

SPEECHREPORT 3.4



Secretary
Digital Dictation



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Menu/Settings

1. Click the **'Menu'** on the top left
2. Click the **'Appearance'** tab
3. Choose the app default size normal/ minimised. Select app colour from drop-down list
4. Click the **'Playback'** tab
5. Add backspace interval & select speed settings
6. Click the foot pedal detected under the **'Input Devices'** tab
7. 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
9. 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

The screenshot shows the Philips FootControl LFH application interface. The top bar includes a 'Save & close' button (10) and a 'MENU' button (1). The left sidebar contains tabs for Appearance (2), Recording, Playback (4), Notifications, Hotkeys, Input devices (6), Philips FootControl LFH6220, Worklist (8), and Autosave. The main area displays 'User settings' with options for Button push mode (Default, Press and hold, Toggle) and Button mapping (Restore Defaults). A dropdown menu (7) is open for the 'Rewind' button, showing various functions like Record, Play, Rewind, Fast Forward, Stop, etc. A 'View at launch' dialog (3) is open, showing 'Normal' selected. A 'Contrast Levels' dialog (11) is open, showing 'System defined' selected. A 'Auto switch to minimised view' toggle (9) is enabled. The bottom status bar shows 'Online | Username: G2_Sec | Worksta' and 'English (English) | Version: 3,4,0,93217'.



Worklist

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

To sort:

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

To filter:

3. Click the box to the right of any column, e.g. Author
4. Select from the list of names e.g. G3 Author, then press OK. The worklist will now only display letters from this author
5. To create a quick-filter or a separate folder for this author: right-click 'Transcription'
6. Click 'Create quickfilter' & a folder appears 'NEW_2'. Type the author's name in it e.g. G3. Then repeat # 3 and 4
7. A yellow banner confirms the G3 filter is active, and all their documents will automatically drop into this new folder you've created

The screenshot displays the G2 Speech Worklist interface. At the top, a yellow banner indicates a filter is active: "G2 Secretary Author equals G3 - G3 Author" with "Items: 2". A "Clear filter" button is visible. The main area is a table with columns: Title, Patient ID, Creation date, Author, Priority, Status, Workflow, Last modified by, Transcribed by, Work type, and Ins. The table lists various documents, including "NEW_2" which is highlighted. A "Create quickfilter" dialog box is open, showing a list of authors: "G2 - G2 Author" and "G3 - G3 Author". A "Transcription" folder is also visible on the left. The bottom status bar shows "Online | Username: G2 Sec | Workstation: SMC-5530-W10 | Language: English (English) | Version: 3,4,0,93217".

