

RADWHERE™ AUTOTEXTS (MACROS)

This guide is a quick reference for the RadWhere™ AutoText Editor. Advanced techniques and additional information are available in the RadWhere™ User Guide.

How to Access the AutoText (Macro) Editor

The RadWhere™ AutoText Editor is a robust tool for creating, editing, and sharing radiology templates. This tool is accessible from a number of locations including:

1. From the toolbar menu, select **Tools | AutoText Editor**.
2. In the Report Editor, click, or hover over the **AutoText Slider Window** located in the lower left corner of the application. From this window click **Create** to enter the editing tool.
3. Once a report is dictated it may be transformed into a macro by selecting the report text and either verbally saying "macro that" or clicking the **New...** button on the **AutoText Toolbar**.

AutoText Properties

The AutoText Properties pane is located on the left side of the screen and contains options for naming and organizing the current AutoText.

Name: This is the name of the AutoText. Make sure to select a name that the system will recognize being aware of casing to ensure proper operation (i.e. "chest ct" should be entered as "Chest CT").

Description: This is an optional short description for the AutoText.

Gender: If the AutoText is gender specific, it can be specified.

Age Limit: Can be set to restrict or exclude specific age ranges (useful for designating pediatric templates and adult templates).

Type: Sets the loading properties for the current AutoText. Setting the template as "Default" allows for auto-population loading while "Private" keeps the AutoText from appearing in searches from other users.

Procedure: Allows users to organize and categorize their AutoTexts. For more information refer to "Categorizing AutoTexts".

Fill-in Field Types

Three types of "Fill-in" fields are supported: Text, Numeric and Pick List. Each field type has a unique function.

Text fields: These fields have a default text choice or blank text area. The text area will expand to contain anything the user dictates into the field.

Numeric fields: This type of field displays numerals. The user may choose to either have a default numeric choice or a blank numeric area.

- This field type *does not* support measurements with units within the field; the units must be on the outside of these fields. The following is an example of a sentence with a numeric field: **The right renal structure measures [Right Renal] cm.** ("Right Renal" refers to the name of the numeric field)
- Numeric fields support the following types of input: ratios (2:1), dates (3/10/07), decimals (3.7), percentages (18%)
- Numeric fields *do not* support the following types of input: multiple measurements (3.1x2x1.3), numbers with units (1.5 cm)

Pick List fields: These fields allow a predetermined choice of options to be entered. The user can select one of their choices to automatically populate the field as a default and add optional labels for clarification. Also, a user may override set choices and dictate their own entry.

Creating Fill-in Fields

AutoTexts are comprised of a combination of "static text" and "fields." All fields are inserted via the **Fill-in** button located on the toolbar, or by the "insert field" voice command.

Name: Each "Fill-in" field requires a unique name. In the report screen, field names are accessible by voice, so it is recommended that field names are representative of their entry content (i.e. "Technique", "Liver", "L1-L2", "Impression", etc). Also, these names are spoken if the RadWhere™ Talking Templates feature is activated.

Type: Please refer to the previous section regarding the difference between Text, Numeric, and Pick Lists.

Hyponym: Words (partial) used to identify a field for Findings-only Mode.

Default: Indicates what will be inserted when the AutoText is first loaded.

Choices: This region is enabled if the field type is Pick List. All valid choices for a Pick List are entered here. To add a new choice, click **New**. Use the **Edit** button to modify an existing choice, and **Delete** to remove a choice. To set a particular choice as the default, select the choice and click the **Set Default** button.

Findings codes: Reserved for future use.

All caps: Checking this box signifies that all entries into this field will be output in an ALL CAPS format. Users often check this box if they desire specific formatting for the "Impression".

Impression field: Reserved for future use.

Does not indicate findings: These fields are omitted from participating in Findings-only Mode.

Merge Fields

Merge Fields represent data entry that is automatically populated from your facilities RIS system. Imported data is merged directly from your RIS database and availability may vary based on your RIS vendor. The available fields are self-explanatory (i.e. Patient Name = name of patient on the order).

The following is an example of a sentence with merge fields: **This study was discussed with [Referring Name] on [Report Create Date].**

The output for the above macro is as follows: **This study was discussed with Dr. Wilhelm Rontgen on 3/10/2007 at 4:15 PM.**

Note: if the data is not available, the Merge Field will be inserted blank and act like a Text Fill-in field.

