Create an Ad Hoc Document		
Please note that this option is NOT for clinic letters		
Click '+New Document' in the top left of the Worklist view	+ NEW DOCUMENT	
Fill in the New Document	Title   Document type   Digital dictation   Work type   Template   No template selected   Clinic date   03/04/2025   Create Close	
Title can be left blank as this automatically fills based on the author details and the date		
Set the Document Type Digital Dictation is used to start a standard Dictation recording Text is used for starting a text document in which you can type directly Recognition is used for starting a Speech Recognition dictation (limited licences in the Trust – not every author will have access)	Digital dictation Digital dictation Text Recognition	
Work Type	Set this based on your department templates – these templates have mail merge fields to automatically fill in details such as	

Create an Ad Hoc Document		
	department, patient and GP details, ensure you pick the correct work type for your need	
Template	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	Title   Document type   Text   Work type   Vascular Surg Clinic WOR   Template   Master (West)   Clinic date   03/04/2025   Patient ID   Search   Create   Close	
Clicking the arrow the bottom left of the document settings window gives advanced settings	Title   Document type   Digital dictation   Work type   Template   No template selected   Clinic date   03/04/2025   Create   Close   Patient ID   Search   Author   Steer Zach (Western Sussex Hospitals)   Workflow   BSUH Default (WEST)   Specialisation   Urology   Supervisor   Create   Close	
Author	Defaults to your details or as a Transcriber you can select an Author that you have permissions to create on behalf of	
Workflow	This will auto-populate based on your selected Work Type and should not be changed	

Create an Ad Hoc Document		
Specialisation	This is only for Authors who have a Speech Recognition licence as this is the dictionary used during Speech Recognition Dictations	
Supervisor	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	Create Close	