DMO Reading Exercises for Providers and Dragon Users

Nuance Dragon Medical One **EDUCATION**

Basic Dictation

- Things to remember:
    - Microphone positioning.
    - Pause for at least 1 second before beginning to speak (the microphone icon will turn green).
    - Speak in full sentences when dictating.
    - When dictating, all desired punctuation must be said.
    - Speak in a natural volume and pace.

- Use the following commands while dictating to replicate the action of pressing the Enter key:

Command Name/Say	Function
New line	Presses Enter key once to start a new line.
New paragraph	Presses Enter key twice to start a new paragraph.

Exercise 1

Dictate text:

Chief complaint: Patient presents today with swelling of the ankles, and cold sweats. HPI: Symptoms have been present for about 2 weeks ever since an episode of vomiting and poor po intake. The swelling of the ankles has become worse over the past week. His ankles are now painful. He has tried over the counter pain medication with no relief. Working diagnoses: 1. Heart failure 2. Diabetes mellitus 3. Chronic kidney disease	Chief complaint colon Patient presents today with swelling of the ankles comma and cold sweats period New paragraph HPI colon Symptoms have been present for about 2 weeks ever since an episode of vomiting and poor po intake period The swelling of the ankles has become worse over the past week period His ankles are now painful period He has tried over the counter pain medication with no relief period New paragraph Working diagnoses colon new line 1 period Heart failure new line 2 period Diabetes mellitus new line 3 period Chronic kidney disease new line

Basic Commands with Exercise 1

- Say, "Insert before patient" or "Insert after Chief complaint colon".
    - Say, "The 68 year old male".

- Say, "End of sentence".
    - Say, "Go to bottom".

Making Corrections with Exercise 1

- Say, "Select 2 weeks".
  - Say, "1 week".

- Say, "Select comma through sweats".
  - Say, "Delete that".

- Below are other editing or correcting commands:

  - **Selecting Text**

Command Name/Say	Function
Select [word]	Select a single word
Select [word] through [word]	Select a string of words
Select this sentence	Select the sentence the cursor is placed in
Select this paragraph	Select the paragraph the cursor is placed in
Select all	Select everything in that text box
Select again or Select previous	Scroll backwards through the text to select a different occurrence of the selected text; when text is mentioned multiple times

  - **Common Voice Commands for Editing Text**

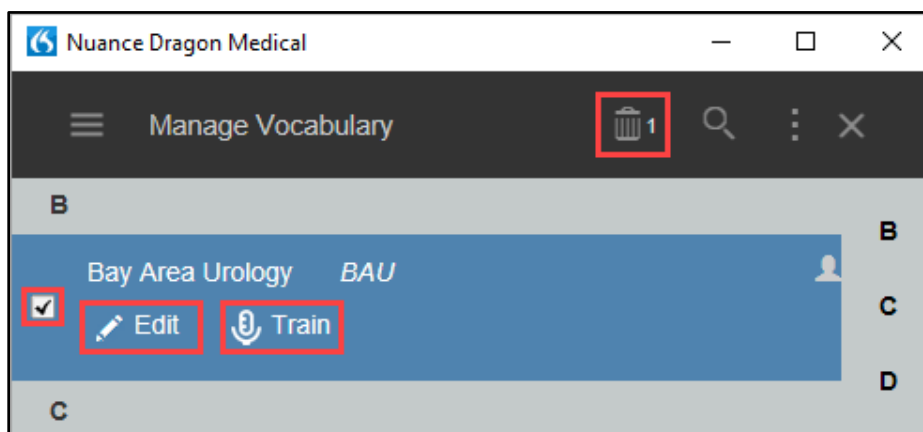| Command Name/Say	Function
Scratch that or Delete that	Erases the last text spoken or the selected text
Deselect that or Unselect that	Deselects highlighted text
Undo that	Same as pressing CTRL+Z to undo the last action
Redo that	Same as pressing CTRL+Y to redo the last action
Insert before <text>	Inserts the cursor before the text
Insert after <text>	Inserts the cursor after the text
Go back	Return the cursor to the position prior to the selection command
Bold that	Bolds the selected text
Cap that	Capitalizes the first letter of each selected word or all words of last spoken text
All caps that	Formats the selected text or the last spoken text as all capital letters

Exercise 2

Dictate text:

The patient will see Dr. Recchia at Munson Medical Center in 2 weeks.	The patient will see Dr. Recchia at Munson Medical Center in 2 weeks period

Voice Training

1. Say, "Select (or Correct) Dr. Recchia" or use the computer mouse to highlight incorrect word(s).
2. Say, "Add that to vocabulary".
3. Type the correct spelling of Dr. Recchia.
4. Click the microphone icon with the computer mouse and speak the word into the microphone to train it.
5. Click **Confirm**.
6. Close the Manage Vocabulary window.
7. Return to the dictation textbox to select the incorrect word, then dictate over the text.
   a. Say, "Select Dr. Recchia", if the word is not already selected.
   b. Say, "Dr. Recchia".
8. Observe that the text should now be spelled correctly.

Create/Manage Vocabulary

Editing, Training, and Deleting Vocabulary:

- Open the custom vocabulary list by saying, **"Manage Vocabulary",** or click the DragonBar Menu Icon and select **Manage Vocabulary**.
- To edit a word, first click on the word from the list.
  - o To train or retrain the sound of a word, select the Train icon.
  - o To change the spelling of a word, select the Edit icon.
    - ▪ **Note:** If the word already has a recorded training, to change the spelling, delete the word and then re-add it.
- To delete a word, select one or more words by checking the boxes, and then click the Trash icon.

Exercise 3

Type or dictate text:

General: [No acute distress.] Head/neck: [Normochephalic/atraumatic. Neck supple.] Cardiac: [Regular rate and rhythm.] Lungs: [Clear bilaterally with good effort.] Abdomen: [Soft and nontender. Bowel sounds present.] Neurologic: [Awake and alert. Moves all extremities.]	General colon open bracket No acute distress period close bracket new line Head slash neck colon open bracket Normocephalic slash atraumatic period Neck supple period close bracket new line Cardiac colon open bracket Regular rate and rhythm period close bracket new line Lungs colon open bracket Clear bilaterally with good effort period close bracket new line Abdomen colon open bracket Soft and nontender period Bowel sounds present period close bracket new line Neurologic colon open bracket Awake and alert period Moves all extremities period close bracket

Create Auto-Text:

1. Click on the DragonBar Menu (the blue flame).
2. Click **Manage Auto-text**.
3. Click the plus sign in the bottom left corner to add an Auto-text.
4. Click in the Name field. Type or say, "Insert focused physical exam".
5. Observe that DMO automatically entered the text into the Spoken form field.
6. Click in the Content field. Type or dictate Exercise 3 above.
7. Click Apply All.
8. Click Close.

Executing an Auto-Text in EHR:

1. Place cursor in the EHR text box.
2. Say, "Insert focused physical exam".
3. Press the Next Field button on the microphone to get to the Lungs field.
4. Say "Wheezes present in the right lower lobe."
5. Press the check mark on the PowerMic.
   a. Or use the command, "Accept defaults".

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.