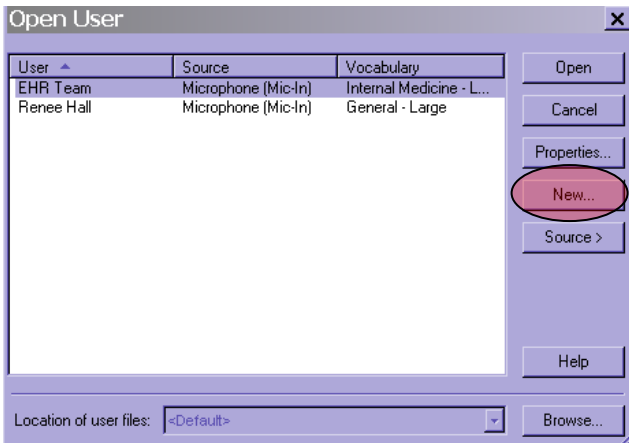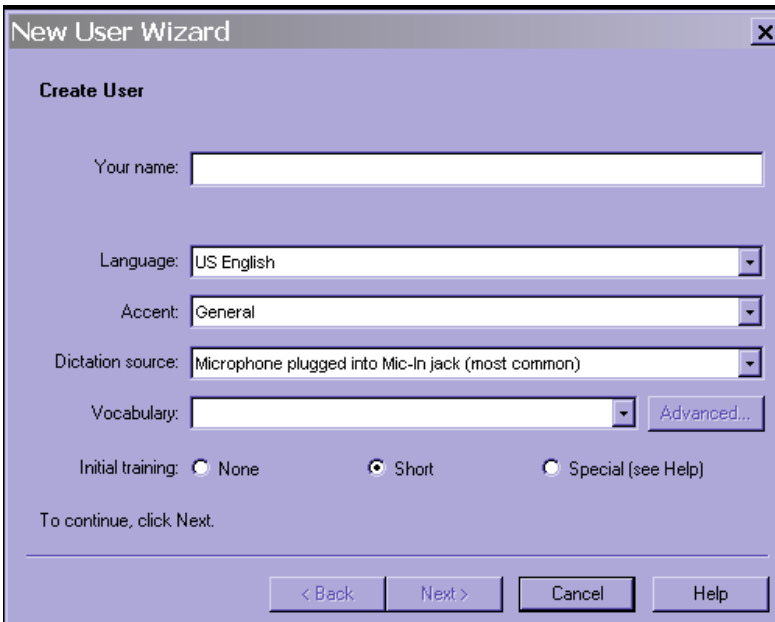# USING DRAGON MEDICAL

## Voice Calibration

Open Dragon by double clicking on the Dragon icon on your desktop.



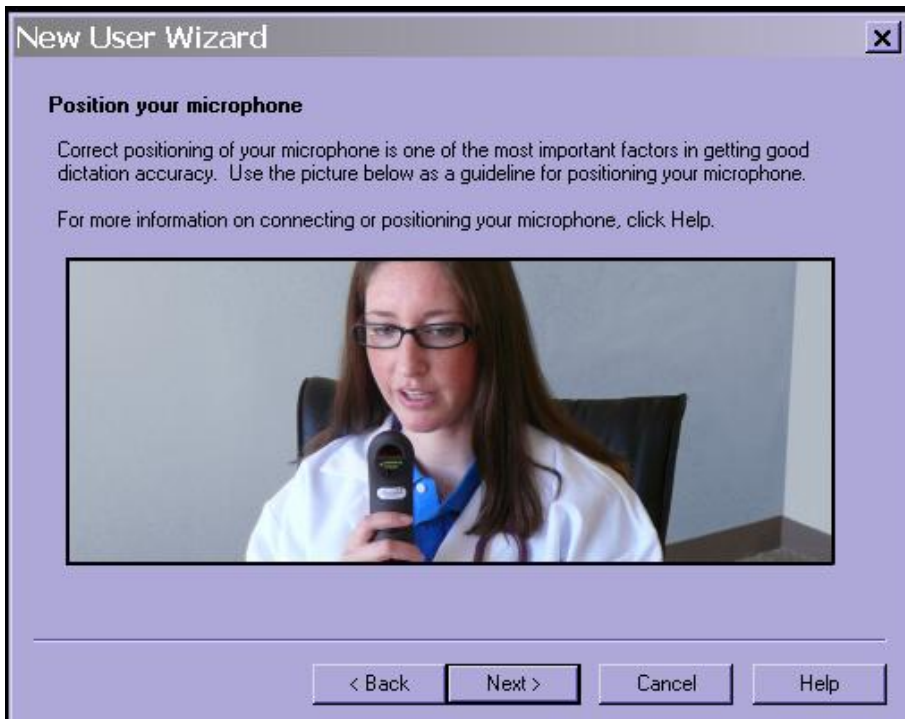The "Open User" box will open



Click "New"



Fill in the "Your Name" field, and choose the appropriate Accent and Vocabulary. It is recommended that you leave the Initial Training setting on "Short" so that you can train the system to your voice. Click Next.

