

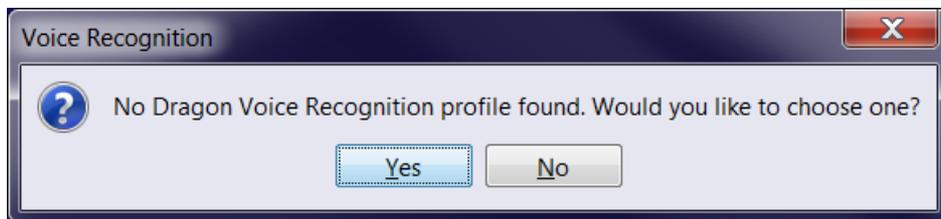
Reporting using CRIS with Dragon Voice Recognition

STARTING CRIS AND DRAGON

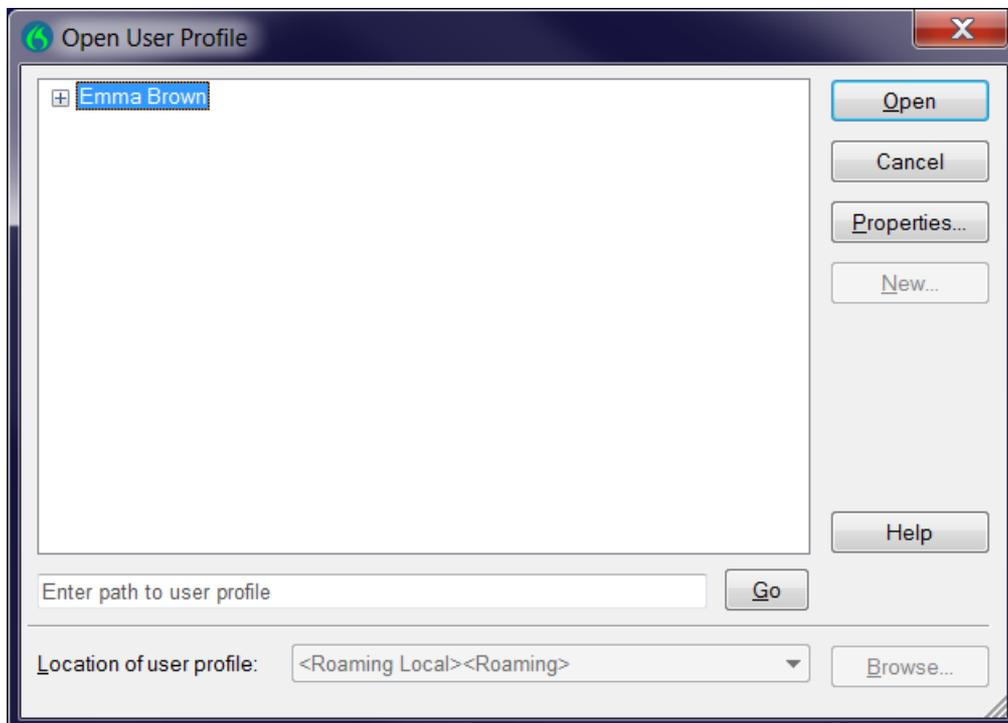
Log in to CRIS. Dragon will open automatically. If you already have a Dragon user profile associated with your CRIS ID, you will see a grey mic icon on the CRIS 'Main Menu' screen. Hover over the icon to confirm your profile name.

Icon	Microphone State
	Inactive. The icon will change colour when in a screen where voice recognition is available. Hovering over the icon will display: Voice Recognition disabled (User: user's name)

If you have no Dragon user profile associated with your CRIS ID, the Voice Recognition dialog will appear. Click [Yes].



Highlight your Dragon user profile and click [Open]. CRIS will remember this profile choice from now on.

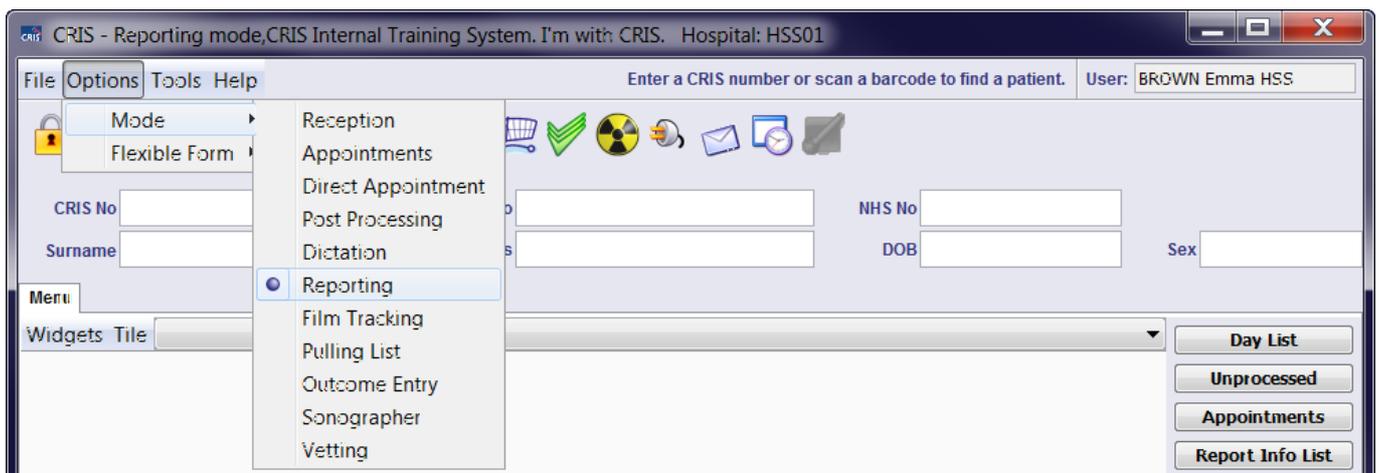


Please note: If you have not created a Dragon user profile, or have the wrong profile associated with your CRIS ID, or have no grey mic icon when you open CRIS, please see your system administrator.

