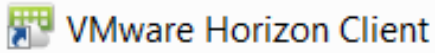


WELLSTAR POWERSCRIBE INSTRUCTIONS

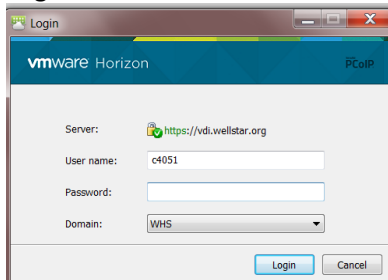
Open VMWare Horizon Client



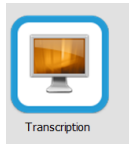
Input User Name and Password

Domain: WHS.

Logon



Launch Transcription

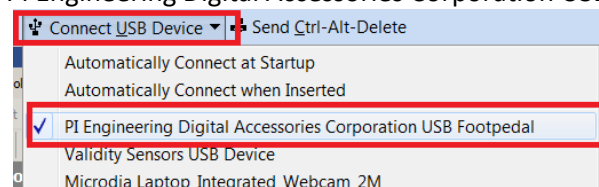


CONNECT USB DEVICES

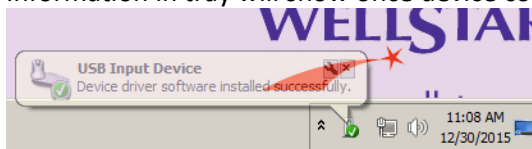
Once connected to WellStar's desktop, connect foot pedal.

Go to Connect USB Device

PI Engineering Digital Accessories Corporation USB Footpedal.



Information in tray will show once device connected.

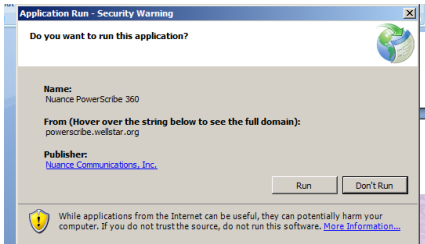


TRANSCRIBE REPORT

Click on Nuance PowerScribe icon

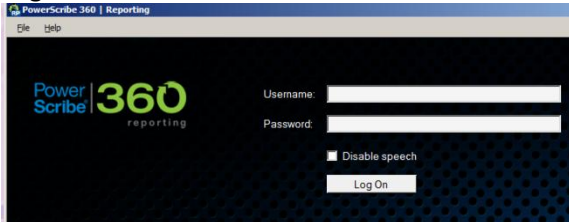


Run

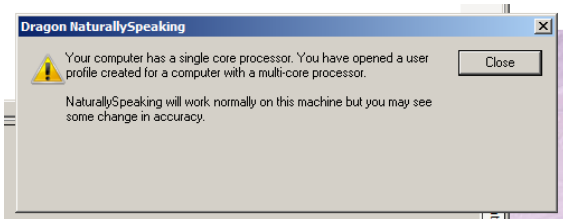


Enter your Username (Example: c1234) and Password

Log On

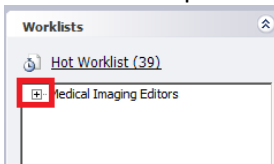


Close

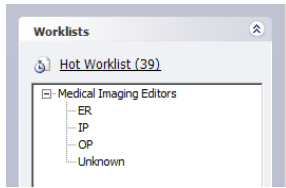


TRANSCRIBE REPORTS

Click on + to expand Medical Imaging Editors list



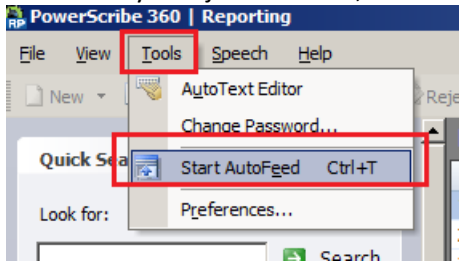
Click on the link for each route group as jobs do not automatically route per work type or TAT. Transcribe reports in the following route group order: ER, Unknown, IP, OP.



List of available jobs will display.

Location	Exam Date	Procedure	MRN	Patient Name	Class	Accession	Status	Attending	Editor
K	10/28/2015	KH US SOFT TISSUE NECK	T561001818	ZZZTEST, KEVIN	Emergency	T26077778	Pending Cor...	TEST...	
K	10/28/2015	KH US ABDOMEN AORTA	T561001819	ZZZTEST, KATHY	Emergency	T26077780	Pending Cor...	TEST...	

Go to Tools, AutoFeed (ctrl+T). This feature is only available if there is more than one job available to edit. If only one job available, double click on exam to open.



