

TUTORIAL: Dictation

Introduction to Dictation

While all patient information *can* be entered via the Patient Mode, using Dictation Mode has advantages: patient and item selection is faster.

Because you have a link to the day list, you can check whether you have typed dictation for all patients seen.

Interruptions requiring the use of patient mode don't interfere with your typing stream: you can switch away from dictation mode and then switch back (Ctrl-Alt + D) to take up exactly where you left off.

Letter printing (and address label printing) from dictation mode can be done in a batch rather than piecemeal from patient mode.

The typed text is not entered directly onto the patient's file but remains on a temporary database, allowing those who want to check their letters on screen to do so before it is "processed".

Dictation mode has three Tabs, one to allow entry of dictation, one for the checking and "processing" function, and a third which may be used be the checking of dictation to be sent electronically (only if all dictation is not being checked).

Type Dictation

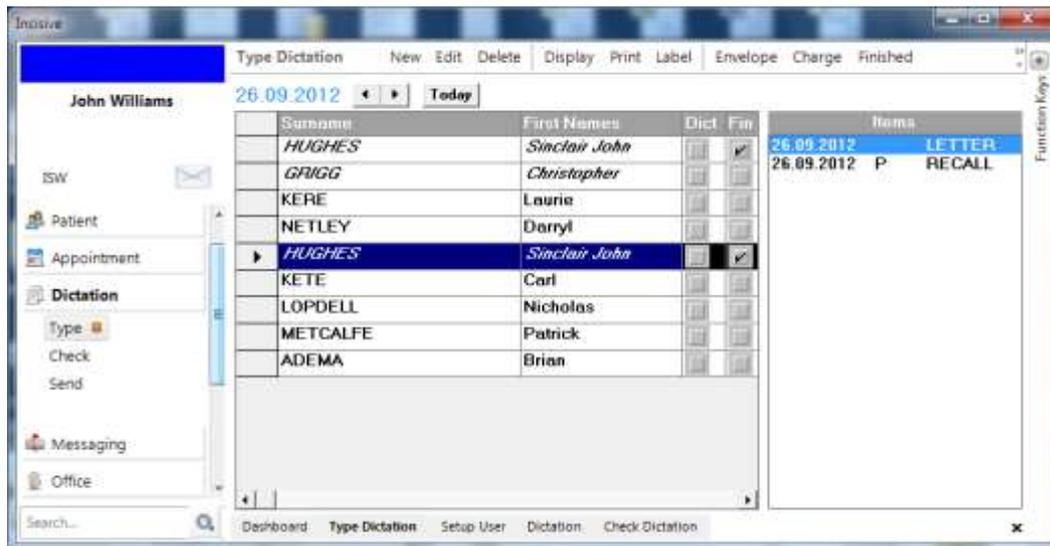
Overview of Type Dictation

The Type Dictation tab is where all of the letters and miscellaneous entries will be entered by the secretary or typist.

The top of the screen has the date of the day list and the User whose dictation you are entering. Dictation mode accesses the appointment book so that it “knows” whom it should be receiving dictation about.

Listed in the left window are the names of the patients for that day (and user). Select the patient to enter dictation for using either the mouse or the up and down arrow keys. If the User is marking patients as “dictated” (refer to F5 Daylist), then the patients that have had something dictated on them will have a tick in the Dictated column beside their names.

In the right window is a list of the items that have been entered for the highlighted patient.



To type a letter

1. Check that you have the correct day-list displayed. To change to another date see “To display a different date”
2. Select the appropriate patient.
3. Select ‘New’ (or just press Enter). The Select Option window displays.



4. Select the Letter option.

- Select the party that you want to address the letter to, and also the parties that you want to send copies to.

Letter To

Letter To	Copy To
<input type="radio"/> No Recipient	
<input checked="" type="checkbox"/> Patient	
<input type="checkbox"/> GP	
<input type="checkbox"/> Referring Doctor	
<input type="checkbox"/> Address File	
<input checked="" type="checkbox"/> 3rd Party	
<input type="checkbox"/> Solicitor	
<input type="checkbox"/> Employer	
<input type="checkbox"/> Associated Providers	
<input type="checkbox"/> Address Code	

Include 'Copy To' Address

HL7 RSD Transmission

Referral Status Discharge

Referral: 22.09.2011 - ACC - Sore shoulder - Dr Paul Sheldon

Associated Providers:

It is important to select the 'Copy to' recipients from this option as it not only puts the appropriate text on the letter, it also creates the relevant records in the database to allow the letters to be sent electronically and also filed to the correct patient.

The following records are automatically inserted into the letter:

- Date (date of consultation or treatment)
- Recipient
- Patient details
- 'Copy to' recipients

HUGHES, Mr Sinclair John (John), 92 16255 W

7 March 2012

Dr Paul Shelton
340 Portsmouth Road
FLAXMERE (ED Account app)

Dear Dr Shelton:

re: HUGHES, Mr Sinclair John DOB: 14.05.1920
67 Riccarton Road, Riccarton
CHRISTCHURCH
PH: 03 343 6804 Fx: 03 343 6880 PHM: 0274 333 841
Claims: 123456

Copy to: Mr S.J Hughes, 67 Riccarton Road, Riccarton, CHRISTCHURCH 8001
Accident Compensation Corporation, Private Bag, HASTINGS

Section 1/1 Page 1/1 Line 17 Col 15 100% NUM

Position the cursor on a line between the patient details and 'Copy To'

re: HUGHES, Mr Sinclair John D
67 Riccarton Road, Riccarton
CHRISTCHURCH
Ph: H 03 343 6881 PhW: 03 343 6880 Ph
Claim: 12345B

Copy to: Mr S J Hughes, 67 Riccarton Road,
Accident Compensation Corporation

Start typing.

Ph: H 03 343 6881 PhW:
Claim: 12345B

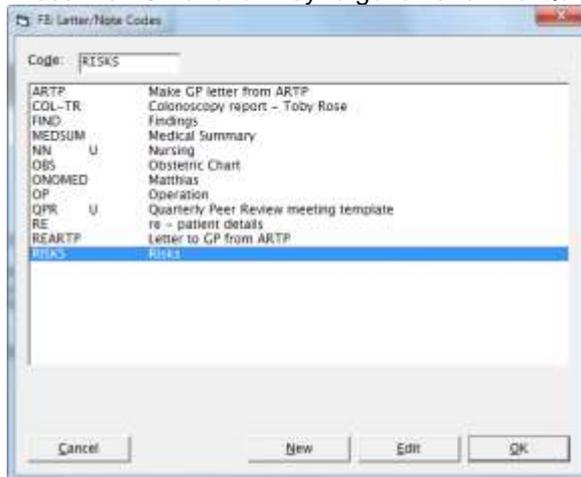
Thank you for referring

Copy to: Mr S J Hughes, 67 R
Accident Compensat

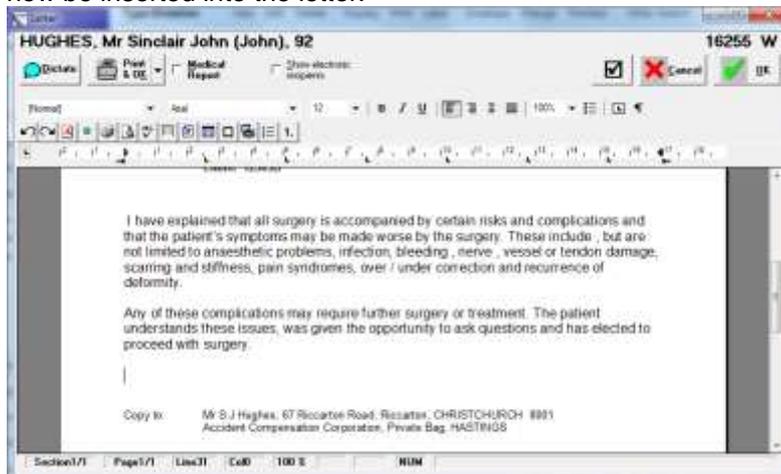
To insert a Quick-Code

To speed up your data entry you can create 'Quick-Codes (also known as macros) and insert the text into the document.