REPORTING USING VOICE RECOGNITION

REPORTING MODE

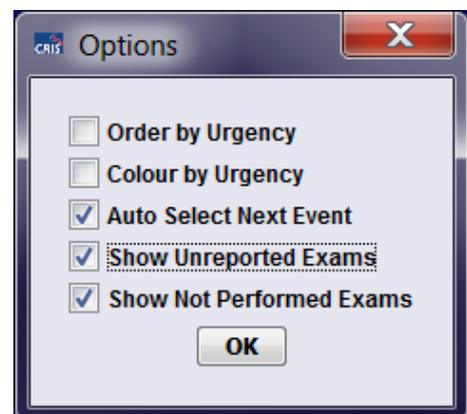
Reporting mode is recommended as the most appropriate mode for reporting. This mode optimises CRIS for reporting by automatically displaying/highlighting the most relevant function buttons and screens. Clear any open patient record, then choose reporting mode via CRIS MENU > OPTIONS > MODE > REPORTING. CRIS will remember your choice of mode from now on.



REPORT INFO LIST

Auto Select Next Event in the 'Report Info Lists' Options menu is specifically for reporting with voice recognition. Select this option to automatically load the next event in your worklist after saving a report, without returning to the 'Report Info Lists' screen.

CRIS will open events in the order they appear on your worklist so you may also wish to select *Order by Urgency*. Urgent events will appear at the top of the list, to be reported first.



Please note: You can apply filters to Report Info Lists, and save your filters to create customized worklists. For more information, see CRIS_CRIB_CM_303_CRIS Filter Profiles, RIS_CM_CRIB276_Clinical_Reporting, and CRIS_CM_CRIB284_Report_Info_List.

MICROPHONE CONTROLS

You can use a SpeechMike or headset to dictate.

The microphone is activated by opening a report. When the 'Report' screen is opened, the icon will change colour, to reflect its listening state. The default listening state can be either off, on, asleep, or last saved state. This is set by your system administrator.

Dragon responds to all commands in the 'Report' screen. If you move to another tab, for example back to the 'Event Details' screen, the icon will still be coloured, and respond to WAKE UP and GO TO SLEEP commands, but will not respond to other voice commands.

If the focus (i.e. your cursor) is on the PACS screen, the microphone will respond to Dragon commands, but not commands you have created using the CRIS VR Command Browser. To switch focus between windows, say NEXT WINDOW or PREVIOUS WINDOW.

Icon	Microphone State
	Inactive. Waiting to be activated, by clicking the icon, or the Speechmike button. Hover help: Voice Recognition disabled (User: <i>user's name</i>)
	Standby/Asleep. Say the voice command WAKE UP, or click the icon, to activate the microphone. Hover help: Voice Recognition asleep (User: <i>user's name</i>)
	Active. Say GO TO SLEEP to place the microphone on Standby. While this icon is displayed, whatever is dictated will be entered into the Report Editor. Hover help: Voice Recognition on (User: <i>user's name</i>)

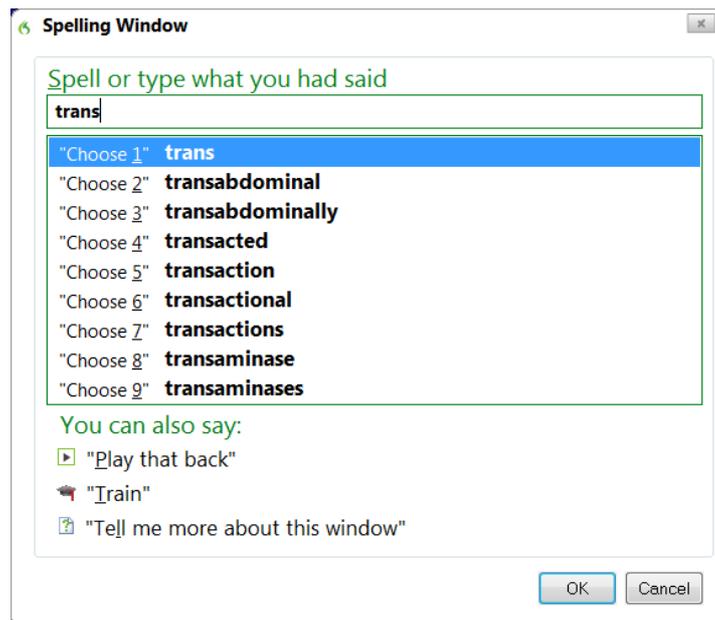
Saying WAKE UP and GO TO SLEEP toggles between On and Asleep. To activate from Off, use one of the following three methods to turn the microphone on:

- Click either the microphone icon in CRIS, or the microphone icon on the taskbar (you can use this method to toggle between the three states).
- Press the + key on your keyboard. This can be edited using DRAGON MENU > TOOLS > OPTIONS > HOTKEYS.
- Press a button on your Speechmike (You may need to ask your system administrator to configure your Speechmike buttons).

