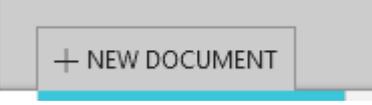
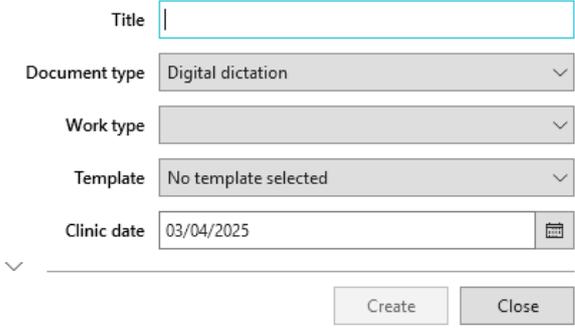
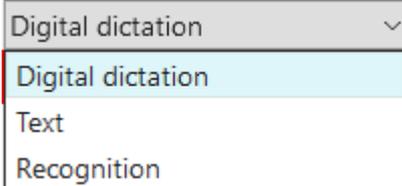
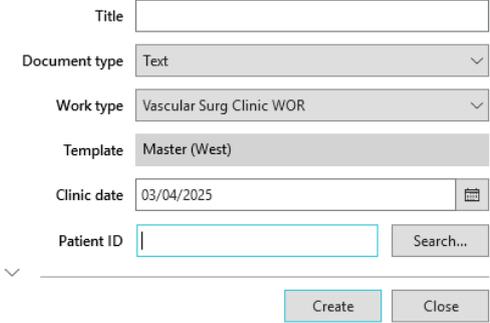
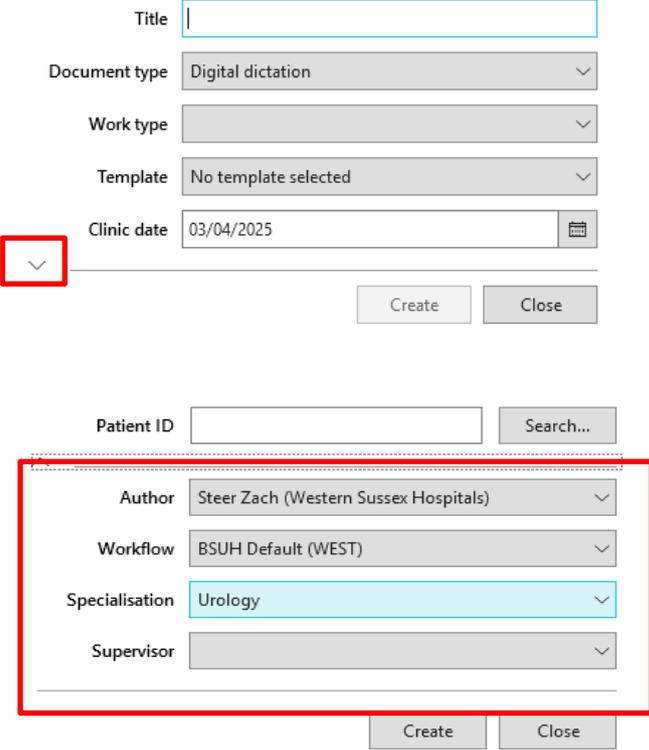


Create an Ad Hoc Document	
<b>Please note that this option is NOT for clinic letters</b>	
Click '+New Document' in the top left of the Worklist view	
Fill in the New Document	
<b>Title</b> can be left blank as this automatically fills based on the author details and the date	
<p>Set the Document Type</p> <p><b>Digital Dictation</b> is used to start a standard Dictation recording</p> <p><b>Text</b> is used for starting a text document in which you can type directly</p> <p><b>Recognition</b> is used for starting a Speech Recognition dictation (limited licences in the Trust – not every author will have access)</p>	
<b>Work Type</b>	Set this based on your department templates – these templates have mail merge fields to automatically fill in details such as

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	department, patient and GP details, ensure you pick the correct work type for your need
<b>Template</b>	This will auto-populate based on your selected Work Type and should not be changed
If you choose a Work Type that requires patient details then a Patient ID field will appear	
Clicking the arrow the bottom left of the document settings window gives advanced settings	
<b>Author</b>	Defaults to your details or as a Transcriber you can select an Author that you have permissions to create on behalf of
<b>Workflow</b>	This will auto-populate based on your selected Work Type and should not be changed

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<b>Specialisation</b>	This is only for Authors who have a Speech Recognition licence as this is the dictionary used during Speech Recognition Dictations
<b>Supervisor</b>	Allows you to select your 'Clinician-in-charge' if appropriate and will give them oversight of this letter
Click <b>Create</b> as an Ad Hoc document will not be linked to an appointment	