6. Position the cursor at the left-hand margin where you want to insert the Quick-Code text
7. Press the F8 Function key to get a list of the Quick-Codes you can select from.



8. Highlight the Quick-Code you require and click OK. The content of the Quick-Code will now be inserted into the letter.



To speed up the Quick-Code selection still further, in the left margin of the letter, type the code used for the required Quick-Code, then press the F8 key. This will automatically insert the content of the Quick-Code.

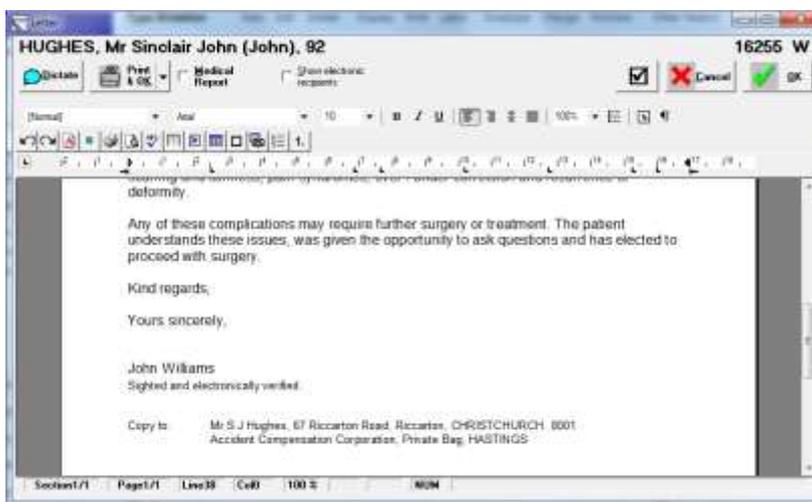
You can create your own Quick-Codes and they can be as simple or extensive as you require. Merge Codes (F9) can be used as well to utilise known data. For example, the following Quick-Code

```
Kind regards,

Yours sincerely,

<username>
sighted and electronically verified
```

will be inserted into the letter, with the User name for the doctor.



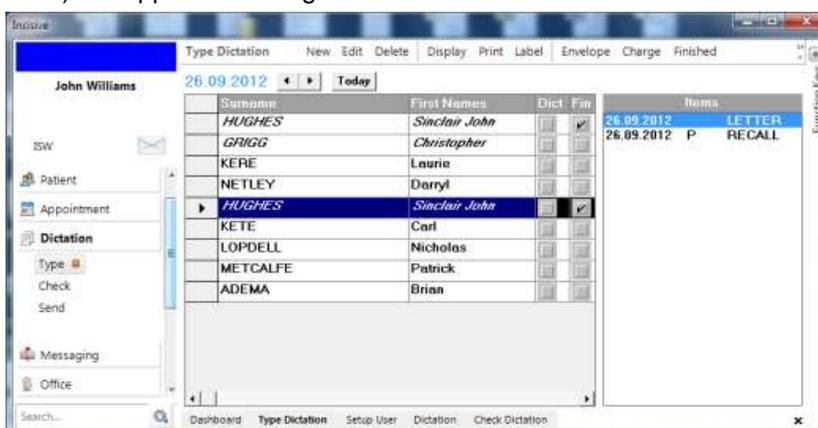
Saving the letter

The letter is automatically saved every 3 minutes. Alternatively, you can also save the letter by clicking on the OK button

9. Click OK to save the letter and exit.

Work completed

Once the letter has been typed and saved you will be positioned back at the 'Type Dictation' form. The patient's name will now display in Italic font and the type of work (letter, in this case) will appear in the right-hand window.



Finished

If you want to make sure that no letters are processed when they are not fully completed by the typist, then go to SETUP – PROVIDER – DICTATION and tick Yes to 'Finished' Required when Checking Dictation. This will mean that once the typist is finished with the letter she will need to press the Finished button in Dictation to move the letter into the Check Dictation tab ready for the Doctor to check.



If the 'Finished' Required when Checking Dictation is not ticked then once you say ok to the letter it will go through automatically to the Check Dictation tab.

Other patient

If you encounter dictation for a patient not on the current day (and the dictation is not for another day):

1. Select "Other Patient" from the top toolbar menu.
2. Select the patient from the standard Patient Selection screen (F4).
This adds the patient to the list under the heading "Patient(s) not on the daylist".

	METCALFE	Patrick	<input type="checkbox"/>	<input type="checkbox"/>
	ADEMA	Brian	<input type="checkbox"/>	<input type="checkbox"/>
	Patient(s) not on the daylist		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
▶	MOUSE	Minivera	<input type="checkbox"/>	<input type="checkbox"/>

3. Type up items for these patients in the usual way.

Unrelated Letters

Letters that are not related to a patient on the database can be typed either in the Unrelated Letters section in Office mode, or they can also be entered here in Dictation mode. Simply choose Unrelated Letters from the options window to get the same data entry box that you see in Office mode. The letter title is added below the day list as in the example above.

Worklist

We use the term 'Worklist' to describe the actions that you are performing for a patient whilst in the Dictation section.

If you highlight the patient, the actions that you have performed will appear in the right-hand column.

Type Dictation				New		Edit		Delete		Display		Print		Label		Envelope		Finished		Other Patient	
26.09.2012																					
Today																					
Surname	First Names	Dict	Fin	Items																	
HUGHES	Sinclair John	<input type="checkbox"/>	<input checked="" type="checkbox"/>	26.09.2012																	LETTER
GRIGG	Christopher	<input type="checkbox"/>	<input type="checkbox"/>	18.02.2013	P																Inv \$141.50
KERE	Laurie	<input type="checkbox"/>	<input type="checkbox"/>	18.02.2013	P																FORM LETT
NETLEY	Darryl	<input type="checkbox"/>	<input type="checkbox"/>	18.02.2013	P																PRESCRIP
▶ HUGHES	Sinclair John	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26.09.2012																	Clinical Aud
KETE	Carl	<input type="checkbox"/>	<input type="checkbox"/>	26.09.2012	P																RECALL
LOPDELL	Nicholas	<input type="checkbox"/>	<input type="checkbox"/>																		

A 'P' beside an item on the Worklist shows that the action has already been performed e.g. the Invoice has already been printed or sent and the Recall is already in the database.

To edit letters/items on the patient's Worklist

1. Select the patient.
2. Highlight the item to edit.
3. Select 'Edit'.
4. Make the required alterations.
5. Select 'OK'.

To delete items from the 'Worklist'

1. Select the patient.
2. Highlight the item to delete.
3. Select 'Delete'.
4. Confirm that you want to delete the entry by selecting "Yes".
5. The item will be deleted from the list of Type Dictation.

To print an item on the Worklist.

The Print icon on the Check Dictation screen allows you to print the selected entry.

1. Highlight the item you want to print and select Print.

To display a different date or Book

To change the day list to another day:

1. Select the Display button.



2. Enter a new date.
3. By default Dictation Mode is set to display the day list for the selected User. If any 'Books' that are linked to the User are also required to be display, tick these as required.
4. Select whether you prefer the list of patients to be displayed by time or alphabetically (useful when the doctor does not dictate in the order of the clinic!)
5. Select 'OK'. The day list displays.

Alternatively use the mouse on the arrows in the top left-hand corner of the screen to advance forwards or backwards a day at a time or Shift Right Arrow or Shift Left Arrow.