Title	Patient ID	Creation date	Author	Priority	Status	Workflow	Last modified by	Transcribed by	Work type	Ins.
G2 30/11/2021 13:24:59		10/11/2021 13:24	G2 - G2 Author	High	Transcription	D-T-S-C	G2 Author		Clinic Letter	No
G2 10/11/2021 12:33		10/11/2021 12:33	G2 - G2 Author	High	Transcription	D-T-S-C	G2 Author	G2 Secretary	Clinic Letter	No
G2 15/07/2021 11:18	6082609524	15/07/2021 11:18	G2 - G2 Author	High	Transcription	D-T-S-C	G2 Secretary	G2 Secretary	Clinic Letter	Yes
G2 11/02/2021 15:37	9820178390	11/02/2021 15:37	G2 - G2 Author	High	Transcription	D-T-S-C	G2 Secretary	G2 Secretary	Clinic Letter	Yes
G2 11/02/2021 15:37		11/02/2021 15:37	G2 - G2 Author	High	Transcription	D-T-S-C	G2 Secretary	G2 Secretary	Clinic Letter	Yes
G2 11/02/2021 15:21		11/02/2021 15:21	G2 - G2 Author	High	Transcription	D-T-S-C	G2 Secretary	G2 Secretary	Clinic Letter	Yes
G2 11/02/2021 15:21		11/02/2021 15:21	G2 - G2 Author	High	Transcription	D-T-S-C	G2 Secretary	G2 Secretary	Clinic Letter	Yes
G2 01/10/2020 13:44:14	6838096307	01/10/2020 13:44:14	G2 Author Catherine Collin	High	Transcription	D-T-S-C	G2 Secretary	G2 Secretary	Clinic Letter	No
G2 30/09/2020 14:02:58		30/09/2020 14:02:58	G2 Author	High	Transcription	D-T-S-C	G2 Author		Clinic Letter	Yes
G2 17/09/2020 10:28:18		17/09/2020 10:28:18	G2 Author	High	Transcription	D-T-S-C	G2 Secretary	G2 Secretary	General Correspondence	Yes
Dr Kath	9826119222	31/07/2019 09:23:12	G2 Author Gracie Saunders	High	Transcription	D-T	G2 Secretary	G2 Secretary	G2 Worktype	Yes
G2 19/04/2024 11:37:58		19/04/2024 11:37:58	G2 Author	Normal	Transcription	D-T-S-C	G2 Author		Clinic Letter	No
G2 11/04/2024 14:39:35	9826119222	11/04/2024 14:39:35	G2 Author Gracie Saunders	Normal	Transcription	D-T-S-C	G2 Author		Clinic Letter	No
G2 08/03/2024 11:44:26	9818913854	08/03/2024 11:44:26	G2 Author Patrick Hancock	Normal	Transcription	D-T	G2 Author		Red Flag	No
G2 14/02/2024 10:23:59		14/02/2024 10:23:59	G2 Author	Normal	Transcription	D-T-S-C	G2 Secretary	G2 Secretary	Clinic Letter	No
G2 25/01/2024 11:03:17	9820178390	25/01/2024 11:03:17	G2 Author Kian Richards	Normal	Transcription	D-T-S	G2 Secretary	G2 Secretary	A&E Worktype	Yes
G2 16/11/2023 09:43:41		16/11/2023 09:43:41	G2 Author	Normal	Transcription	D-T-S-C	G2 Secretary	G2 Secretary	Clinic Letter	Yes
G2 30/10/2023 10:35:00	9826119222	30/10/2023 10:35:00	G2 Author Gracie Saunders	Normal	Transcription	D-T-S-C	G2 Author	G2 Secretary	Clinic Letter	No
G2 27/10/2023 15:31:56	9826119222	27/10/2023 15:31:56	G2 Author Gracie Saunders	Normal	Transcription	D-T-S-C	G2 Author		Clinic Letter	No
G2 27/10/2023 15:22:02	6222459154	27/10/2023 15:22:02	G2 Author Max Watkins	Normal	Transcription	D-T-S-C	G2 Secretary	G2 Secretary	Clinic Letter	No



Features

1. The default title is a tab
2. Expand the NHS approved banner for more patient details
3. Click to preview previous docs
4. Read notes about the patient
5. Edit the title & date in this field
6. Click 'Document notes' to see author notes (indicated by the #1 in the red bubble). You can also type a message here
7. 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

The screenshot shows the G2 Speech app interface with various features highlighted by numbered callouts:

- 1. NHS approved banner
- 2. Patient details (Born 16-Mar-1973 (51y) Gender Female MRN 799932)
- 3. Patient history
- 4. Patient notes
- 5. Document properties
- 6. Document notes
- 7. Volume and speed sliders
- 8. Document edit features (Font, Paragraph, Print, Link)
- 9. Recall icon
- 10. Recall slider
- 11. Recall pop-up window
- 12. Recall pop-up window (Recallable documents)
- 13. Minimize button
- 14. Maximize button

Recallable documents

Title	Creation date	Last modified	Patient ID	Family name	Given name	Gender	Age
G2 15/04/2021 10:52:53	15/04/2021 10:52:53	18/05/2021 11:18:11	8662639367	Brooks	Alexandra	Female	15y
G2 24/05/2021 09:40:31	24/05/2021 09:40:31	24/05/2021 11:37:02	9820178390	Richards	Kian	Male	24y
Test	15/07/2021 11:11:41	15/07/2021 11:11:41	6082609524	Pearson	Kate	Female	15y



