KENNESTONE FUSION INSTRUCTIONS
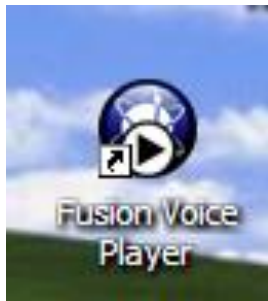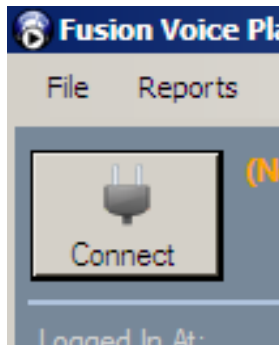
FUSION PLAYER CONNECTION

Connection name: NIS
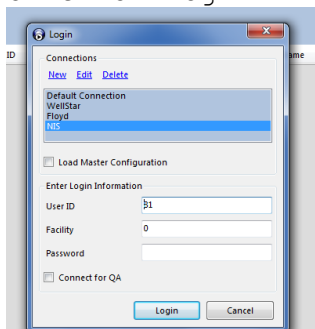Server Name / IPS Address: 24.173.118.106
Port Number: 2004

LOGGING IN
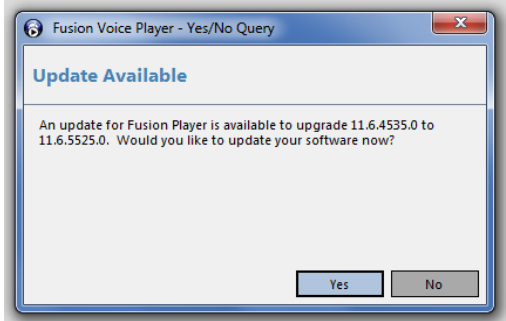
Click on Fusion Player Icon
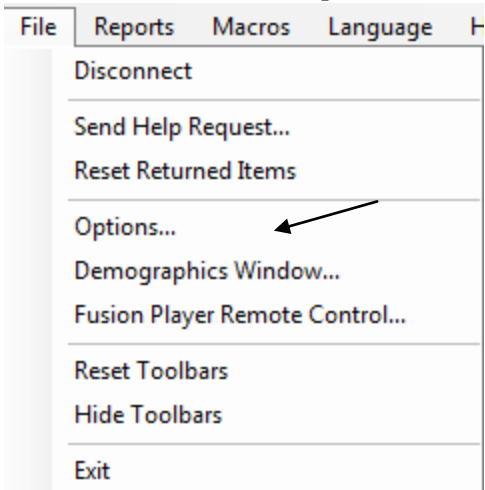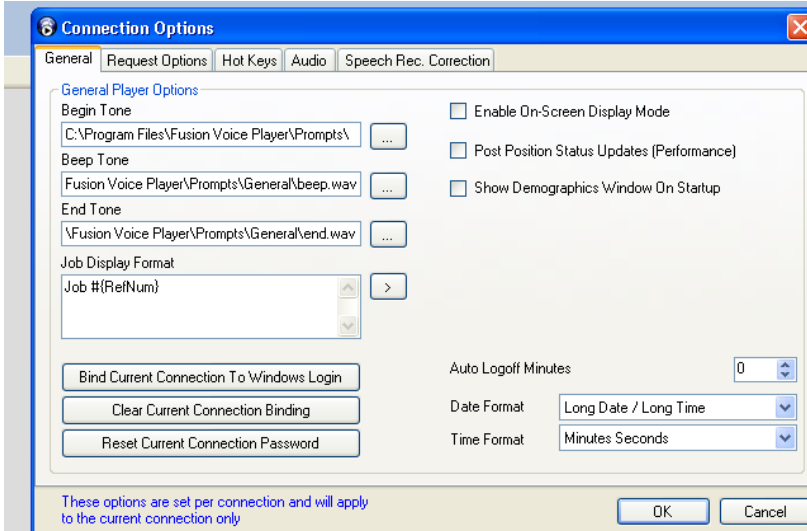

Click on connect

Click on Log in

Select No

Fusion Voice Player - Yes/No Query

Update Available

An update for Fusion Player is available to upgrade 11.6.4535.0 to 11.6.5525.0. Would you like to update your software now?

Yes   No

INITIAL SET UP

Go to File, then Options

File   Reports   Macros   Language   H

Disconnect

Send Help Request...
Reset Returned Items

Options...
Demographics Window...
Fusion Player Remote Control...

Reset Toolbars
Hide Toolbars

Exit

GENERAL TAB
Please set tones using the following navigation

Connection Options

General | Request Options | Hot Keys | Audio | Speech Rec. Correction

General Player Options

Begin Tone
C:\Program Files\Fusion Voice Player\Prompts\   ...

Beep Tone
Fusion Voice Player\Prompts\General\beep.wav   ...

End Tone
\Fusion Voice Player\Prompts\General\end.wav   ...

Job Display Format
Job #{RefNum}   >

☐ Enable On-Screen Display Mode

☐ Post Position Status Updates (Performance)

☐ Show Demographics Window On Startup

Bind Current Connection To Windows Login
Clear Current Connection Binding
Reset Current Connection Password

Auto Logoff Minutes   0

Date Format   Long Date / Long Time
Time Format   Minutes Seconds

These options are set per connection and will apply to the current connection only

