

Winscribe Digital Dictation for Authors/ Clinicians

Quick Reference Guide



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Key Business Rules

Using Your Dictaphone

When using voice recognition (VR) there are some key rules that will help make your dictations easier to transcribe and process.

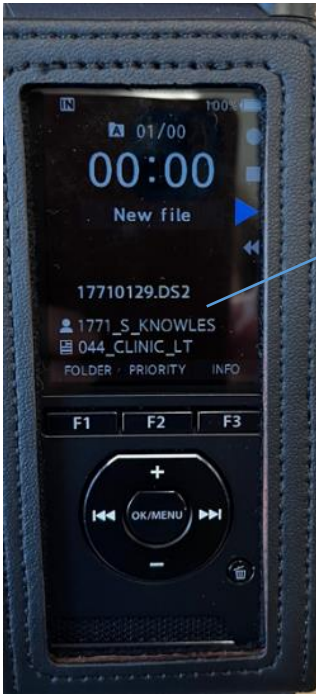
Switch on your Dictaphone and select your name.

Your voice profile is connected to your name. If you do not select your name (or default to your name) you will be linked to an incorrect profile and the quality of the automated transcription will be poor and create more work for your medical secretary!

If you logon to use a speech microphone at your desk, your link to the voice profile is setup so no action is required.



You can have more than one name set up on a dictaphone



Your selected name will appear here – If your name is not assigned then take the Dictaphone to IT to be setup correctly

Microphone Positioning

By following a few simple steps, you will ensure that the audio passed to the Dragon speech recognition engine is of a high quality, improving accuracy levels:

- ✓ Position your recording device so that you are talking past or over the microphone
- ✓ Never talk directly into the microphone as this will pick up unwanted breathing noises
- ✓ Check volume meters within Winscribe is green

The RUH, where you matter

Dictation Style

To ensure that the dictation is clear, complete and in a style to provide the highest transcription accuracy levels:

- ✓ Dictate at a consistent pace
- ✓ Dictate in full sentences and not individual words
- ✓ Annunciate to ensure spoken words do not blur into each other
- ✓ Punctuate throughout the recording

One Job one Letter/File


When dictating, please keep to one letter per job – if you are dictating letters for a clinic, ensure that you use a new file per patient letter – do not run several letters together on a single file as this will cause more work for your support team.

To See...

To see...	Dictate...	To see...	Dictate...
<u>Punctuation</u>		<u>Numbers</u>	
Insert a new line in the document	New line	1	Number 1
		34	thirty four
Insert a new paragraph in the document	New paragraph; Next paragraph	535	five hundred (and) thirty five
		12 th	twelfth
		56 th	fifty sixth
Insert a tab	Tab key	3.75	three point seventy five
.	Full stop	1 1/2	one and a half
,	comma	4 x 4	four by four
:	Colon		
'	Apostrophe;	<u>Date and Time</u>	
-	Hyphen;	04/07/08	(zero) four (slash)
“	Open quote		(zero) seven (slash)
“	Close quote	04/07	zero eight
(Open Bracket	December 3, 2000	zero four slash zero seven
)	Close Bracket		December third two thousand
		at 09:45	at nine forty five AM

Good Dictation Etiquette

- ✓ **Dictate in a quiet place.** This will benefit you as an Author and is also important for your secretary who will hear any background noise that occurred during your dictation. **In addition, speech recognition is far more accurate if you record in a quiet environment.**
- ✓ **Speak clearly.** Accurate results depend on clear speaking. It may help to imagine you're giving a presentation to a group or reading the news. Words should be spoken normally, just clearer, and sounds should not be exaggerated or forced.
- ✓ **Pronounce each word.** For accurate transcription it's important to make sure every word you say is pronounced. A sentence that is perfectly understandable to a person might not be clear enough to a speech recognition server. This change in speaking style does not mean that you must slow your natural pace. Just be sure to speak clearly and pronounce each word.
- ✓ **Speaking in context.** The computer uses the maximum amount of information to decipher your sounds, so speaking complete sentences provides the best accuracy. Concentrate and think of the correct words, then speak them as full sentences rather than slower "one word at a time" speaking.
- ✓ **Ums and Ahs.** Pauses such as Um or Ah are often mistaken for similar sounding words by speech recognition software. You cannot teach the software to ignore these because they sound almost identical to other words or are used in parts of words. Teach yourself to stop saying Um by being silent instead. In time, practise will minimise your Ums and Ahs.
- ✓ **Speak with feeling.** You do not need to mimic the monotone sound of a computerized voice to speak to a computer. Speaking in natural tones increases accuracy as well as keeping



you more refreshed and awake. Imagine you are speaking to family or friends.

- ✓ **Work with your Medical Secretary.** Your Medical Secretary will be able to feedback and show you your transcribed dictation. She/he can also let you listen to your dictation alongside seeing your transcription. This will allow you to focus on areas of good practice that will make a difference to the quality of transcribed information.

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