CORRECTING WORDS

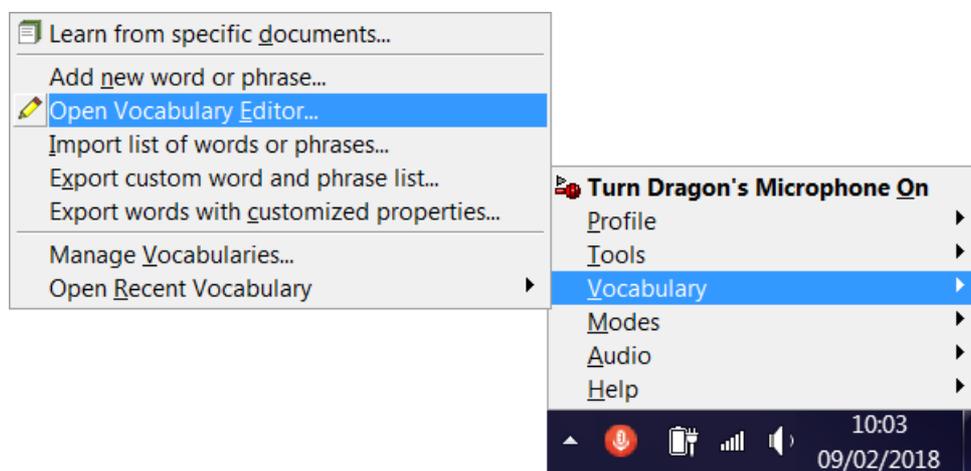
“SPELL THAT” COMMAND

Rather than typing over an incorrect word (which Dragon will not remember), say SELECT [word] then say SPELL THAT. This gives you the chance to train Dragon to use the correct word when you say it in future. The Spelling Window will open. You can type or speak the correct spelling. Remember to click “Train” before you click [OK]. The word will then be added to your personal dictionary (the Vocabulary Editor).



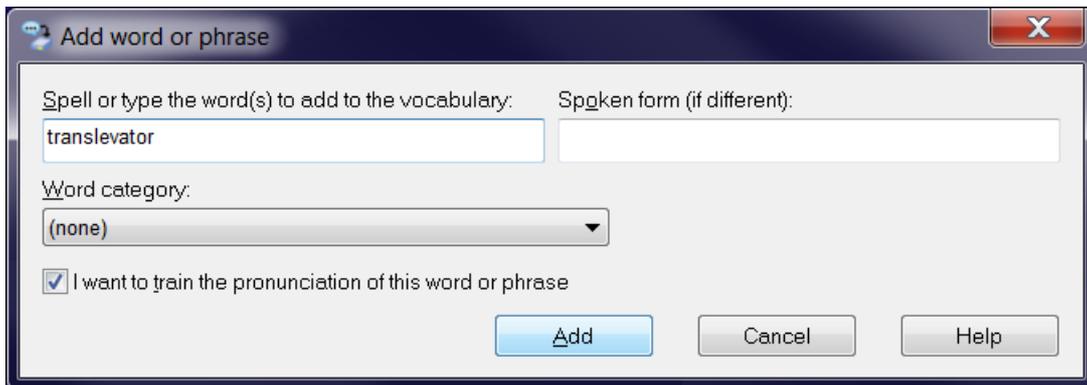
VOCABULARY EDITOR

When you change words using the SPELL THAT command, Dragon updates your personal dictionary however, changes may not take effect until the next time you log in. If you need to use a new word immediately, the Vocabulary Editor can be used to make instant changes: correct spelling, add or remove words from your dictionary, and change word properties. Right-click the taskbar icon and select VOCABULARY > OPEN VOCABULARY EDITOR.

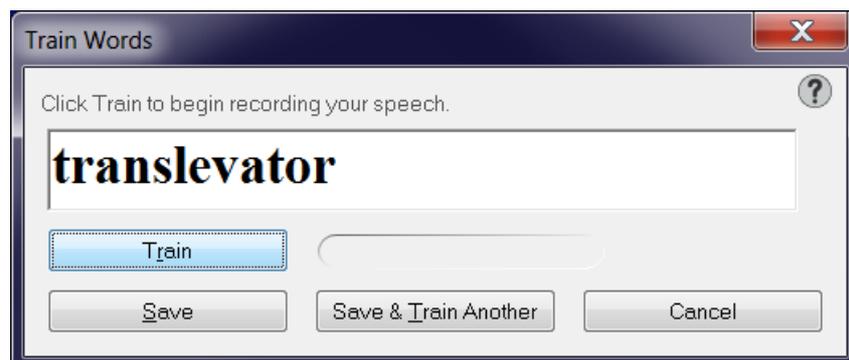


ADD A NEW WORD

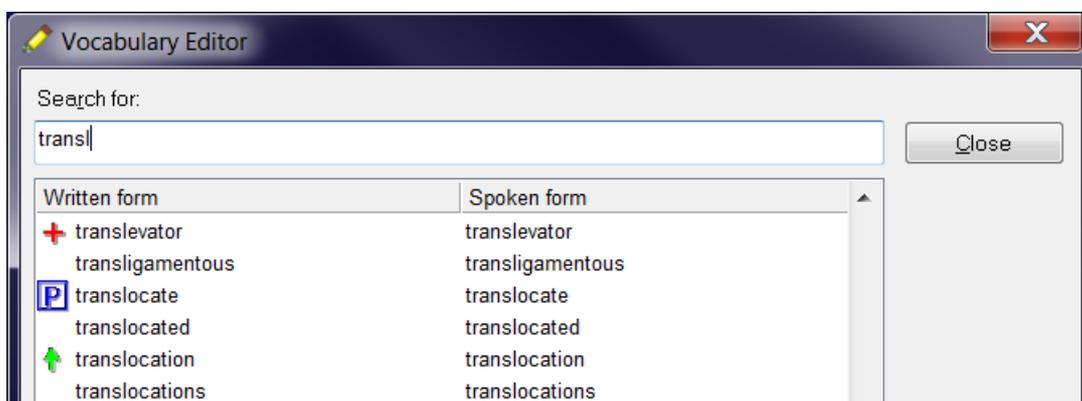
- Enter your word in the Vocabulary Editor *Search for* field. If it is not there, click [Add].
- The *Add word or phrase* window opens.
- Enter what you want to appear in your report (the written form) in the first field.
- Select the tickbox for *I want to train the pronunciation of this word or phrase*, click [Add].