To print a Label

Selecting "Label" in Type Dictation allows you to print a label for the highlighted patient.

1. Select the patient you require a label for.
2. Select the Label icon.

3. Select the type and number of labels that you require.



4. Select OK.

To print an Envelope

Selecting “Envelope” on the Type Dictation tab allows you to print an envelope for the highlighted patient, another patient, or the current or last batch.

1. Select the Envelope icon.



2. Select the required options.
3. Select OK.

Patient

Selecting Patient will print an envelope for the patient currently highlighted.

GP

Selecting GP will print an envelope for the GP of the currently highlighted patient.

Referring Doctor

Selecting Referring Doctor will print an envelope for the referring doctor of the currently highlighted patient.

Solicitor

Selecting Solicitor will print an envelope for the entry recorded as Solicitor in 'Other Contacts' in the currently highlighted patient's registration.

Employer

Selecting Employer will print an envelope for the entry recorded as Employer in 'Other Contacts' in the currently highlighted patient's registration.

Address

Selecting Address allows you to print an envelope for another patient, doctor or 3rd party.

1. Select to search by either Code or Description.
2. In the data entry box type either the code or description of the entry you are searching for and press enter.

Address			
<input checked="" type="radio"/> 1. Patient <input type="radio"/> 2. Doctor <input type="radio"/> 3. 3rd Party			
<input type="radio"/> Code			
<input checked="" type="radio"/> Description SMITH			
SMIHA 23	SMITH	Ann	
SMIHA 46	SMITH	Andrew	BOX 898
SMIHA 47	SMITH	Adrian	25 BARK
SMIHA 49	SMITH	Alison	461 CHA

3. Select the person or party from the list that you require an envelope for.
4. Alter the number of copies if necessary.
5. Select OK.

Current batch envelopes

If the User is set to Batch Labels (Setup – User – Dictation) then selecting the Current Batch will print out envelopes for either 'All Recipients', only 'Copy to recipients' or only patients who are to get a copy.

Last batch envelopes

Once the current batch of labels/envelopes has been printed, a new batch is started. If for any reason something happens during the printing process and the job is lost, you can reprint the entire batch by selecting the last batch option.

Number of copies

Select the number of copies required.

For All Uses

Batch Envelopes can be printed for either the current user, or all users depending on whether 'For All Users' is ticked. This will depend on whether the typing is done by individual secretaries for specific users and the letters are kept separate, or whether the letters are pooled for the entire clinic for mailing.

Save as default

Save as the default your preferred settings.

Off-site typing

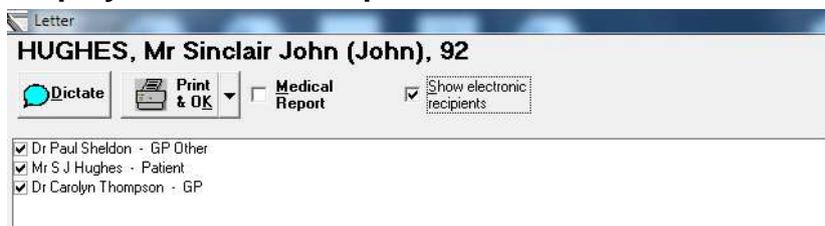
The Create WP function allows you to type letters for patients outside of SPM in a separate word processing package like Microsoft Word. This is primarily intended for those people that have off site typists without a remote desktop connection. If this function has been set up (Setup – User – Dictation – External WP), then a Rich Text File (RTF format) will be created for each patient on the selected day. Please refer to the section on External Typing for full instructions on how this feature works.

Medical Report



The letter will appear in the Letters section of Patient and will have a prefix of 'Medical Report'. It can also display in Notes as 'Medical Report'

Display Electronic Recipients



The recipients of this document, who want to receive their correspondence electronically, can be displayed when the 'Display electronic recipients' option is checked on.

If you want to over-ride the preference and have the letter printed for one or more of the recipients, you can uncheck the option beside their name. This selection will only affect this document.

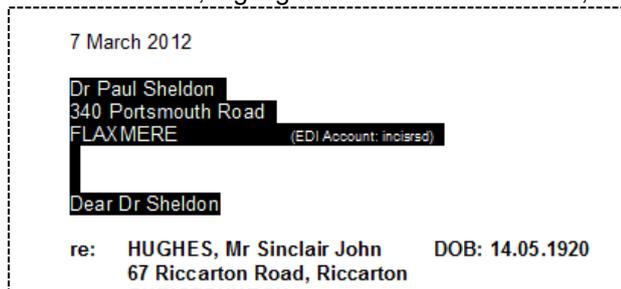
Changing the recipient (Letter To:)

You should not alter the name or address of the recipient directly in document – you must alter it within the selection options of the application – which will then update the text in the letter.

The reason is that the recipient is linked to a record in the database and the application knows whether this recipient wants to receive their correspondence electronically rather than on paper. If you could just change the text on the document this would not change the record in the database and the document could be sent to the wrong person.

To change the recipient

1. In the document, highlight and remove the name, address and salutation of the recipient.

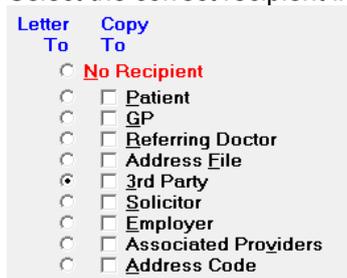


2. Position the cursor where you want the name of the new recipient to be inserted.

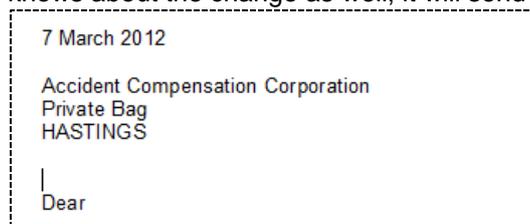
3. Click on the down arrow beside the 'Print & OK' button and select the Letter To option.



4. Select the correct recipient in the 'Letter To' column.



5. The details of the new recipient will be inserted in the document and, as the application knows about the change as well, it will send or print the document as required.



Altering 'Copy to:' recipients

As the 'Copy to:' recipients cannot be changed in the document itself, you need to use the application to select or modify the recipients, and this will make the required change in the letter.

To add another 'Copy To:' recipient

1. Click on the small arrow to the side of the 'Print & OK' button



2. From the list, select the 'Copy To' option



3. Choose the additional recipient(s)

Letter To	Copy To
<input type="radio"/>	<input checked="" type="radio"/> No Recipient
<input type="radio"/>	<input type="checkbox"/> Patient
<input type="radio"/>	<input checked="" type="checkbox"/> GP
<input type="radio"/>	<input type="checkbox"/> Referring Doctor
<input type="radio"/>	<input type="checkbox"/> Address File

4. The new recipient is now added to the database and also to the text of the letter.

John Williams
Sighted and electronically verified.

Copy to: Mr S J Hughes, 67 Riccarton Road, Riccarton, CHRISTCHURCH 8001
Accident Compensation Corporation, Private Bag, HASTINGS
Dr Carolyn Thompson, 20 Main North Road, NAPIER

Check Dictation

Overview of Check Dictation

All *text* information goes onto a temporary database to allow it to be checked first – if that is the way the user wants to work (mediated via Setup – Provider – Dictation). When an item has been checked a “C” tag appears beside it in the item list. When it has been processed onto the main database a “P” tag appears beside it on the item list.

Note: All *financial* information goes directly onto the main database. For this reason a “P” tag appears beside the item on the list immediately it has been entered and it cannot be altered or deleted via Dictation mode.

This Tab displays a patient only if text data has been typed up for that person. It collates all unprocessed items – so you may have dictation listed here from several different tapes or day-lists, hence a date is no longer displayed in the top left corner of the screen.