Order/Report Status:

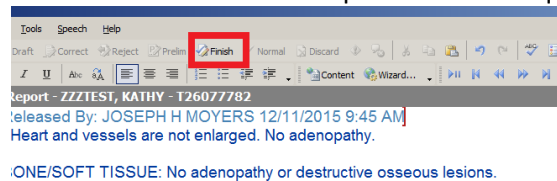
Report Status and Order Status	
The following tables explain the different report and order statuses that can occur in the system.	
Order Status	
Order Status	Description
Completed (All) and Completed (Unreported)	Exam has been performed and is ready for dictation.
Scheduled	Exam has been scheduled but not yet completed. Sometimes, the exam has been completed but the status has not been updated in the RIS. In this case, reports can be dictated, but are not delivered to the RIS until they are marked complete. Some sites may choose not to allow dictation for scheduled orders.
Temporary	Exam has not been received by PowerScribe 360 Reporting so a temporary order has been created. In this case, reports can be dictated, but are not delivered to the RIS until the actual order is received.
Unreported	No report has been dictated for the order.
Report Status	
Report Status	Description
Addended	One or more addenda have been created for a final report. Addenda are reports themselves and the aforementioned statuses apply to them too.
Corrected	Report has been corrected by an editor. Corrected reports appear in the My Reports Pending Signature list for an Attending or Resident.
Correction Rejected	Appears when a Corrected report is returned to an editor by an Attending or Resident.
Draft	Report has been started and saved.
Final	Report has been completed and signed by an attending.
Pending Correction	Report has been dictated and queued for correction.
Pending Signature	Report has been dictated and signed by a Resident and is awaiting final signature by an Attending. This status is also reached when Attendings sign reports as Preliminary .
Preliminary	Pertains to any report whose status is not final.
Sign Rejected	Sign Rejected status appears when a Pending Signature report is returned to a Resident by an Attending.
Wet Read	A "pre-draft" state. Either attending or resident providers can create a wet read report. Any attending or resident provider can promote a wet read report to a Draft status. The text of the wet read is maintained once the report is promoted to Draft status.

Work List Colum Icons:

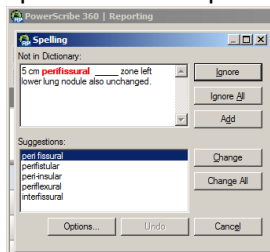
Column Icon	Description
	<p>The lock column indicates a report's locking and assignment status. The icon can be either yellow or blue.</p> <p>Yellow indicates that the report is open and therefore locked. Hovering your mouse over the lock icon shows who has locked the report.</p> <p>Blue indicates an order that is assigned to another radiologist. Depending upon a site preference, you might, or might not, be able to open these types of reports. Hover your mouse over this icon to see to whom the order is assigned.</p>
	<p>This column shows the report transfer status. Hover your mouse over the order's icon to see the status:</p> <ul style="list-style-type: none"> Ready: report is flagged for inspection; when it is sent depends upon its status and interface options. Queued: report is queued for transmission Force Send: report is queued for immediate re-transmission Sent: report has been successfully delivered Final Exported: final report has been successfully transmitted Rejected: the RIS rejected the report Failed: an error occurred Held: an administrator paused the transmission
	<p>This column uses icons to indicate an order's priority:</p> <ul style="list-style-type: none"> STAT priority ASAP (red) Timing-critical; Callback; or Pre-op (yellow) Low priority (green)
No icon	<p>This column is simply a numerical list of your search results. You can use these numbers in a voice command to select a report. For example, the "Select <number>" or "Pick <number>" voice command, where <number> is the number listed in this column. (Note that only numbers</p>

FINISH

This is to be used to send report to doctor's queue.



Spell check will open.

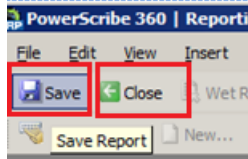


SAVE

This is to be used in order to transcribe jobs that are close to being out of turnaround.

Save

Close

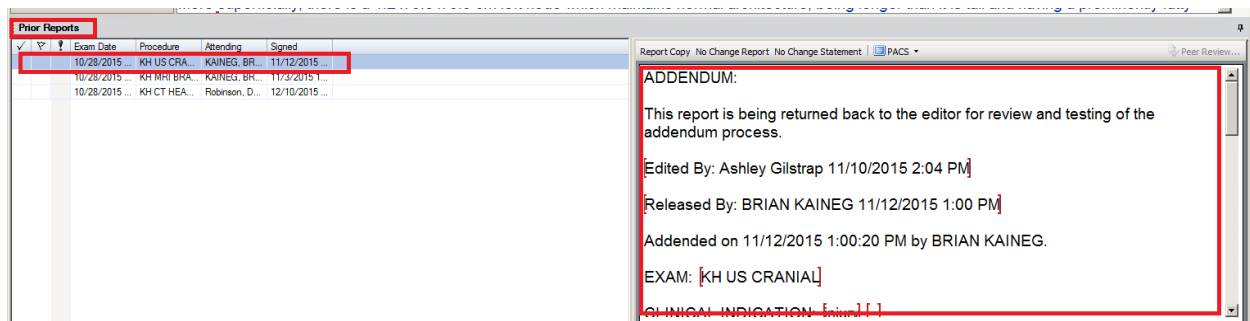


VIEWING PRIOR REPORTS

Highlight exam you wish to view under Prior Reports.