Addressees

1. If the letter was created under the wrong patient tap 'Unlink'
2. Tap 'Link' to add the right one
3. Type the correct ID into the field and click 'OK'
4. Click 'Addressees' to show all the recipients of this letter
5. Click 'Main' to select the main recipient, it will turn blue
6. Click the red cross to remove addressee from this document
7. Hover over each contact and additional details pop up
8. Click 'Add/ Remove'
9. This tab shows all contacts linked to the appointment. Tick the first column box, to add the contact as a recipient
10. 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

The screenshot displays the G2 Speech software interface. At the top, a patient record for 'BROOKS, Alexandra (Ms)' is visible, including her address and phone number. A 'Link' dialog box is open, allowing the user to select a patient by ID. The 'Addressees' panel shows a list of recipients, with 'Brooks, Alexandra (Ms)' selected as the 'Main' recipient. A 'Contacts' dialog box is also open, showing fields for adding new contacts, including name, address, and contact details. Numbered callouts (1-14) indicate the sequence of steps for adding and managing addressees.



Transcribe

1. 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
6. Go to the highlighter pen and select a colour
7. Type a note for the author
8. Press '**Suspend for Dept**' to return to the document into the workload
9. Press '**Sign-off**' to send the document to your author for approval. You may have the permission to sign this document off yourself.

The screenshot displays the G2 Speech software interface for a patient named BROOKS, Alexandra (Ms). The interface includes a top header with patient details (Born 16-Mar-1973 (51y), Gender Female, MRN 799932), address (95 Eastbourne Rd, Colleas, G83 5NP), and phone/email (01632 960416). The main workspace shows a transcription template with a text area containing "Dear Ms Brooks" and "I'm writing to present with". A color selection palette is open over the text area, with a callout '6' pointing to it. A callout '5' points to the text "ear-old married mother of three children wh". A callout '4' points to the word "mother". A callout '1' points to the "Document notes" section, which shows a note "written by G2 Secretary on 11/01/2022 16:31:30". A callout '7' points to the "Please copy referrer" section. A callout '8' points to the "Suspend for Dept." button. A callout '9' points to the "Sign off" button. At the bottom, a control bar shows "INSTRUCTION" and "DICTATION" timelines with play/pause buttons and duration indicators (0:00:16 and 0:00:32). Callouts '3' and '2' point to the play/pause buttons. A callout '1' points to the duration indicator for the dictation timeline.



Completion

1. Go to the '**Completion**' folder & open a document
2. To remove any highlights, select highlighted text, and select 'No colour'
3. You can print from here
4. Select '**Finalise**' to send the document out of the workflow
5. Press '**Suspend for Dept**' to return the document back into '**Completion**' to **bulk finish**:
6. Press 'Ctrl' + 'A' keys to highlight all documents
7. 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

The screenshot displays the G2 Speech software interface. At the top, a patient profile for 'HUBER, Jeffrey (Mr)' is shown with details like 'Born 19-Oct-1958 (65y)', 'Gender Male', and 'MRN 625974'. Below this is a table of documents in the 'COMPLETION' folder, with columns for Title, Patient ID, Creation date, Appointment ID, Insurance, and Priority. A right-click context menu is open over the table, showing options: 'Print document', 'Print and finish document', 'Finish document', 'Refresh', and 'Use automatic column widths'. A document preview is shown in the center, displaying a letter from 'G2 Author' to 'Mr Jeffrey Huber'. A color selection menu is open over the preview, with 'No colour' selected. The right-hand sidebar contains sections for 'Patient history', 'Patient notes', 'Document properties', 'Supervisor', 'Addressees', 'Auto texts', and 'Document notes'. At the bottom, a 'Finalise' button is highlighted, and a 'Suspend for Dept.' button is also visible. The bottom status bar shows 'Online | Username: G2_Sec | Workstation: SMC-5530-W10 | Language: English (English) | Version: 3,4,0,93217'.