- Click [Train], train (speak) the word, then click [Done]

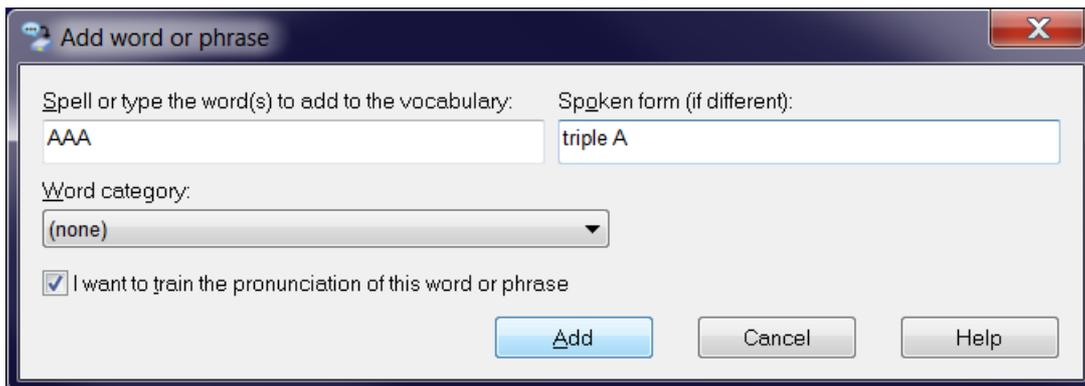


- A new word has a red + because it is a word added by you.
- An edited word has a blue P because it is a word whose properties have been changed by you.
- An imported word has a green ↑ because it was imported in a text file via DRAGON MENU > VOCABULARY > IMPORT LIST OF WORDS OR PHRASES



ADD A WORD WITH DIFFERENT WRITTEN AND SPOKEN FORMS

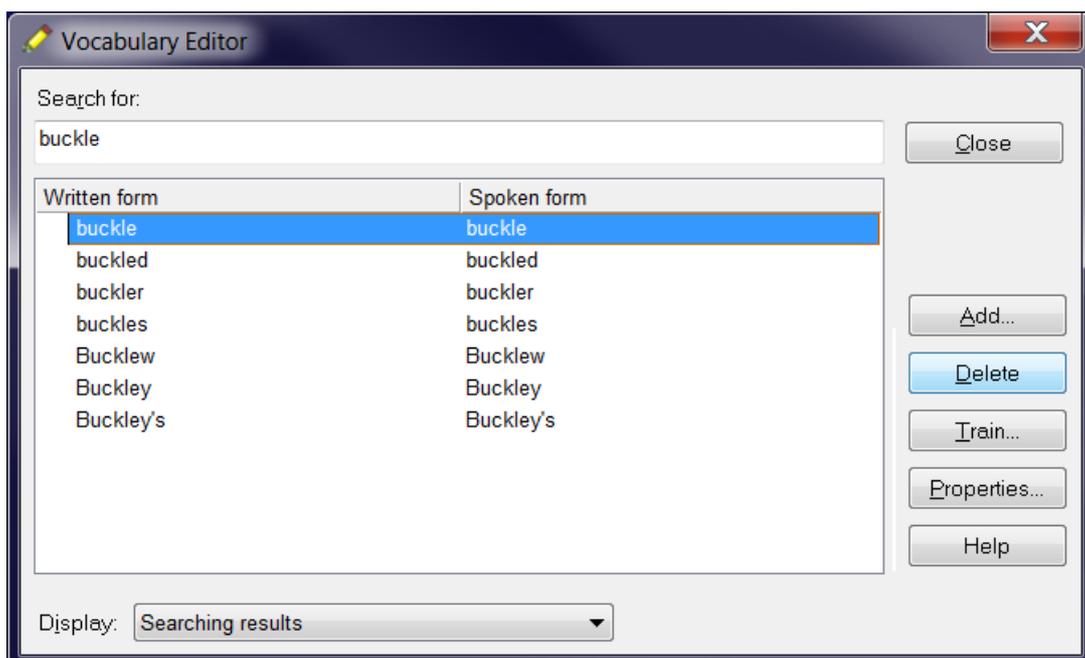
- Enter your word (written form) in the Vocabulary Editor *Search for* field. If it is not there, click [Add].
- The *Add word or phrase* window opens.
- Enter what you want to appear in your report (written form) in the first field.
- Enter what you want to say (spoken form) in the second field.
- Add and train the new word.



REMOVE A WORD

You can remove a word from your dictionary if it impedes Dragon's ability to recognise the correct word. For example, if Dragon offers 'buckle' instead of 'buccal', you can delete 'buckle'. Be careful not to delete words which you may need in future. You can recover deleted words, see [RECOVER A DELETED WORD](#) below.

- Enter your word (written form) in the Vocabulary Editor *Search for* field.
- Click [Delete] then click [Yes].



