

WELFORD CHART NOTES NEWSLETTER

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USE WELFORD CHART NOTES WITH DRAGON NATURALLYSPEAKING 9.0

Welford Chart Notes is ideally suited for use with Dragon NaturallySpeaking (hereafter referred to as Dragon). You can use Dragon both to dictate notes into the Writer and to navigate through the program with voice commands. You can continue to use Contractions and Templates along with dictation in order to quickly compose your notes. The ability of the Parser to interpret your text in real time makes **Welford Chart Notes** uniquely able to handle free dictation and convert it into structured data. If you plan on using Dragon, here are some tips to consider:

TURN OFF AUTO CAPITALIZATION.

Press System\Writer Options. Uncheck Autocapitalize. Press **Ok**. Dragon already handles capitalizing the beginning of each sentence

TRAIN YOUR CONTRACTIONS

If there are Contractions that you plan to use with Dragon, you will need to train Dragon on those Contractions.

1. Press Libraries\Contractions\Display to see your list of Contractions.
2. For each Contraction that you wish to have Dragon recognize, say "train word" to Dragon. Type in the Contraction, then press Train. Press Go. Say the Contraction the way you plan to say it when using **Welford Chart Notes**, then press Done. For example, if you have a Contraction: "a*" that stands for a normal abdominal exam, when you Train it, you would probably say: "a star". Or, if you have a contraction: "aaa" that stands for "abdominal aortic aneurysmectomy", you would Train it as "a a a". The key is to remember how you decided to pronounce the Contraction when you trained it, so that you say at the same way when you need to use it inside **Welford Chart Notes**.

IMPORT PREVIOUS NOTES TO IMPROVE ACCURACY

If you have previously stored notes in **Welford Chart Notes**, you can use the Batch Print by Patient feature to export your notes into a file. You can then import that file into Dragon. Dragon will identify those words in your document that it does not yet recognize. You should train these words for best results, discarding any that are misspellings. Dragon also will learn your patterns of speech, which increases its accuracy.

1. Press Print\by Patient.
2. Leave **Name** blank, or press ANY.
3. Set a **Start date** and **End date** to cover a large number of your previous notes, for example 6-24 months.
4. Include every **Type of Document** that you want sent to the file, usually every document type.
5. Set **Send to:** to **File**. It is not necessary to check **Batch Importer Format**.
6. Press **Ok** to send the notes to a file. Make sure you give the file a name which ends in .TXT, e.g. BATCHPR.TXT. Choose **ASCII format** when asked for the format. The export may take some time, depending on how many notes you have over the period of time involved.
7. Once the file is created, launch Dragon, press **Tools\Accuracy Center**.
8. Click **Add words from your documents to the vocabulary**.
9. Check **Find unknown words**, **Preview the list of unknown words** and **Adapt to writing style**. Press **Next**.

Batch Print by Patient

Name: **Any**

Provider:

Start date: 7-22-2006 End date: 7-22-2007

Type of Document:

- Charted Message
- Internal Message
- Note
- Occupational Health
- Physical
- Telephone
- Visit Summary

All None

Batch Importer format

Send to:

- File
- Printer
- Screen

Paginate

Add Words from Documents

Add Words to Vocabulary

Words:

Word	Frequency	Check All
<input checked="" type="checkbox"/> Janumet	1	
<input type="checkbox"/> mispeing	1	

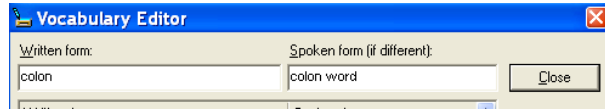
Check the words you would like to add to the vocabulary, then click Next to add the checked words to the vocabulary.

10. Press **Add Document**, and select the file you specified in step #6. Press **Next**. This process may take some time, and you may wish to run it overnight.
11. Examine each new word on the **Add Words to Vocabulary** list. If the word is a misspelling, uncheck it. Then press **Next**.
12. On the **Train Words** dialog, press **Check All**, then **Next**. Train the words that Dragon wants you to train.

ADD COLON WORD

The word "colon", when said to Dragon, comes out as the punctuation mark (:). If you want Dragon to write the word "colon" instead, you should teach it a different term as the spoken form. For example, you could use the phrase "colon word". (You may want to use the same strategy for "tab", meaning a synonym of "tablet").

1. In Dragon, press **Words View/Edit**.
2. In **Written form**, enter "colon".
3. In **Spoken form**, enter "colon word" (or whatever word or phrase you want to say in place of "colon").
4. Press **Add**.



You may also wish to add phrases that you frequently use that contain the word "colon" as separate phrases. Then, you don't have to remember to say "colon word" for them. For example, enter "colon cancer", "colon polyp", "colon polyps", and "colon resection" as separate terms in Dragon.

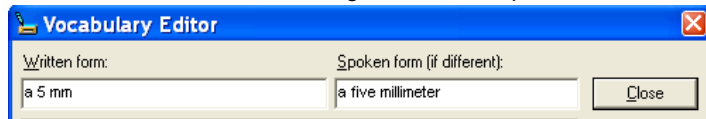
TRAIN, TRAIN, TRAIN

If Dragon makes a mistake, if at all possible, take the time to Train the word. It also helps to repeat the word 2 or 3 times after training, to make sure that it has it right. This also makes Dragon consider it to be a more frequent word. If Dragon is making a particular error consistently, sometimes it is better to delete the erroneous word from the Vocabulary Editor and re-train it, in case the sound file for that particular word has some distortion in it that is leading to the error.

ADD PROBLEM PHRASES

Dragon has problems with certain phrases. It is better to add these directly to Dragon. For example, if you say "a 5 mm lesion", it tends to replace it with "85 mm lesion". In order to get around this problem:

1. In Dragon, press **Words View/Edit** or say "show Vocabulary Editor".
2. For **Written form**, enter "a 5 mm".
3. For **Spoken form**, enter "a five millimeter" and press Add.



PROOFREAD

Dragon will still make occasional mistakes, mainly with homonyms or words that are not yet in its vocabulary. Proofread your work to catch these errors.

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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