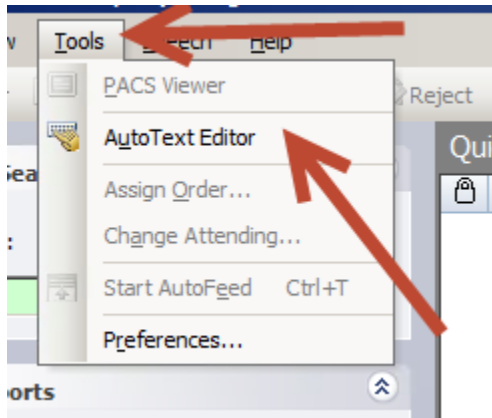


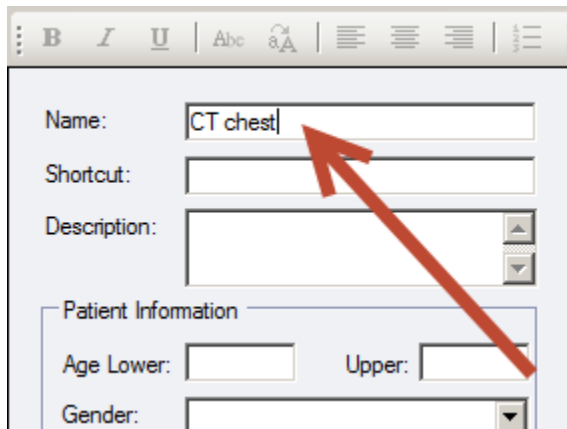
How to create an AutoText

AutoText, also called templates or Macros can be created in Powerscribe for multiple uses. They can be entire reports, phrases or even just standardized pick lists.

1. To create an AutoText click on Tools, then AutoText Editor.



2. Name your AutoText. To allow for the speech engine to recognize the name more easily make sure the name is at least two syllables and contains only lowercase letters. The only exception is for modalities, for example, CT, MR, etc...



3. Ignore the shortcut box. It is only pertinent for Transcription. You can type a description if you like.
4. You can set an age range, gender and a patient class if you wish. When you set those that AutoText will only be available when those parameters are met.
5. Begin to Type or Dictate your AutoText.

EXAM: Chest CT with IV contrast.

HISTORY: [History]


TECHNIQUE: Axial images were obtained from the lung apices through the upper abdomen after the uneventful intravenous injection of 300/Omnipaque 350/Isovue 300/Isovue 370/Optiray 320/Ultravist 300/Ultravist 370. [Reformats]

COMPARISON: [Comparison]

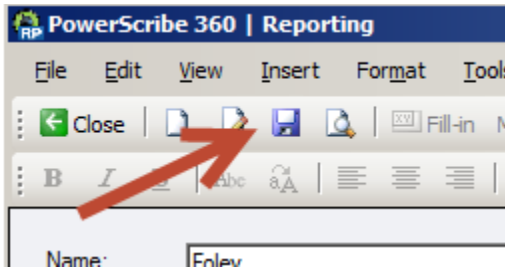
Name:	<input type="text" value="Foley"/>	A Foley catheter was placed uneventfully in the urinary bladder prior to imaging, and [Field 1] mg of Lasix was administered intravenously without incident. The patient drank several cups of water prior to imaging, and the foley catheter was removed uneventfully after imaging was completed.
Shortcut:	<input type="text"/>	
Description:	<input type="text"/>	
Patient Information		
Age Lower:	<input type="text"/>	Upper: <input type="text"/>
Gender:	<input type="text"/>	

6. You can insert Fill-in Fields that are text, numeric or pick-lists.
7. You can assign procedure codes to AutoText so that they populate automatically when those exams are read.
8. You can set you AutoText to Private if you do not wish for others to use it.

