

# WELFORD CHART NOTES NEWSLETTER

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## REVIEWING TRANSCRIBED DICTATION (User's Manual, pg. 1158-1159)

In last month's Newsletter, we saw how to record and transcribe dictation. Suppose you are the physician who dictated a note and want to review the transcription for accuracy before storing the note permanently.

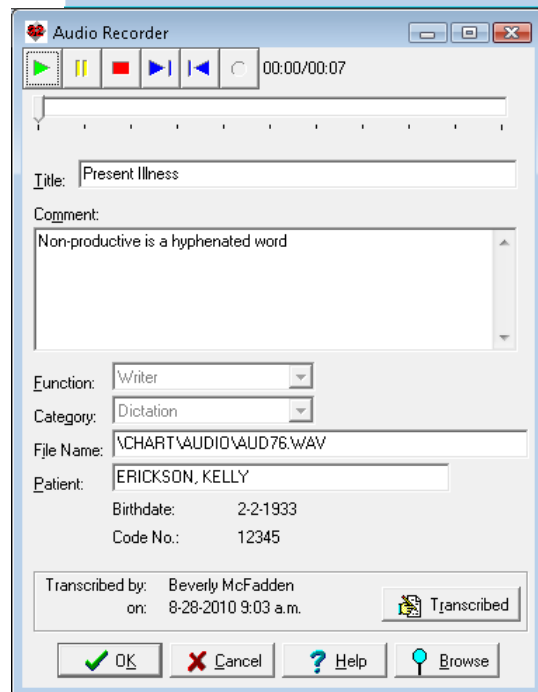
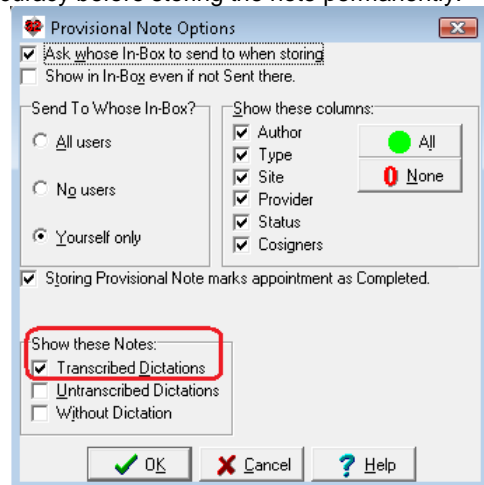
1. Press View\Provisional Notes\Options.
2. Under **Show these Notes**, make sure you check **Transcribed Dictations**. (For now, uncheck the other choices, so you can focus on just viewing transcribed dictations). Press **OK**.
3. Dictations that were transcribed and stored by your transcriptionist during the past **Days** number of days are displayed on the list of Provisional Notes. (You may have to increase the number of Days in order to see a transcription that was stored last month).
4. If you simply wish to read the note without making any changes, highlight the note on the list and press **View**. If the note is accurate, press **Store**. (You cannot hear the audio inside the Provisional Notes View window).
5. If instead you wish to edit the note, double-click the Provisional Note or press **Edit** to load it into the Writer.
6. Read the note to make sure that it matches what you dictated.
7. To jump to the first dictation:
  - a. Press <F6>; or
  - b. Press <Alt-U>\Next Dictation; or
  - c. Press <right mouse button>\Audio\Next Dictation; or
  - d. Press the Audio Next Dictation Toolbar button ; or
  - e. Click on the first line which begins: "AUDIO:..."

This automatically opens the Audio Recorder window and plays back to you your dictation. You can see which user transcribed this note and the date and time that it was transcribed. Read any **Comment**, which may represent a question to you from the transcriptionist if the transcriptionist was not sure what you dictated.

You can use the Audio Recorder Buttons to pause, rewind, and play a clip while you are reviewing the transcription. You can also move the slider bar underneath these buttons with your mouse to move to a different location in the clip.

The transcription should be written immediately above this line in your note. If there are any mistakes, you can simply click on the Writer window and type the correction yourself.


