

### Nuance Dragon Medical One EDUCATION

#### Manage Auto-texts

DMO Auto-texts are frequency used predefined blocks of text. Auto-texts allow providers to say a simple voice command to have Dragon transcribe an entire block/paragraph of words.

• Note: Auto-texts content cannot have the following text formatting: bold, underline, or italicize.

#### **Creating a Basic Auto-text Practice:**

- 1. Dictate the following: "I personally saw and evaluated the patient. I reviewed the resident's note and agree with the documented findings and plan of care."
  - a. Remember to dictate punctuation.
- 2. Say "Select All".
- 3. Say "Make that an Auto-text".
- 4. Observe that the Manage Auto-Text window opened with the selected text in the Content field.
- 5. Click in the Name field. Type or say, "Insert Resident Supervision".
  - a. Important: Best practice when naming an Auto-text is to put an initial trigger word, such as Insert at the beginning of each Auto-text.
  - b. **Note:** The Dictation Box must be closed before dictating in the Name field.
- Observe that DMO automatically entered the text into the Spoken form field.
- 7. Click Apply All.
- 8. Click Close.

#### Manage Auto-texts × ρ Name <sup>3</sup> I. Arrange by: Name . Insert Resident Supervision Insert Resident Supervisi... × Description My Supervision Statement... Spoken form \* My Test Physical Exam Insert Resident Supervision Content \* I personally saw and evaluated the patient. I reviewed the resident's note and agree with the documented findings and plan of care. Δ Fields marked with \* are mandatory 7 8 + Apply All Close

#### Executing a Basic Auto-Text:

- 1. Place the cursor in a free text component within PowerChart or FirstNet.
- 2. Say "Insert Resident Supervision".
- 3. Observe the entire block of text populated in one action.

				bkennedy3		
_	_			Insert Resident Supervision		
4	÷	Ō	Arial	This voice command ha	as been recognized.	
I personally saw and evaluated the patient. I reviewed the resident's note and agree with the documented findings and plan of care.						



# DMO Manage Auto-texts for Providers and Dragon Users

### Creating a Variable Auto-text:

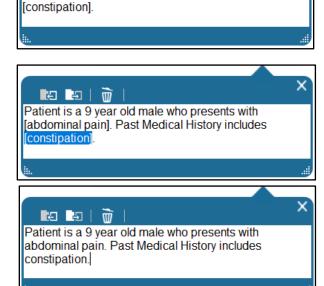
Variable Auto-text are created the same way as a Basic Auto-text, but with variable fields added. Variable Auto-texts allow for quick editing of specific fields where there may be variation among patients, such as gender, age, or physical exam.

- To create these fields, use the square/flat brackets []:
  - At the beginning: [ which is dictated as "left bracket" or "open bracket".
  - At the end: ] which is dictated as "right bracket" or "close bracket".
- When a variable Auto-text is inserted, DMO has features which allow for quick navigation to the variable fields to insert or modify content. Variable fields can be used 3 different ways:

Name * Insert HPI	Content * 2		
Description	Patient is a [age] year old [gender] who presents with [problems]. Past Medical History includes [conditions].		
Spoken form * Insert HPI Content * Patient is a [] year old [] who presents with []. Past Medical History includes [].	Content * Patient is a [10] year old [female] who presents with [abdominal pain]. Past Medical History includes [constipation].		

### **Executing a Variable Auto-text Practice:**

- 1. Place the cursor in a free text component within PowerChart or FirstNet.
- 2. Say "Insert HPI".
  - a. Observe that the entire block of text populates, and the first variable field is highlighted.
- 3. Say "9".
  - a. This will replace the 10 with 9.
  - b. Important: To navigate between the variable fields, say "Next Field" and "Previous Field" voice commands, or click the corresponding PowerMic buttons (top arrows on the microphone).
- 4. Say "Next Field".
- 5. Say "male".
- 6. Repeat step 4 and 5, if applicable.
- When finished, say "Accept defaults" or click the corresponding PowerMic buttons (check mark on the microphone).
  - a. This will keep the defaulted text and remove all remaining brackets.



Patient is a [10] year old [female] who presents with

[abdominal pain]. Past Medical History includes

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# DMO Manage Auto-texts for Providers and Dragon Users

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#### **Editing an Auto-text:**

- 1. Click the DragonBar Menu.
- 2. Select Manage Auto-text.
- 3. Click on an Auto-text to edit.
- 4. Click into any available field and make changes.
  - a. Note: If a change is made to the Name field, manually change the Spoken form field to match.
- 5. Once complete, click **Apply All** to save.

#### Delete or Copy an Auto-text:

- Within the Manage Auto-text window, select the desired Autotext to delete or copy.
- 2. **To delete**: Click the **X** or right-click and select Delete.
- 3. **To copy**: Click the copy icon or rightclick and select Copy.
  - a. This will create a copy of the Auto-text that is ready for customization.
  - b. Complete required fields.
- 4. Click on Apply All to finalize.
  - **Note:** The Auto-text will not be deleted until Apply All is selected.
  - Note: The Revert Changes feature reverts all recent modifications and changes back to their original state.

🔇 Manage Auto-texts	Copy icon	- 🗆 X
Manage Auto-texts	Name * Insert HPI Description Spoken form * Insert HPI Content *	Delete icon
Delete     +	Fields marked with * are r	Apply All Close
Search	Name * Description Spoken form * Content * Patient is a [10] year old [abdominal pain]. Past M [constipation]. Fields marked with * are n	~