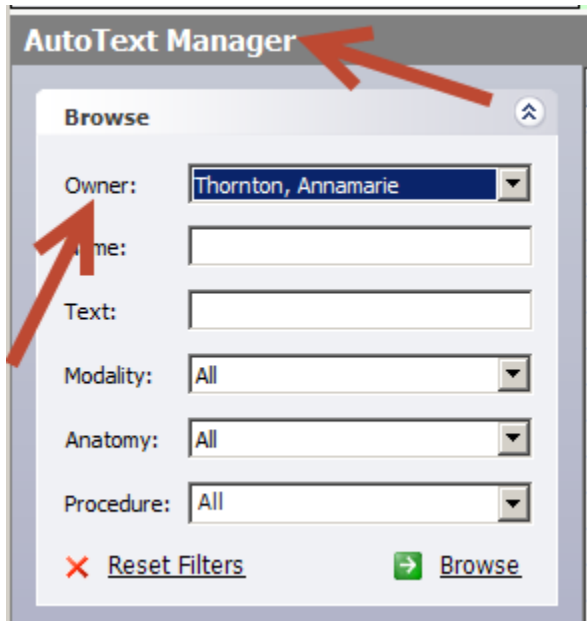
Name:	<input type="text" value="Foley"/>	
Shortcut:	<input type="text"/>	
Description:	<input type="text"/>	
Patient Information		
Age Lower:	<input type="text"/>	Upper: <input type="text"/>
Gender:	<input type="text"/>	
Class:	<input type="text"/>	
Attributes		
<input type="checkbox"/> Normal	<input type="checkbox"/> Default	<input checked="" type="checkbox"/> Private
Categories		



9. Always save before exiting.



10. If you wish to view others templates you can Browse through the AutoText Manager.



11. Click the Arrow in the Owner category. Once you select the account you wish to view click Browse and those templates will appear on the right.

Age Lower: | Upper: |

Gender: Templates, FHS
Templates, MHS
Templates, Rad

Class: Test, Editor
Test, PA
Test, Radiologist
TEST, TECHNOLOGIST
test, test
THOMPSON, MATTHEW
Thornton, Annamarie
Thyberg, Cheryl
TIBBETTS, GRANT
Tipton, Shanna
TOBIN, RICHARD
TRAN, KHAI
Tuck, Michell
Tyson, Sara
Vasquez, Dora
WANG, DENNIS
WANG, GEORGE
Warboys, Jennifer
Waters, Justin
Weikum, Crystal
WESSBECHER, FRANCIS
YOON, JUSTIN
YUHASZ, MARK
Zajac, Beth
Zhang, Catherine
Ziemer, Kim
ZIMA, AARON

Attributes
 Normal

Categories

AutoText Manager

Browse

Owner: Thornton, Annamarie

Name:

Text:

Modality: All

Anatomy: All

Procedure: All

12. Click on a template to view the text.

AutoText Manager

Browse

Owner: Templates, Rad

Name:

Text:

Modality: All

Anatomy: All

Procedure: All

Name	Modality	Anatomy
EU breast ultrasound		
Guideline incidental adnexal cyst		
Guideline lung nodule		
Guideline ovarian ultrasound		
Head ultrasound	Echocardiogr...	Brain
Head ultrasound with doppler	Echocardiogr...	Brain
Hip ultrasound		
Intussusception ultrasound		
Lung Cancer Screening CT		
MR brain and IAC		
MR brain and orbits	MRI	Brain, Head, ...
MR brain and orbits without	MRI	Brain, Head, ...
MR brain and skull base		
MR brain and trigeminal		
MR brain MS		
MR brain resist baseline		
MR brain seizure		
MR brain with	MRI	Brain

EXAM: Hip Ultrasound.