OK   Cancel

Please add path :
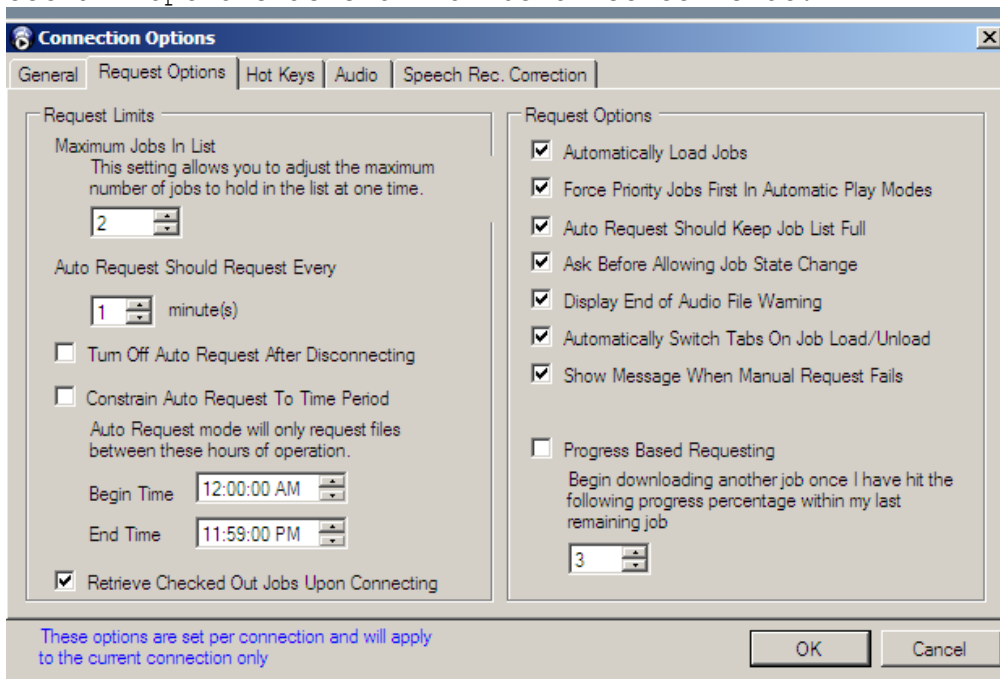Begin   tone: C:\Program   Files\Fusion   Voice
Player\Prompts\General\start.wav
Beep   tone: C:\Program   Files\Fusion   Voice
Player\Prompts\General\beep.wav
End tone: C:\Program Files\Fusion Voice Player\Prompts\General\end.wav

Set date format to short date/short time.
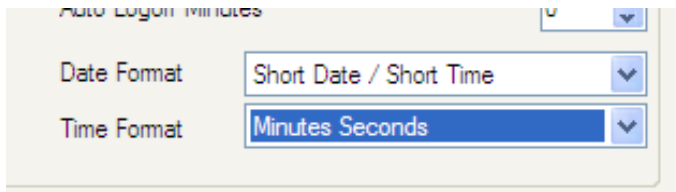
REQUEST OPTIONS
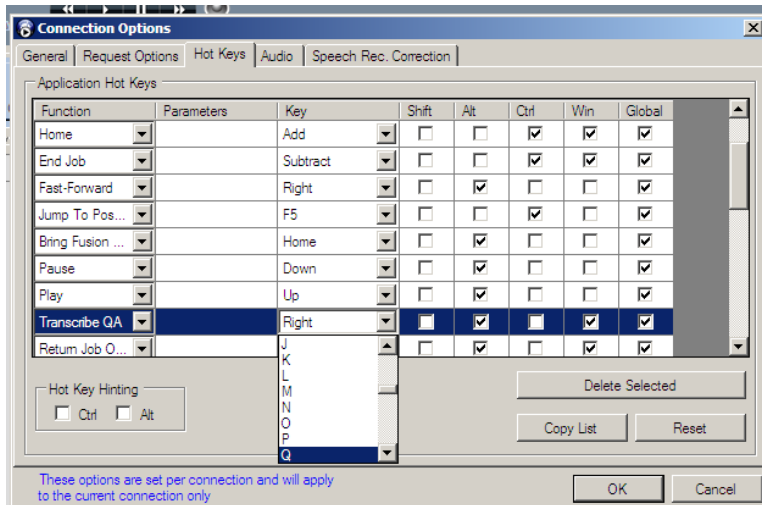Set all options as shown on below screen shot.

HOT KEYS
Transcribe
Key column should be F1. Only ALT and global should be checked.
Transcribe QA
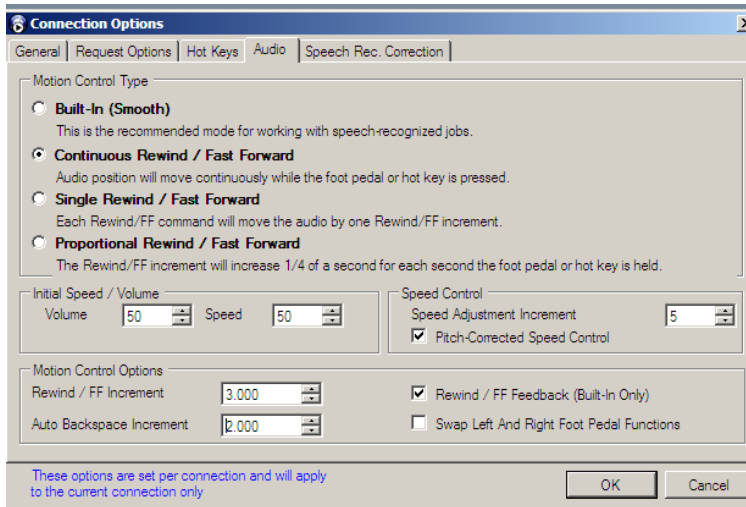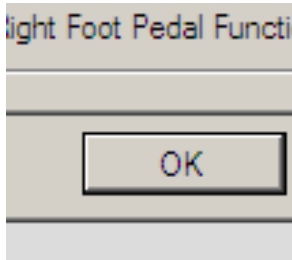Key column should be Q. Only ALT and global should be checked.

