

Editor Quick Reference Card

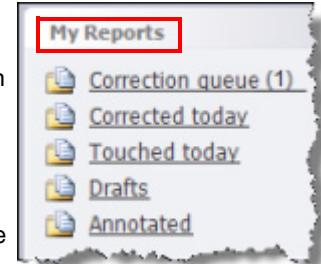
PowerScribe® 360 | Reporting

My Reports (in the Explorer Window)

Using My Reports

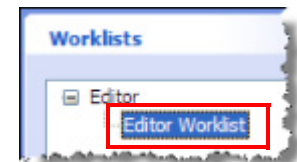
Click any of these links to view a list of reports in each category:

- **Correction queue:** A number to the right of the name indicates how many reports have been rejected and returned to you, or that you have saved reports in your queue.
NOTE: We do **not** recommend saving reports in your queue.
- **Corrected today:** Reports you corrected today (by clicking **Finish**).
- **Touched today:** Reports you looked at, even if you did not add/edit text.
- **Drafts:** If your facility requires you to start a report for your provider, the Draft option is available when you initiate a new report. The order must have demographics, and cannot be an addendum.
- **Annotated:** Reports assigned to you that have a note attached.
- **Wet Reads:** May or may not be visible, depending upon your facility's configuration.



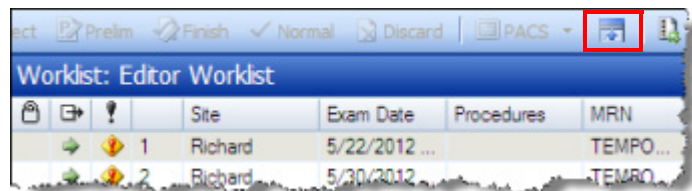
Step 1: Select Your Worklist

1. Under **Worklists**, click the plus sign to expand the list.
2. Click your worklist.



Step 2: Select a Report to Edit and Start AutoFeed

1. Select the top report in the results and click the AutoFeed icon.



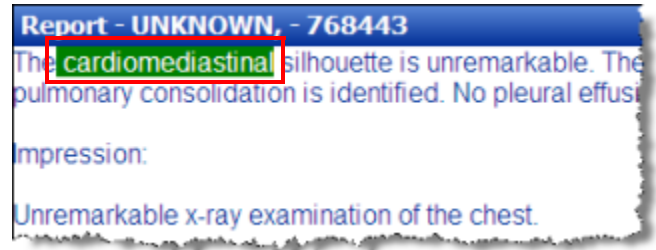
2. When the Report Editor window opens, the bottom portion of the window shows the AutoFeed tab, which lists the reports available for editing.

Note: In order for AutoFeed to check for new reports continually click **Tools > Preferences**, then click **Workflow**, select the **Enable AutoFeed polling** check box, and click **OK**.



Step 3: Edit the Report

1. Use the playback controls (shown at right) or your foot pedal to play back the report.
2. The text is highlighted as the report plays back. You can type over highlighted text to replace it and correct the report.
Note: If the text is not highlighted, click **Tools > Preferences**, select **Reporting**, select the **Highlight text on playback** check box, and click **OK**.
3. To finish the report, press F12 or click **Finish**.



Insert AutoText

1. Place your cursor at the location where you want to insert the AutoText.
2. Use one of the following methods to insert the AutoText:
 - Type the first few letters of the AutoText shortcut name. Once the shortcut you want to insert appears, press **Enter** to insert the shortcut into the report.
 - Click the **AutoText** tab located in the bottom-left corner of the window. When you find the correct AutoText, double-click it to insert it into the report

Adding Other Information to a Report

- Click **Notes > Insert Note** to add a note which can be associated with either the report or the patient.
- Click **Properties > Insert Contributors** to add another radiologist to the report.
- Click **Properties > Insert Diagnosis Codes** to associate ICD-9 codes with the order(s) in the report.
- Click **Properties > Insert Custom Fields** to open a list of fields you can populate for the report.
- Click **Attachments > Insert Report Attachment** to select a document or file to attach to the report.

Frequently Used Keystroke Commands

Ctrl+O	Open report	Alt+End	Go to end	Alt+F3	Create a new AutoText from selected text
F6	Play	Alt+Up cursor arrow	Speed up	Ctrl+T	Toggle AutoText on/off
Alt+F6	Stop	Alt+Down cursor arrow	Slow down	Ctrl+Alt+C	Delete concordance
Alt+Left cursor arrow	Rewind	Alt+Insert	Increase volume	F12	Finish a report
Alt+Right cursor arrow	Fast forward	Alt+Delete	Decrease volume	Ctrl+S	Save a report
Alt+Home	Go to beginning	F7	Spelling	Ctrl+P	Print a report

Other Search Options

Using Quick Search

1. Select a site from the **Site** drop-down list (if you have an active role on multiple sites).
2. In the **Look for** drop-down list, select either **Single Accession**, **Multiple Accessions**, **MRN**, or **Patient Last Name**.
3. In the text entry area, type the data to find.
4. Click the **Search** button.

Using Browse

1. Select the applicable choices in each of the drop-down lists.
2. When you have selected the criteria for the filter, click **Browse**. Any orders/reports that meet the criteria appear in the search results table on the right side of the window.