As mentioned earlier, the checking function is allowed only for text entries, not for financial ones.

To change the display of the list

You can sort the order of the entries typed, and select to display the entries typed by All Operators, or those entries typed by an individual.

1. Select Display
2. Select the Check Display options you prefer.



3. Save these as the default if necessary.
4. Select OK

Operator

Either select “All Operators” or an operator from the list. The list will only have the names of those operators who have typed dictation for the user, and which is still unprocessed

Sort by

Date of letter

If date of letter is selected, the letters (and note entries) will display by the date of the letter, usually the date of consultation.

Order typed

If order typed is selected, the oldest entries typed will display at the top of the list.

Patient Name

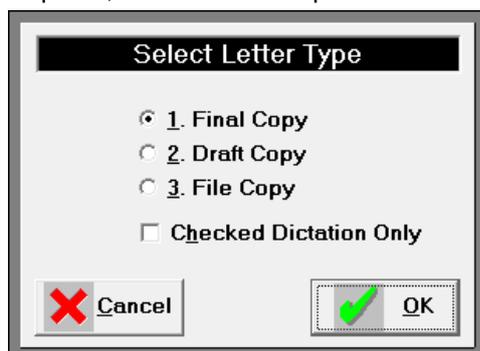
If patient name is selected, the entries will display in alphabetical order. This method is useful when trying to find a letter for a particular patient that may need to be urgently checked and printed.

Session

If session is selected, the list will display in the same order as the appointment list. Only those patients that have unprocessed dictation (and optionally marked as finished) will appear on the list.

Print

Printing dictation from the Check Dictation tab allows the typing to be printed prior to processing. Please note that it only prints the letters etc, it does not transfer the dictation to the main database. Normally we would recommend that the letters are printed at the time of processing, but if a draft copy is wanted for checking (rather than being checked on screen with F11), or an additional file copy is required, this is a useful option.



Select from:

Final Copy

This prints all copies of the letters.

Draft Copy

This prints only one copy of each letter (for checking).

File Copy

This prints only one copy of each letter to the 'File Copy' tray as configured in Setup – Printers.

Check Dictation Only

In addition to selecting one of the options above, 'Check Dictation Only' can also be (optionally) selected. If selected, only dictation that has been 'checked' (but not processed), will be printed.

Label

Printing labels from the Check Dictation tab assumes that you want to print labels for the recipients of your letters, rather than other patient related labels, which can be printed via the Type Dictation tab. The labels that are produced in the batch are dependant on the setting 'Batch Label' in Set-up – User – Dictation.

Address Code

(Screen changing so details will added later)

Current Batch Labels

If the User is set to Batch Labels (Setup – Provider – Dictation) then selecting the Current Batch will print out labels for either "All Recipients", only "Copy to recipients" or only patients who are to get a copy. Batch labels can be printed for either the current user, or all users depending on which option is selected. This will depend on whether the typing is done by individual secretaries for specific users and the letters are kept separate, or whether the letters are pooled for the entire clinic.

Last Batch Labels

Once the current batch of labels/envelopes has been printed, a new batch is started. If for any reason something happens during the printing process and the job is lost, you can reprint the entire batch by selecting the last batch option.

For All Users

Batch labels can be printed for either the current user, or all users depending on whether 'For All Users' is ticked. This will depend on whether the typing is done by individual secretaries for specific users and the letters are kept separate, or whether the letters are pooled for the entire clinic for mailing.

Copies

Enter the required number of copies of each label.

Sheet Labels

If this option is selected one sheet of address labels for each entry in the batch will be printed to the paper tray in the Normal printer (laser).

Save As Default

Save as the default your preferred settings.

Envelope

Refer to the envelope section in Type Dictation.

Process

The term 'Process' is used to describe the functions that are performed when this option is chosen. The functions are:

- transfer the text items (letters etc.) into each patient's file in the main database,
- print the letters to the recipients that want a paper document, and;
- send documents electronically to the recipients that want an electronic document, and;
- print address labels or envelopes for the printed letters.

Some Users (with immaculate dictation technique and infallible typists!) will not want to check their dictation before producing a paper copy. These Users can set the system to process all items, checked or not. For those who *do* want to check their dictation on screen, only those items that have been checked (have a "C" beside them) will be processed.

1. Select Process Dictation.
2. Select the options that meet your requirements.
If you have already printed a letter or letters from the word processor you will be asked if you want to print all letters or just those not yet printed. This is useful for those Users that do not check the dictation on screen themselves, but prefer the printed letter for checking. If there are no mistakes in the letter, it can be signed.
For those that require alterations, changes can be made. The letter is then regarded as

not having been printed.



All letters

This option will process and print all letters, including any letters previously printed. If a letter has been printed and then edited, the printed status is reversed; therefore the amended letter will subsequently print. This option will print out the required number of final copies of the correspondence (provided the 'copy to' function has been used).

Unprinted letters only

This option will only print previously unprinted letters and those letters that were printed and subsequently modified (but not reprinted).

Operation Notes

The selection of this option will print out a paper copy of the Operation Note.

Copies

The number of copies relates to the Operation Notes. Enter the required number.

All

If All Dictation is selected, all letters that have been typed for the User, by any operator will be processed.

Displayed only

If Display (Dictation) only is selected, this will process only the dictation currently displayed on screen; as configured using the Display option.

Save as Default

Save as the default your preferred settings.

3. Select 'No' to print only the letters not already printed; or,
4. Select 'Yes' to print all letters (and copies), regardless of whether they have previously been printed or not.

After processing, the Check Dictation Tab re-displays with only those patients (if any) with unprocessed items.

Patients Processed

This allows a report to be printed (for the selected date range) of all dictation processed during the period.

Import WP

This looks to the specified folder to import files that have been typed using the 'External Typing' feature. The imported files can then be checked and processed in the normal manner.

Check Dictation (F11)

If the User setting “Check Dictation” (*refer Setup – Provider - Dictation*) is ticked, dictation must be confirmed before it can be processed.

1. If the first patient and entry is not already highlighted, do so. Alternatively highlight a selected patient and entry.
2. Press F11 to view (in edit mode) this item, or select the Command Button Check-F11 with the mouse.
3. Type in your Pin number and select OK.



4. If you type an incorrect pin number you will get the following message.



5. Once you have entered the correct pin number, check the dictation on screen making modifications if necessary.
6. Press F11 to save this item or use the mouse to select the ‘Tick’ and automatically display the next one.

You can, of course, switch to another mode and switch back at any time to take up exactly where you left off. If you do lose your place you can arrow down the day list until the items on the right lose their “C” tag, highlight the first of these items and resume checking using the F11 key.

Send Dictation

Overview of Send Dictation

The Send Dictation tab is only used if you are sending letters electronically via HealthLink and you are not already checking all of your dictation via the Check Dictation tab.

On processing dictation, letters whose recipients have their preferred method (of delivery) set to Hlink Mail will be transferred to the Send Dictation tab for checking. The same mechanism used in Check Dictation to – refer to “Check Dictation” page 8 for instructions on how to check dictation.

Delete

If you do not want to send one of the entries on the list electronically or there are alterations to be made to the letter, highlight the entry and select the Delete icon. This will not delete the entry from the patients file, it will only remove the entry from the list to be sent electronically.

Send

Once the letters have been checked off on screen select the Send icon to create the HealthLink messages for sending out during the next schedule connection.

External Word-processing

Overview of External Word-processing

Purpose

The External Word-processing facility was designed to allow dictation to be typed outside of the SPM program. Primarily it is intended to accommodate those practices that have an off-site typist with no remote desktop connection. The resulting letters are then merged back and allocated to the respective patients in the SPM database.

