

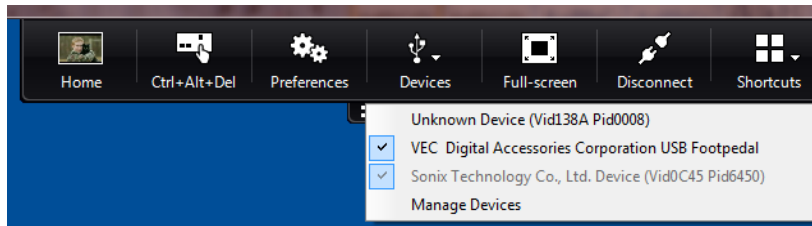
TAYLOR HEALTH CARE GROUP INET INSTRUCTIONS

INET PLAYER

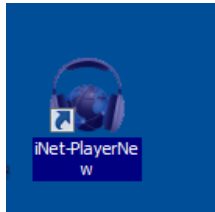
For complete INet instructions go to:

http://dacsolution.com/support/manuals/iNet_3_User_Guide.pdf

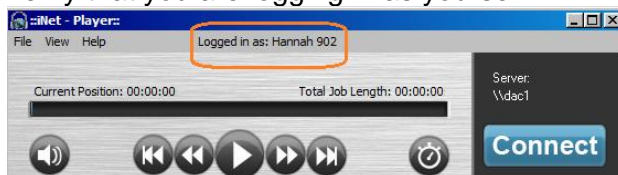
- Once you have connected to the transcription desktop, click on devices on the XenDesktop Tool Bar at top of screen and place check mark next to VEC Digital Accessories Corporation USB Footpedal.



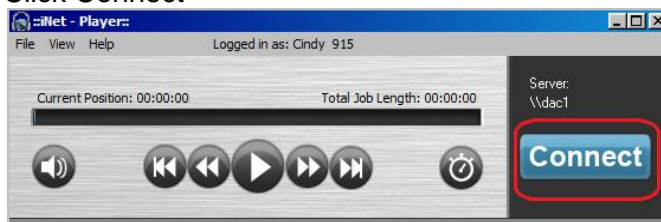
- Click on INet PlayerNew



- Verify that you are logging in as yourself



- Click Connect

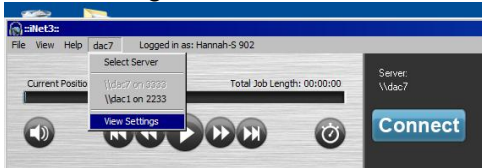


- Enter Password
- Connect

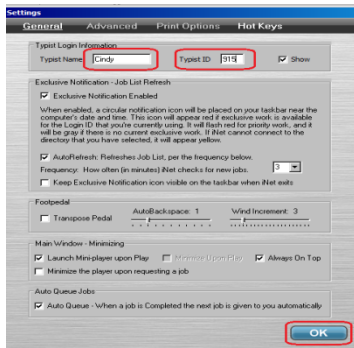


EDIT TYPIST NAME/ID

- DAC7
- View Settings



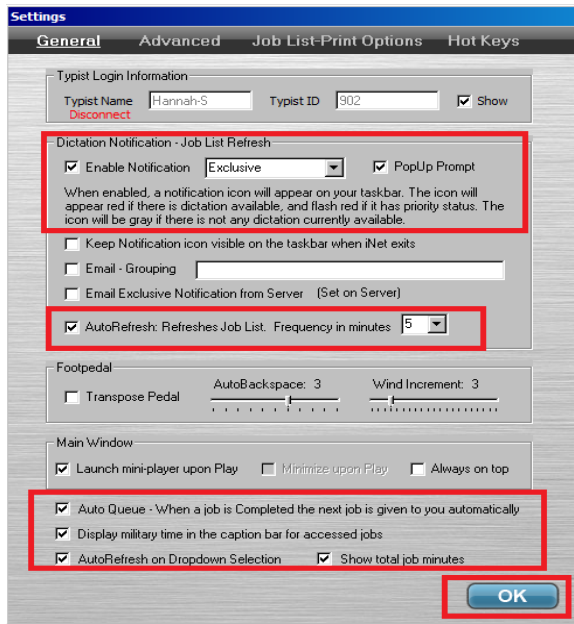
- Edit the Typist Name and Typist ID
- Click OK