AUDIO
Motion Control Options
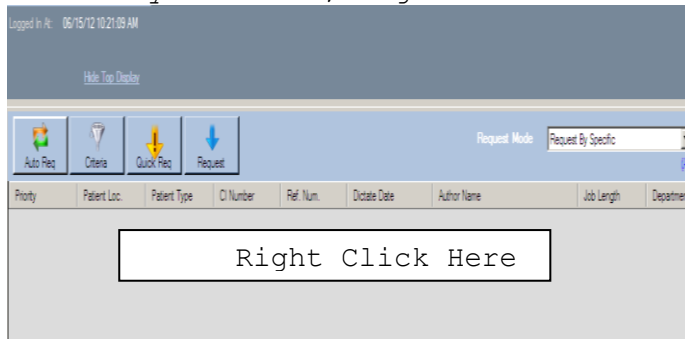Rewind/FF Increment - 3
Auto Backspace Increment - 3

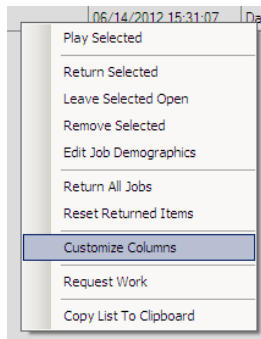Once all options have been set, click OK

CUSTOMIZING DISPLAYED COLUMNS
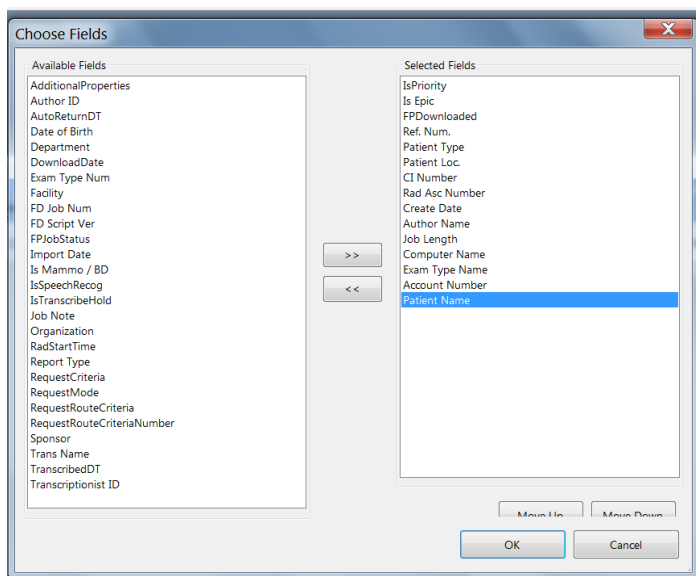
From Player window, right click on mouse

Click on customize columns.

The customize columns dialog is displayed. Customize your Selected Fields list as below by highlighting your selection in Chose Fields and clicking on the right arrow in the center.

After you have all of the fields that you wish to display in the displayed fields list, you can use the move down and move up buttons

to arrange the fields in the order that you would like them to be displayed. Once fields are arranged appropriately, click OK.

You can also resize and reorder columns on the jobs screen itself. Resizing a column is done by clicking and dragging the line between two column headers. You can reorder columns by clicking and dragging the column header to a new location.
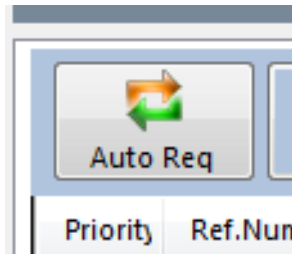
REQUESTING JOBS

AUTO REQUEST JOBS

Ensure Request Mode is set to Request By Route Group. STS's default is Depts 1 and 2.
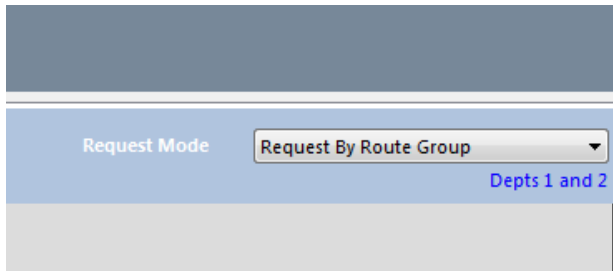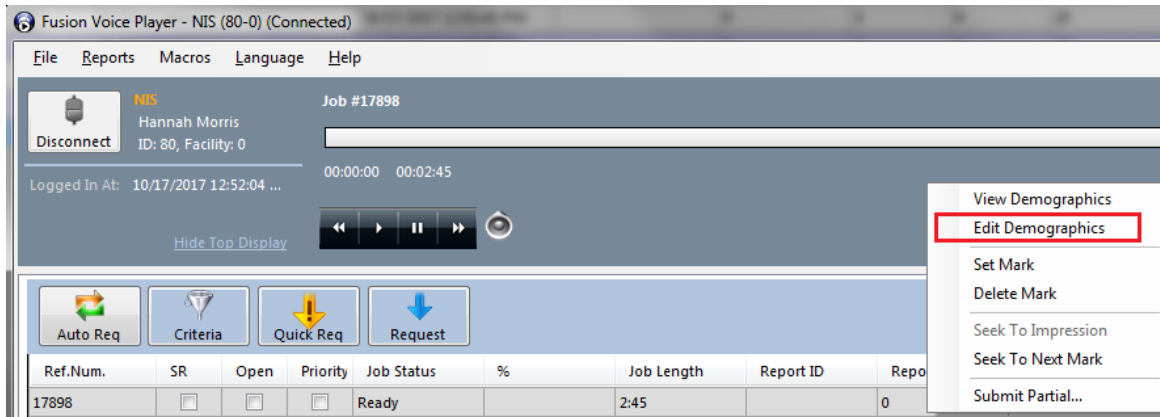

Click on Auto Req.

Double click on Job on list to open in player.

