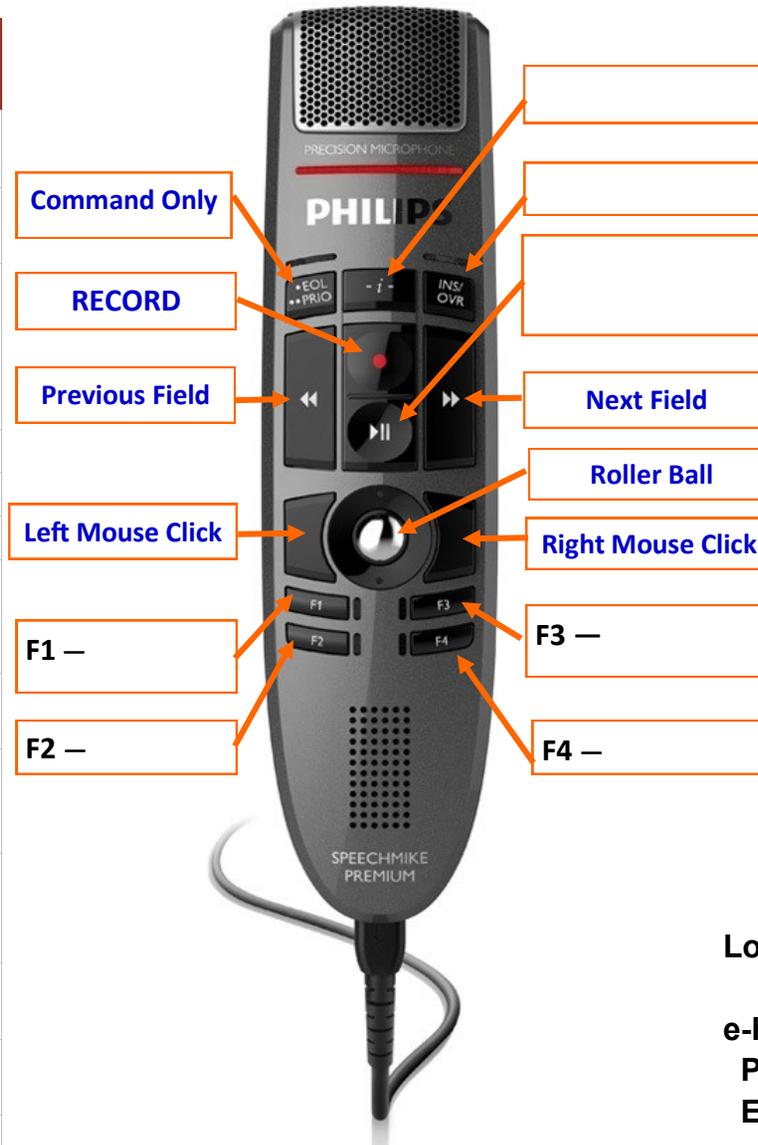


COMMON VOICE COMMANDS

| DICTATED COMMAND | ACTIONS |
|---|--|
| Delete That Delete Selection | Deletes <i>selected</i> word(s) |
| Undo That Undo Last | Undoes the last utterance/ command |
| Correct (Text To Correct) | A selection box pops up, the user can choose M*Modal's best guess alternatives or type in a new term for Dictionary training |
| New Line | Cursor moves down one line |
| New Paragraph | Cursor moves down two lines |
| Select All | Selects all text (Ctrl + A) |
| Select (Text To Select: word, phrase, or sentence) | Selects specific text |
| Uppercase That Uppercase Selection | Capitalizes <i>selected</i> word(s) |
| Next Field Previous Field | Moves the cursor to the next or previous fields within the brackets |
| Paste That Paste Selection | Pastes copied/cut text or recovers the last Speech Box content |
| Cut That Cut Selection | Cuts selected text |
| Copy That Copy Selection | Copies selected text |
| Show Speech Box Open Speech Box | Launched Speech Box wherever the cursor is located |
| Save This Text | Brings up a selection box where the user can add a new text snippet command |



m*modal

**FLUENCY
DIRECT**

Support Model

Local Lead: _____

e-Health Service Desk:

Ph: 1-888-316-7446

Email: Servicedesk@ehealthsask.ca

eHealth will triage if necessary

Vendor—M*Modal:

Ph: 1-888-DICTATE (1-888-342-8283)

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GENERAL GOOD HABITS

1. Dictate in a quiet area, with minimal background noise. Re-calibrate your microphone if you move from a quiet environment to a noisy one, and vice versa.
2. Use correct verbiage and grammar – speak in full sentences, including punctuation.
3. Enunciate words that can be misunderstood: Abduction vs. adduction
4. Release RECORD button when pausing.
5. Hold the device approximately 4-6 inches off to the side of your mouth.
6. Do not allow another person to dictate under your login.

SPEECHBOX

- M*Modal's Speech Box is a text editor application with greater support for voice commands and overall speech recognition.
- To open Speech Box, you can say "**Open Speech Box**" or **click the appropriate button** on your handheld microphone (see back of the brochure for a microphone button guide).
- After creating and editing text in Speech Box, you can use the voice command "**Transfer Text**" or **click the button on your microphone** to insert the dictation into the EHR. The text will go wherever your cursor was placed prior to opening Speech Box.

CREATING COMMANDS/ MACROS

- Highlight the text you would like to save for later use with the mouse or select the text via voice command (such as "**Select All**")
- Say the command "**Save this text.**" This will open the Command Details box.
- Dictate (preferred) or type the command name in the Name field. It is recommended to start the command title with a distinguishable action word (such as "*insert ankle sprain*")
- Click **Apply** then **OK**
- The text is now saved as a command and ready to use. The exact Name of the command must be dictated to have it execute ie. "insert normal exam", not just "normal exam"
- To see all of your personal commands, click on the **Control Bar (your name) > Personalization > Commands**. Here you can create new or edit existing commands.

CONSISTENCY IS KEY

Perform the microphone calibration again if your environment changes.

TRAINING FLUENCY DIRECT

- The best way for Fluency Direct to learn your voice and habits is to use it more often in your patient notes.
- Focus on the quality of your note
 - ⇒ Edit so that your note is accurate and what you intended– Fluency Direct will then learn from your edits.
 - ⇒ Whether you are saying "select..." and speaking over highlighted words or simply editing with your mouse and keyboard, Fluency Direct will learn from these changes behind the scenes.
- It is important to self-edit within the session of use so it has the opportunity to learn.
- The expectations of Fluency Direct are that you will edit its mistakes and speak in a consistent, natural way.
- Add proper nouns to your Dictionary
 - ⇒ Names - last or full name depending on how you say it
 - ⇒ Locations
 - ⇒ Acronyms - non-medical acronyms like "CCB" may need to be trained
 - ⇒ Common words like "the," "she," "and," or "." should not be added