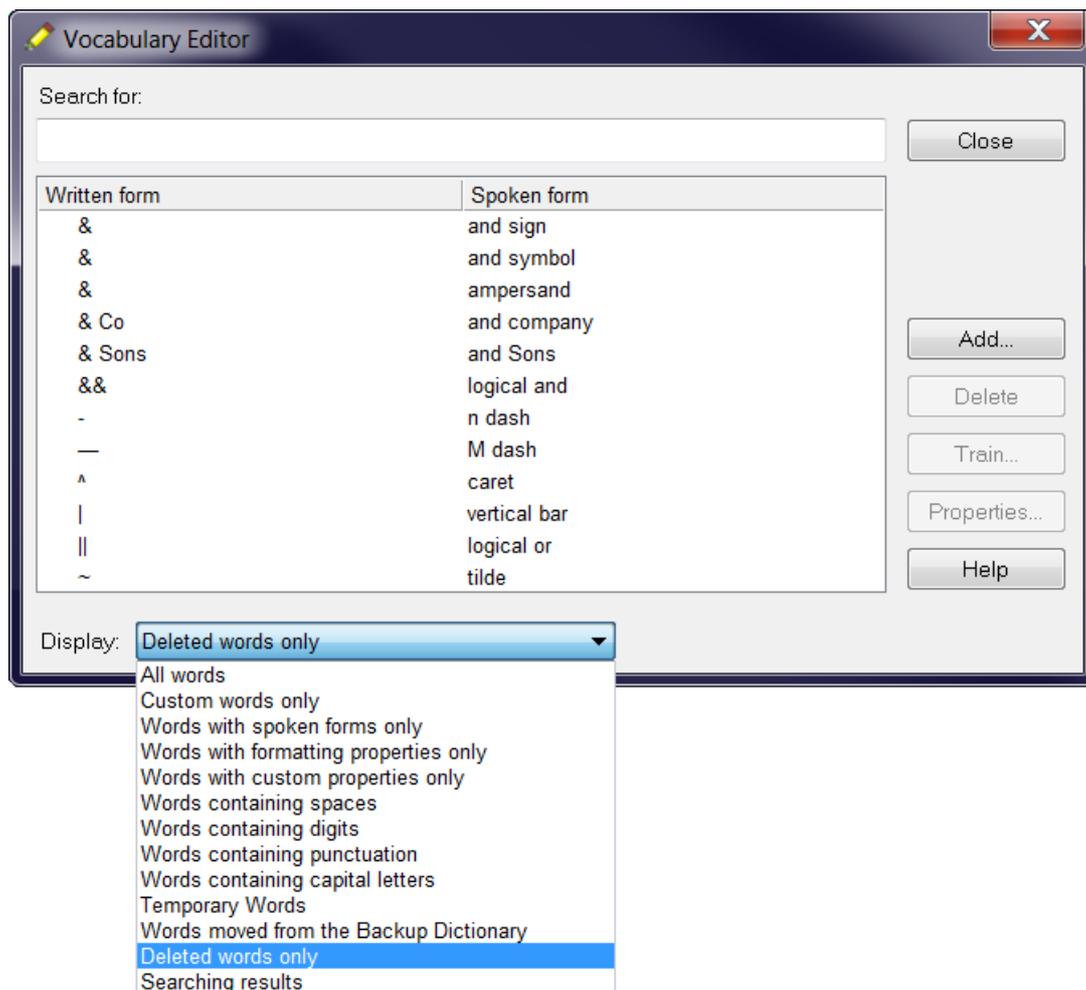
REMOVE PROHIBITED CHARACTERS

Some keyboard characters are used as delimiters in the HL7 message. Using these characters may prevent the transmission of the complete report to PACS. Deleting them from your dictionary will prevent inadvertent use during reporting. If you copy and paste report text from Microsoft Word, you should ensure that none of these characters are used, particularly m and n dash: Word may change hyphens (allowed) to m or n dashes (prohibited).

Prohibited characters			
~	tilde		broken vertical bar
^	caret		vertical bar
-	n dash	&	ampersand
—	m dash	\	back slash

RECOVER A DELETED WORD

- To recover a deleted word, click the *Display* dropdown list, and select *Deleted words only*.
- Highlight the word and click [Add].

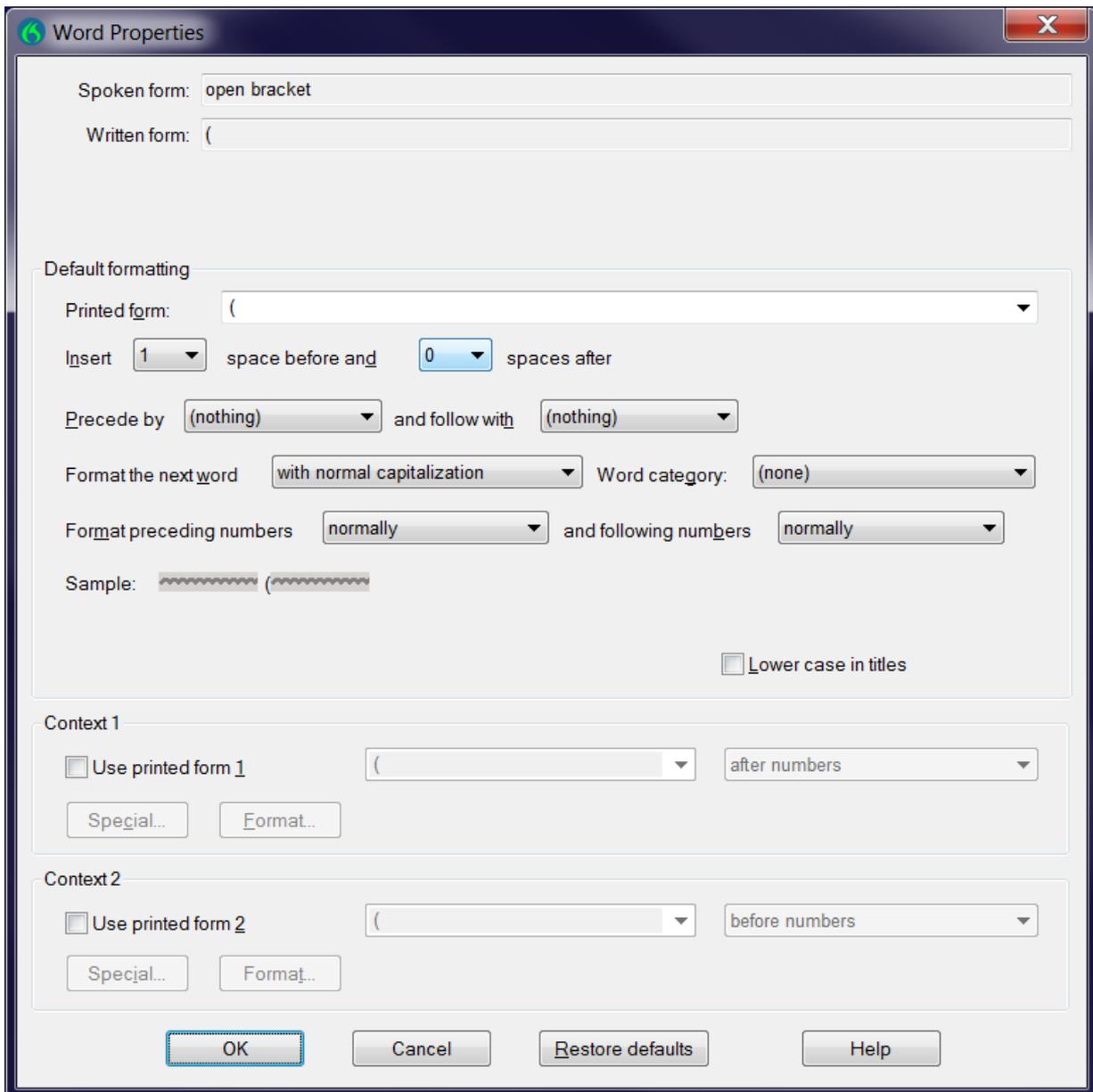


CHANGE WORD PROPERTIES

To change an existing word, rather than removing it from your dictionary and adding a new word, you can edit its properties. For some words you may wish to use either English or American spelling (orthopaedic/orthopaedic)

