# **SPEECHREPORT 3.4**









Secretary
Digital Dictation



Step 6
Completion



Step 4
Addressees



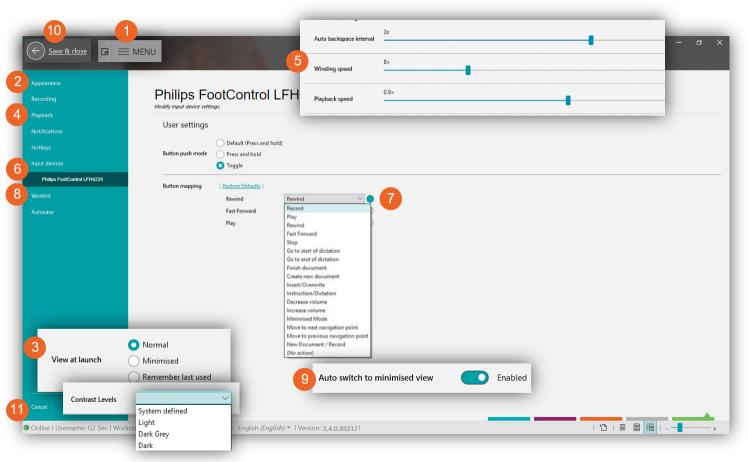
Step 8
DPMs



Step 7
Search &
Quickplay



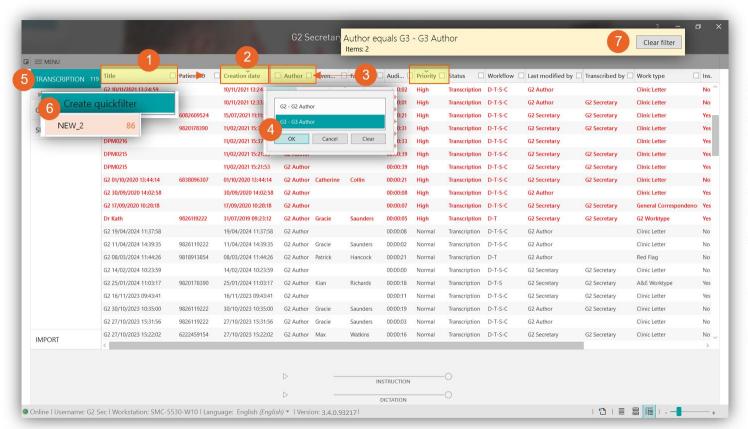
Step 5
Transcribe





- Click the 'Menu' on the top left
- 2. Click the 'Appearance' tab
- Choose the app default size normal/ minimalised. Select app colour from drop-down list
- 4. Click the 'Playback' tab
- Add backspace interval & select speed settings
- Click the foot pedal detected under the 'Input Devices' tab
- Press each foot pedal and its assigned function will light up on screen; you can change this from the drop-down menu
- 8. Click the 'Worklist' tab
- Select 'Auto switch to minimised view'. When you open a document, the app shrinks to minimised size, so you can type directly into your EPR. On sending through the Workflow, the app reverts back to regular size
- 10. Press 'Save & close' or
- 11. Press 'Cancel' if no changes were made







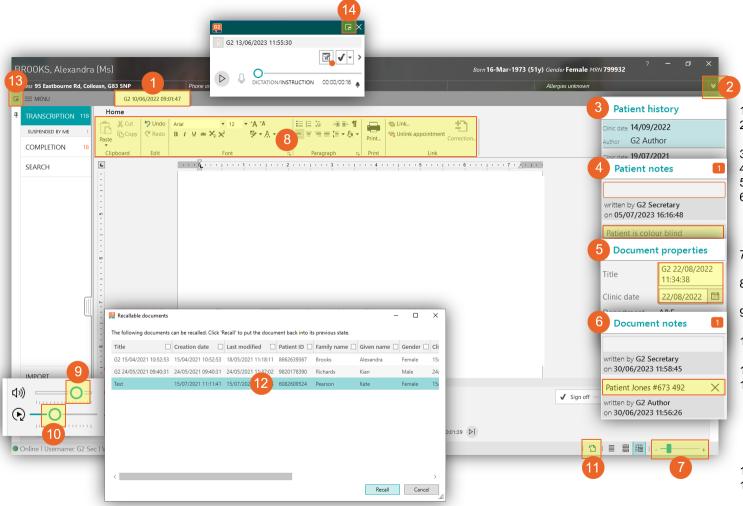
All documents/ dictations/ letters sent to 'Transcription' appear in the Worklist, in rows.