INITIAL SETUP

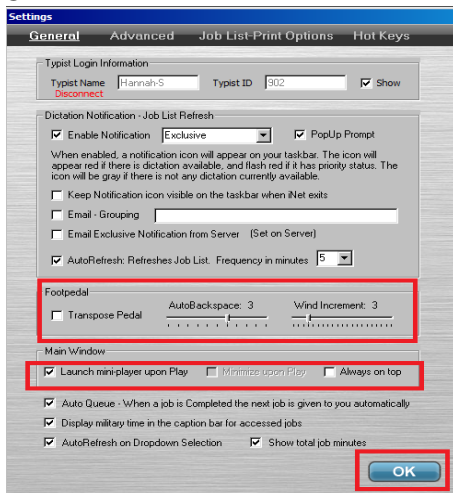
Required:

- Check Enable Notification, select Exclusive.
- Check PopUp Prompt
- Check AutoRefresh; Frequency in minutes: 5
- Check Auto Queue
- Check Display Military Time
- Check AutoRefresh on Dropdown selection
- Check Show Total Job Minutes.
- OK



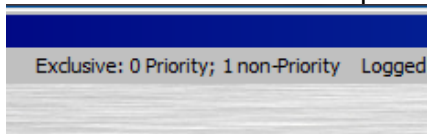
Optional:

- Adjust footpedal settings to personal preference.
- Check Launch Mini-player upon Play
- Check Always on Top
- OK

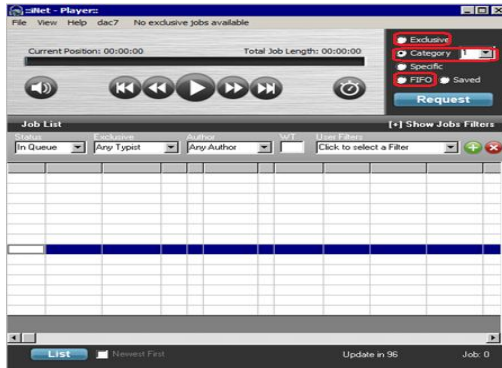


REQUEST MODES

- EXCLUSIVE – Retrieves jobs that have been assigned exclusively to you. If a Manager On Call (MOC) assigns a job, MOC will notify transcriptionist job has been assigned and Inet toolbar will alert transcriptionist .



- CATEGORY – Routes reports FIFO by Work Types (See Category List Below)
- SPECIFIC – Routes reports by physician, subject ID or job number.
- FIFO – Routes all work types First In First Out. Does not take into consideration the contratural turnaround times.



REQUESTING JOBS

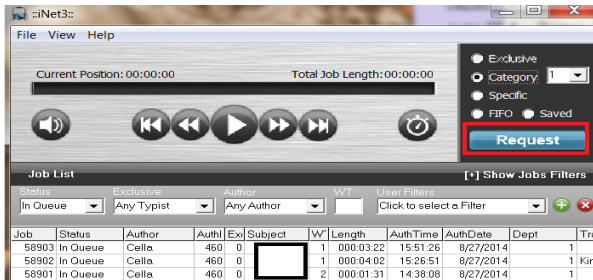
- Route jobs using Categories in the following order:
 - Early morning staff should clear Stats, History and Physicals, Progress notes and Consults first.
 - If assigned to transcribe HIM and Radiology reports, request by Category 16.
 - If assigned to transcribe HIM only, request by Category 15.
 - If assigned to transcribe radiology only, request by Categories 4 and 10.
- Before changing categories, refresh “In Queue” list in INet to ensure all work types are kept within turn around.
- Radiology jobs should be completed by 4 p.m.

DO NOT CHOOSE JOBS FROM THE IN QUEUE LIST!!! THIS IS CHERRY PICKING!!!!

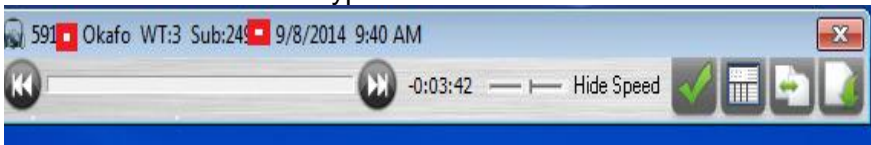
WORK TYPE	WORK TYPE / CATAGORY	TURNAROUND TIME
STAT	7	2 hours
EEG ECHO CATH	8	4 hours
RADIOLOGY – BLECKLEY	10	4 hours
RADIOLOGY – TAYLOR	4	4 hours
EMERGENCY ROON NOTES	5	4 hours
PROGRESS NOTE	11	4 hours
CONSULTATION	3	4 hours
H&P	1	8 hours
OPERATIVE/PROCEDURE REPORTS	2	12 hours
DISCHARGE SUMMARY SHORT STAY SUMMARY DEATH SUMMARY TRANSFER SUMMARY	6	24 hours
LETTERS	9	STS DOES NOT TRANSCRIBE