Browsing, cloning, deleting

The RadWhere™ AutoText Manager allows users to browse, clone, and delete templates. The current users AutoTexts are displayed by default and may be opened for editing or deleted through right clicking the selected template name and choosing the appropriate action.

To clone other users AutoTexts, first browse to a username, search for a specific modality/anatomy, or enter an AutoText name. Once the desired template is located, select it from the list and right click. Choose the **Clone** option, rename the AutoText (if necessary), make any desired modifications and click the **Save AutoText** button or diskette icon.

Categorizing AutoTexts

The **AutoText Categories** window is used to specify procedure codes for which the AutoText is relevant. For example, if creating a template for CT Brain exams, choose all procedure codes that indicate that type of exam.

To assist in locating all relevant codes, use the **Anatomy** and **Modality** filters. Checking one or more filters will limit the procedure codes displayed in the **All Procedure Codes** box to those which match the checked filters.

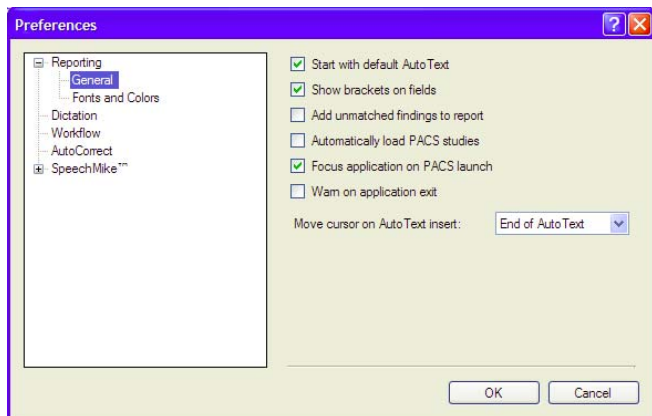
It is also possible to search for specific procedure codes using the **Search** box. Type the specific procedure code or description to find and click **Search**.

Note: in order for this feature to work properly, your site must have imported appropriate CPT code mappings for all procedure codes.

RADWHERE™ USER PREFERENCES

Accessing Preferences

To access the RadWhere™ User Preferences menu from the toolbar, select **Tools | Preferences...** Under this menu you will find subheadings with specific user-based settings.



Preferences – Reporting (General)

Start with default AutoText: If checked, the relevant default AutoText (if found) will be automatically inserted when a new report is created.

Show brackets on fields: If checked, brackets will be shown around all fill-in fields, emulating the look of older speech reporting applications.

Enable talking fields: If checked, RadWhere™ will speak the name of the highlighted field to provide an “eyes on the images” approach to reporting (only available with Dragon Naturally Speaking 9.5)

Add unmatched findings to report: If checked, adds any statement not associated with a field to the body of report when working in Findings Mode.

Automatically load PACS studies: If checked, and a master PACS integration is configured, the corresponding study will be automatically opened in the PACS as soon as the report is opened in RadWhere™.

Focus application on PACS launch: If checked, and a master PACS integration is configured, focus will be given to the PACS application.

Detect accession length in search box: If checked, the application will launch the reporting screen once the last digit of accession number is dictated. The accession length must be set by an administrator for the site before this feature is available.

Warn on application exit: If checked, a dialog box will appear confirming exiting of the application.

Move cursor on AutoText insert: Sets cursor location after insert of AutoText. “End of AutoText” will automatically position the cursor to the end of the inserted AutoText. “First Empty Field” will automatically position the cursor to the first un-filled Fill-in field. “First Field” will automatically position the cursor to the first field

Preferences – Reporting (Fonts)

Default font face/size: Sets the formatting for reports.

Enable custom colors: If checked, allows users to customize colors used in the application including, Plain Text, Dictated Text, Field Text, Hyperlink Text, Playback Highlight, Normal Background, Dictate Background.

Preferences – Dictation

Beep on dictation start/stop: If checked, RadWhere™ will provide audio feedback when toggling dictation on/off (via the PC speaker or handheld microphone).

Beep on command recognized: If checked, RadWhere™ will provide audio feedback when a command is recognized.