Search & Quickplay

1. Click the **'Search'** folder
2. Click the **'Add'** button
3. Define your criteria from the 3 drop-down boxes. Repeat and select different criteria to narrow down the search
4. Click **'Search'** & results show in rows below the teal banner
5. Press **'Preview'** to view details
6. Drag slider from right to left to expose document preview
7. 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;
8. Press the play icon to listen to the audio file from this list
9. 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

The screenshot shows the G2 Secretary - SpeechReport (Production) interface. The top bar displays the title and a timestamp. The left sidebar contains a 'MENU' section with 'TRANSCRIPTION' (119), 'SUSPENDED BY ME' (1), and 'COMPLETION' (18). The main area features a search filter section with 'Delete', 'Column', 'Operator', and 'Value' dropdowns. A 'Preview' button is visible. Below the search filter is a teal banner with the text 'Author contains 'g2''. A table of search results is displayed with columns for Status, Author, Clinic date, D..., Creation date, Gender, and Created on workstatic. The table contains several rows of data, including 'Dictation' and 'Transcription' entries. A 'Search' button is located below the table. On the right side, there is a document preview section for 'G2 Author Lead Consultant' and 'PRIVATE AND CONFIDENTIAL' information. A 'Preview' button is also present. At the bottom, there is a 'DICTIONATION' section with a play icon and a progress bar.

1. Click the **'Search'** folder

2. Click the **'Add'** button

3. Define your criteria from the 3 drop-down boxes. Repeat and select different criteria to narrow down the search

4. Click **'Search'** & results show in rows below the teal banner

5. Press **'Preview'** to view details

6. Drag slider from right to left to expose document preview

7. 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;

8. Press the play icon to listen to the audio file from this list

9. 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

G2 Secretary - SpeechReport (Production)

MENU

Import documents

TRANSCRIPT

SUSPENDED BY

COMPLETED

SEARCH

3 Skip

4

5

6

7

8 Import

9 Status

10 Close

1

IMPORT

DPM8500

Action	File name	Play	Title	Author	Work type	Template	Specialis...	Workflow	Transition	Priority	Identifier	Instruction	Audio length	Delete...	Status
Skip	RMO0194	▶	RMO0194	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:28	Use	
Skip	RMO0196	▶	RMO0196	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:05	Use	
Skip	RMO0197	▶	RMO0197	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:08	Use	
Skip	RMO0198	▶	RMO0198	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:07	Use	
Skip	RMO0199	▶	RMO0199	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:02	Use	
Skip	RMO0200	▶	RMO0200	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:05	Use	
Skip	RMO0201	▶	RMO0201	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:00:31	Use	
Skip	RMO0202	▶	RMO0202	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:37:54	Use	
Skip	RMO0203	▶	RMO0203	Use default	Use default	Use default	Use default	Use default	Use default	Normal			00:48:03	Use	
Skip	RMO0204	▶	RMO0204	Use default	Use default	Use default	Use default	Use default	Use default	Normal			01:00:14	Use	

G2 27/10/2023 15:31:56 9826119222 27/10/2023 15:31:56 G2 Author Gracie Saunders 00:00:03 Normal Transcription D-T-S-C G2 Author Clinic Letter No

G2 27/10/2023 15:22:02 6222459154 27/10/2023 15:22:02 G2 Author Max Watkins 00:00:16 Normal Transcription D-T-S-C G2 Secretary G2 Secretary Clinic Letter No

INSTRUCTION

DICTATION

Online | Username: G2 Sec | Workstation: SMC-5530-W10 | Language: English (English) | Version: 3,4,0,93217

1. Plug in a DPM and a button appears identifying it. Click it
2. 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
3. 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
6. Select the right Worktype from the drop-down list
7. You can type the patient ID into the 'identifier' field
8. Click 'Import' and you'll see each file disappear one by one
9. 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

1. In 'Document notes' the red dot indicates a typed message from the author. Click the button to reveal it
2. The default title can be edited in this field, e.g., replaced with the patient details
3. 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
5. 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