SEQUENTIAL ORDER, ALL WORKTYPES BY TURNAROUND TIME	15	SEE ABOVE
SEQUENTIAL ORDER, HIM/MEDICAL RECORDS BY TURNAROUND TIME	16	SEE ABOVE
TAYLOR REGIONAL JOBS	21	SEE ABOVE
BLECKLEY MEMORIAL JOBS	22	SEE ABOVE

- Once jobs have loaded, double click on the first available job to begin playing.

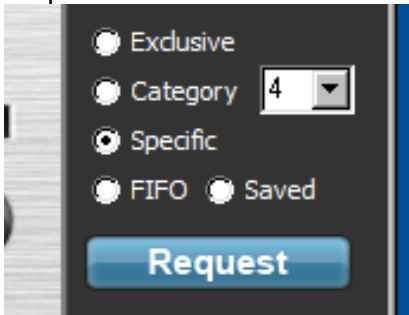


- Mini-player information is displayed as follows:
Job number/doctor/work type/acct #//dictate date/dictate time

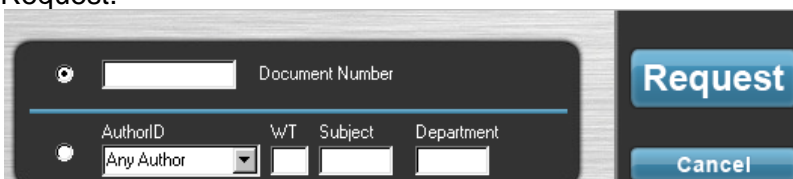


REQUEST JOB BY SPECIFIC CRITERIA

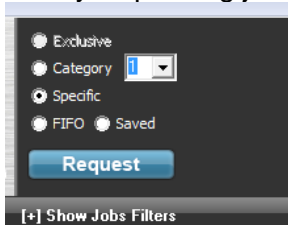
- Specific
- Request



- Select appropriate bullet.
- Input Document Number(job number), work type number , subject number, or Department
- Request.

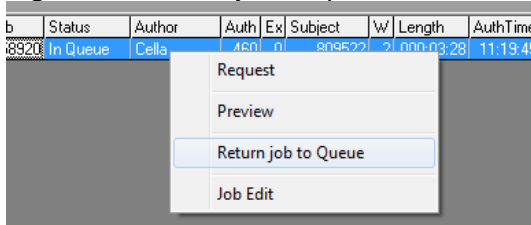


TURN OFF REQUEST MODE
 If currently requesting jobs, right click Request.

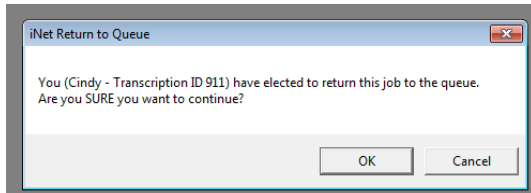


RETURN JOB

- Right click, return job to queue

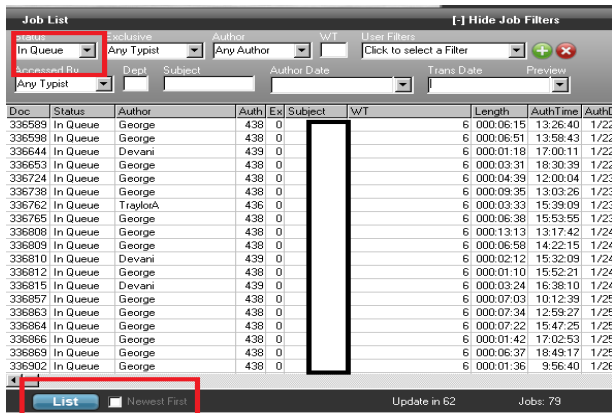


- Click OK

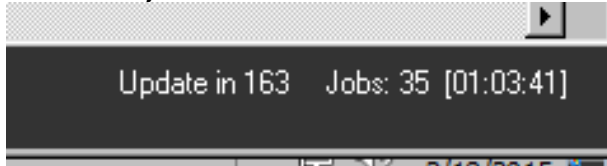


VIEW JOBS TO BE TRANSCRIBED
BY JOB STATUS

- Status "In Queue."
- Any Typist
- Any Author
- Leave all other fields blank.
- Click List

