

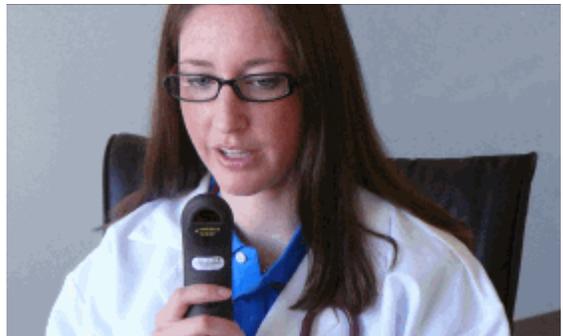
Provider Dictation Tips Quick Reference Card

PowerScribe® 360 | Reporting

Position your microphone correctly

For optimal speech recognition:

- Hold the microphone in a comfortable position. Be sure not to hold it in an awkward, tiring position.
- Point the microphone head close to and directly in front of your mouth.
- Do not hold the microphone too close to your mouth; this can cause the audio to be too loud, resulting in audio distortion and possible misrecognitions.
- Hold the microphone consistently every time you use it.
- Do not use a microphone stand or holder because it will be harder to keep a consistent position and the stand could conduct noise.
- Do not dictate into the side of the microphone.

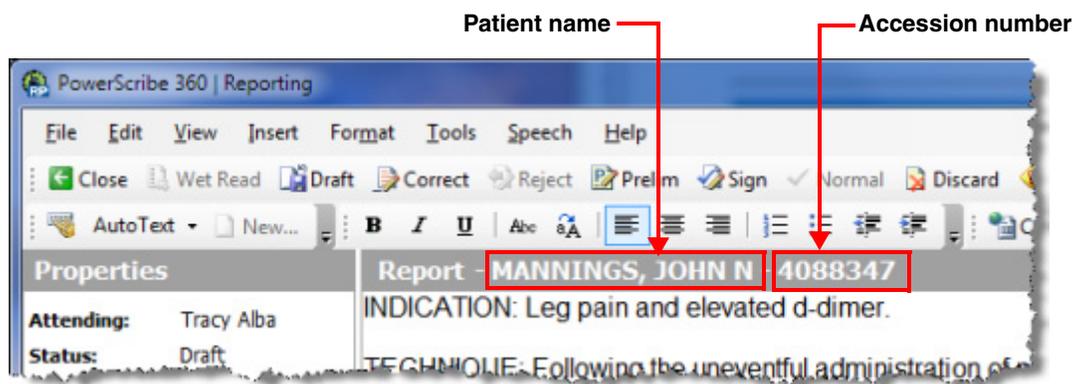


Dictation best practice guidelines

- Speak in continuous phrases. Using this approach provides contextual clues about what you said and helps the software choose between homophones like “.” the punctuation mark, and “colon” the body part.
- Speak naturally at your normal rate, not too quickly or too slowly.
- Do not Dictate. Only. One. Word. At. A. Time.
- Fast dictation is acceptable as long as the words are spoken clearly and not slurred.
- Avoid clearing your throat and yawning while you are dictating. Do not talk through a yawn or when you clear your throat; please stop dictating.
- Eliminate utterances (urs, ahs, coughing) and similar sounds.

Validate patient name and accession number before dictating

Before you begin dictating, compare the patient name and accession number in the *PowerScribe 360 | Reporting* Report Editor with the patient name and accession number in your PACS application. The illustration below shows the location of the patient name and accession number in a typical report.



Nuance® PowerScribe® 360

Begin dictating only after the Report Editor window has opened and turned gray

If you start your dictations by using the **Record** button on your microphone (in the iSite-*PowerScribe 360 | Reporting* integration scenario), allow the system to fully open the report, and ensure that the text area of the Report Editor window turns gray before you begin dictating.

Text is inserted at the incorrect location in a report

This can occur when you insert an **AutoText** or a **Fill-In Field** into your report and immediately begin to dictate (before the AutoText or Fill-In Field has finished loading).

BEST PRACTICE: Wait for just a moment until the AutoText or Fill-In Field is fully inserted into the report before continuing to dictate.

Exams not being removed from iSite worklist when drafted and signed from Explorer

By system design, you must open the report (in the Report Editor window) before the API can send a status change to the PACs.

Text is missing but voice dictation (audio) is present

When you use the “**Undo that**” voice command, the text is removed from your report but the audio is not. If you use this command in a report that you send to an editor, the editor will hear the audio but will not see the text.

Use the following table as a guide to the three commonly used commands for deleting text and audio from reports:

“ Undo that ”	Does NOT delete audio from the report. This command undoes the last action or command you issued
“ Scratch that ” or “ Delete that ”	Deletes the selected audio and text from the report. Both commands perform the same function.

Use *Train Phrase* for consistently misrecognized words and phrases

Our best practice suggestion is to use the **Train Phrase** feature to train variations of the word or complete phrase, and to train the misrecognized word or complete phrase. For example, “**and there are**” versus “**and there is,**” “**cardiomedialastinal**” and “**cardiomedialastinum.**”

1. From the client application, click **Speech > Train Phrase**. The **Training** dialog box opens.
2. Type the word or phrase into the text field.
3. Click **Train** to open **Train Words** dialog box.
4. Say word out loud two times.
5. On third time, click **Go** and dictate the correct pronunciation of the word.
6. When the word disappears from the **Train Words** dialog box, click **Done**.