#### To sort:

- Drag column headings to the left or right
- Click a header for ascending /descending order

#### To filter:

- 3. Click the box to the right of any column, e.g. Author
- Select from the list of names e.g. G3 Author, then press OK. The worklist will now only display letters from this author
- To create a quick-filter or a separate folder for this author: right-click 'Transcription'
- Click 'Create quickfilter' & a folder appears 'NEW\_2'.Type the author's name in it e.g. G3. Then repeat # 3 and 4
- A yellow banner confirms the G3 filter is active, and all their documents will automatically drop into this new folder you've created

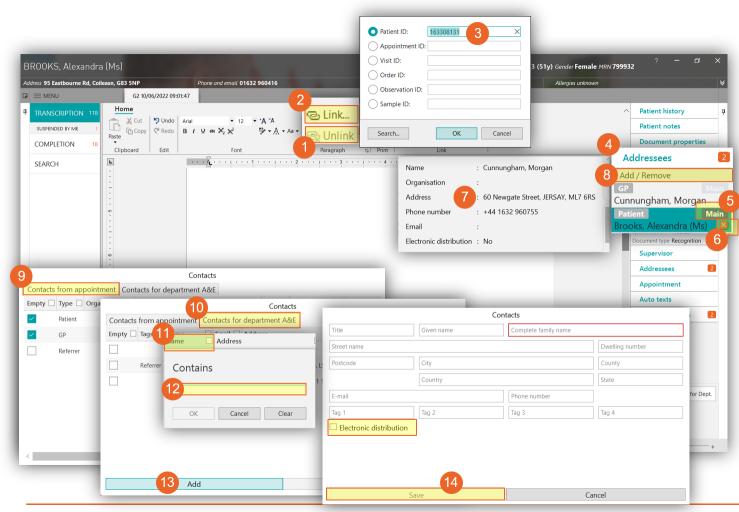




## **Features**

- The default title is a tab
- Expand the NHS approved banner for more patient details
- 3. Click to preview previous docs
  - Read notes about the patient
- Edit the title & date in this field
- Click 'Document notes' to see author notes (indicated by the #1 in the red bubble). You can also type a message here
- Press the or + to decrease/ increase the letter size
- 8. All document edit features are found in this banner
- 9. Move the slider right/ left to increase/decrease the volume
- 10. Move the slider right/ left, to increase/decrease the speed
- 11. Tap the recall icon
- 12. A pop-up window displays all the documents you sent to sign-off that haven't yet been opened by your author. Select one & press 'Recall' to open it directly in Transcription
- 13. Press to minimise the app
- 14. Press to maximise the app

