Using the Medical Language Specialist Client Application

April 20, 2008

Prepared by:
WebChartMD©
P.O. Box 6154
Johnson City, TN 37602
877-302-9263
CONTENTS

Using WebChartMD for the Medical Language Specialist ............................... 3
Using the Transcription Tools ......................................................................... 3
Transcribing a document using WebChartMD ........................................... 4
Associating a Dictation ................................................................................. 5
Using the Document Properties Box ............................................................. 8
Template ......................................................................................................... 8
Patient: .......................................................................................................... 9
DOV .................................................................................................................. 12
CC Physicians: .............................................................................................. 13
Removing an Association ............................................................................. 22
Playing a Dictation ....................................................................................... 23
Copying a Dictation ....................................................................................... 24
Line Count ...................................................................................................... 27
Changing Settings and Parameters ............................................................... 27
Using WebChartMD for the Medical Language Specialist

Using the Transcription Tools

Open WebChartMD by double-clicking the desktop icon named "WebChartMD" or by accessing the start menu and opening the WebChartMD folder and then clicking the icon there named "WebChartMD".

Enter a username and password in the appropriate fields. Once a username and password have been entered press the "Login" button.

On successful logging in, a WebChartMD lotus tray icon will appear on your system tray. A Welcome message will appear at the tray icon indicating how many STAT items are waiting for your attention.
Transcribing a document using WebChartMD

By right clicking the WebChartMD tray icon and clicking the "Transcribe Dictations" option the document transcription interface can be accessed.

This interface consists of the new Adjustable WCMD Menu Bar, an Inactive, grey Word Document and an Associate Dictation grid. The Associate Dictation grid will launch with the first row highlighted in orange. The dictation rows on the grid will be by default arranged in order of STAT priority and by date, with the oldest ones at the top.
**Associating a Dictation**

The first association after logging in can be made simply by clicking on ‘Associate’ button at the bottom of the Associate Dictation grid or by hitting the Enter key on the keyboard. This will associate the highlighted dictation at the top of the grid.
If you wish to associate a different dictation, choose the dictation row with your mouse or by using the down arrow keys on your keyboard and click on the 'Associate' button or hit the Enter key on the keyboard after selecting the dictation (the row will be highlighted in orange once it is selected).

![Associate Dictation](image-url)

<table>
<thead>
<tr>
<th>Uploaded</th>
<th>Dictated</th>
<th>File Name</th>
<th>Provider</th>
<th>Priority</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/09/2008 05:25:17</td>
<td>04/09/2008 08:21:46</td>
<td>pears07-04032</td>
<td>Sears, Jennifer</td>
<td>1 hr STAT</td>
<td>00:00:51</td>
</tr>
<tr>
<td>04/10/2008 01:31:20</td>
<td>04/10/2008 01:30:15</td>
<td>pears01-04102</td>
<td>Sears, Jennifer</td>
<td>1 hr STAT</td>
<td>00:00:30</td>
</tr>
<tr>
<td>03/08/2008 02:56:34</td>
<td>03/08/2008 02:55:02</td>
<td>pears0306200</td>
<td>Sears, Jennifer</td>
<td>2 hr STAT</td>
<td>00:00:40</td>
</tr>
<tr>
<td>03/08/2008 04:21:31</td>
<td>03/08/2008 04:19:34</td>
<td>pears0306200</td>
<td>Sears, Jennifer</td>
<td>2 hr STAT</td>
<td>00:00:46</td>
</tr>
<tr>
<td>03/10/2008 02:40:29</td>
<td>03/10/2008 02:39:06</td>
<td>pears0310200</td>
<td>Sears, Jennifer</td>
<td>2 hr STAT</td>
<td>00:00:41</td>
</tr>
<tr>
<td>03/10/2008 03:03:09</td>
<td>03/10/2008 03:01:13</td>
<td>pears0310200</td>
<td>Sears, Jennifer</td>
<td>2 hr STAT</td>
<td>00:00:15</td>
</tr>
<tr>
<td>03/14/2008 01:41:31</td>
<td>03/14/2008 01:39:35</td>
<td>pears0314200</td>
<td>Sears, Jennifer</td>
<td>2 hr STAT</td>
<td>00:00:15</td>
</tr>
<tr>
<td>03/14/2008 04:20:00</td>
<td>03/14/2008 04:19:22</td>
<td>pears0314200</td>
<td>Sears, Jennifer</td>
<td>2 hr STAT</td>
<td>00:00:20</td>
</tr>
<tr>
<td>03/14/2008 04:31:17</td>
<td>03/14/2008 04:28:05</td>
<td>pears0314200</td>
<td>Sears, Jennifer</td>
<td>2 hr STAT</td>
<td>00:00:30</td>
</tr>
<tr>
<td>04/08/2008 11:47:07</td>
<td>04/08/2008 11:42:59</td>
<td>pears0408200</td>
<td>Sears, Jennifer</td>
<td>2 hr STAT</td>
<td>00:00:30</td>
</tr>
<tr>
<td>04/09/2008 01:50:34</td>
<td>04/09/2008 01:43:34</td>
<td>pears09-04032</td>
<td>Sears, Jennifer</td>
<td>2 hr STAT</td>
<td>00:00:33</td>
</tr>
<tr>
<td>04/10/2008 01:33:03</td>
<td>04/10/2008 01:31:47</td>
<td>pears01-04102</td>
<td>Sears, Jennifer</td>
<td>2 hr STAT</td>
<td>00:00:39</td>
</tr>
<tr>
<td>04/10/2008 03:03:34</td>
<td>04/10/2008 03:24:17</td>
<td>howard04102</td>
<td>Howard, John</td>
<td>2 hr STAT</td>
<td>00:00:01</td>
</tr>
<tr>
<td>02/07/2008 02:52:35</td>
<td>11/29/2007 05:32:17</td>
<td>pears1125200</td>
<td>Sears, Jennifer</td>
<td>4 hr STAT</td>
<td>00:00:07</td>
</tr>
<tr>
<td>02/07/2008 02:45:47</td>
<td>11/29/2007 05:43:36</td>
<td>pears1125200</td>
<td>Sears, Jennifer</td>
<td>4 hr STAT</td>
<td>00:00:12</td>
</tr>
<tr>
<td>03/08/2008 03:34:53</td>
<td>03/08/2008 03:32:41</td>
<td>pears0308200</td>
<td>Sears, Jennifer</td>
<td>4 hr STAT</td>
<td>00:00:10</td>
</tr>
<tr>
<td>04/10/2008 01:35:44</td>
<td>04/10/2008 01:33:26</td>
<td>pears01-04102</td>
<td>Sears, Jennifer</td>
<td>4 hr STAT</td>
<td>00:00:25</td>
</tr>
<tr>
<td>03/10/2008 02:42:17</td>
<td>03/10/2008 02:41:03</td>
<td>howard03102</td>
<td>Howard, John</td>
<td>8 hr STAT</td>
<td>00:00:40</td>
</tr>
</tbody>
</table>
To associate the next dictation, follow the same pattern if you have set your Settings in the Settings Box as ‘Yes’ to ‘Launch Next Dictation’. Once the first document is uploaded, the Associate Dictation grid will automatically be re-launched by WCMD with the current first row highlighted in orange.

