One-off Settings and Filters

Settings

If the microphone calibration wizard displays, follow the instructions to set your volume and background noise levels.

To do this at any other time and for other settings, click

G2   **These are the main settings:**

Recording	**Microphone calibration** **Silence Detection levels** set *manually* at 9-12% for back-ground noise **Recording device** ensure set to SpeechMike
Playback	**Playback level** volume **Playback device** ensure set to SpeechMike
Notifications	Turn off all but **On Failure to Finish**
Input devices	**Toggle =** press button to Start, press again to Stop **Press & hold =** keep finger on button

SpeechMike buttons

●	Starts and stops recording immediately (*This is different to the previous G2 Medispeech product*)
▶II	Starts and stops playback
• EOL •• PRIO	Double-tap sends to Transcription

Filter Options on CLINICAL tab

Once set, these filters stay permanently until you change them:

Lead Clinician (Consultant-in-Charge)	To view appointments for the clinic you are working in, select the **Lead Clinician** field and the name of the "Consultant in-charge"
Clinic Date	Defaults to **Today** *(change to date of appointment as required)*

Please note the 2 filters below are currently not useful to use due to differing names in the old PAS and the new PAS. Once appointments from the old PAS have "aged off", you can use them.

Treatment	**Specialty**: *Select one to only see ap-pointments for that specialty*
Location	**Hospital site**: *Select one to only see appointments at that site*

Patient ID: This will show *ALL* appointments for the patient (if imported from PAS), *NOT just today* and is *completely independent* from the other filters

You must click Apply to activate the new filter options

Once set, all options below remain until you change them.

Filter Options on SIGNOFF tab

To view only *your* letters:

1. Click the tick-box on the **Author** column
2. Click your name (highlights in blue). *Click again to de-select for mistakes*
3. Click **OK**

To save this setting you can create a Quickfilter, so that you can clear the column filter to view the whole list again in Sign Off.

Creating a Quickfilter

1. Set the required filters in Sign Off

Note: You can filter multiple columns and select multiple values in the same column.

2. Right-click the **Sign Off** tab
3. Click **Create quickfilter**
4. Rename the description of the new sub-tab then click the **Sign Off** tab
5. Click **Clear filter** button

To delete a quickfilter, right-click the sub-tab then click **delete quickfilter**

Columns and Ordering Lists

- Drag-and-drop **Column headers** to re-order columns
- Click the **Column header** to sort list by that column. *Clicking again reverses the sort order*

Please note: you can only sort a list by one column.

Dictating Clinic Letters - CLINICAL tab

You **MUST** check/set the **Document creation** settings *before starting* each letter.

Document Type	Leave on **Recognition**
Work Type	**MUST be checked**, *and when necessary*, **changed** to **match** the **site** & **template** required before starting each letter. **This CANNOT be changed later - the letter will have to be dictated again.** (If noticed before finishing dictation, **Delete** letter and start again)
Workflow	Leave on **BSUH Default**
Author	*Defaults to your name*
Specialisation	Is the Medical Dictionary. *Change* if you are linked to more than one specialty.
Supervisor	*If not in charge of a Clinic*, select the **Consultant in Charge**

1. Click the **Patient ID** filter tick-box, (over)type the ID then **ENTER** or **OK**
2. Double-click patient's **appointment**
3. Click **Instruction** bar - Dictate **Patient Name** & **ID** from medical notes, **CC**s & *any other admin requests*
4. Click **Dictation** bar:
   - Ensure cursor is in the right place in the letter
   - Record *only* the medical content in the letter
   - Avoid using patient names

Correcting your Letters *during* Dictation

Highlight words with your mouse— you will first need to pause recording,   **OR**

Say "**Select** *[word(s)]*" whilst recording

- **Incorrectly recognised words** - highlight then re-dictate
- **Words you don't want** - highlight then say "*Delete That*"

Never **Backspace**, **Delete**, or **Space Bar** highlighted words to delete them as they're not removed from the voice file and adversely affects the system learning your speech patterns

Finished dictating:

Secretary needs to check/correct or add text:
- Double-tap **EOL** button - Sends to **Transcription, OR**
- Click **Finish** button

Happy for the letter to go out as it is:
- Hover over the **Finish** button then click **Complete**

Care: This letter will be sent without corrections.

Suspending Letters - DICTATION tab

Use the **Suspend** button to save and come back to a letter. The letter moves to the **Dictation** tab. Nobody else can access your letter.

To continue with it, open that letter from the Dictation tab.

Non-clinic Letters - NEW DOCUMENT button

1. Click down-arrow to view all fields - *tick the box to retain expanded view for future use*
2. Check **Document creation** settings *as per table on left* - *ensure Work Type is correct*
3. Type in **Patient ID** then **ENTER** or **OK**
4. Dictate letter—follow instructions *on the left*, from step 3

Authorising your Letters - SIGNOFF tab

Click the **SIGNOFF tab,** or a **Quickfilter tab,** if set, to display letters to be reviewed and signed-off.

1.   Double-click the letter

Transcribers can send queries within Document Notes
2. Click **Document Notes** in the right-sidebar if a number displays
3. Respond via this *unless another method of contact is quicker*
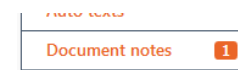
Correcting your Letters *during* Sign-off

You *cannot* use a SpeechMike in this tab to correct errors or add any further dictation:
- **Words you don't want** - use the **Backspace** key to remove. ***Don't*** use the **Delete** key
- **Incorrectly recognised words** - highlight each word then **overtype** to match the voice file.
- **Add new content** - Place the cursor in the correct place and type the text.

Suspending Letters - SIGNOFF tab

No difference between Suspend / Suspend for Dept. Saves and returns letter to Sign-off list for anybody to see.

Finished checking the letter:

(Accept) - Happy for the letter to go out as it is:
- Click **Finish** - Sends to **Completion** so a Transcriber can send it

Care: This letter will be sent without *further* corrections.

(Reject) Needs changes or no longer required:
- Hover over the **Finish** button then click **Transcribe—** Sends to Transcription

Ensure the secretary is aware of what needs to be done