<u>Add Fusion Voice Player job notes for billing and payroll.</u>

Right click
Edit Demographics

Append To Job Notes
Add Code for facility, patient's last name and initial of first name, modality and add x number of reports if more than 1 report (modality CPT)is dictated. For example, if a CT chest, abdomen and pelvis is dictated on 1 job and the CT chest done as 1 report and the CT Abdomen and Pelvis (under same CPT) as another report, this would be considered 2 reports
OK
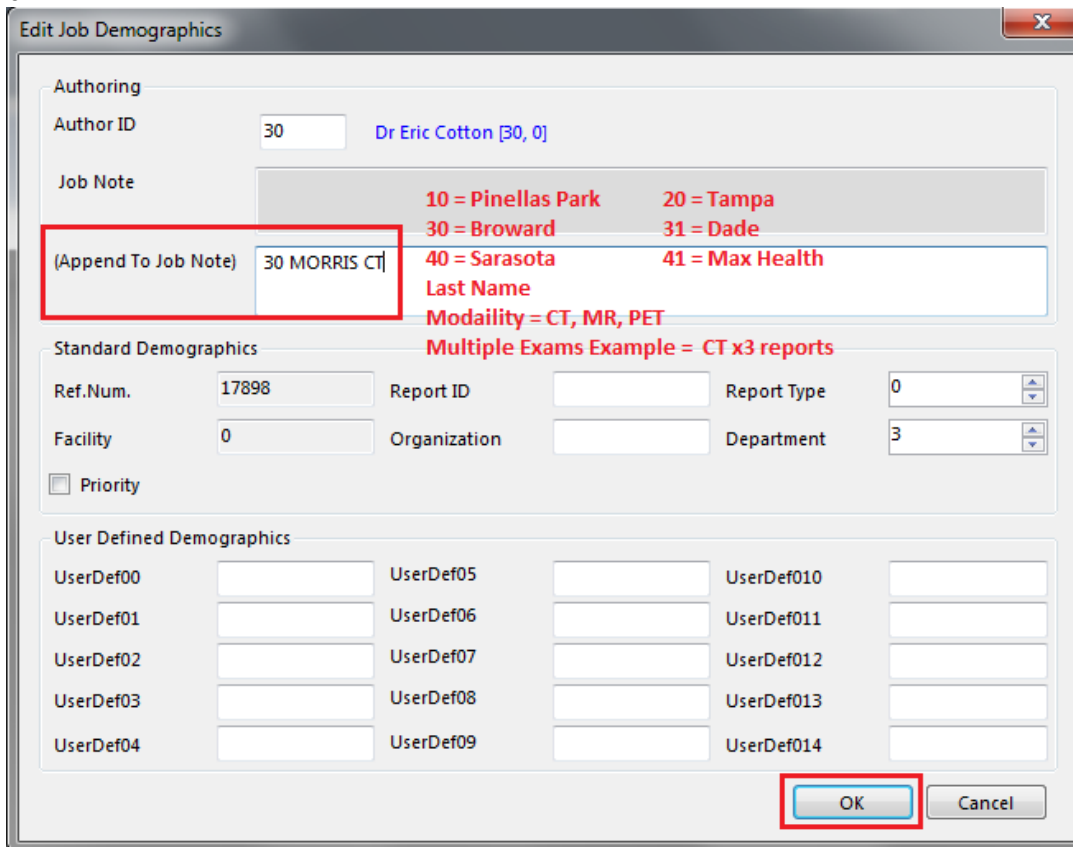
For any blanks in report, use set mark to mark any blanks in the Player (Alt+Shift+F10)
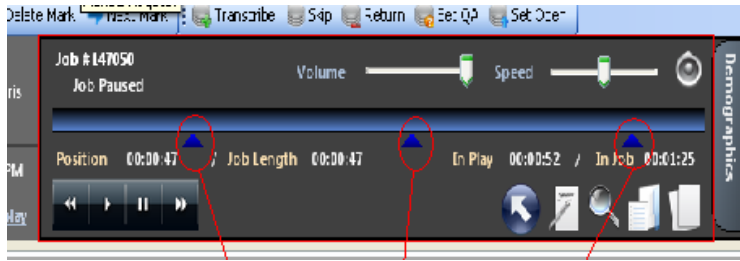
To send to draft click on the Transcribe Job button (Alt F1)

To send to QA, click on the Transcribe Job for QA button (Alt+Q)

REQUEST MODES

| Request Mode	Description
RouteGroup	This is the default mode. This mode uses your configured route group (or an alternative route group) to establish which jobs are retrieved and in what order.
Specific	This mode allows you to choose a specific set of jobs to retrieve based on ad-hoc criteria that you enter. This mode is particularly useful when you need to retrieve a specific dictation immediately. Simply switch to this mode and enter in one or more demographic details and the job will be retrieved.
Routed	This mode retrieves only work that was specifically assigned to you by a manager. This mode is most often used for smaller installations where the manager may choose to specifically assign every job instead of using route groups to assign them automatically.
Reference Number	This mode retrieves one or more jobs based on the job's reference number (ID.) This mode is most often used when you need to work on a specific job and you know the job's exact reference number.
Oldest	This mode retrieves any and all jobs from the system in

|	
	the order that they were dictated. This mode is most often used in cases where there is backlogged work and your manager would like everyone to work on jobs from old jobs to keep turn-around times short and within expectations.
Oldest Priority	This mode works the same as oldest, but will only retrieve priority jobs. This mode is used when transcriptionists are working on backlogged work, but the manager has opted to split the workload so that priority jobs are being done by one group of (perhaps faster and more experienced) transcriptionists, and non-priority jobs are being done by another group.
Oldest Non-Priority	This mode works the same as oldest, but will only retrieve non-priority jobs. This mode is used when transcriptionists are working on backlogged work, but the manager has opted to split the workload so that priority jobs are being done by one group of (perhaps faster and more experienced) transcriptionists, and non-priority jobs are being done by another group.

