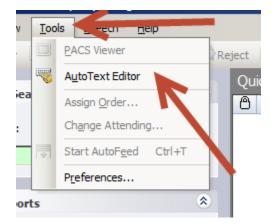
How to create an AutoText

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. The create an AutoText click on Tools, then AuotText 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...

:	BIU	$ Abc \widehat{a}_{A}^{a} \equiv \equiv \equiv \vdots \equiv$
	Name:	CT chest
	Shortcut:	
	Description:	
	Patient Infor	mation
	Age Lower:	Upper:
	Gender:	•

- 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 intr 300/Omnipaque 350/Isovue 300/Isovue 370/Optiray 320/Ultravist 300/Ultravist 370 <mark>, [Reformats</mark>]
COMPARISON: Comparison

Name:	Foley	A
Shortcut:		2
Description:	A V	r r
Patient Infor	mation	
Age Lower:	Upper:	
Gender:	•	

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.

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:	Foley
Shortcut:	
Description:	A V
Patient Inform	ation
Age Lower:	Upper:
Gender:	•
Class:	•
Attributes —	
Normal	🗖 Default 🔽 Private
Categories —	7

9. Always save before exiting.

f	👫 PowerScribe 360 Reporting									
	<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>I</u> nsert	For <u>m</u> at	<u>T</u> ool:				
-	۲	Close	D_ _D		<u>a</u> 📼	Fill-in N				
-	в	I	- Abo	a 🛛						
	Nar	me:	Foley	,						

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

A	utoText M	lanager
	Browse	*
	Owner:	Thornton, Annamarie
1	me:	
	Text:	
1	Modality:	All
	Anatomy:	All
	Procedure:	All
	× Reset	Filters Browse

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

Age Lower:	Upper:	
Gender:	Templates, FHS	
Gender.	Templates, MHS Templates, Rad	
Class:	Test, Editor	' I .
	Test, PA	
Attributes -	Test, Radiologist	
	TEST, TECHNOLOGIST	
l formal	test, test THOMPSON, MATTHEW	
- Changing	Thornton, Annamarie	í
- Ategories -	Thyberg, Cheryl	
	TIBBETTS, GRANT	
	Tipton, Shanna	
	TOBIN, RICHARD TRAN, KHAI	
	Tuck, Michell	
	Tyson, Sara	
	Vasquez, Dora	
	WANG, DENNIS	
	WANG, GEORGE	
	Warboys, Jennifer Waters, Justin	
	Weickum, Crystal	
	WESSBECHER, FRANCIS	
•	YOON, JUSTIN	
Auto lext M	YUHASZ, MARK	
_	Zajac, Beth Zhang, Catherine	
Browse	Ziemer, Kim	
	ZIMA, AARON	•
Owner:	Thornton, Annamarie	•
		_
Name:		
		_
Text:		
		_
Modality:	All	•
		_
Anatomy:	All	•
Procedure	All	
FIOCEGE		
× Reset F	Filters Brow	<u>se</u>

12. Click on a template to view the text.

		1	-	Name	† Modality	Anatomy		
Browse	۲	L.	:128	 Name ED breast ultrasound 	I Modality	Anatomy		EXAM: Hip Ultrasound.
browse				Guideline incidental adnexal cvst				
Owner: Templates, R	ad 💌			Guideline lung nodule				
Jienplace, ie				Guideline ovarian ultrasound				
Name:		-		Head ultrasound	F 1 b			
		-			Echocardiogr			TECHNIQUE: Standard infant hip ultrasound performed.
Text:		L		Head ultrasound with doppler	Echocardiogr	Brain		
,				Hip ultrasound				
Modality: All				Intussusception ultrasound				COMPARISON: None available at time of dictation.
				Lung Cancer Screening CT				
Anatomy: All	▼			MR brain and IAC				FINDINGS:
				MR brain and orbits	MRI	Brain, Head,		
Procedure: All	▼			MR brain and orbits without	MRI	Brain, Head,		Right:
				MR brain and skull base				The right hip is directed in joint.
× Reset Filters	Browse			MR brain and trigeminal				The right femoral head is greater than 50 percent cover
	_			MR brain MS				The light remotal head is greater than 50 percent cover
				MR brain resist baseline				No dislocation or subluxation elicited with stress.
				MR brain seizure				
				MR brain with	MBI	Brain	-	Loff

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

			concoursiogr						
	Head ultrasound v	Echocardiogr							
	Hip ultrasour	Hip ultrasour							
	Intussuscept	New							
	Lung Cance 🍃	Open							
	MR brain an 🝋	Clone							
÷	MR brain an 🗙	Delete	MRI						
÷	MR brain an		MRI						
	MR brain and skul								
	MR brain and trige								
	MR brain MS	MR brain MS							
	MD hosis posist bosoling								

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

<u>? ×</u>
•

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.

AutoText Manager							
	\checkmark	Ð	9	Name †	Modality	Anatomy	
Browse		1724		criest kray two view	naulography	пеан	EXAM: Hip Ultrasound.
				CT chest			
Owner: Thornton, Annamarie				CT chest with	СТ	Chest	HISTORY: [], []
			۹	Foley			
Name:		•		Hip ultrasound			
				OB ultrasound			TECHNIQUE: Standard infant hip ult
Text:				OB US 2TM Melendres			
Modality: All				OB US NT			COMPARISON: None available at ti
Modality. All				OB US Second Lamba			
Anatomy: All				ultrasound abdomen			
				Ultrasound aorta			FINDINGS:
Procedure: All				Ultrasound carotid			Right:

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.