Turn off dictation when changing modes: If checked, dictation will be automatically toggled to off when switching screens, for example, when moving from the Explorer screen to the Report screen.

Prompt to save speech files: This preference controls the saving of speech files when a user logs out of the application. If set to ‘Prompt’, then the user will be asked whether or not to save. If set to ‘Always save’, then speech files will be saved without prompting. If set to ‘Never save’, then speech files will never be saved. The recommended setting is ‘Prompt’. A user may wish to change this to ‘Never save’ if they have used the system for awhile and are satisfied with speech recognition accuracy. (Users can always save speech files manually in the RadWhere™ application via the Speech menu.)

Save audio with report: If checked, RadWhere™ will store the audio associated with every report. Note, this setting is not required for transcriptionist workflow, by default, audio is saved and transmitted for all cases sent to a correctionist.

AutoText voice command: This preference specifies the word or phrase that will be used as the voice command for inserting AutoText into a report. The default is ‘AutoText’, though ‘Macro’ may be preferable for users accustomed to older speech reporting applications.

Microphone off idle time: This preference specifies the length of time (with no speech activity) before RadWhere™ will automatically stop dictation mode.

Preferences – Workflow

Perform spell check at signoff: When checked, RadWhere™ will run a spell check before finalizing the report. If errors are found, the user will be prompted to fix them.

Warn if fields are empty when signing: When checked, RadWhere™ will prompt the user at report sign-off if any AutoText fields are blank.

Preferences – AutoCorrect

The RadWhere™ AutoCorrect feature is designed to assist with speech error correction, shortcuts for text formatting and automated acronym expansion. If using the RadWhere™ AutoCorrect for speech error correction, please first try to train phrases through the **Speech | Train Phrase** menu. *Please note, RadWhere™ AutoCorrect v2.0 supports case sensitivity and regular expressions.*

For full details, please refer to the **RadWhere™ AutoCorrect Documentation**

Preferences – SpeechMike 5274/76

The Philips SpeechMike 5274/76 combines the function of a microphone and mouse, with the addition of programmable function keys. The buttons on the device are customizable in the preferences menu located under **Tools | Preferences... | SpeechMike™ | General/Function Keys**.

For full details, please refer to the **RadWhere™ Microphone Setup Documentation**

RADWHERE™ SPEECH COMMANDS

The following is a list of commands that the speech engine will recognize in various modes. This guide is presented in an outline format, grouped according to where the commands may be used. Additional commands can be located under [Help | What can I say?](#)

Speech Enabled Windows

Message boxes are speech enabled and will accept speech commands including: **OK, Cancel, Yes, No, Retry, Abort, and Ignore**

Speaking these commands will perform the same function as clicking the respective on-screen button.

Explorer Commands

Quick Search	<i>Positions the cursor in the quick search box</i>
Single Accession	<i>Changes dropdown selection to Single</i>
Multiple Accessions	<i>Changes dropdown selection to Multiple</i>
New Line	<i>Used to enter multiple accessions</i>
Clear	<i>Clears text entered in quick search box</i>
Search/Go	<i>Launches quick search</i>
Pick/Select <numbers>	<i>Selects appropriate row from the results grid</i>
[My] Signing Que	<i>Enables corresponding links in My Reports</i>
Signed Today	<i>Enables corresponding links in My Reports</i>
[My] Drafts	<i>Enables corresponding links in My Reports</i>
[My] Annotated	<i>Enables corresponding links in My Reports</i>
Touched/Edited Today	<i>Enables corresponding links in My Reports</i>
Browse	<i>Searches based on entered criteria</i>

Report Navigation Commands

Next Field	<i>Highlights next field</i>
Previous Field	<i>Highlights previous field</i>
Field <field name>	<i>Selects dictated field name</i>
Exit Field	<i>Positions cursor outside current field</i>
Macro <AutoText>	<i>Opens named Macro in reporting window</i>
Enter Findings [mode]	<i>Activates findings only mode</i>
Exit Findings [mode]	<i>Deactivates findings only mode</i>
Apply Findings	<i>Applies findings to a template</i>

