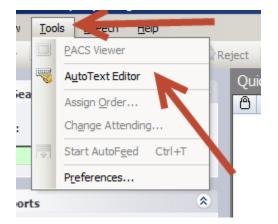
## How to create an AutoText

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<br>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<br>V | r<br>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<br>V              |
| Patient Inform | ation               |
| Age Lower:     | Upper:              |
| Gender:        | <b>•</b>            |
| 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        | <b>D_</b> _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<br>Templates, Rad    |           |
| Class:        | Test, Editor                        | ' I .     |
|               | Test, PA                            |           |
| Attributes -  | Test, Radiologist                   |           |
|               | TEST, TECHNOLOGIST                  |           |
| l formal      | test, test<br>THOMPSON, MATTHEW     |           |
| - Changing    | Thornton, Annamarie                 | í         |
| - Ategories - | Thyberg, Cheryl                     |           |
|               | TIBBETTS, GRANT                     |           |
|               | Tipton, Shanna                      |           |
|               | TOBIN, RICHARD<br>TRAN, KHAI        |           |
|               | Tuck, Michell                       |           |
|               | Tyson, Sara                         |           |
|               | Vasquez, Dora                       |           |
|               | WANG, DENNIS                        |           |
|               | WANG, GEORGE                        |           |
|               | Warboys, Jennifer<br>Waters, Justin |           |
|               | Weickum, Crystal                    |           |
|               | WESSBECHER, FRANCIS                 |           |
| •             | YOON, JUSTIN                        |           |
| Auto lext M   | YUHASZ, MARK                        |           |
| _             | Zajac, Beth<br>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 | <ul> <li>Name</li> <li>ED breast ultrasound</li> </ul> | 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  | <b>F</b> 1 <b>b</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.