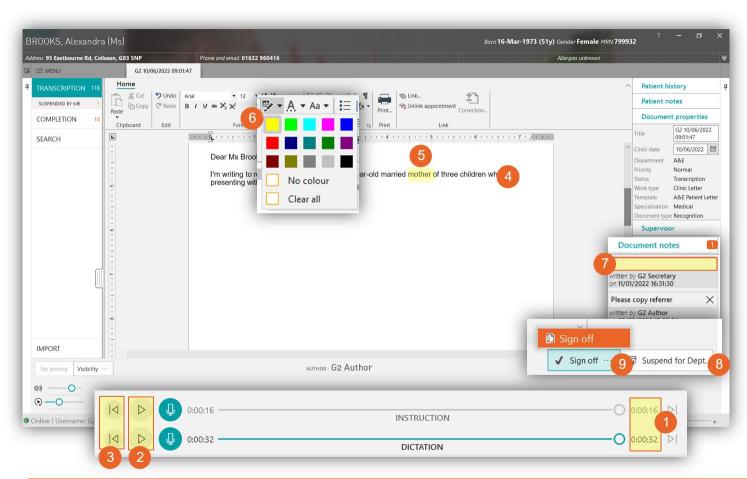






#### Addressees

- If the letter was created under the wrong patient tap 'Unlink'
- Tap 'Link' to add the right one
- Type the correct ID into the field and click 'OK'
- Click 'Addressees' to show all the recipients of this letter
- Click 'Main' to select the main recipient, it will turn blue
- Click the red cross to remove addressee from this document
- 7. Hover over each contact and additional details pop up
- B. Click 'Add/ Remove'
- This tab shows all contacts linked to the appointment. Tick the first column box, to add the contact as a recipient
- This tab shows all contacts manually added by the dept.
- 11. To search a dept. contact, tick the box in the 'Name' column
- 12. Type their name in the field
- 13. If they don't exist tap 'Add'
- 14. Fill in details, tick 'Electronic distribution' & 'Save'. Then continue as per #8 to close the window

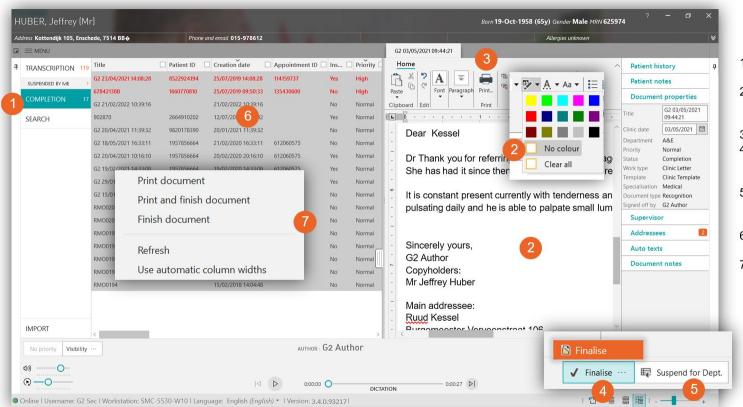




### **Transcribe**

- . You can see the length of the instruction and dictation
- 2. Press your foot-pedal, or the icon to play the audio
- 3. Press the icon or your foot pedal to rewind
- 4. As you listen to the dictation, type directly into the template
- 5. For any words needing clarification, double-click
- Go to the highlighter pen and select a colour
- 7. Type a note for the author
- Press 'Suspend for Dept' to return to the document into the worklist
- Press 'Sign-off' to send the document to your author for approval. You may have the permission to sign this document off yourself.



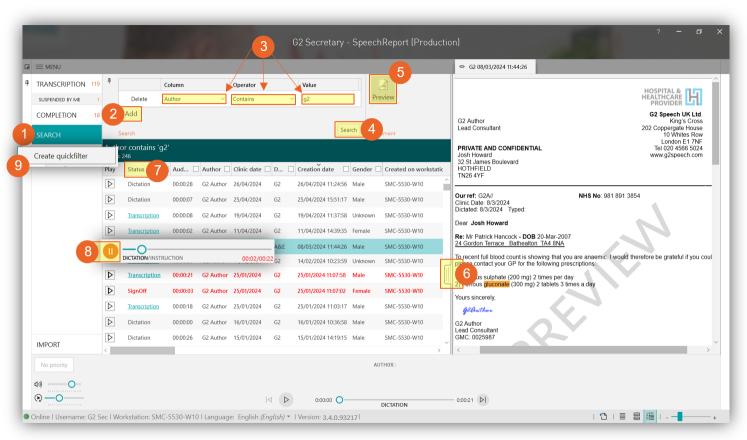




# Completion

- Go to the 'Completion' folder & open a document
- To remove any highlights, select highlighted text, and select 'No colour'
- You can print from here
- Select 'Finalise' to send the document out of the workflow OR
- Press 'Suspend for Dept' to return the document back into 'Completion' to bulk finish:
- 6. Press 'Ctrl '+'A' keys to highlight all documents
  - Right click and you'll see a list of options a) 'Print document' to only print the relevant number of copies b) 'Print and finish document' to print the relevant number of copies and send all the documents out of the workflow and c) 'Finish document' to send the documents out of the workflow without printing