- Enter your word in the Vocabulary Editor *Search for* field.
- Click [Properties], select *Use alternate written form 1* (Dragon 11 and 12), or *Use printed form 1* (Dragon 13), and enter your preferred spelling.

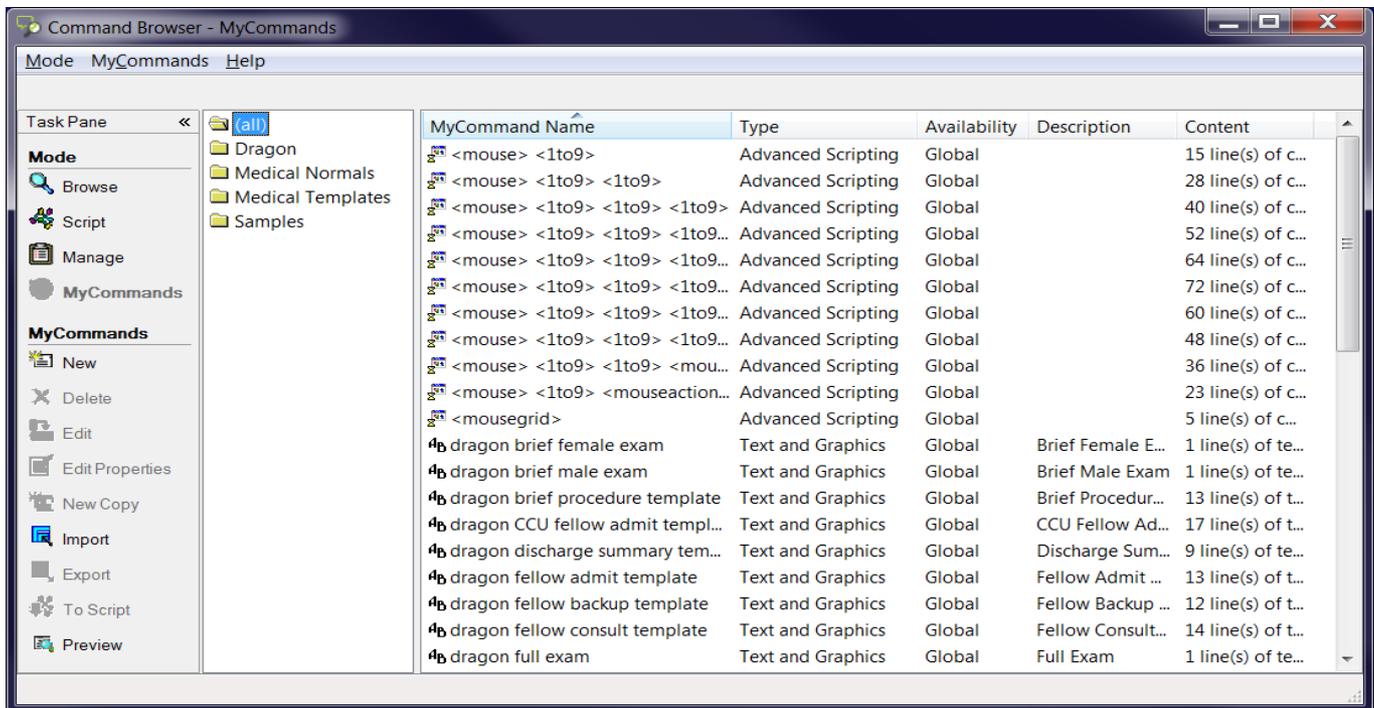
You can also edit the formatting of words, characters, and phrases. The screenshot below (properties of the open bracket) shows that when you say OPEN BRACKET a (will be displayed with one space before it, and no spaces after.



See also DRAGON MENU > TOOLS > AUTO-FORMATTING OPTIONS for more ways to format words and numbers.

CREATE CUSTOM COMMANDS

With Dragon’s Command Browser you can create a voice command which inserts text into a report. To open the Command Browser, choose CRIS MENU > TOOLS > VR COMMAND BROWSER. You can use and edit the Dragon templates, or make your own commands.



Wellbeing Software recommend prefix your commands with a word that does not usually appear in radiology reports, for example ‘My’ to avoid Dragon displaying the command name instead of the text you want.