Limitations

Once the documents are created, the files are out of the control of Incisive Medical Systems. Typists should be proficient in their chosen word-processor as support for any typing in this area is not covered by Incisive Medical Systems. Typists should be aware that a program is going to be importing these documents and certain elements of the file should not be altered e.g. the patient reference. The files must be saved in Rich Text Format (*.rtf).

Security Recommendations

Sending files via the Internet is not recommended because of privacy issues. Please discuss the sending of files with Incisive Medical Systems. Your hardware technician may be required to assist you to set up a secure environment to transfer files electronically.

Setup

Some set up or configuration is necessary before commencing to use the External Word-processing capability. Please refer to Setup – User – Dictation for full instructions on how to do this.

Create WP

The Create WP icon can be found on the Type Dictation tab (only if 'External Word-processing' has been turned on). It will create an RTF file for each patient on the list for any given date.

1. If you are not already on the **Type Dictation** tab, select this tab and then select the day you require to create the files for.
2. Select the “**Create WP**” icon.
3. The hour glass will display briefly while the files are created in the location as specified in Setup.

Once finished, the files are ready to be dispatched to the person who will be doing the external typing and typed.

Import WP

Once the dictation has been typed and returned, the files are ready for importing.

1. If you are not already in **Check Dictation**, select this tab.
2. Select the “**Import WP**” icon.
3. The files will be imported from the specified **Import Path** location in Setup and then moved to the **Done Path** location.

Advanced

Word-processor Toolbar

The following features are available in the word-processor:

- Spell check 'as-you-type'
- Autocorrect
- Auto numbering
- Background colour
- Word count
- Tables
- Frames
- Inserting Images



Style

Reserved for future development.

Font 

To apply a different font, select the text you want to change.

Click a font name in the **Font** box.

Size 

To apply a different font size, select the text you want to change.

Click a font size in the **Size** box.

Bold 

The quickest way to bold text is to press Ctrl + B and start typing,

When you want to stop bold, press Ctrl + B again.

Alternatively, to bold text that you have already typed, select the text you want to bold.

On the Toolbar select **Bold** by clicking  or press Ctrl + B.

Italics 

The quickest way to italicize text is to press Ctrl + I and start typing,

When you want to stop italics, press Ctrl + I again.

Alternatively, to italicize text that you have already typed, select the text to want in italics.

On the Toolbar select **Italics** by clicking  or press Ctrl + I.

Underline 

The quickest way to underline text is to press CTRL+U and start typing.

When you want to stop underlining, press CTRL+U again.

Alternatively, to underline text that you have already typed, select the text you want to underline.

On the Toolbar click underline on by selecting the **Underline** button  or press Ctrl + U.

Left Align 

Click left alignment on by selecting the **Left Align** button  or use Ctrl + L.

Right Justify 

Click right alignment on by selecting the **Right Align** button  or use Ctrl + R.

Centre 

Click centre alignment on by selecting the **Centre Text** button .

Justify 

Click justify text on by selecting the **Justify Text** button or use Ctrl + J.

Zoom Factor 

To alter the zoom factor click on the **Zoom** button

Auto Number 

To turn auto numbering on click on the **Auto Number** button

Bullets 

To turn bullets on click on the **Bullets** button

Tab

The tab button toggles between a left tab, right tab, centre tab and a decimal tab. Click the tab button the required number of times to select the relevant tab stop and then click on the Ruler to set the tab.

Left tab button 

Right tab button 

Centre tab button 

Decimal tab button 

Show / Hide Formatting 

Click on the **Show / Hide formatting** button to toggle the display of formatting on and off.

Undo Edit 

To undo the last change click on the **Undo edit** button (Ctrl + Z)

Redo Edit 

To reverse the last **undo edit** click on the **Redo edit** button (Ctrl + Y)

Font Colour 

Select the text to assign a colour to and click on the **Font colour** button to select a colour.

Background Colour 

Click on the **Background colour** button to change the colour behind the text.

Print 

Click on the **Print** button or use Ctrl + P.

Print Preview 

Click in the **Print Preview** button to view the text on screen as it will appear in the printed document. Letterheads and footers will display.

Spell Check 

Click on the **Spell Check** button or use Ctrl S.

Format 

Click on the **Format** button or use Ctrl F to bring up the Page Setup screen.

Word Count 

Click on the **Word count** button to count the number of words in the letter.

Insert Table 

Click on the **Insert table** button to bring up the Insert table screen. Select the number of rows and columns required.

Insert Text Frame 

Click on the **Insert text frame** button to insert a text frame. Text may then be typed within the frame.

Insert Image 

Click on the **Insert image** button to select an image to insert. It is recommended that you only insert images into your letterheads, or form letters that do not save to the patient file.

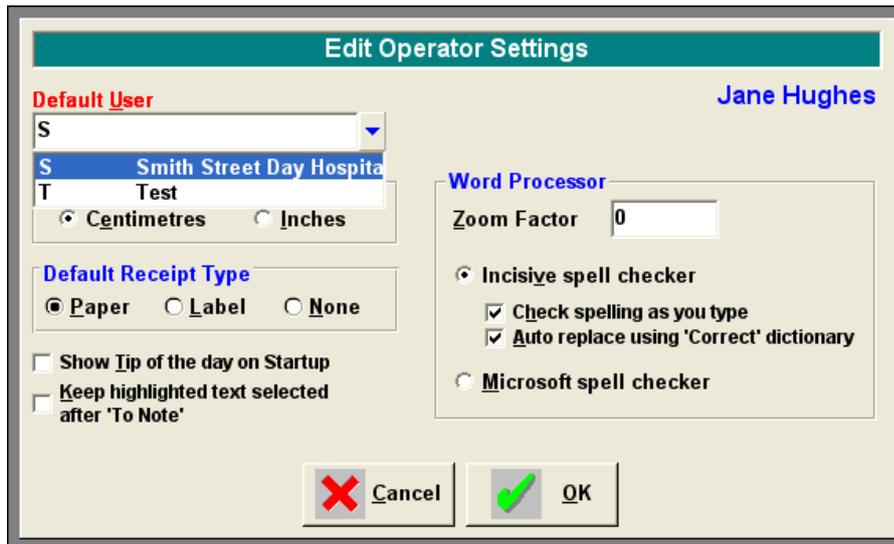
Spellchecking

Spell Check as you type and Auto replace

Configuring your Spellcheck options.

If you require “Check spelling as you type” and / or “Auto replace”, then you need to turn on these features in Setup – Operator – Settings. Edit and select the options you require.

Alternatively, you can choose to use the Microsoft spell checker. Please note that if the Microsoft spell checker option is selected, Microsoft Word must be installed on your computer. Also the spelling will only be checked once the spell checker is activated (Ctrl + S) at the completion of typing and Words “Check spelling as you type” feature will not be available.



Dictionaries

Four dictionaries are used:

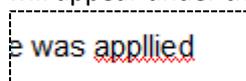
- Userdic.tlx
- Correct.tlx
- Auslocalitydic.tlx
- NZlocalitydic.tlx

Dictionary files can be located either:

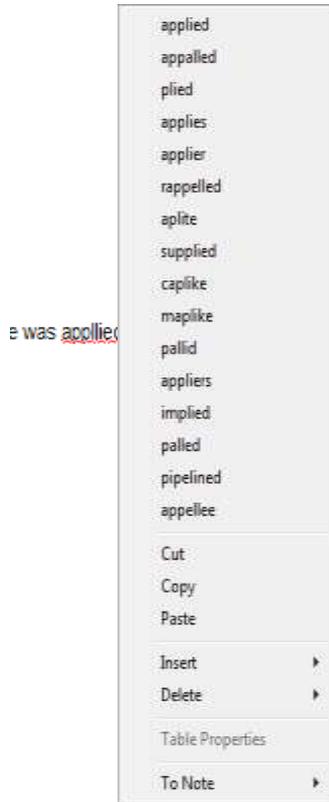
- On a workstation, or;
- in a central folder on the network

As-You-Type

As a word is completed the spelling of it is checked, and if considered incorrect, a red, jagged line will appear under the word.