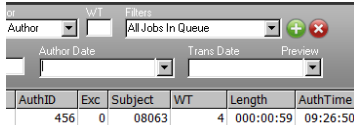


- Number of jobs and minutes will be listed at bottom of player

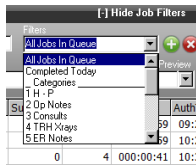


BY FILTER

- Date filters blank



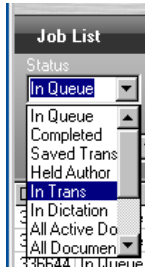
- Select Filter from drop down



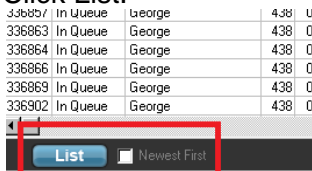
RETRIEVE LOCKED JOB

If you are disconnected while actively typing job:

- Click on In trans under status



- Click List.



- Double click on job to bring into play mode.

Doc	Status	Auth
336589	In Queue	Gec
336598	In Queue	Gec
336644	In Queue	Dev
336653	In Queue	Gec
336724	In Queue	Gec
336738	In Queue	Gec
336762	In Queue	Tray
336765	In Queue	Gec

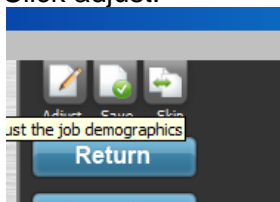
- If you receive error that is it in use by you, right click, return to queue and retrieve job from In Queue.

Doc	Status	Author	Auth	Ex	Subject
336589	In Queue	Gec			3647
336598	In Queue	Gec			0458
336644	In Queue	Dev			0458
336653	In Queue	Gec			0458
336724	In Queue	Gec			0458
336738	In Queue	Gec			0458
336762	In Queue	Tray			3655

EDIT INET JOB

If the information in INet is incorrect, we must edit and enter correct information before completing or returning the job.

- Click adjust.



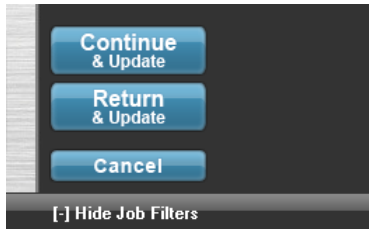
- Correct incorrect information entered.

File View Help No exclusive jobs available Logged in as: Cindy 931

Typist ID (Route to)	WT	Dept	Subject
Any Typist	6	1	
Priority			
438 George	No		

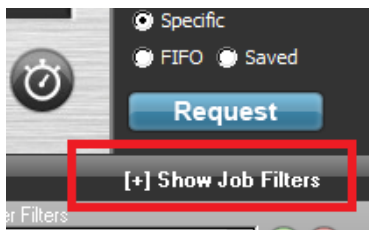
Continue & Update
Return & Update
Cancel

- Continue & Update to continue transcribing job or Return and Update if job is complete in INet.

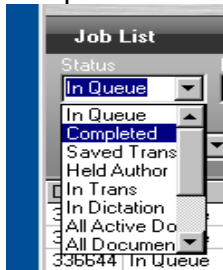


VIEW TRANSCRIBED JOBS

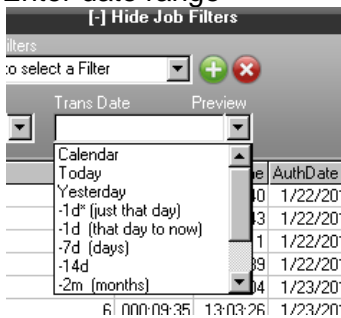
- You will be able to view only jobs you have transcribed.
- Show job filters



- Completed



- Enter date range



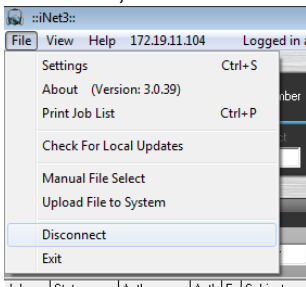
- Click on list

336857	In Queue	George	438	U
336863	In Queue	George	438	0
336864	In Queue	George	438	0
336866	In Queue	George	438	0
336869	In Queue	George	438	0
336902	In Queue	George	438	0

Newest First

EXIT INET

- Return job in queue.
- Go to file, disconnect



- Go to file, exit