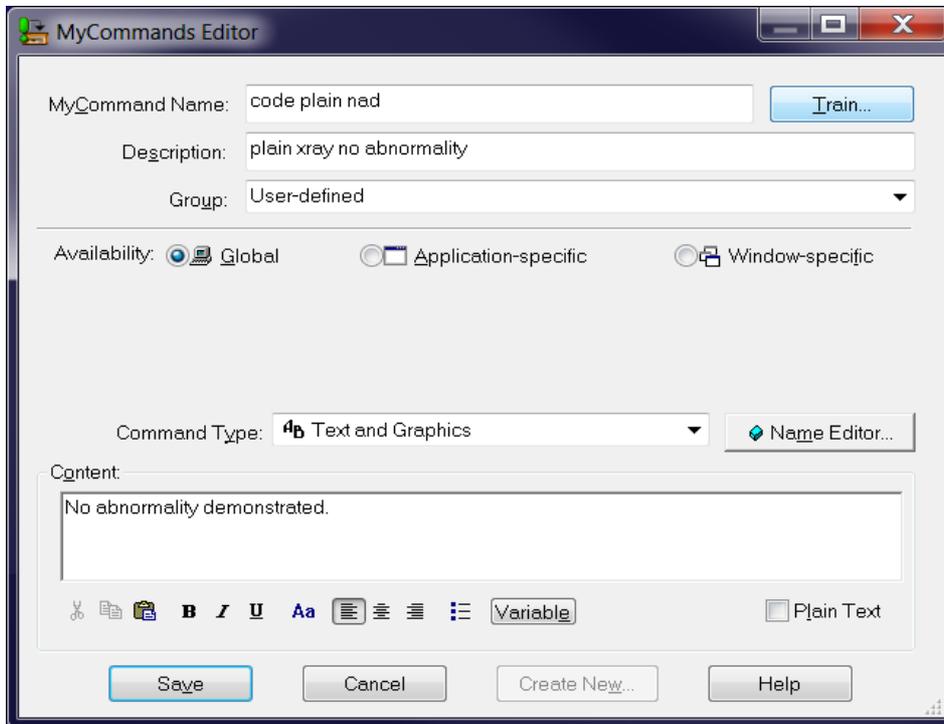
Command type	You say	Dragon displays
Short phrase	My NAD	No abnormality demonstrated.
Signature	My Signature	Reported by Dr Jones Consultant Radiologist C123456 CT Department
Normal report	My Normal Chest	PA and lateral views of chest reveals no evidence of active pleural or pulmonary parenchymal abnormality. Heart and lung size normal. The mediastinum and pulmonary vessels appear normal.
Structured report	My Structured Kidneys	Bladder []. Left kidney measures [] cm. Right kidney measures [] cm.

Multiple commands can be inserted into a report. For example, you could say MY STRUCTURED KIDNEYS to insert the structured report, NEXT FIELD to go to the square brackets after Bladder, and MY NAD to insert a phrase into that field.

CREATE A NEW COMMAND

SHORT PHRASE

- Select CRIS MENU > TOOLS > VR COMMAND BROWSER
- Click Task Pane (written vertically) on the left hand side of the Command Browser to open the Task pane
- Click *New* to display the MyCommands Editor window
- Create a command as below

