

MultiCare
Connect
(Epic)

User Guide

Dragon Medical

Speech Recognition for Medical Dictation

MultiCare 
BetterConnected

Institute for Learning & Development

Contents

Setting Up Dragon

Adjust the microphone

Create a voice profile

Train Dragon to recognize your voice

Using Dragon

Open your voice profile

Adjust acoustics

Dictating into Epic

Correcting errors

Dragon Help

Tutorials

Help Topics

Service Desk

Setting Up Dragon

Adjust the microphone

Position the headset microphone correctly and consistently for optimal speech recognition

Confirm that the front of the microphone points toward the side of the mouth. The front is identified by a dot or some other label

Creating the voice profile

Locate the RED microphone icon in the lower right corner of your screen. (Initially, it may look like a Dragon)



1. Right click on the icon, select File ->Open User
2. Click on the **[New]** button in the Open User dialog
3. Type in your Windows NT user ID into the name field. (First two initials and last name)

4. In the Vocabulary field, select the medical practice that matches your specialty.
5. Click on **[Next]** to continue.
6. Position your headset and microphone
7. Click on **[Next]** to continue

Setting Up Dragon

Adjust microphone volume

Click the **[Start Volume Check]** button and read the text aloud exactly as it is written.

Adjust the microphone if you fail the volume check. Position the microphone and speak at the same volume level each time.

Click **[Next]** to continue.

Quality Check

Click the **[Start Quality Check]** button and once again read the text aloud exactly as written.

If you receive a FAILED message, click the **[Back]** button and go through the dialog boxes again.

Click **[Next]** when finished.

Train Dragon

Click the **[Go]** button and read the text displayed in the box.

The Yellow arrow will show you where you are in the sentence. Read at a natural pace exactly what is shown in the dialog box at a normal tone and volume.

Setting Up Dragon

Select Text

When the **Select Text** dialog opens, select **Medical Reports (Harder Reading: Medicine)** from the list.

Click **[OK]** to read the text.

Follow the directions displayed on the screen.

After you have completed reading the training passages, click **[OK]** in the box congratulating you on completing the training. Dragon will then adapt the user file.

Final Steps

The **Adapt Dragon Medical to your writing style** box opens. Check the **[Skip this step]** box and then **[Next]**

Click the **[Begin dictating]** radio button and then **[Finish]**

Adapt Dragon Medical to your writing style
Improve your recognition accuracy by using:

E-mail (Microsoft Outlook, Microsoft Outlook Express, Microsoft Exchange, Lotus Notes, etc.)

Documents (Microsoft Word, Corel WordPerfect, etc.)

Start

Adapting to your writing style can take between 10 and 30 minutes.

Start

Skip this step

Done

Congratulations! You have completed the training.

What do you want to do next?

Start the Tutorial (recommended)

See what's new in Version

Begin dictating

Using Dragon

Opening your voice profile

You will need to open your profile before dictating on a workstation. When Dragon starts it opens the Open User Dialog.

1. Locate your name from the list and click on it
2. Click on the **[Open]** button

If Dragon is already running you must open the user manually. Right click on the Dragon icon in the lower right corner.

Select **[File]** then Open User...

Adjust Acoustics

When you first open Dragon on a workstation that you have not used before you must adjust the acoustics

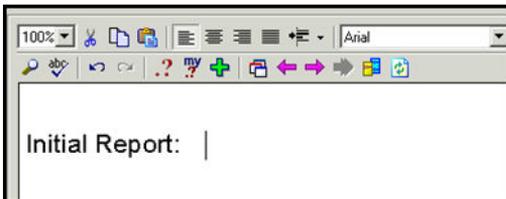
When prompted, click **[OK]**

Complete the audio check screens shown just as you did in your initial profile

Using Dragon

Dictating into Epic

Once your profile is open you can dictate into any text field in Epic by positioning your cursor inside it.



Click on the red microphone icon in the lower right corner. When the microphone turns green you may begin your dictating.

You cannot turn the microphone on with voice commands. Toggle the microphone between sleep mode and on by saying **“Wake Up”** or **“Go to sleep”**. The microphone will be yellow in sleep mode.

For greater accuracy, try dictating into Dragon’s Dictation Box and then transferring the text into Epic.

Select the location that you want to dictate to. Then say **“Open Dictation Box”** to begin working in the dictation box. When you finish click on **[Transfer]** to move the text to the desired location.