If you have set ‘No’ to ‘Launch Next Dictation’ in the Settings of your Settings Box, you will have to manually launch the Associate Dictation grid by either clicking the ‘Associate Dictation’ button on the Adjustable WCMD Menu Bar or by hitting the hot keys Ctrl + Alt + A on your keyboard.

Once you have associated a dictation, the Associate Dictation grid will close and the Express Scribe of the associated dictation along with a Document Properties box will open with the cursor focused in the ‘Template’ field of the Document Properties box.
Using the Document Properties Box

The Document Properties box has different fields to help you load in all your requirements for the dictation even before you begin to transcribe. We will deal with these fields one by one.

Template

The Templates used by your office will be uploaded and saved on the web by WCMD. You simply have to click on the drop-down arrow. A drop-down grid will show all your office templates, identifying them by the Template Name and Description. Select the template you require either by the mouse or by scrolling down using the down arrow and finalizing your choice by hitting the Enter button on the keyboard. The name of the Template you choose will populate the ‘Template’ field.
If you wish to stay on the field and alter your choice, just use your up or down arrow keys to keep the choices flowing. Once you have selected a template, use your mouse or the Tab key to move to the next field which is ‘Patient’.

**Patient:**

This field will help you find patient demographics already entered into the database or add new set of demographics for a new patient. First we will deal with searching and bringing up demographics of an old patient.

To search for existing demographic data, enter a part of the patient’s name or Medical Record Number and either click on the drop-down arrow by the Patient field or hit the hot keys Ctrl + F to bring up the search details. A drop-down grid will open showing the search details. This grid will contain columns to specify the MRN, First Name, Middle Name, Last Name and DOB of the patient. Select the row that you need with the mouse or using the down arrow key (up arrow key can be used to scroll back up) and finalize your choice by hitting the Enter key on your keyboard. The demographics of the patient you have selected will now populate the ‘Patient’ field.
To add a new patient’s demographics to your pool, click on the little box with three dots by the side of ‘Patient’ box. Once you click on this little box, a new ‘Add Patient’ dialog box will open with fields to fill in for the MRN, First Name, Middle Name, Last Name and DOB. Fill in these details and click the ‘Save’ button to save the data.
The new data will now populate the ‘Patient’ box.
**DOV**

Use the mouse or Tab down to the DOV field below the Patient field. This will be pre-loaded with the dictation date as the default DOV. In case you wish to change this, a down arrow by the side will help you access a calendar to make the changes. Staying on the field and pressing the Up or Down arrow keys will scroll the dates up or down for you.
CC Physicians:

This field will help you fill in the names of all the Physicians other than the Primary Physician to whom you need to copy the document. The document can be auto-faxed according to the commands set by your company (On Submitting to the Inbox, On Editing, On eSigning, On Finalize), can be Printed for Mailing and Print Envelopes for all the CC Physicians by one simple command from the Portal Interface.