Report Insert Commands

Insert Prior	<i>Inserts selected prior report</i>
Insert No Change Report	<i>Inserts prior with no change statement</i>
Insert No Change Statement	<i>Inserts a no change statement</i>
Insert Note	<i>Inserts a patient/report note</i>
Insert Contributors	<i>Opens contributors window</i>
Insert Diagnosis Codes	<i>Opens diagnosis codes window</i>
Insert Custom Fields	<i>Opens custom fields window</i>

Editing Commands

All Caps On/Off	<i>Capitalizes all letters</i>
Caps On/Off	<i>Capitalize the first letter of all words</i>
No Caps On/Off	<i>Do not capitalize any words</i>
All Caps <word>	<i>Capitalizes all letters in dictated word</i>
Cap <word>	<i>Capitalizes first letter in dictated word</i>
No Caps <word>	<i>Do not capitalize dictated word</i>
All Caps That	<i>Capitalizes all letters</i>
Capitalize That	<i>Capitalize the first word of selected text</i>
Correct That	<i>Launches correction dialog</i>
No Caps That	<i>Do not capitalize selected text</i>
Undo That	<i>Undoes last utterance/action</i>
Redo That	<i>Redoes last undo action</i>
Scratch That	<i>Removes last phrase dictated</i>
New Line	<i>Inserts new line</i>
New Paragraph	<i>Inserts new paragraph</i>
Select <text>	<i>Highlights the specified text</i>
Select <text> through <text>	<i>Select the range of selected text</i>
Select Again	<i>Highlight next instance of selected text</i>
Select All	<i>Highlights entire document</i>
Deselect That	<i>Removes highlight from selected text</i>
Insert After <text>	<i>Move cursor to position after dictated word</i>
Insert After That	<i>Move cursor to position after selection</i>
Insert Before <text>	<i>Move cursor to position before dictated word</i>
Insert Before That	<i>Move cursor to position before selection</i>

Menu Bar Commands

Create/New Report	<i>Creates a new report</i>
Discard Report	<i>Discards report without saving changes</i>
Save as Draft	<i>Saves current report in draft status folder</i>
Sign [off] Report	<i>Signs the current report</i>
Sign as Preliminary	<i>Signs report as preliminary</i>
Print Report	<i>Prints the selected report</i>
Correct Report	<i>Sends report to transcription, if available</i>
Reject Report	<i>Sends corrected report back to transcription</i>

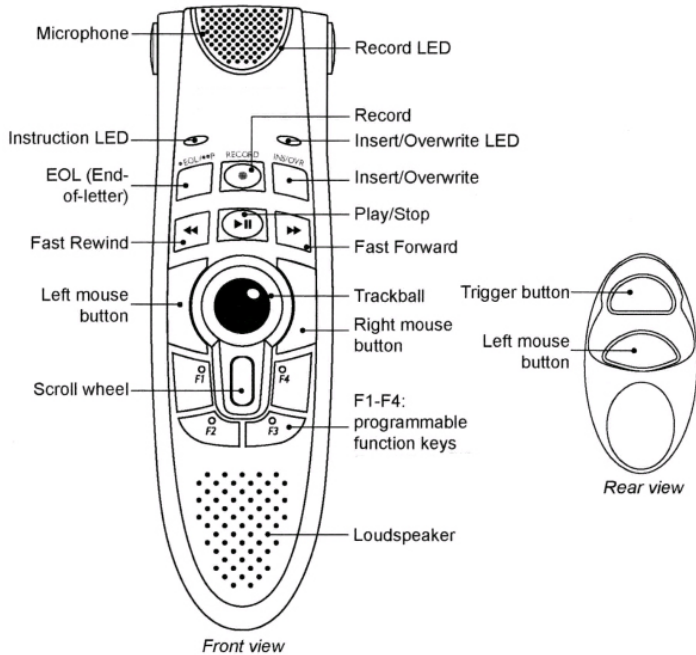
Additional Commands

Start/Begin Dictation	<i>Turns on dictation mode</i>
Stop/End Dictation	<i>Turns off dictation mode</i>
Start/Stop Numbering	<i>Starts/stops numbering mode</i>
Capture Image	<i>Activates image capture mode</i>
Numeral <x>	<i>Types a number rather than word</i>

RADWHERE™ MICROPHONE SETUP

SpeechMike 5276 Setup

The Philips SpeechMike 5276 combines the function of a microphone and mouse, with the addition of programmable function keys. The buttons on the device are customizable in the preferences menu located under **Tools | Preferences... | SpeechMike™ | General/Function Keys**.



