



**Vianeta Transcription Desktop
Training Guide for MT's
Version 2 (10/2/04)**


Help section : Extensive knowledge base that contains answers to everything you need to know.


Job typing scenarios

1. Standard flow

Login -> Job Explorer -> choose job (arrow keys) -> open job (shift key) -> review patient info (alt + k for OK) -> type job in editor -> sign off job (ctrl + k)

2. Change patient information : If physician punched in an incorrect patient number.

Shortcut key: Alt+p (only accessible through patient information screen  or F3)

Login -> Job Explorer -> choose job (arrow keys) -> open job (shift key) -> review patient info  -> patient lookup (alt + p) -> enter search criteria -> choose new patient record (tab and arrow keys to choose) -> OK (alt+o) -> type job in editor -> sign off job (ctrl + k)

3. Split job : If physician makes multiple dictations in once voice file.

Shortcut key: no shortcut key (click using the mouse)

Login -> Job Explorer -> choose job (arrow keys) -> open job (shift key) -> review patient info -> type job in editor -> split job (click on split job icon using mouse) -> sign off job (ctrl + k)

4. **Mark job for QA:** If MT could not understand portion of dictation. This function adds voice bookmark and
Shortcut key: ctrl+1 (accessible during typing)


Login -> Job Explorer -> choose job (arrow keys) -> open job (shift key) -> review patient info -> type job in editor -> Flag job for QA (ctrl+1) -> check the QA flag -> input QA reason -> Click Ok (alt+o) -> sign off job (ctrl + k)

5. **Change work type :** If physician punched in the wrong work type ID.

Login -> Job Explorer -> choose job (arrow keys) -> open job (shift key) -> review patient info -> type job in editor -> copy (ctrl + c) any text typed by highlighting the typed area (shift + arrow keys) -> click on Job Explorer icon -> choose 'no' when prompted to save job -> highlight the job (arrow keys) and hit 'enter' key -> choose 'Change job Info' -> choose the correct work type (alt + o for Ok) -> open job (shift key) -> review patient info (alt + o for OK) -> paste previously typed text (ctrl + v) -> finishing typing job -> sign off job (ctrl + k)


6. **Change Physician info:** If physician punched incorrect physician ID.

Login -> Job Explorer -> choose job (arrow keys) -> open job (shift key) -> review patient info -> type job in editor -> copy (ctrl + c) any text typed by highlighting the typed area (shift + arrow keys) -> click on Job Explorer icon -> choose 'no' when prompted to save job -> highlight the job (arrow keys) and hit 'enter' key -> choose 'Change job Info' -> click on magnifying glass icon next to physician name -> enter search criteria and site location (click on search) -> choose physician (alt + o for OK) -> open job (shift key) -> review patient info (alt + o for OK) -> paste previously typed text (ctrl + v) -> finishing typing job -> sign off job (ctrl + k)

7. **Adding CC Physicians** : add cc physicians to the report. The physician report delivery preference (auto-print or auto-fax) is already setup by your supervisor.

Shortcut key: F8 or 


Click on cc physician icon or F8 -> Lookup (alt+l) -> Enter search criteria and click on Search (alt+s) -> Use your mouse to put a check box on the physician -> OK (alt+o) -> OK (alt+o).

8. **Addendum** : creates an addendum to the original document if the original document was electronically signed (e-sign).

Shortcut key: No short cut key (click on the Edit Report icon on the top navigation bar)

Click on the “Edit report” icon to open Search screen -> enter search criteria to find the original report -> Finish (alt+f) -> choose report (arrow keys) -> Right-click on the report -> ** Choose “Download Report”.

Note: the selected report will replace the new report. If there was any content in new report, the content will be deleted and replaced with the content from the original report. The user can choose to show the report instead of download report. This allows the user to copy the text, such as old medications.

9. **Correction** : If user needs to make a correction to an existing report and not have two separate reports. There are two ways corrections can be requested and these entail two different steps.

a) Physician hand writes the correction on the report: The transcriptionist needs to login as a Supervisor, assign the job to your transcriptionist login, make the corrections and sign off the job.

b) Physician dictates the corrections: This merges the two reports together and creates one report.

E.g.

Job 1 <i>Voice 1</i>	Transcribed <i>Template 1</i>
Job 2 <i>Voice 2</i>	Use Correction Feature <i>Deletes Template 2, Copies template 1, and Hides Job 1</i>
Result: Job 2	Transcribe

<i>Voice 1 + Voice 2</i>	<i>Template 1to and from</i>
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Click on the “correction” icon -> enter search criteria to find the report -> Finish (alt+f) -> Select (alt+s) -> Ok (alt+o) -> Make corrections and sign off (ctrl+k).

Note: the selected report will replace the new report.

10. **Delete job:** if a job does not have a voice file or physician decides to re-dictate the job.

Job Explorer -> highlight the job you want to delete -> right-click and choose change job information -> click on the magnifying glass icon -> chosen to delete site location -> Choose delete physician -> OK -> Open job -> Sign off Job (ctrl+k)

11. **Return job:** return jobs to pool from your queue if you are done for the day.

When you are in Job Explorer, click on “Assign Job” on the top toolbar so that there is a ‘X’ in front of it. Click on Tools -> Return Job -> click OK (new window).



Supervisor Features For Transcriptionist (only required for facilities who don't have a Supervisor)

Login:

Password:

Open another instance of Transcription Desktop and login using your Supervisor login and password.

Step 1

1. **View Specific Jobs** : Search for jobs

Right click -> "View Specific Jobs" -> Search -> Finish (Alt +F) -> Results page

Step 2



2. **Assign jobs** : If someone calls to request for a job to be done right away and transcriptionist needs to assign the job to them.

Select one or many jobs by check the check boxes -> Right click -> "Change Job Info" -> Select User: choose your name -> Click Finish.

3. Tools



1. **Navigate to mark (F9)**

2. **Spell check (F7)** The icon for spell check shows the letters "ABC" in blue above a green checkmark.

3. **Normal / Macros**  
Insert Normal: F5
Show Normal: F4

4. **Word Expander (F10)** The icon for word expander shows a blue letter "T" with a blue arrow pointing downwards.








5. **Edit Preferences (ctrl + p):** change keyboard shortcuts, foot pedal settings and change personal preferences.

6. **Audio bookmark**  
Add bookmark: ctrl+1
Show bookmark: ctrl +2











7. **Audio Rate (ctrl + g)**

Transcription Desktop short cut keys










Formatting

Indent 	CTRL M
Outdent 	CTRL SHIFT M
Bulleted List 	CTRL SHIFT L
Numbered List 	CTRL SHIFT O
Underline 	CTRL U
Italic 	CTRL I
Bold 	CTRL B

Editing Text

Upper Case	F10
Lower Case	SHIFT F10
Cut 	CTRL X
Copy 	CTRL C
Paste 	CTRL V
Undo 	CTRL Z
Redo 	CTRL Y
Center Justified 	CTRL E
Left Justified 	CTRL L
Right Justified 	CTRL R
Save	CTRL S
Superscript 	None assigned (assign from preference)
Subscript 	None assigned (assign from preference)

Tools

Find 	CTRL F
Audio Rate	CTRL G
Spell Check 	F7
Show Preferences	CTRL P
Show Patient Information (ADT) 	F3
Show CC Physician 	F8
Show Normals 	F4
Insert Normal 	F5
Navigate to Mark	F9
Show Bookmarks/Flag Job Dialog	F2
Sign Off 	CTRL K
Add Bookmark 	CTRL+1
Show Bookmark 	CTRL+2