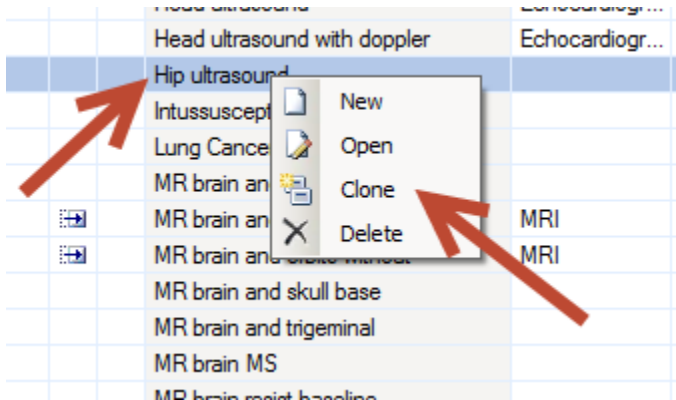
HISTORY: [] [] []

TECHNIQUE: Standard infant hip ultrasound performed.

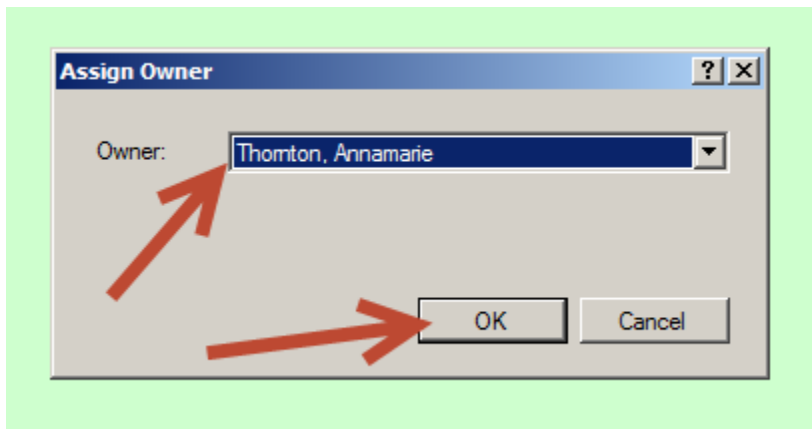
COMPARISON: [None available at time of dictation]

FINDINGS:
Right:
[The right hip is directed in joint]
[The right femoral head is greater than 50 percent covered]
[No dislocation or subluxation elicited with stress]

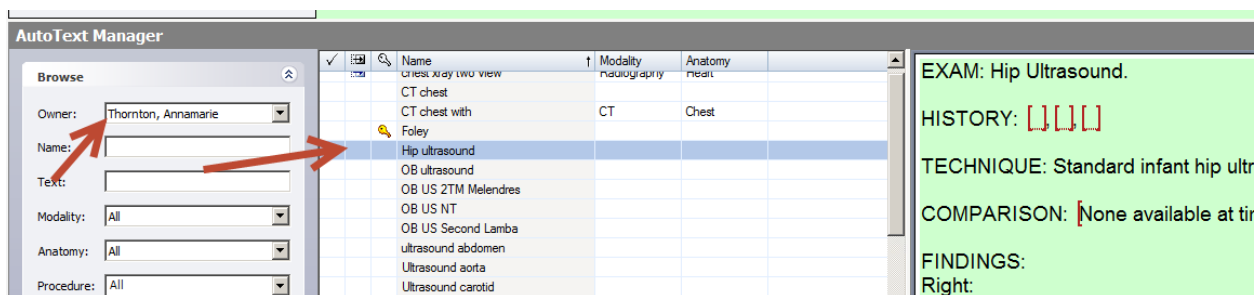
13. If you wish to copy a template into you account right click on the AutoText name and Click Clone.



14. Once you click clone it will populate your name in the Owner box and click OK.



15. That AutoText will then populate the editing window. You can rename and edit the AutoText if wish. Again click Save before exiting. It will then be placed in your list of AutoText.



NOTE

Please refer to the separate How To Documents on how to create and insert a Fill-in Field and Assign Procedure Codes to your AutoText. These documents are also located on the Rad Portal.