To search for pre-existing data, enter a part of the Name or Practice of the intended CC Physician and either click the down-arrow by the side with your mouse or hit the hot keys Cntrl + F to bring up the search results. A drop-down grid will show the search details specifying each CC Physician by an 'AddressBookID,' 'Practice,' 'Name,' 'Location' and a column to check for 'Primary'.

HOT KEYS: 'CTRL + F'

HOT KEYS: 'ENTER'
Select the CC Physician you need to enter by using the up or down arrow keys and then hitting the Enter button.

The selected CC Physician’s data will populate the CC Physician field and will also show in a grid in the Document Properties box below the CC Physician field.
To add more than one CC Physicians, type in part of the name or Practice of the next CC Physician and follow the same procedure as above to search and add.
Editing the data or the Auto Fax, Print Reports, Fax Reports commands of an existing CC Physician can be done by double-clicking on the name of that CC Physician in the Document Properties box grid. This will open the 'Add CC Physician' box with the data of the selected Physician pre-loaded. Make the changes in the necessary fields in the box and click the 'Save' button to save the changes. The edited changes will show in the Document Properties box grid and will also be automatically changed by WCMD in the Web Portal.
To enter the details of a new CC Physician, click on the little box with three dots by the side of the CC Physicians field. A new blank ‘Add CC Physician’ box will open. Enter the demographics of the new CC Physician in the box. Once you are done, click on the ‘Save’ button to save. The newly added CC Physician will now show in your CC Physicians field and also on the Document Properties grid. These new demographics will automatically be entered in the Fax Address Book of your office in the Web Portal.
When you are done, you will be ready to move on to actually transcribing the dictation. Click 'Ok' button at the bottom of the Document Properties box or hit the Enter key on the keyboard to close the Document Properties box.
The associated Word Document will now be filled with the Template you have selected, showing all the demographic data of the Patient and the CC Physician in the areas marked by the Bookmarks on your Template.
In the course of transcribing, should you wish to go back to the Document Properties box and make more changes, simply click on the ‘Document Properties’ icon in the WCMD Adjustable Menu Bar to re-launch the Document Properties box. The new changes will populate the Template when the Document Properties box is closed.
Removing an Association

An association can be removed by clicking "Remove Association" button in the menu or by pressing Ctrl + Alt + R.

Once "Remove Association" has been clicked or Ctrl + Alt + R has been pressed a prompt will come up asking for confirmation of the association removal and informing the user that the word document will be deleted.
Playing a Dictation

A dictation can be played by clicking "Play Dictation" button in the menu or by pressing Ctrl + Alt + P.

When "Play Dictation" is clicked or Ctrl + Alt + P is pressed the audio player will be launched and all the normal tasks can be performed on the audio file such as play, rewind, fast forward, etc.
Copying a Dictation

A dictation can be copied by clicking "Copy Dictation" button in the menu or by pressing Ctrl + Alt + C.

When a dictation is copied a small dialog box will prompt the user to enter the number of dictation copies the user would like to make. This feature is largely useful when a care provider dictates more than one patient's information in the same audio file. Once the number of copies has been entered click the "Ok" button.

Uploading Documents:

A dictation can be uploaded to the server by clicking "upload document" button in the menu or by pressing Ctrl + Alt + U.
Once "Upload Document" is clicked or Ctrl + Alt + U is pressed a dialog box will pop up asking the user to verify that the patient demographic information is correct. Once the information has been verified press the "Upload" button to send the document and that information to the server.
Any required last-minute changes to the demographics can be made in the Upload Document box but these will not reflect in the saved demographic data or the Word Document. They will however be shown in the Portal Inbox grid of the Care Provider. A handy calendar is available as a drop-down by the side of the fields for DOV and DOB to assist in editing.
Line Count

At the far right hand side of the Adjustable WebChartMD menu bar is a 'Line Count' button. This button will show the Line Count for the time period that it is adjusted to, eg. Today, This Week, Two Weeks or This Month.

![Line Count screenshot]

Changing Settings and Parameters

The settings and parameters can be changed by right clicking the tray icon for WebChartMD. NOTE: When a user logs in a welcome message will be displayed

![Welcome message]

Changing the default template directory, the default template and other template settings

Once a user has logged into the desktop client the directory where the dictations are downloaded to the user's computer can be changed. To do this right click the tray icon and click "Settings."

![Settings button]

Once "Settings" has been clicked a dialog box should come up allowing the user to change the default template directory and what the default template is as well as various other template settings.
The prompt for template section allows the user to change whether or not the word plug-in will prompt for a template to use when starting a new dictation. This is however not applicable in the most recent version of WCMD. The template as report type section decides whether or not the type of template is the report type.