Using Dragon

Basic Commands

Task	Say
Place microphone in sleep mode	“go to sleep”
Make microphone active	“wake up”
Open dictation box	“open dictation box” or “show dictation box”
Create a new line	“new line”
Create a new paragraph	“new paragraph”

Dictating punctuation

To Enter	Say
,	“comma”
.	“period” or “dot” or “point” or “full stop”
?	“question mark”
!	“exclamation point”
“	“open quote” or “begin quote”
”	“close quote” or “end quote”

Key points to remember while dictating

- No need to capitalize after a colon or a period, Dragon does that for you.
- Dictate punctuation, new line, and new paragraph.
- Dictate acronyms, units of measure, blood pressure, dosages, and so on as you normally would.
- Speak in continuous phrases of six to eight words followed by a pause. This helps give contextual clues to what is said and helps Dragon choose between similar homophones like “:” (the punctuation mark) and “colon” the organ.
- There may be a lag before your words show up on screen, this is normal. Avoid watching the screen while dictating
- Collect your thoughts and plan your words before dictating.
- Turn the microphone off or to sleep when you are not speaking or move away from it.
- Speak naturally at your normal rate. Do not talk too slowly or say only one word at a time.
- Fast dictation is ok as long as the words are spoken clearly and not slurred.

Using Dragon

Key Points (continued)

- Word beginning and ending sounds are important for recognition accuracy
- Take more time when speaking small words and don't run them together (for example "there is no"). Pause slightly before small words like "a" and "the" if they are being lost or misrecognized.
- Dictate in a quiet area to minimize background noise.
 - Avoid clearing your throat and yawning when dictating. Do not try to talk through a yawn.
 - Eliminate utterances ("um", "ah") and similar sounds.
 - Do not chew gum when dictating.

Correcting Errors

Dragon will not work 100%! Correcting errors is very important. The more you make corrections the more accurate Dragon becomes.

Selecting Text

Select text by saying **“Select”** then the text that you wish to select. Dragon finds the text nearest to the current insertion point.

To unselect a word or phrase say “unselect that”.

When the wrong text is selected:

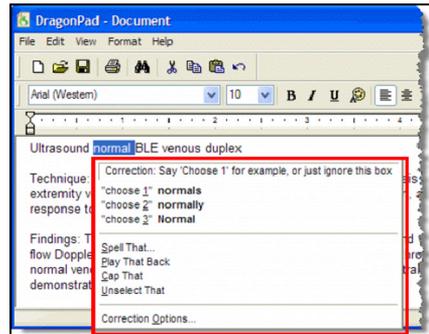
- Try saying “select” then the desired text again. For example, “select patient”.
- Try using a longer phrase to provide Dragon with more information. For example, “select patient presents today”
- If the correct words are selected but in the wrong place say “select again” to select the next or previous instance of that word or phrase.
- To select a larger passage, you may say “select patient through injury” to select all text found between the words “patient” and “injury”

Using Dragon

Correcting Text

When you correct recognition errors, Dragon updates your user files so that the same errors are less likely to occur.

The text must be visible on your screen for Dragon to correct it.



1. Start by selecting the misrecognized word or phrase.
2. A list of alternatives is presented along with other correction options
3. If one of the alternatives is correct say **“Choose”** followed by the appropriate number.
4. If the correct word or phrase is not in the alternatives say **“Spell that”** to open the spell dialog. Choose one of the alternatives, type the corrected word, or say the spelling of the corrected word or words.



5. Say **OK** to finish.

Navigating Text

To move the insertion point around a document or within a line use the following commands:

“Go to” or “Move to” ...

- Top of document
- Start of document
- Start of line
- End of line
- Bottom of document

Compound commands can be used to navigate the document. *Some examples:*

- “move right 3”
- “move back 15 characters”
- “move left three words”
- “move forward a word”

Using Dragon

“move up 3 lines”

“move down 5”

“move up a paragraph”

“move forward 4 paragraphs”

Say	Then Say	Then say
“Press” or “Type”	Shift Ctrl Alt	Any letter, number, symbol, arrow key, or other key

Common Keyboard Commands

You can enter common keyboard commands by saying **“Press”** or **“Type”** then a key like **“Enter”** or **“Tab”**

You may also use the Shift, Control, and Alt key combinations:

Deleting dictated text

If you delete a word you have not trained Dragon to recognize it correctly. Deletion should be used when you have changed your mind about what the text is to say.

To delete the last phrase that you dictated, simply say **“Scratch that”** or **“Delete that”**. You can say “scratch that” up to 10 times repeatedly or say **“scratch that #X**

Using Dragon

times”

To delete to the left of the insertion point say “**backspace**” or “**backspace #X**”

To	Say
Capitalize The First Letter Of Each Word:	“cap that” or “caps that” or “format that initial caps”
APPLY ALL UPPERCASE:	“All caps that” or “format that uppercase”
apply all lowercase:	“no-caps that” or “format that lowercase”
Bold:	“bold that” or “bold <text>”
<i>Italics:</i>	“italicize that” or “format that italics”
<u>Underline:</u>	“underline that” or “format that underline”

Formatting text

To change what you just dictated or selected text:

You may select a range for these commands as before.

For more information on educational materials, contact the Institute for Learning & Development at 253.403.1280 (option 3).

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Tacoma General Hospital ~ MultiCare Clinics

