Winscribe Digital Dictation Transcription

Quick Reference Guide

Contents

Key Business Rules

Backlog Conversion and Voice Recognition

Voice recognition (VR) will be enabled for departments from March 2023. Once your management team have indicated that the backlog of correspondence has been converted and VR enabled, the following quick reference guide becomes applicable.

A pre-requisite to using VR is to use the latest version of the Winscribe Client. V5.0.1.13 – this is displayed when you start Winscribe. If the Winscribe Client is not v5.0.1.13 then you will need to upgrade before proceeding. Winscribe v5.0.1.13 contains useful formatting functions which will not be available if you are not using the latest version.
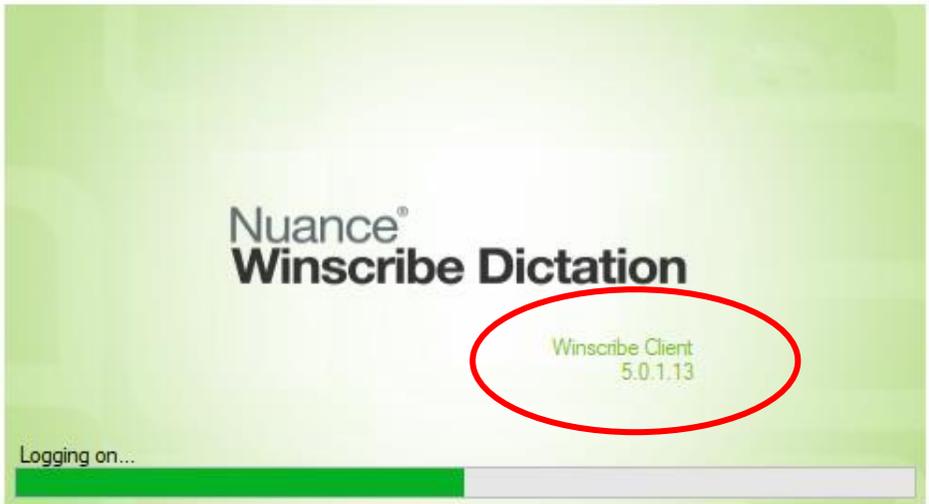
The latest version can be downloaded via Software Centre or a request to the IT Service Desk.

Once VR is enabled for your authors your first activity is to add the VR status column to your Winscribe landing page (or home screen). This is a one-off activity.

Step 1: Open Winscribe as usual and Right click in the column heading row and the following box appears.
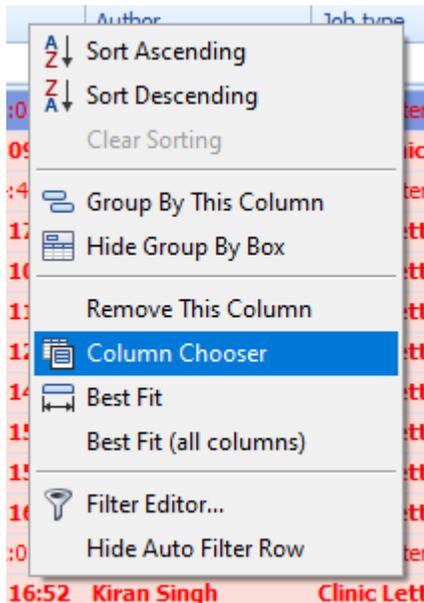
Step 2: Select the Column Chooser option and the Customization box will appear.

Step 3: Select & drag the Speech Rec Status column to your screen and size the column appropriately.

The RUH, where you matter
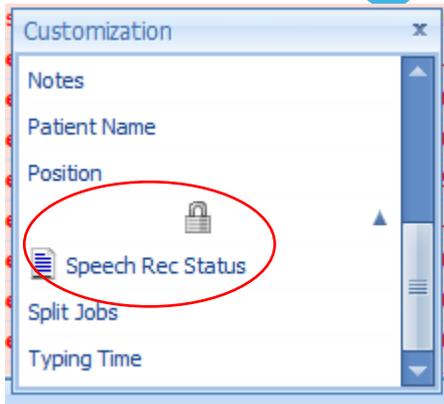
Step 4: Your screen should then look similar to this with the Speech Rec Status column added.

Step 5: If speech recognition is enabled, the status of the job will read [Awaiting Correction] if the job status is [Not Applicable] then the job is not VR enabled.

This might indicate:-

a. The job has not been converted as part of the backlog
b. The author has loaded a new job but does not have VR enabled on his logon within Winscribe (Winscribe Admin Console).
c. The author does not have a license allocated within the Nuance Admin Console.

Step 6: All of these items will need review with a Winscribe administrator or the IT Service Desk.