CHANGE ROUTE GROUP
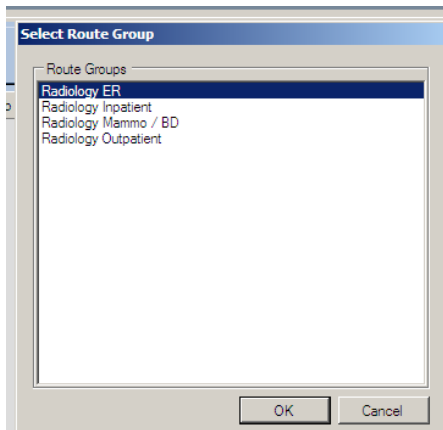If turned on, turn off auto request
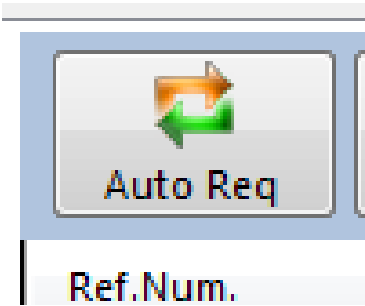
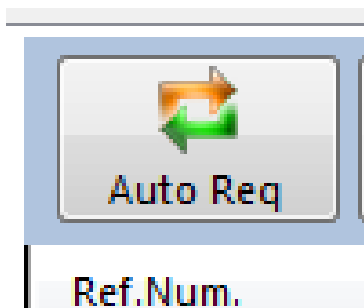On down menu, ensure Request by Route Group is selected.
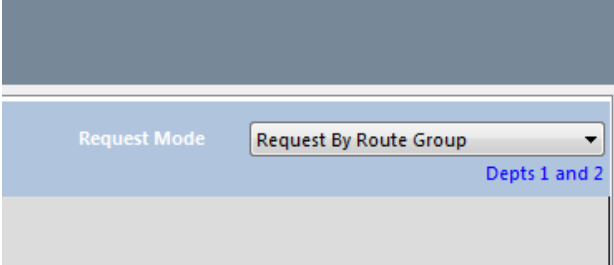
Click on Criteria
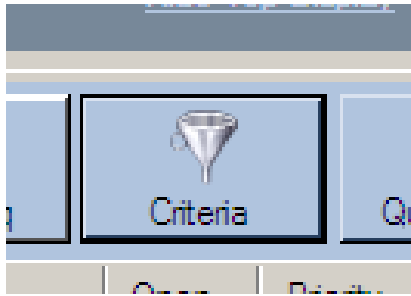
Select Route Group box will open.
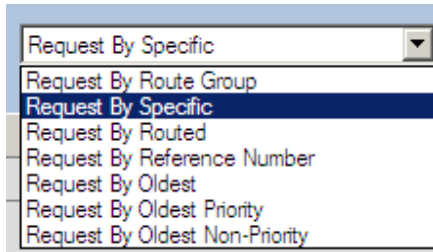Highlight route group
Click OK

Turn on Auto Request.

REQUEST CRITERIA FOR SPECIFIC MODE

Click on request by specific. The specific job criteria selection box will open.

Input desired criteria, click OK

Your requests will now return jobs that match that criterion in order from oldest to newest.
If there are multiple jobs for a patient, this function must be performed to request each job.

REQUEST CRITERIA FOR REFERENCE NUMBER MODE
Only reports that have not been set to QA or are on Review wait/hold can be accessed via reference number and the user needs to be signed in for QA.
Click on request by Reference Number.
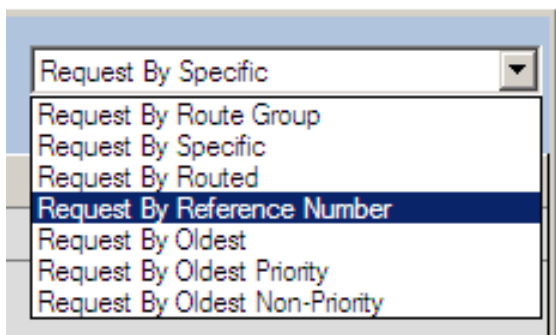
Input Reference Number and click OK.
* If there are multiple jobs that you wish to retrieve, you can enter multiple reference numbers separated by commas (e.g. 1,2,55).

QUICK REQUESTS

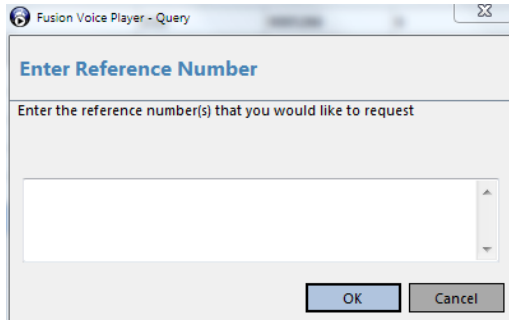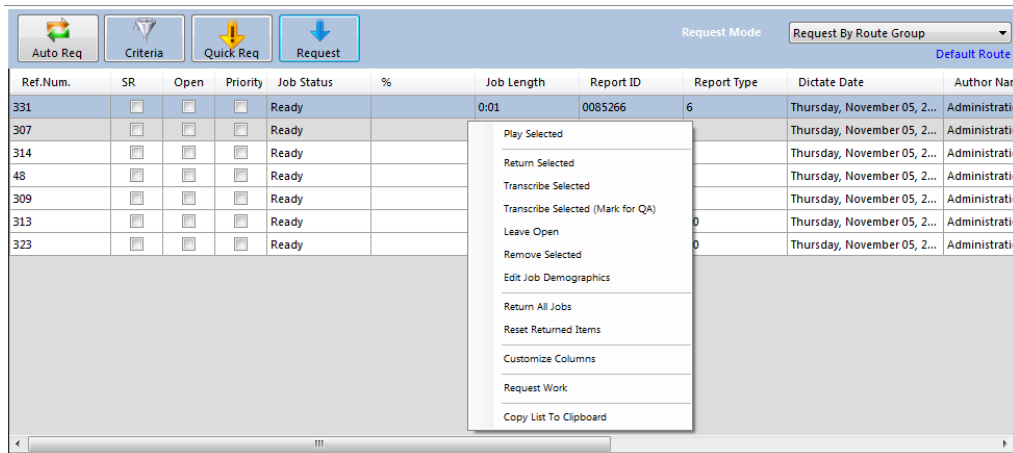The last of the command buttons is the "Quick Request" button. The quick request function is for situations where you need to quickly retrieve a specific job. This button switches your mode to Specific, allows you to enter criteria and immediately makes a request. Unlike normal requests that are initiated with the Request button, Quick Request will make the request and download the job even if your job list is already at full capacity.