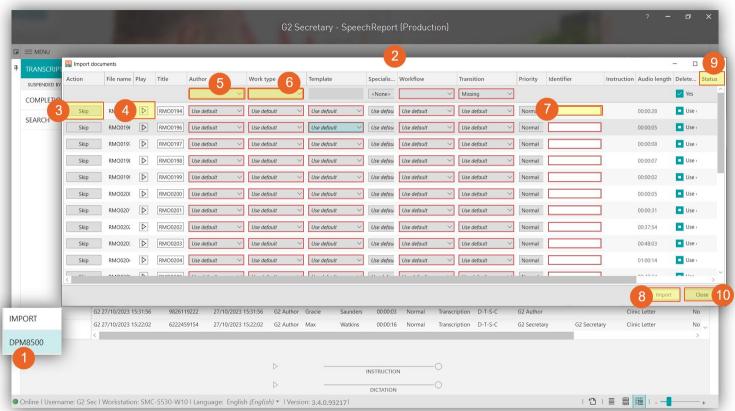




## Search & Quickplay

- . Click the 'Search' folder
- 2 Click the 'Add' button
- Define your criteria from the 3 drop-down boxes. Repeat and select different criteria to narrow down the search
- Click 'Search' & results show in rows below the teal banner
- Press 'Preview' to view details
- Drag slider from right to left to expose document preview
- The 'Status' column shows where the document is in the workflow; double-click the row to open it in editable form; or click the blue link to go directly to the folder it's in;
- Press the play icon to listen to the audio file from this list
- You can create a quick-filter to save search results: right-click the 'Search' folder, tap 'Create quick-filter' and type in a name for this search. It'll keep the search criteria. Repeat #2-4 to add additional filters for other searches



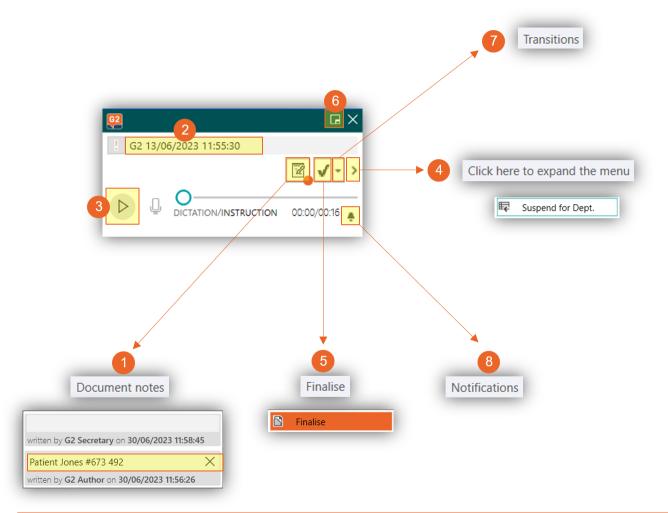




## **DPMs**

- Plug in a DPM and a button appears identifying it. Click it
- The pop-up window displays all the documents in rows. Whenever a row is outlined in red, documents can't be uploaded until the column options are selected
- Tap to 'Skip' any audio file you don't want uploading into Speech Report
- 4. Press the play icon to listen to any audio file
- 5. Select an author from the list
- Select the right Worktype from the drop-down list
- You can type the patient ID into the 'identifier' field
- 8. Click 'Import' and you'll see each file disappear one by one
- The final 'Status' column will display 'Imported' for each file as it appears in the secretaries Worklist.
- 10. Press 'Close' to finish and unplug your DPM







#### Minimised view

By hovering over the buttons, the relevant function will be displayed

- In 'Document notes' the red dot indicates a typed message from the author. Click the button to reveal it
- The default title can be edited in this field, e.g., replaced with the patient details
- Press your foot-pedal, or the icon to play/pause the audio and type directly into PAS
- 4. Press 'Suspend for Dept' to return the file to the queue
- Press the tick to 'Finalise' i.e., send the document out of the workflow
- 6. Restore the application to maximised size (or automate in the settings/menu)
- 7. The downward arrow shows the options of where the document can be sent
- 8. The bell shows any notifications to be aware of