When you right-mouse-click on the misspelt word gives you a range of alternative words to use as a replacement.

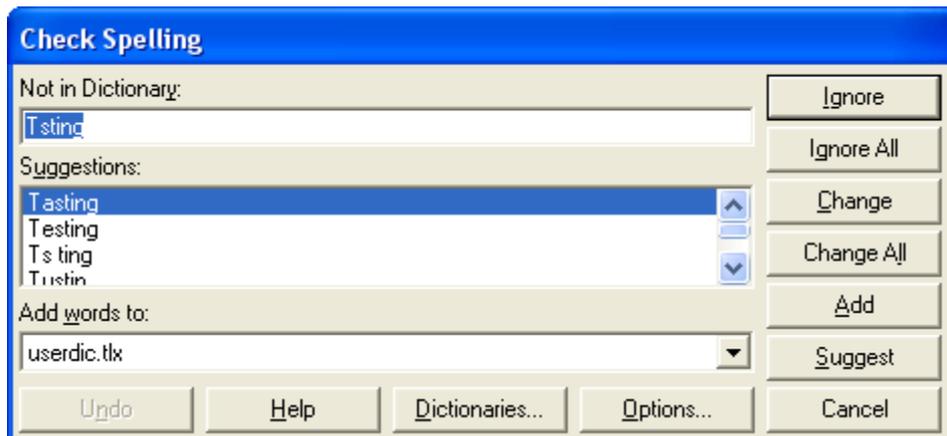


Checking the Spelling

Ctrl + S or click on the spell check icon.



The Check-Spelling Dialog appears if a word requiring your attention is detected. You can use the dialog to specify whether the word should be ignored or replaced.



Not in Dictionary:

Contains a word which may be misspelled or otherwise incorrect, and is presented with a candidate replacement word. You can change the word by selecting the Change button, or skip it by selecting the Ignore button.

Suggestions list:

Contains a list of suggested replacements for the word reported as misspelled. Subsequent presses

of the Suggest button may yield more suggestions. The word selected in the Suggestions list will be used as the replacement when the Change or Change All buttons are pressed, unless the word in the problem box was edited.

Add words to:

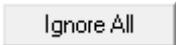
Indicates which user dictionary words will be added to when you select the Add button. The Add Words To list shows all user dictionaries currently open. You can also add words to user dictionaries via the User Dictionaries Dialog, which is accessible by selecting the Dictionaries button.

Ignore button:

A rectangular button with a light gray background and a thin border, containing the text "Ignore" in a standard sans-serif font.

Causes this occurrence of a misspelled word to be skipped. If the same misspelled word appears later, it will be reported.

Ignore All button:

A rectangular button with a light gray background and a thin border, containing the text "Ignore All" in a standard sans-serif font.

Causes this and all further occurrences of a misspelled word to be skipped. You might use this button if the word reported as a misspelling is actually spelled correctly. If the word is one you use frequently, you may wish to ignore it permanently by selecting the Add button.

Change button:

A rectangular button with a light gray background and a thin border, containing the text "Change" in a standard sans-serif font.

Causes this and all following occurrences of the reported word to be replaced. If the problem word was edited, the edited word is used as the replacement. Otherwise, the selected suggestion is used as the replacement. If you want only this occurrence of the word to be replaced, use the Change button. If the reported word is one you frequently misspell, you might consider adding it to a user dictionary via the User Dictionaries Dialog. You can display the User Dictionaries dialog by selecting the Dictionaries button.

Change All button:

A rectangular button with a light gray background and a thin border, containing the text "Change All" in a standard sans-serif font.

Causes this and all following occurrences of the reported word to be replaced with the word in the Change To box. If you want only this occurrence of the word to be replaced, use the Change button. If the reported word is one you frequently misspell, you might consider adding the misspelling and the correction to a user dictionary via the User Dictionaries Dialog. You can display the User Dictionaries dialog by selecting the Dictionaries button.

Add button:

A rectangular button with a light gray background and a thin border, containing the text "Add" in a standard sans-serif font.

Causes the reported word to be added to the dictionary selected in the Add Words To list. Use the Add button if a correctly spelled word you use often is reported as a misspelling (e.g., your family name). If the word is not used frequently, you may want to select the Ignore or Ignore All buttons instead.

Suggest button:

A rectangular button with a light gray background and a thin border, containing the text "Suggest" in a standard sans-serif font.

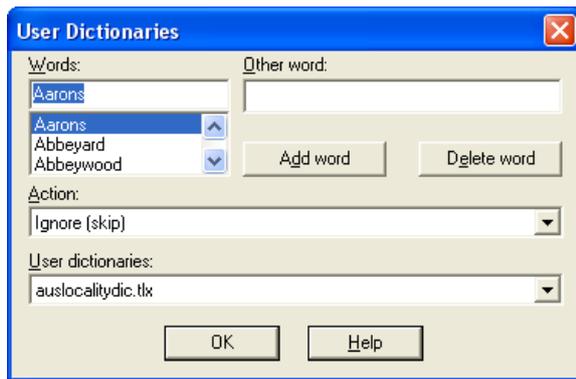
Search more thoroughly for suggested replacements for the current misspelled word. Each time you press the Suggest button, a "deeper" search is made. The Suggest button is disabled once all possible suggestions have been located.

Dictionaries button:

A rectangular button with a light gray background and a thin border, containing the text "Dictionaries..." in a standard sans-serif font.

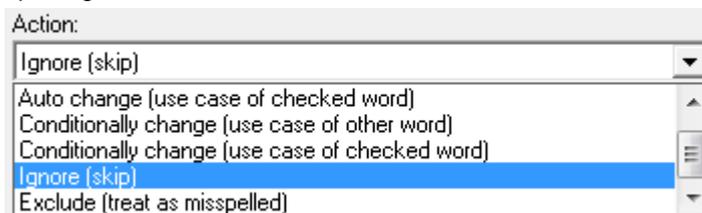
Causes the User Dictionaries Dialog to be displayed. You can use the User Dictionaries dialog to edit the contents of user dictionaries.

The User Dictionaries Dialog allows you to edit the contents of a user dictionary. The contents of user dictionaries are saved in disk files.



Action list:

Used to select an action which is associated with words in the dictionary. The action tells the spelling checker what to do when it finds a word in the dictionary.



The following actions can be selected:

Auto change (use case of checked word):

This action allows you to automatically replace one word with another. For example, if you often type "recieve" instead of "receive", you might enter the word "recieve" with "receive" as the other word and "Auto change (use case of checked word)" as the action. The spelling checker will automatically correct "recieve" wherever it appears. If "recieve" was capitalized ("Recieve") the spelling checker would automatically replace it with "Receive". Note that the replacement is made automatically only if the "Auto Change" option is enabled (see the Options dialog for information on the Auto Change option).

Auto change (use case of other word):

This action allows you to automatically replace one word with another, always with the same case pattern as the other word. This action is useful for automatically expanding abbreviations. For example, you could enter the word "TBD" with "to be determined" as the other word and "Auto change (use case of other word)" as the action. The spelling checker will automatically replace "TBD" with "to be determined" wherever it appears. Note that the replacement is made automatically only if the "Auto Change" option is enabled (see the Options dialog for information on the Auto Change option).