LOADING A JOB FROM THE LIST

Usually, after getting jobs into your list you will want to load them and then play them back. Press the play button on the Current Job Panel when no other job is loaded. (This will load the currently selected job from the list) Pressing the play button on your foot pedal when no other job is loaded. (This will load the currently selected job from the list)

TAKING OTHER ACTIONS ON JOBS

Once your Request Mode has been set and you've retrieved some jobs, you will want to take action on those jobs. Several actions are available by right-clicking on a job in the Jobs Grid. These actions allow you to load the job into Fusion Player or to immediately return the job and update its status without loading it and working on it. Normally, you will simply double-click a job or right-click and select Play Job from the menu to work the job before taking action on it. In some cases, however, you can see right from the list that a job is not something that you should load and type. In these cases, you will use the actions in this menu to remove the job from your list without working on it. Each of these actions performs a different action.

| Menu Item	Action
Play Selected	Loads the job into the Fusion Voice Player to be transcribed.
Return Selected	Returns the job to the system without changing it's status. The job will be assigned to the next other transcriptionist who requests it.
Transcribe Selected	Marks the job transcribed without actually typing it. This is typically used when a job has been assigned, but you are sure that it has been typed by someone else but has not been marked transcribed because of a system error or because it was transcribed outside of the Fusion Voice system.
Transcribe Selected (Mark for QA)	Marks the job transcribed and awaiting QA without actually typing it. This is typically used when a job has been assigned, but you are sure that it has been typed by someone else but has not been marked transcribed because of a system error or because it was transcribed outside of the Fusion Voice system. The job will additionally be marked as needing QA.
Leave Open	Marks the job as Open to you without loading it. This will cause the job to stay in your list even after you shutdown Fusion Player. This is typically used in situations where you will not be working on the job at that moment, but you know that it must be specifically typed by you at some point that may not be your current session.
Remove Selected	This option removes the job from your list without taking any action on the server and without notifying the server that you are releasing the job to another

	transcriptionist. This should only be used in cases where a job is stuck in your list due to a system error and has already been unlocked/unassigned by an administrator. In normal cases, Return Job should be used instead.
Return All Jobs	This option will return all jobs in your list to the server. This should be done if you do not intent to transcribe any of the jobs currently in your list and wish to make them available for other transcriptionists to type.
Reset Return Items	Normally, if you have received a job and returned it, Fusion Voice Player will not request the same job again unless there are no other jobs available. If you click this menu item, however, any jobs that you have returned in the past will be assigned to you the next time you make a request that matches that job.
Customize Columns	This option will allow you to customize which columns are shown in the job list and to arrange their order. This function is discussed in detail below.
Copy List To Clipboard	This option allows you to copy the current worklist to the clipboard to be pasted into Microsoft Excel or Microsoft Word.

CURRENT JOB PANEL

Te current job panel provides information and control for the job that has currently been loaded in fusion player from the jobs list.
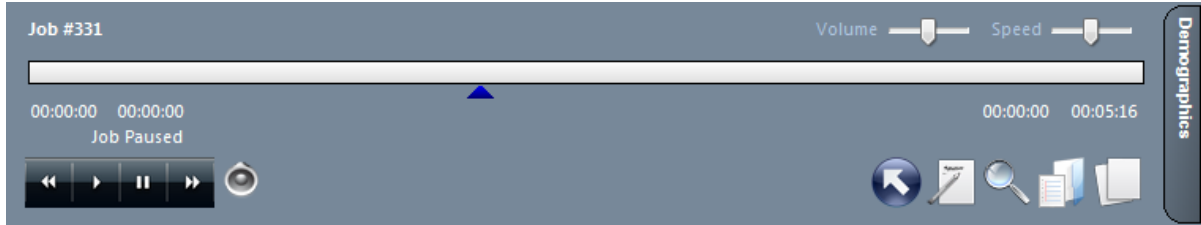

Information Labels
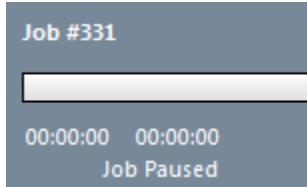
At the left of this screen are a pair of labels that display what job is currently loaded and what the playback state of the current job is. the job display label can be configured to show whatever combination of demographic data is convenient for you to quickly identify a job. configuring this label is covered in the [configuration](#) section of this manual.

below the center bar, you will also see four time indicators that tell you what position the job is at, how long the job is, the total amount of time you've spent with this job playing, and the total amount of time that the current job has been loaded.

Volume and Speed Slider Controls
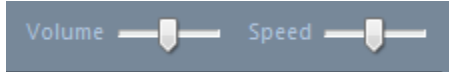
In the top right area of the current job panel are two sliding controls for adjusting the Volume and Speed of playback. You can adjust these by clicking and dragging, or by clicking on their labels and using your mouse wheel. If you wish to reset either volume or speed to its default setting, double-click on the corresponding label. The initial settings of speed and volume when a new job is loaded can be configured. This is covered in the [Configuration](#) section of this manual.

System Audio Button

Beside the playback buttons is a speaker icon button. Clicking on this icon will open the Windows Audio settings. These settings depend on your operating system and installed sound card. The system audio settings window is not a part of Fusion Voice Player, and is not supported directly by Dolbey Systems Inc.

Playback Buttons
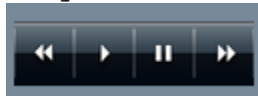
In the bottom left are buttons for rewinding, playing, pausing and fast-forwarding the currently loaded job. Play and pause do just as they say. The specific behavior of the Rewind and Fast-forward buttons is configurable and is covered in the [Configuration](#) section of this manual.