Speech Recognition for Transcriptions - Corrections

If speech recognition has been performed on a job:
- When you open that job the Speech Recognition Correction window opens with the recognized text displayed.
- The play bar will also open — for you to play back the job and check the text.
- Corrections can then be made.
- Once the 'corrections complete' button is pressed, the text can be pasted into the final document (usually in Power Chart).
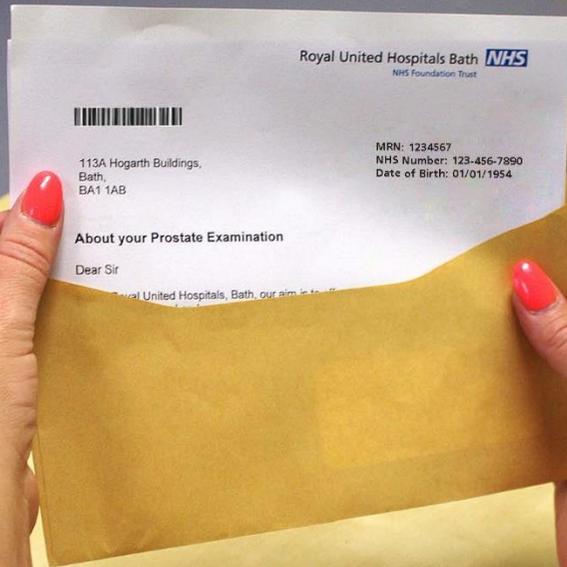
Check, Check and Check Again

When correcting text in the correction window you **MUST** **listen to the playback and check the text displayed**. If there is background noise on the audio then details may not always be transcribed correctly.

When opening the patient record in Power Chart you should also be mindful of the following training and best practice guidance.

- Only have one patient record open at a time.
- Check the patient details are correct, patient name, hospital number and date of birth.
- Check that it is the right content for the right patient.

Right letter... Wrong patient

Royal United Hospitals Bath **NHS**
NHS Foundation Trust

Before submitting a letter to Millennium, you should always:

Check that only one patient's record is open a time ✓

Check the patient's name / NHS number / DOB is correct ✓

Check that it's the right content for the right patient ✓

CHECK, CHECK & CHECK AGAIN

The Winscribe Speech Recognition Correction Window

The Winscribe Speech Recognition Correction window enables you to correct speech recognition text, so the author accuracy improves.
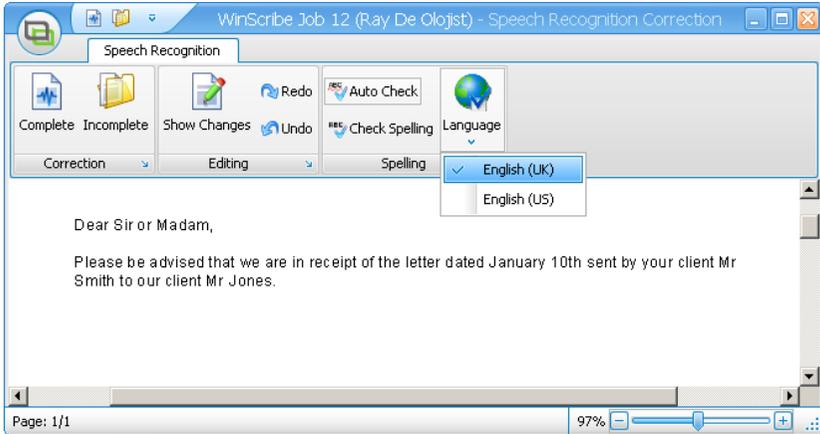
How to make corrections

1. Open a speech recognition job by double-clicking the job from the queue, or by clicking the Start Next Job button on the toolbar.

    > It is important that you wait for speech recognition processing to complete before opening a job. This is indicated when the status of the job changes to *Waiting Correction*. If you open a job before speech recognition processing is complete, the Winscribe Speech Recognition Correction window cannot open, and the recognized text will not be accessible.

2. The Speech Recognition Correction window opens with the recognized text displayed. The Playbar also opens.

3. **Playback the dictation.**

4. Make corrections as required, taking care to match the text with what you hear the author say. If the author talks too slow or too fast, you can adjust the playback speed to suit.

5. Click the Correction Complete button on the Playbar or on the ribbon within the Speech Recognition window. This confirms that the speech recognition text is complete and correct. The Speech Recognition Correction window closes.

6. The recognized text is automatically copied to your clipboard when the Correction Complete button is pressed. Open your regular Word Processor and paste in the text.

7. When you have finished working with the job:

   Click the Complete button on the playbar to complete the job,

   Click the Next Job button on the playbar to complete the job and start the next job, or

   Click the Incomplete button on the playbar to leave the job in your My Jobs folder to finish later.

The quality of the transcription is usually related to the quality of the dictated audio and it is worth working with your author if there are regular transcription errors. Please refer to the training guide – Digital Dictation for Authors/Clinicians.

In addition, if key medical phrases or procedure/medication names are regularly spelt incorrectly, the central dictionary can be updated by the supplier. Please refer to your Winscribe Administrator for more details.

The Speech Recognition Correction Toolbar

Click this button when you have finished correcting the speech recognition text. The Speech Recognition Correction window will close, and the corrected text will be in the clipboard and ready to be pasted into the final document.

Click this button to leave the job incomplete. The job will remain in your My Jobs folder for you to reopen it and complete later.
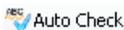
Click to show all changes you have made to the text to date. You can toggle this option off again to hide the changes.

If you have undone any text changes (using CTRL-Z or the Undo button), you can redo those changes by clicking this button.

If you make a mistake, click the Undo button to undo the change. You can click this button multiple times to undo multiple changes.

Click this button to automatically check spelling as you type. Any words not listed in the application dictionary are underlined with a red wavy line as a prompt that the word may be misspelled. Click again to turn off automatic spell checking.
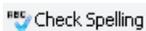
Click this button to run a Spell Check. You will be prompted to check and correct any words found that are not listed in the dictionary.

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This button is only visible if your language settings are set to English
Click this button to select the language options (English UK or English US) used by the spell checker. By default the language is selected based on your regional options. If altered, the setting is remembered next time you open a Speech Recognition job.