Available Function Options

The following options are available settings for buttons on the SpeechMike 5276. Please note that not all options are available for every button. Also, application upgrades may add additional function options.

- **Toggle dictation on off:** toggles microphone on or off; remains that way until toggled again (recommended for headsets)
- **Use dead man switch:** turns microphone on for as long as button is held (recommended for handheld)
- **Next field:** selects the next field in reports with multiple fields
- **Previous field:** selects previous field in reports with multiple fields
- **Select forward:** selects report text, forward from cursor position
- **Select backward:** selects report text, backwards from cursor position
- **Sign report:** electronically signs report
- **Normal report:** creates and signs a normal report for the selected exam
- **New line:** inserts a new line into the report
- **New paragraph:** inserts a new paragraph into the report
- **Delete key:** deletes forward from current position
- **Delete last word:** deletes the last word
- **Delete last utterance:** deletes the last group of words recognized (similar to the "scratch that" function)
- **Play audio:** plays audio from current position
- **Toggle visibility:** toggles the application window (useful for single-workstation integrated PACS environments)
- **Save as draft:** saves current report to draft folder

Available Button Setting Options

The following is a list of available options for the various buttons of the SpeechMike 5276.

Record Button: This button is used to control dictation. Available options include, Toggle dictation on off, Use dead man switch.

Play/Stop Button: This button is used to control command mode (i.e. listening only for voice commands not dictation). Available options include, Toggle dictation on off, Use dead man switch.

Rewind Button: Nothing, Previous field, Select backward. *Please note, regardless of settings, this button will always select report text when held.*

Fast Forward Button: Nothing, Next field, Select forward. *Please note, regardless of settings, this button will always select report text when held. Also, this button may be used in the Explorer Screen to invoke the Quick Search function.*

EOL (End-of-letter) Button: Nothing, Sign report, Normal report, New line, New paragraph, Delete key, Delete last word, Delete last utterance, Play audio, Select backward, Save as draft.

INS (Insert/Overwrite) Button: Nothing, Sign report, Normal report, New line, New paragraph, Delete key, Delete last word, Delete last utterance, Play audio, Select forward, Save as draft.

Command (Trigger) Button: Nothing, Sign report, Normal report, New line, New paragraph, Delete key, Delete last word, Delete last utterance, Play audio, Toggle visibility, Save as draft.

F1, F2, F3, F4 Button: Nothing, Sign report, Normal report, New line, New paragraph, Delete key, Delete last word, Delete last utterance, Play audio, Select backward, Select forward, Toggle visibility, Save as draft.

Common Configuration

Although how you customize your device is up to you, the following is the most common setup for the microphone buttons.

- | | |
|-------------------------------|-----------------------------------|
| Record: Toggle on off | Play/Stop: Use dead man |
| Rewind: Previous field | Fast Forward: Next field |
| EOL: Delete last word | INS: Delete last utterance |
| Command: Nothing | F1: Select backward |
| F2, F3: Delete key | F4: Select forward |

Troubleshooting

If the microphone does not appear to function properly, or accuracy is unsatisfactory, please check the following:

- If the application displays a message indicating the volume level is too low, "SpeechMike II" may not be selected as the default device. To resolve the issue, rerun the Audio Wizard (located under **Speech | Audio Setup**) making sure to select the appropriate input device.
- If two audio devices are connected (i.e. a SpeechMike and headset) there may be a conflict. Please disconnect the headset and rerun the Audio Wizard.
- Some PCs limit the output power of USB ports to 100mA (often the USB ports located in the front of the workstation). These ports are called bus-powered USB ports. To resolve the issue, connect the microphone into a USB port located on the back of the workstation if it is not already.
- If the microphone is connected to a USB hub, it may not be receiving enough power to power the device. If available, use a powered USB hub to resolve the issue.

WARNING: The cable of your SpeechMike can be damaged if it is kinked or if it is pulled or twisted too much. Please handle the cable carefully to ensure the best possible performance of your SpeechMike.

RADWHERE™ AUTOCORRECT

The RadWhere™ AutoCorrect feature is designed to assist with speech error correction, shortcuts for text formatting and automated acronym expansion. If using the RadWhere™ AutoCorrect for speech error correction, please first try to train phrases through the **Speech | Train Phrase** menu. Please note, RadWhere™ AutoCorrect v2.0 supports case sensitivity and regular expressions.