Conditionally change (use case of checked word):

This action allows you to optionally replace one word with another. For example, if you often type "recieve" instead of "receive", you might enter the word "recieve" with "receive" as the other word and "Conditionally change (use case of checked word)" as the action. The spelling checker will ask if you want to replace "recieve" with "receive". If "recieve" was capitalized ("Recieve") the spelling checker would ask if you wanted to replace it with "Receive".

Conditionally change (use case of other word):

This action allows you to optionally replace one word with another, always with the same case pattern as the other word. This action is useful for optionally expanding abbreviations. For example, you could enter the word "TBD" with "to be determined" as the other word and "Conditionally change (use case of other word)" as the action. The spelling checker will ask if you want to replace "TBD" with "to be determined".

Exclude (treat as misspelled):

This action tells the spelling checker that the word is misspelled, even if it is listed in another dictionary. Words marked with this action will never be offered as

suggestions for misspelled words, and they will be reported as misspellings when they are encountered by the spelling checker.

Ignore (skip):

This action tells the spelling checker that the word is spelled correctly, and so can be skipped over. This is the most common action.

Add word

Add Word button:

Causes the word entered in the edit area of the Words list to be added to the currently selected dictionary. The currently selected action and other word are associated with the word. You can use the Add Word button to change the action or other word associated with a word. Note that the Add Word button is enabled only when a new word is typed in the edit area of the Words list. The words you add may contain virtually any character, but only words which contain embedded periods should have trailing periods (e.g., U.S.A. is OK, but USA. is not). Also, don't enter possessive word forms (e.g., enter Mary, not Mary's).

Delete word

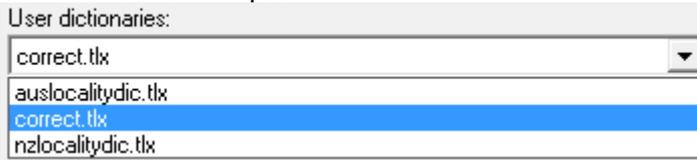
Delete Word button:

Causes the word appearing in the edit area of the Words list to be removed from the currently selected dictionary. The associated action and other word are also removed.

User Dictionaries list:

Contains the list of open dictionary files. When you select a file from the list, its contents are displayed in the Words list.

Use the 'correct.tlx' option.



Other Word box:

Contains an alternate word associated with the currently selected word. The other word is used in the "Auto change" and "Conditionally change" actions to supply a replacement word. You can enter more than one word in the Other Word box, but the total length should be limited to 63 characters.

Words

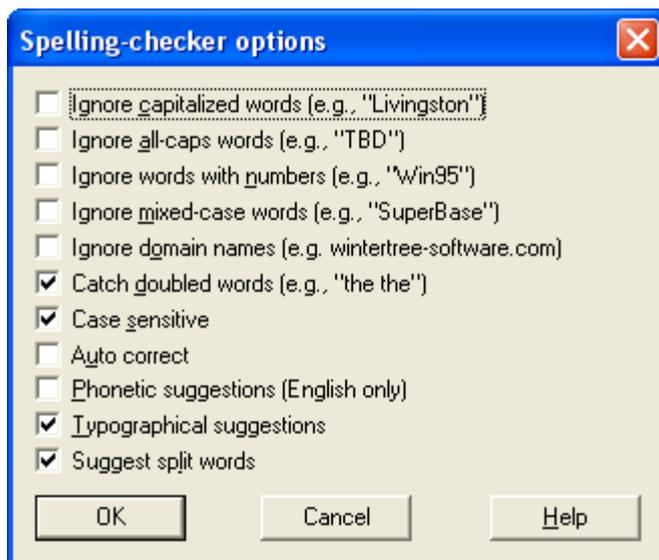
list:

Contains the list of words in the currently selected user dictionary.

Options...

Options button:

Causes the Options dialog to be displayed. You can use the Options dialog to set spelling-checker options.



You can use the Options Dialog to specify various spelling-checker options. These options affect the way the spelling checker operates.

Ignore Capitalized Words:

When enabled, any words beginning with a capital letter are ignored (i.e., are skipped over without being checked). You might enable this option if the text being checked contains many proper names.

Ignore All-Caps Words:

When enabled, any words containing all capital letters are ignored (i.e., are skipped without being checked). You might enable this option if the text being checked contains many acronyms.

Ignore Words with Numbers:

When enabled, any words containing embedded digits are ignored (i.e., are skipped without being checked). Examples of such words include "Win95" and "Q4." You might enable this option if the text being checked contains many code-words or other symbols containing digits.

Ignore Words with Mixed Case:

When enabled, any words containing an unusual mixture of upper- and lower-case letters are ignored (i.e., are skipped without being checked). Examples of such words include "MicroHouse" and "CapsLock." You might enable this option if the text being checked contains many variable names or other symbols which use case changes to distinguish words.

Ignore Domain Names:

When enabled, any words that appear to be Internet domain names (such as wintertree-software.com) are ignored (i.e., are skipped without being checked).

Catch Doubled Words: When enabled, any word appearing twice in a row is reported via the Check-Spelling Dialog.

Case Sensitive:

When enabled, a distinction is made between capitalized and non-capitalized words. For example, "canada" is considered different from "Canada", so "canada" would be reported as a misspelling. When the option is disabled, "canada" and "Canada" are considered identical. Note that the performance of the spelling checker will be reduced if this option is disabled.

Auto Correct:

When enabled, words marked with "Auto Change" actions will automatically be changed to

their specified replacements. When disabled, you will be prompted before the words are changed.

Phonetic Suggestions:

When enabled, suggestions are made on the basis of phonetic (sounds-like) similarity to the misspelled word. This option tends to improve suggestions for badly misspelled words. Enabling this option will increase the time required to locate suggestions. Note that either this option or the Typographical Suggestions option must be enabled or no suggestions will be offered.

Typographical Suggestions:

When enabled, suggestions are made on the basis of typographical (looks-like) similarity to the misspelled word. This option is appropriate for people who are generally good spellers. Note that either this option or the Phonetic Suggestions option must be enabled or no suggestions will be offered.

Suggest Split Words:

When enabled, two separate words will be suggested as a replacement for a misspelling containing two joined words. For example, "is the" would be suggested as a replacement for "isthe".

Tables

Insert Table



Selection of the Insert Table icon will bring up the following screen to enter the number of rows and columns required.

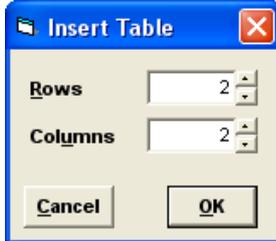


Table Properties

To set the properties for the whole table, select all rows and columns, Right mouse click on the table and select Properties to set Frame and Colour, and / or Size and Formatting.



- | | |
|---------------|---|
| Frame: | Select from None, Box, All or Grid. |
| Line Width: | Select the thickness of the line around the frame. |
| Background: | Select the background colour from the dropdown list, or optionally select Other to select additional colours. |
| Cell Margins: | Set the distance from the text to the Cell frame. |

Size and Formatting



Cell Height: Choose between Auto Cell Height or At least and specify a value in mm.
Formatting: Set the Vertical Alignment to Top, Centre or Bottom
Options: Either allow the table to break across pages or disallow it to.

Text Frames



If you require a frame around your text, use the Insert Text Frame icon to insert the frame into your letter. You can then type the required text into the frame.

To size the frame

Click on the frame and then use the mouse (double sided arrow) on one of the points to lengthen or shorten the frame.



