

Provider Quick Reference Card

PowerScribe® 360 | Reporting

Search for an Order or Report (Explorer Window)

Use Quick Search

1. Select a site from the **Site** drop-down list (if you have an active role on multiple sites).
2. In the **Look for** drop-down list, select either **Single Accession**, **Multiple Accessions**, **MRN**, or **Patient Last Name**.
3. In the text entry area, type or dictate the data to find.
4. Click the **Search** button (or say “**Search**” or “**Quick Search**”).

Use My Reports

Click any of these links to view a list of reports in each category:

- **Signing queue:** Reports sent to you by the editor, residents, and or fellows.
- **Signed today:** Reports you signed today.
- **Touched today:** Reports you reviewed; however, not necessarily adding verbiage to the report, just reviewed.
- **Drafts:** Reports you have saved within your queue.
- **Annotated:** Reports assigned to you with a note attached.
- **Assigned Orders:** Reports assigned to you by another provider or an administrator.
- **Pending Correction:** Reports that you sent to the editor. The report is waiting for the editor to correct.
- **Wet Reads:** If used by your facility reports in a pre-draft state, waiting for a provider to take ownership and complete the report.

Use Worklists

1. Click the plus sign next to an item to see the worklists it contains.
2. Select a worklist to view a list of reports.

Use Browse

1. Select the applicable choices in each of the drop-down lists.
2. When you have selected the criteria for the filter, click **Browse**. Any orders/reports that meet the criteria appear in the search results table on the right side of the window.

Dictate a Report (Report Editor Window)

To Open the Report Editor Window

Double-click the order on which you want to create the report.


To Begin Dictating

Depending upon how your microphone preferences are configured (**Tools > Preferences > Dictaphone PowerMic > DICTATE button** preference), do one of the following:

- Press and *hold* the **Record** button (**Use deadman switch** preference).
- Press and *release* the **Record** button (**Toggle dictation on/off** preference).

To Display Your Dictated Text

Depending upon how your speech recognition mode preference is configured (**Tools > Preferences > Dictation > Speech Recognition Mode** preference), do one of the following:

- For **Text Streaming** mode, do nothing; your text automatically appears on your screen as you dictate.
- For **Press to Transcribe** mode, press the **Transcribe** button  on your microphone to see your text.

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Dictate a Report (Report Editor Window) (continued)

To Insert AutoText

1. Place your cursor at the location where you want to insert the AutoText.
2. If you know the name of the AutoText you want to insert, say **“Macro”** (or the trigger word you selected in your dictation preferences) followed by the name of the AutoText.
Or, if you cannot recall the name, click the AutoText tab located in the bottom-left corner of the window. When you find the correct AutoText, double-click it to insert it into your report

To Add Other Information to Your Report

- Say **“Insert Note”** to add a note which can be associated with either the report or the patient.
- Say **“Insert Contributors”** to add another radiologist to the report.
- Say **“Insert Diagnosis Codes”** to associate ICD-9 codes with the order(s) in your report.
- Say **“Insert Custom Fields”** to open a list of fields you can populate for your report.
- Say **“Insert Attachment”** to select a document or file to attach to the report
- Say **“Communicate Critical Findings”** to send a message to the attending provider if you detect any abnormal findings in any of the pictures you review.

To Edit Your Report

- Use voice commands (shown below), or your mouse and keyboard to select and revise your report
- Say **“Check Spelling”** to spell check your report
- Or, say **“Correct Report”** to send your report to an editor

End a Report

To Sign a Report

Say **“Sign report”**

To Save a Report

Say **“Save report,” “Save as draft,”** or **“Save as wet read,”** depending upon the state in which you want to save the report.

To Close a Report

Say **“Close report”** which prompts you to save the report, if necessary, and either returns you to the **Explorer** window or opens the next report (if AutoFeed feature is enabled).

To Save a Preliminary Version of the Report

Say **“Save as preliminary”**

To Send to an Editor

Say **“Correct report”**

To Approve a Report

Say **“Approve report”** (used by resident providers)

To Return a Report to a Resident or an Editor

Say **“Reject report”** which opens the **Note** dialog box, allowing you to include a note before returning the report

To Print a Report

Say **“Print report”**

Frequently Used Voice Commands

“Select”

Selects a specific word. For example, “Select intermittent.”

“Select <a> through ”

Selects a phrase or range of words. For example, “Select tibia through intermittent.”

“Select again”

Selects the next instance of the word or phrase you last selected

“Undo that”

Undoes the last command you issued

“Scratch that”

Deletes selected words or phrases from the report

“Correct that”

Opens a list of suggested corrections based on the selected text

“End of line”

Moves the insertion point to the end of the current line

“End of document”

Moves the insertion point to the end of the current document

“Save report”

Saves the current report without closing

“Sign report”

Signs the current report

“Close report”

Prompts to save report and returns to Explorer window (or opens next report if using AutoFeed)

“Correct report”

Sends the current report to an editor