8. Press **Cancel** to close the Audio Recorder window.
9. Repeat step #7 to jump to each subsequent transcription in your note.
10. When you have finished reviewing your note for accuracy, press <F10> to store it permanently. The program automatically removes the AUDIO: (Dictation <dictation date>) lines from your document

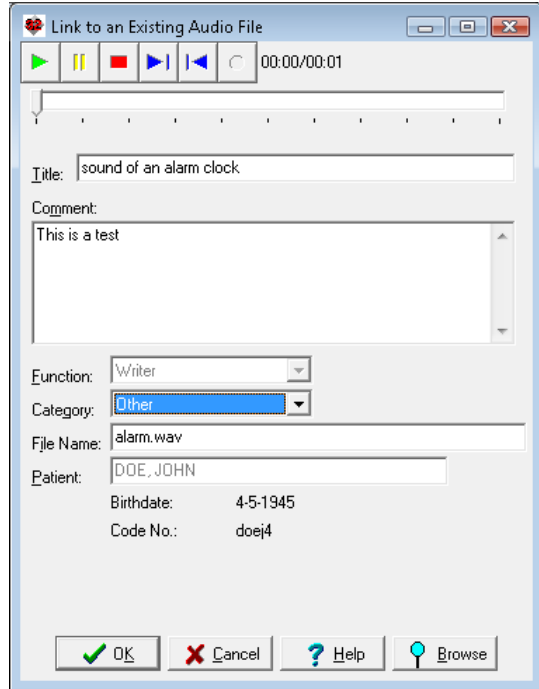


so that they do not clutter it. However, the recordings of your transcription are not erased from your computer. You can access them at any time using the Audio Log.

## INSERTING SOUND CLIPS INTO YOUR NOTE *(User's Manual, pg.1157)*

You can insert links to audio files anywhere you like in your note. You can then listen to the audio when you view these notes in the Visiter. Let's see how to do this:

1. Press Write\New Note\Note and enter a patient's name.
2. Inside the Writer, type in the following note: "here is a sample audio clip."
3. Position your cursor where you want the audio clip to be located in your note
4. Press:
  - a. <Alt-U>\Link File; or
  - b. <right mouse button>\Audio\Link File.
5. Enter the name of the file in the **File Name** entry box. For this example, select "alarm.wav", which is an alarm clock sound which ships with Welford Chart Notes and is stored in the \CHART directory. However, you can choose any sound file located anywhere on your computer, such as a recording of a patient's heart sounds.
6. Tab off the **File Name** entry box to hear the sound file and make sure it is the one you want to use.
7. Specify the **Category** (for example, Other).
8. Enter an optional **Title** and **Comment**.
9. Press the playback button  if you wish to hear the audio clip again.
10. Press **OK** to store this link. The words: "AUDIO: sound of an alarm clock (Other 9-25-2010)" is inserted into your note at the current cursor position. (i.e. "AUDIO: <Title> (<Category> <date>").
11. Repeat steps 3-10 as many times as you like to link additional audio clips into your note.
12. Press <F10> to store your note.



Now, let's listen to this audio clip in the Visiter:

1. Press Visit\View.
2. Enter the name of the patient you just stored the note on.
3. Press **View**.
4. Click on a line which begins "AUDIO...".
5. The Audio Recorder window automatically opens and plays the audio file for you.

## OCTOBER QUARTERLY UPDATE RELEASED

This month we are releasing the October, 2010 Quarterly update. The update includes new medications, diagnostic terms, drug interactions, drug dosing information, spelling words, drug-disease Alerts, Web Links, algorithms, medication test reminders, cross-reacting allergies, indications, and dozens of new patient education brochures. This update has over 8400 drug interactions with over 3000 references, over 12,000 Alerts, nearly 10,000 Web Links, over 7800 Indications, and over 1600 Brochures, including new or revised Brochures on Alzheimer's disease, aortic insufficiency, aortic stenosis, congestive heart failure, chronic lymphocytic leukemia, endometriosis, hepatic encephalopathy, hyperlipidemia, infectious mononucleosis, low back pain, mitral insufficiency, mitral stenosis, osteoporosis, rheumatoid arthritis, Sjogren's syndrome, transverse myelitis, urinary incontinence, denosumab, mometasone-formoterol, naproxen-esomeprazole, ofatumumab, pitavastatin, pralatrexate, romidepsin, and others.

## 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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