary 0 000353377COCGK X0006282 2010-01-10 Smith, John 0 000353377COCGK X0006282 2010-01-10 Smith John 0 New Dictation New Dictation Without Order Show My Suspended	000355242COCGK X000501 / 2010-01-29 Smith, Mary 0 Additional Hilms Mammograph 000353377COCGK X0006282 2010-01-10 Smith, John 0 Aspiration/Drainage under U/S 000353377COCGK X0006282 2010-01-10 Smith, John 0 Aspiration/Drainage under U/S 000353377COCGK X0006282 2010-01-10 Smith, John 0 Aspiration/Drainage under U/S 000353377COCGK X0006282 2010-01-10 Smith, John 0 Aspiration/Drainage under U/S 000353377COCGK X0006282 2010-01-10 Smith, John 0 Aspiration/Drainage under U/S 000353377COCGK X0006282 2010-01-10 Smith, John 0 Aspiration/Drainage under U/S 000353377COCGK X0006282 2010-01-10 Smith, John 0 Aspiration/Drainage under U/S 000353377COCGK X0006282 2010-01-10 Smith, John 0 Aspiration/Drainage under U/S 000353377COCGK X0006282 2010-01-10 Smith, John 0 Aspiration/Drainage under U/S New Dictation

Show your sign pending dictations:

You may also display your sign pending dictations, by clicking on the "Show Sign Pending" dictations.

	000355242COCGK	X0005017	2010-01-29	Smith, Mary	U	Additional Films Mammography
U.	000353377COCGK	X0006282	2010-01-10	Smith, John	0	Aspiration/Drainage under U/S
U.	000353377COCGK	X0006282	2010-01-10	Smith, John	0	Aspiration/Drainage under U/S
U.	000353377COCGK	X0006282	2010-01-10	Smith John	0	Aspiration/Drainage under U/S
	New Dictation		New Dictation Without	Order Show My S	Guspended	Show Sign Pending

If you have any sign pending dictation, they will be displayed in a list.

X00002	97 Smith, Jo	hn			
Department:	· All · 🗸	Patient name:		Form:	- All -
Author:	Stöt Anders 🔹	Patient ID:		Priority:	- All -
Date of birth:				Account no:	
ID 👻	Priority	Patient ID	Patient Name	Status	
397	P Normal	X0000297	Smith, John	Sign P	ending
377	P Normal	5754856884	Phil Smith	Sign P	ending
360	🏴 Normal	X0006158	Smith, John	Sign P	ending
335	P Normal	X0004441	Smith, Mary	Sign P	ending
334	P Normal	1252352	Hans Anderss	on 🦳 Sign P	ending
329	P Normal			Sign P	ending
327	P Normal	66857	Krisse	Sign P	ending
326	P Normal	4548706	Hans	Sign P	ending
325	P Normal	66857	Krisse	Sign P	ending
324	P Normal	X0003645	Smith, John	Sign P	ending

Double click on a dictation that you want to sign to open it. You may then sign it, by clicking on the "Sign" button.

Dictation ID: 397 X0000297 - Smith, Jo	ohn, Date of birth: Accession number:	3
MedSpeech Always on top Priority: Department: Form: Form: Department: Form: Fo	Stopped Sign Overwrite Remove Position: 00:00 Print & Sign Length: 00:29 Normal Cancel Euromed Details < Report Sign	^
Results Thank you for referr Patient has been se	ing this patient. en by me and Dr. Williams last week. Patient is	

Before you sign the report, you may want to make changes to the content. You may do so by directly typing into the dialogue.

Dictation flow if network connection is lost:

Should you lose contact with the network while dictating, your dictation will be saved locally, until contact Is re-established. The following dialogues are displayed:

MedSpeech X				
	Failed to save dictation			
	Press retry if you want to re-connect to the database and try again?			
	Retry Cancel			
() Tł lo	nis error message has been logged to the Application gs.			

Click on "Retry", to attempt to save the dictation, if you are experiencing a temporary communication problem.



If you are not able to re-connect, the dictation will be stored locally, until you log in the next time.



Click on "OK" to save the dictation.