WORK ACTIONS BUTTONS

In the bottom right are five buttons that provide different options for completing and closing the current job. When your mouse hover over each of these buttons, the function of the button is displayed in large print to the left of the button area.

Button	Function	Description

|		
	Return Job	Returns the current job without taking any action on it. This will cause the job to be unloaded and sent back to the server making it available to other transcriptionists.
	Transcribe Job	Transcribes the current job. This will update the system to reflect that the document has been transcribed, and will send the typed document file from the Document Editor to the Fusion Voice server.
	Transcribe Job For QA	Transcribes the current job as explained above and marks it as needing QA.
	Leave Job Open	Closes the job, but saves your current position and typed document and marks the job "Open" so that it will remain in your list between shutdowns until you have loaded the job and marked it transcribed or returned it. You must be allowed open jobs to use this option. DO NOT USE THIS FUNCTION ON KENNESTONE. YOU MUST COMPLETE THE JOB BEFORE SIGNING OFF
	Skip Job	Skips the currently loaded job, abandoning all work on the job, but leaving it in the list and taking no action on the job. DO NOT USE THIS FUNCTION ON KENNESTONE.

DEMOGRAPHICS TAB

The demographics tab displays the demographics for the current job in an expandable list. You can hide or show this area by clicking on the dark blue demographics tab handle. You can resize the space taken by this control by dragging and dropping the bar in between the demographics tab handle and the demographics list.

CURRENT JOB PANEL CONTEXT MENU

If you right-click within the current job panel, you will be presented with a menu offering additional options for working with the current job.
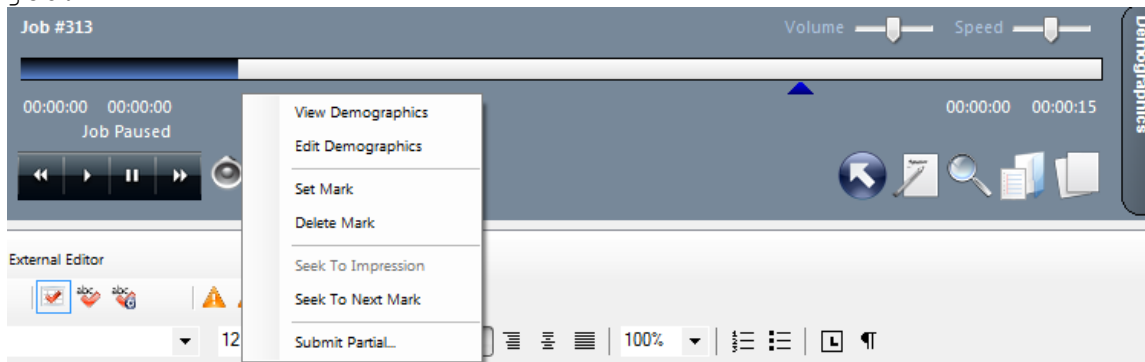
Menu	Description
View Demographics	Displays the floating demographics window
Edit Demographics	Displays a window allowing you to edit the current job
Set Mark	Sets a bookmark at the current audio position
Delete Mark	Deletes the bookmark closest to the mouse cursor.
Seek To Impression	Advances the playback position to the current job's impression
Seek To Next Mark	Advances the playback position to the next bookmark within the current job.
Submit Partial...	Displays a dialog allowing you to submit a partial dictation.

The green arrows on this dialog signify the start and end points of the piece of the current job that you want to submit as a separate individual dictation. You can set the location of these arrows by reviewing the audio and stopping it at the appropriate position and clicking "Set Start" or "Set End" to mark the beginning and end.
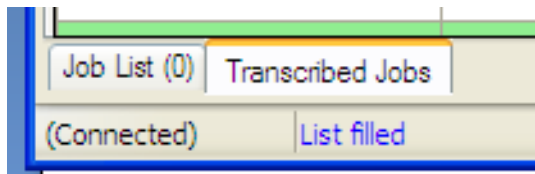
You can also review the document and demographics for correctness before submission.

Once you have correctly marked the dictation section that you want to submit, click one of the buttons at the bottom of the form to submit the dictation piece. The following options are available:

Name	Description
Transcribe Now	Submits the current partial as transcribed.
Transcribe Now (QA)	Submits the current partial as transcribed and awaiting review.
Route To Me	Submit the partial as a new job (not transcribed) that is automatically routed to the current logged in user.
Send to Pool	Submits the job as a new job (not transcribed) to Fusion. The job will not be assigned to anyone and will act like a normal untranscribed job.
Cancel	Cancels the creation of the partial.

LISTENING TO PREVIOUSLY TRANSCRIBED JOB

While in Fusion Player, click on Transcribed Jobs located at bottom of player
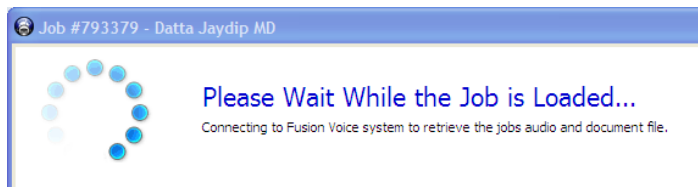