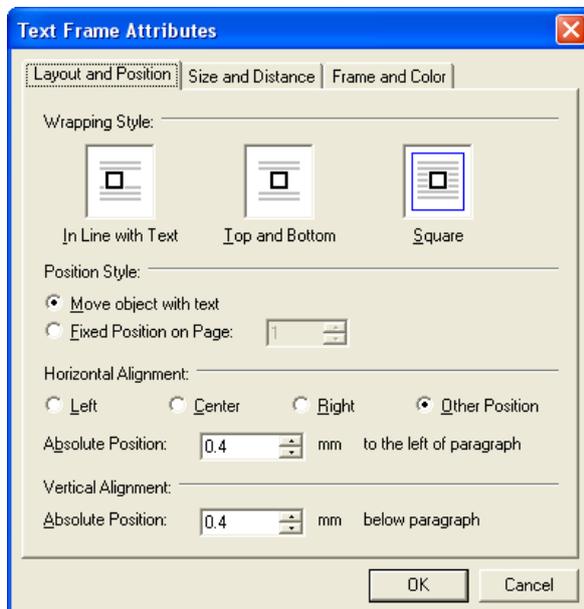
To move the frame

Click on the frame and then use the mouse (four way arrow) to move the frame to the correct location.

Text Frame Attributes

Right mouse click on the text frame and the Text Frame Attributes screen will display.

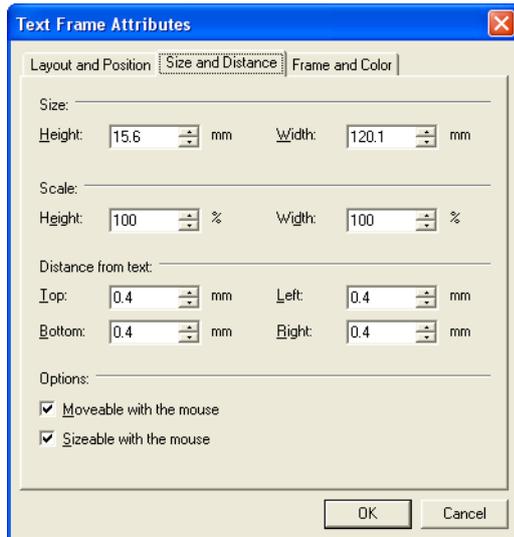
This allows you to set the layout and position, size and distance and frame and colour.



Layout and Position

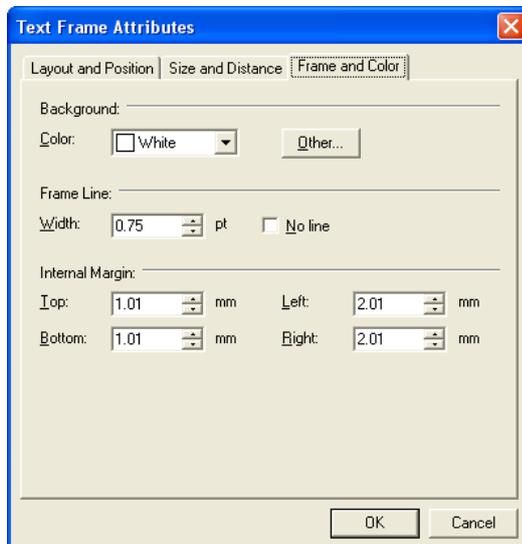
- Wrapping Style: Select from In Line with Text, Top and Bottom or Square.
Position Style: Select from Move object with text or Fixed Position on page
Horizontal Alignment: Select from Left, Centre, Right or Other Position.
Vertical Alignment: Select the Absolute Position below the paragraph.

Size and Distance



- Size:** Select the Height and Width of the frame
- Scale:** Select the % to scale the Text Frame, the default is 100%.
- Distance from text:** Set a Top, Bottom, Left and Right distance from text.
- Options:** By default Moveable with the mouse and Sizeable with the mouse are selected. If you do not want to be able to move or size the frame with the mouse then turn these off.

Frame and Colour

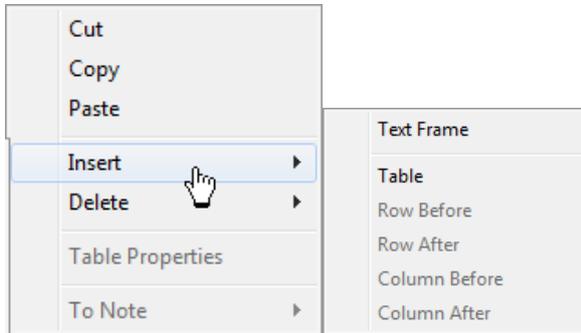


- Background Colour:** Select the background colour for the frame from the list of available colours.
- Other:** Allows for the selection of additional colours.
- Frame Line:** Set the width of the line, or select No line.
- Internal Margins:** Set the distance to the text from the frame. Allows for the Top, Bottom, Left and Right margins to be set.

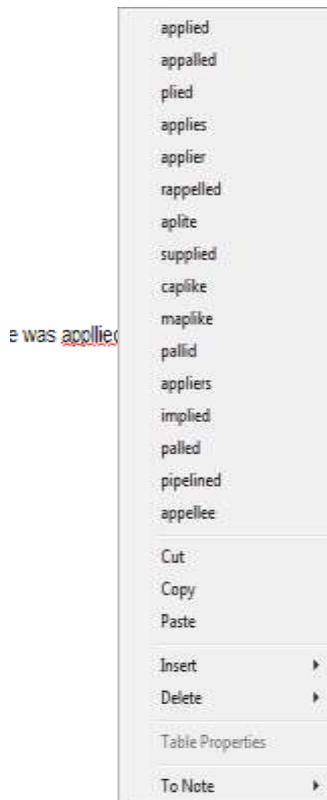
Right-Mouse-Click options

A number of functions are available from the right-mouse-click (rmc).

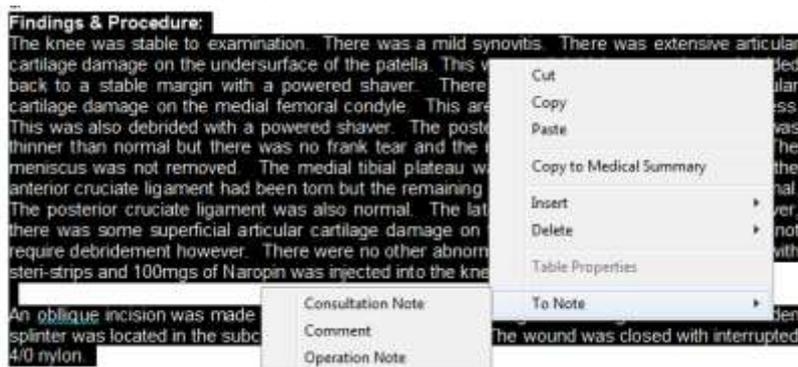
RMC on a blank space



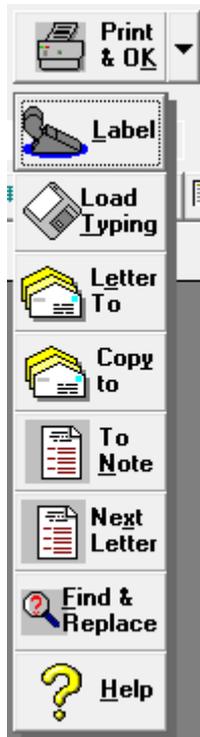
RMC on a misspelt word



RMC on to send highlighted text to a 'Note' or 'Copy to Medical Summary'



Print & OK



Print & OK	Print a copy, save and exit the document.
Label	Bring up the usual Print Label options.
Load Typing	Import text from external Word or Rich-text documents, and retrieve last auto-saved text
Letter To	Change who the Recipient of the letter is
Copy To	Change the recipients who will receive copies of the letter
To Note	Copy the highlighted text and used it to create one of the following 'Note Types' <ul style="list-style-type: none">• Consultations Note• Comment• Operation Note
Next Letter	Copy the highlighted text and use it to paste into the Next Letter
Find & Replace	Search for occurrences of a specified word(s) and replace them with alternative words.