How to Access the AutoCorrect Menu

To access RadWhere™ AutoCorrect from the toolbar, select **Tools | Preferences... | AutoCorrect**. In order for this feature to function properly, make certain that the "Capitalize beginning of dictated sentences" option is checked along with "Replace as you dictate."

Speech Error Correction

RadWhere™ AutoCorrect can be used to correct speech recognition errors that are not corrected through training of specific words or phrases with **Speech | Train Phrase**. For example, the following are instances where creating a rule may address a continued error.

Replace:	With:
Is	There is
cassette	facet
poster	posterior

Please create rules with care so as to avoid unintended results. For example, if the phrase "lung field" is recognized as "lung yield," you will want to create a rule that replaces the entire phrase and not just the misinterpreted word (in this case "field"). If you were to replace only "yield" with "field," every instance (even those instances when "yield" is intended to be "yield") would be affected.

	Replace:	With:
<i>Correct:</i>	lung yield	lung field
<i>Incorrect:</i>	yield	field

Automated Text Formatting

RadWhere™ AutoCorrect is very useful for formatting text and eliminating the need for additional speech commands. Common uses include formatting of headings and radiology-specific phrases.

Replace:	With:
Comparison	COMPARISON
Findings	FINDINGS
Impression	IMPRESSION
T2 flair	T2/FLAIR
a.c.	AC

Acronym Expansion

RadWhere™ AutoCorrect is also useful for expanding commonly used acronyms. Additionally, users have added site-specific acronyms to their personal lists as well.

Replace:	With:
DJD	degenerative joint disease
PA	posterior-anterior
ACL	anterior cruciate ligament
IVC	inferior vena cava
RCA	right coronary artery

Common Radiology Acronyms

The following is a list of common radiology acronyms that RadWhere™ users have suggested for use with the RadWhere™ AutoCorrect feature. In addition to these listed below, some users find it helpful to create acronym expansion for departments and other in-house facility nicknames.

Replace:	With:
AC	acromioclavicular
ACL	anterior cruciate ligament
AP	anterior-posterior
ARF	acute renal failure
BCC	basal cell carcinoma
CABG	coronary artery by-pass graft
CAD	coronary artery disease
CCK	cholecystectomy
CHI	closed head injury
CHF	congestive heart failure
COPD	chronic obstructive pulmonary disease
DDX	differential diagnosis
DJD	degenerative joint disease
DVT	deep venous thrombosis
DU	duodenal ulcer
ETT	endotracheal tube
G-tube	gastric feeding tube
HCC	hepatocellular carcinoma
HCG	human chorionic gonadotropin
HR	heart rate
ICH	intra-cranial hemorrhage
ICP	intra-cranial pressure
IVC	inferior vena cava
J-tube	jejunal feeding tube
JVD	jugular venous distention
JVP	jugular venous pressure
LBP	low back pain
LLL	left lower lobe
LLQ	left lower quadrant
LUL	left upper lobe
LUQ	left upper quadrant
MI	myocardial infarction
MTP	metatarsal-phalangeal
NGT	naso-gastric tube
PA	posterior-anterior
PCI	percutaneous coronary intervention
PICC	peripherally inserted central catheter
RCA	right coronary artery
RHD	rheumatic heart diseases
RLL	right lower lobe
RLQ	right lower quadrant
RUL	right upper lobe
RUQ	right upper quadrant
SAH	sub-arachnoid hemorrhage
SCLC	small cell lung cancer
STS	soft tissue swelling
WNL	within normal limits

Additional Notes

In addition to the supplied uses for this feature, you may find other ways to optimize the RadWhere™ reporting experience with RadWhere™ AutoCorrect. Remember; be careful with your entries so as to avoid unintended results.

Please note, the version of RadWhere™ AutoCorrect in RadWhere™ v2.0 includes the additional support of regular expression. This new feature allows users to create "wild cards" for more powerful replacements.

If you have a unique use for this feature, or wish to share your thoughts, please contact feedback@commissure.com. We appreciate hearing your comments and look forward to sharing those with the entire RadWhere™ community of users.