The Transcribed Jobs list opens

You may right click and edit columns to display desired information; this is a onetime set up
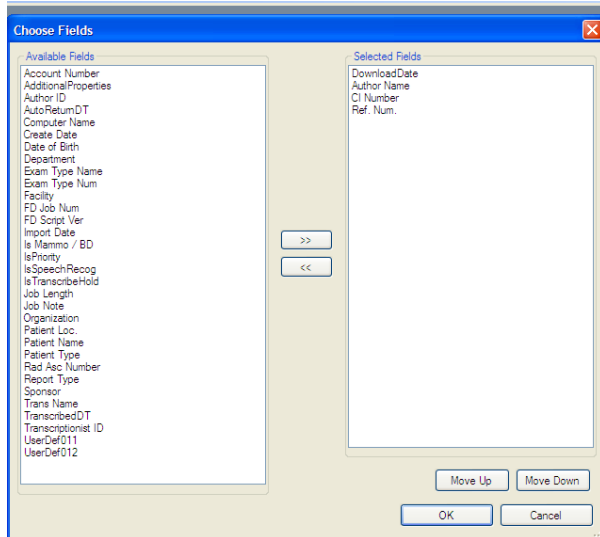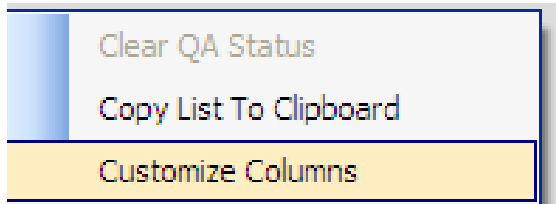
All jobs that have been put on hold are highlighted

Double click on a job to review the dictation.

Once job has loaded, a small player will open.
You may click on Expand/Contract to view the demographics for the job.
O
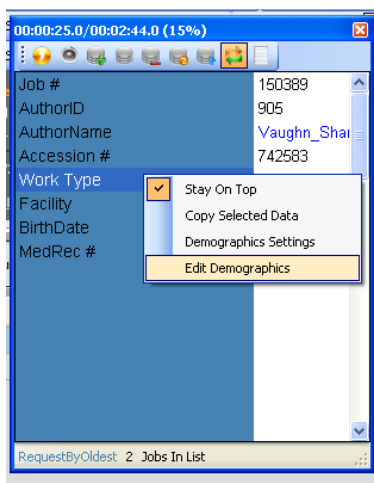Once you have reviewed the job, click on the red X in the small player to close.
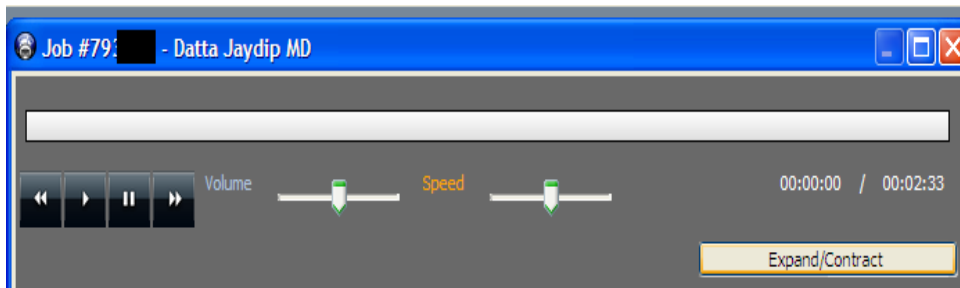
EDITING DEMOGRAPHICS

You can only edit demographics on reports that have not been set to transcribed.
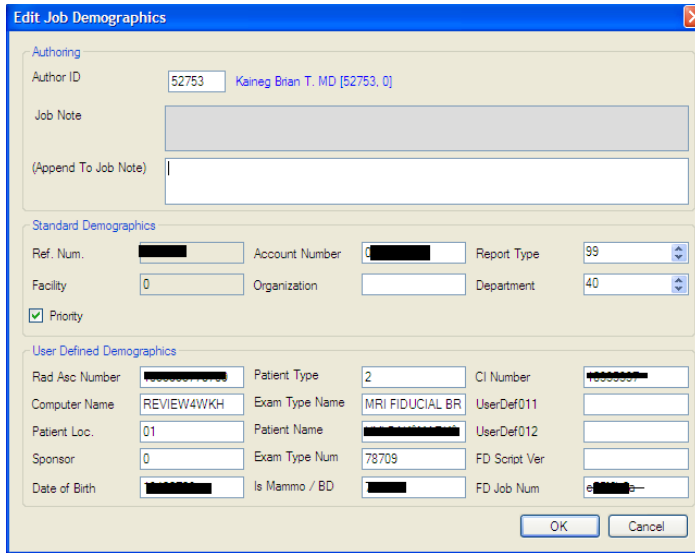
Right click anywhere in the blue area of the demographic box or the Remote Control box.
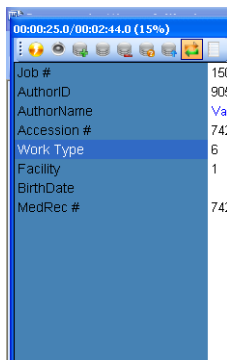
Click edit demographics

Update desired information.
Click OK

If the report has been transcribed
Click Transcribe as usual

EXITING FUSION
If any jobs are in the queue, right click and return all.
Click on Disconnect
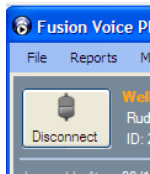
Close out Fusion

HOT KEYS
Transcribe   ALT+F1
Return Job   Alt+F3
Set Bookmark   Alt+Shift+F10
Transcribe QA   Alt+Q
Home   Ctrl+Win+Add
End Job   Ctrl+Win+Subtract
Fast-Forward   Alt+Right
Jump To Position   Ctrl+F5

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Bring Fusion Player To Front   Alt+Home
Pause                          Alt+Down
Play                           Alt+Up
Return Job Open                Alt+Win+Left
Reset Rate/Gain                Alt+Shift+Home
Rewind                         Alt+Left
Speed Down                     Alt+Next
Speed Up                       Alt+PageUp
Volume Up                      Alt+F6
Volume Down                    Alt+F12
Toggle Auto Request            Alt+F5
Show Demographics              Alt+F9
Jump To Impression             Alt+Shift+F9
Jump To Next Bookmark          Alt+Shift+F11
Switch To Jobs List Tab        Ctrl+F2
Switch To Document Tab         Ctrl+F3
Switch To Connection Tab       Ctrl+F4
Correction Complete            Ctrl+K
```