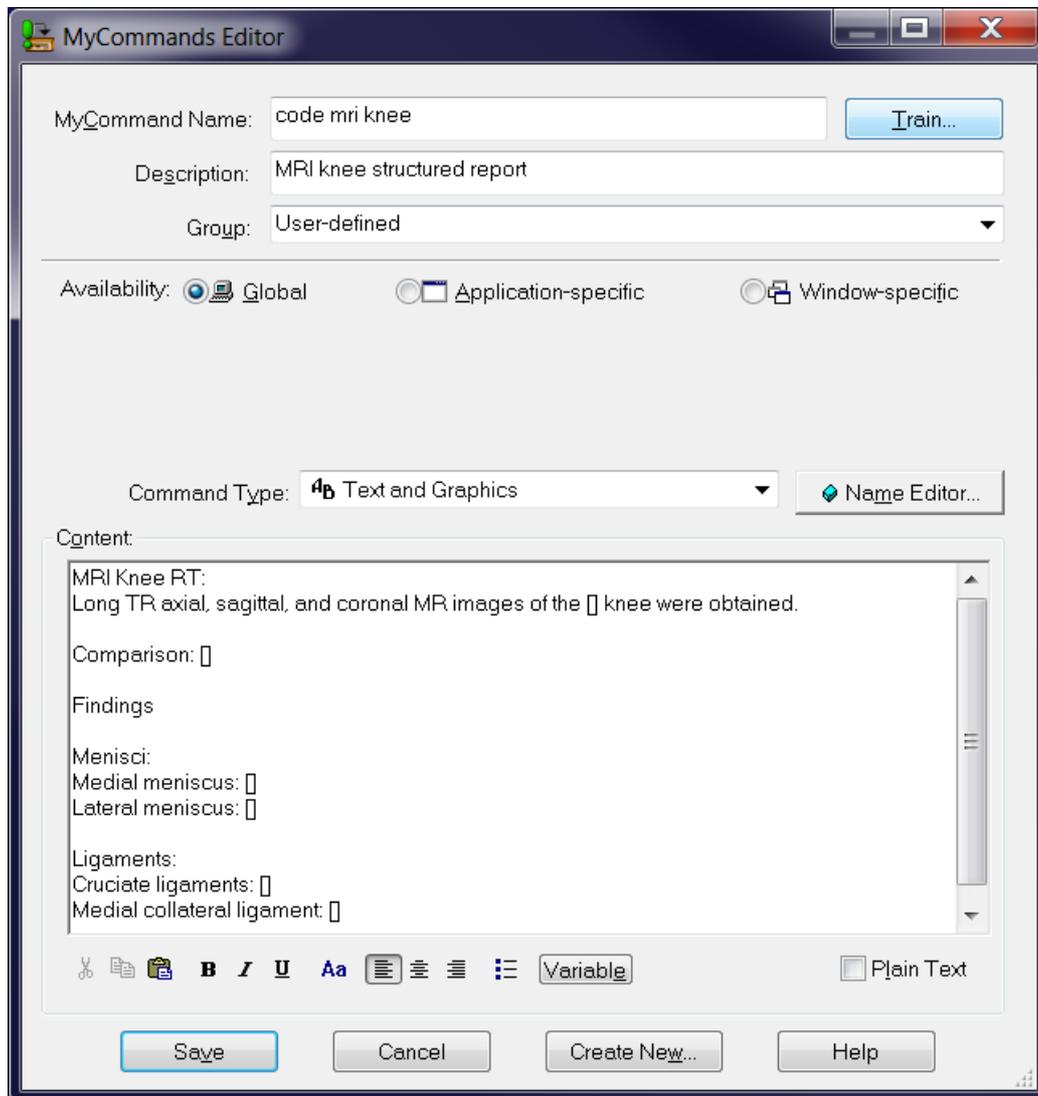


Field	Description
MyCommand Name	This is what you will say to produce the Content (below). Use a word that does not occur in everyday reporting, for example 'My Normal Chest'
Description	Enter a full description. This can be useful to help you find commands when looking through the Command Browser folders.
Group	<i>User-Defined</i> is the default. This is the folder in which you will save this new command.
Availability	Select <i>Global</i> to be able to access this command at all workstations.
Command Type	Select <i>Text and Graphics</i> . For information on other types of commands please refer to DRAGON MENU > HELP > HELP TOPICS.
Content	Enter the text you want to see, including line and paragraph breaks. Don't format your text at this stage, formatting will not be copied into CRIS.
[Train]	Click [Train] to train the command, and follow the on-screen instructions. This step is essential for Dragon to accurately transcribe your voice.
[Save]	Your new command will now be in the User-defined folder.

STRUCTURED (FIELDS) REPORT

- Select CRIS MENU > TOOLS > VR COMMAND BROWSER
- Click Task Pane (written vertically) on the left hand side of the Command Browser to open the Task pane

- Click *New* to display the MyCommands Editor window
- Create a command as below, using a left and right square bracket (with no space in between) to create a field



When you enter a structured report into CRIS, the cursor will be at the end. Say NEXT FIELD to jump to the first field in your report, and to move through all fields. You can say PREVIOUS FIELD to go back, if you have not already entered a value, as the field disappears once it has been filled.

You can enter another command into a field. This can be useful when you have a field with one of several possible values, each of which is a standard phrase.

VOICE RECOGNITION COMMANDS

MICROPHONE

Wake up	Switch mic to on from standby.
Go to sleep	Switch mic to standby from on.
Microphone off	Switch mic off. You will need to click the icon or SpeechMike button to switch back on.
CRIS	
Show/Hide Request Card	Show/hide request card.
Clear Patient	Clear the patient without saving (F5).
Save Report	Saves a provisional (unverified) report.
Finish Report	Presses the [Finished] button to go to the 'Finished' screen.
Verify Report	Saves a verified report.
PACS	
Next Window	Move the cursor (switch focus) between PACS and CRIS without using the mouse.
Load Image	Sends PACS message to load images for this exam.
PACS Off	Turns off PACS auto image loading.
PACS On	Turns on PACS auto image loading.
NAVIGATE	
Next exam	Go to next section of the report.
Previous exam	Go to previous section of the report. Includes Clinical History section.
Go back	Go to the section of the report (next or previous) you were in previously. Includes Clinical History section.
Go to bottom/top	Move cursor to bottom or top of the current report section.
Go to end of line	Move cursor to the end of this line.
Insert before/after <word>	Place the cursor before/after <word>.
Move Down/Up <n> Lines	Move cursor down/up by a number of lines.
Move Left/Right <n> Words	Move cursor left/right by a number of lines.
Mouse click/double-click/right-click	Press mouse buttons.
Move mouse down/up	Move mouse without selecting text.
Drag mouse down	Drag mouse down and select text.
Stop	Stop dragging mouse.

Edit			
Scratch that	Delete all entered text that was dictated since your last pause.	Delete last <n> words	Delete last number of words.
Scratch that <n> times	Delete last number of dictations entered.	Delete line	Delete current line.
Undo that	Undo last action (for example unintentional deletion).	Cut that	Cut selected text and save to the clipboard.
Delete that	Delete selected text.	Paste that	Paste cut text.
Insert			
Insert title	Insert a title in the current section.		
Insert all titles	Insert clinical history and all exam titles, and press Enter for each.		
Insert exam titles	Insert all exam titles, and press Enter for each.		
Start report	Insert a title in the current section, then press Enter.		
Insert phrase	Press Alt + P to show the coded phrase dialog.		
New line	Move the cursor down one line.		
New paragraph	Start a new paragraph by moving the cursor down two lines.		
Select			
Select <word>	Select the closest instance of a word behind your cursor.		
Select again	Select the previous instance of a selected word. Repeat to select other instances of that word.		
Select <start> through <end>	Select a group of words.		
Select next <n> words	Select the next number of words from your cursor.		
Select previous paragraph	Select the previous paragraph.		
Select the next <n> characters	Select specified number of characters, including letters, numbers, spaces, and other characters.		
Unselect that	Unselect selected text.		
Select all	Selects all text in the Report Editor, however CRIS		
Format			
Cap that	Capitalize selected text.	Capitalize <word>	Capitalize the text you say.
Underline that	Underline selected text.	Underline <word>	Underline the text you say.
Bold that	Bold selected text.	All caps on/off	All text uppercase until you turn it off.
Italicize that	Italicize selected text.	Underline on/off	All text underlined until you turn it off.
Bold <word>	Bold the text you say.	Bold on/off	All text in bold until you turn it off.
Italicize <word>	Italicize the text you say.	Italic on/off	All text in italics until you turn it off.

Correct

Spell That	Display the Spelling Window. You can enter the correct spelling of the word you selected. If it does not already exist in your dictionary, Dragon will add it. You will see the new word in the dictionary next time you log in.
Train That	Display the Train Words window. You can train the selected word to help Dragon transcribe your voice more accurately.
Correct That	Display the Correction Menu. This offers suggested spellings for the selected word, other options, and a link to open DRAGON MENU > TOOLS > OPTIONS.

Document Control

Title	CRIS Using Dragon Voice Recognition		
Author	Wellbeing Training Manager	Date Created	17/06/1019
File Ref.	CRIS_CRIB_VR_292_Dragon_Using_Voice_Recognition_13_WS_V1.0.docx		
CRIS Version	2.09.10p onwards		
Change History			
Issue	Date	Author / Editor	Details of Change
D1.0	17/06/2019	ESM / DG	First Issue – Rebranded from original
V1.0	01/07/2019	Emma Savage-Mady	Review and publish
Review Date	01/07/2019		