Report text will show in column on right.

Text may be highlighted and copied from the report view screen and pasted into current report.



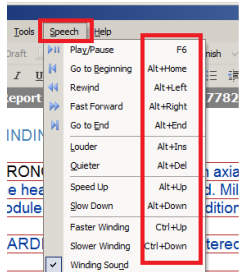
MANUAL PLAYER FUNCTIONS:

Click Speech to expand menu.

Click on desired function

OR

Use keyboard shortcut while transcribing to select desired function

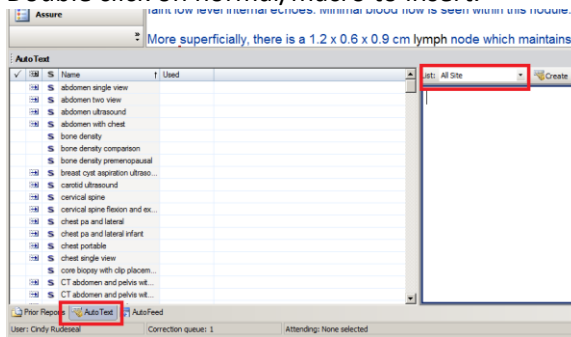


NORMALS

Auto Text tab at bottom

List: All Site

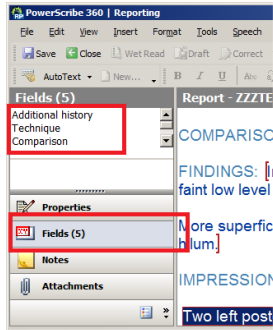
Double click on normal/macro to insert.



JUMP TO FIELDS

Click on Fields

Click on name of field to jump.



NOTES

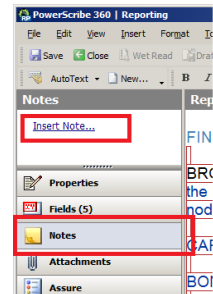
This is to be used to leave note for physician. **Do not transcribe note at top of report.**

Select Notes

Click Insert Note link

Note box will open

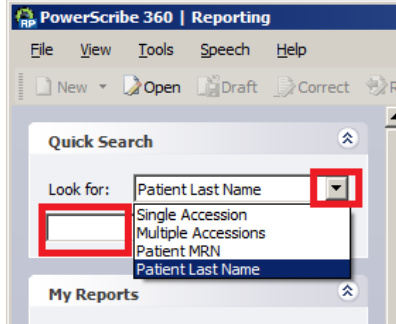
Once brief note entered, click OK



QUICK SEARCH

Look For – Click on down arrow to select search filter.

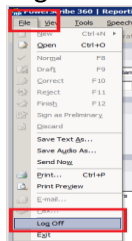
Insert criteria for search in blank field beneath Look For.



LOG OFF

File.

Log Off



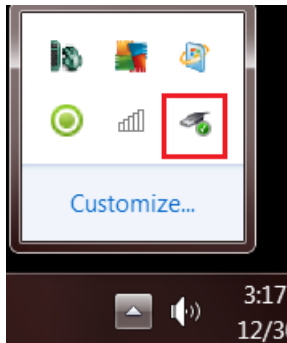
Close PowerScribe



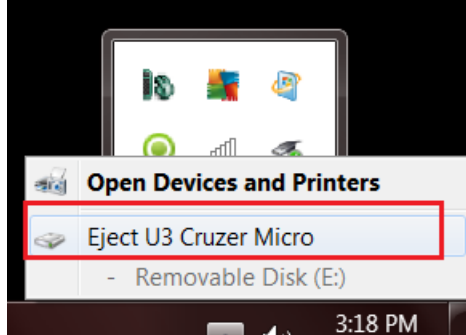
EJECT USB

Go to tray (right lower corner of screen)

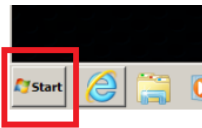
Locate USB icon



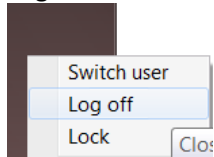
Right click to expand menu
Left click on Eject (name of your USB Flash Drive)



Log out of VMWare
Start



Log Off



VMWare will close and will redirect to your desktop.

RECONNECT VIRTUAL DESKTOP

After several minutes of being inactive, the virtual desktop will log out and a message of "Press ctrl + alt + delete to unlock this computer" will appear on the screen.

Press Ctrl + Alt + delete

A list of the below options will show on screen:

- Lock This Computer
- Switch User
- Log Off
- Change Password
- Start Task Manger
- Cancel

Click on Cancel

An icon with WellStar written diagonally within and WHS\your user name (WHS\c2892) underneath will appear. Click on the icon. The option to enter your password will open. Enter the same password that you use to log into VMWare in this field and press enter. This should reconnect you to the virtual desktop.