**New User Wizard**

**Choose your sound system**

The following sound systems are available on your computer. Choose one of these for use with speech recognition.

SpeechMikeII
SoundMAX HD Audio

To have the Audio Setup Wizard automatically choose the most likely sound system, click Default.

Default

If your computer does not actually have one of these sound systems, click Help.

< Back    Next >    Cancel    Help

Click Default and click Next (unless you want to specify a particular sound system)

---

**New User Wizard**

**Position your microphone**

Correct positioning of your microphone is one of the most important factors in getting good dictation accuracy. Use the picture below as a guideline for positioning your microphone.

For more information on connecting or positioning your microphone, click Help.
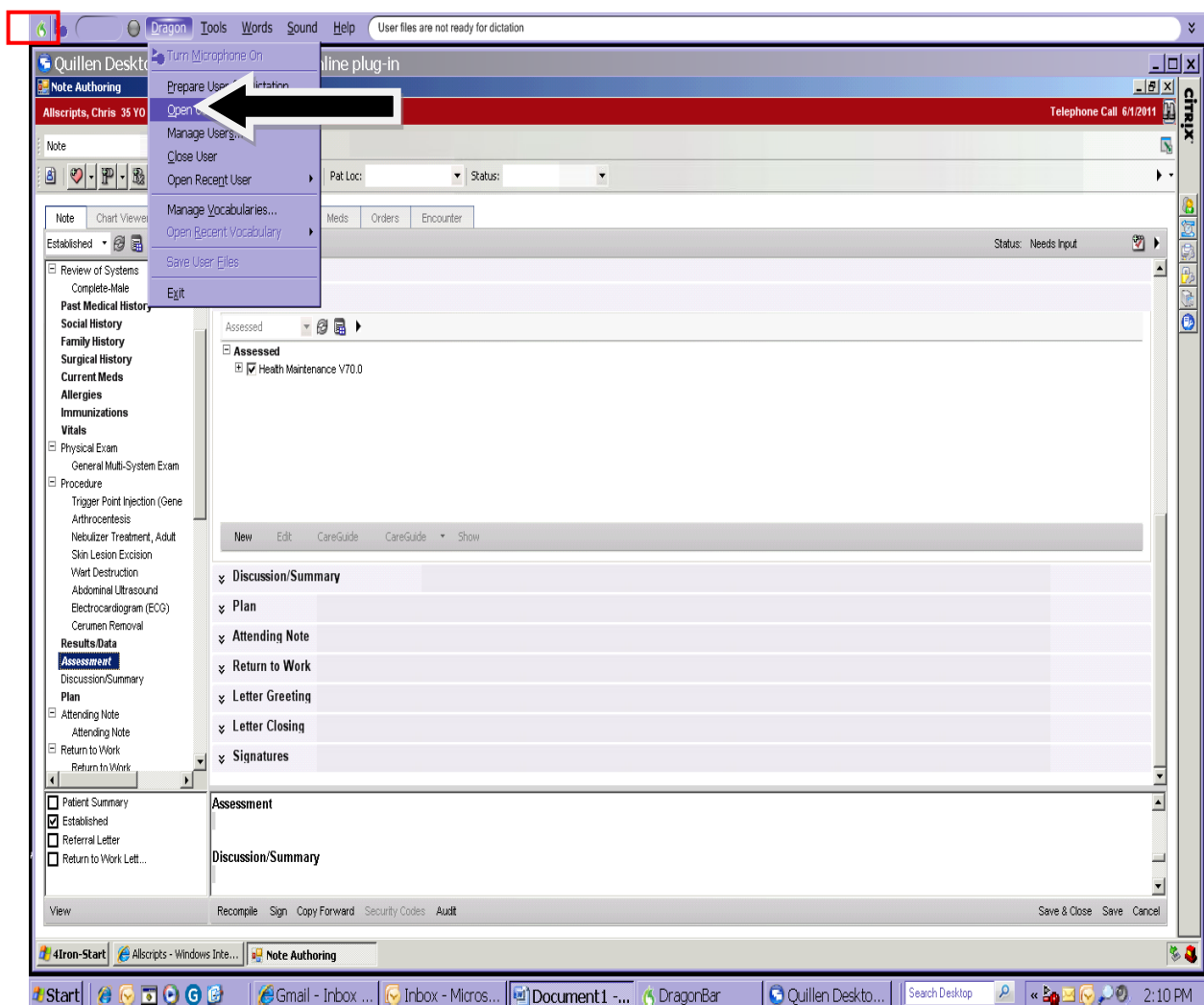
< Back    Next >    Cancel    Help

Follow the instructions in the subsequent screens for calibrating your microphone and training your voice. There will be text that the system asks you to speak into your microphone for calibration.

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After you have calibrated the program to your voice, it will prompt you to calibrate it to your writing style. You may choose to skip this step if you don't plan on utilizing the writing portion. You will only have to do this the first time you use the program.
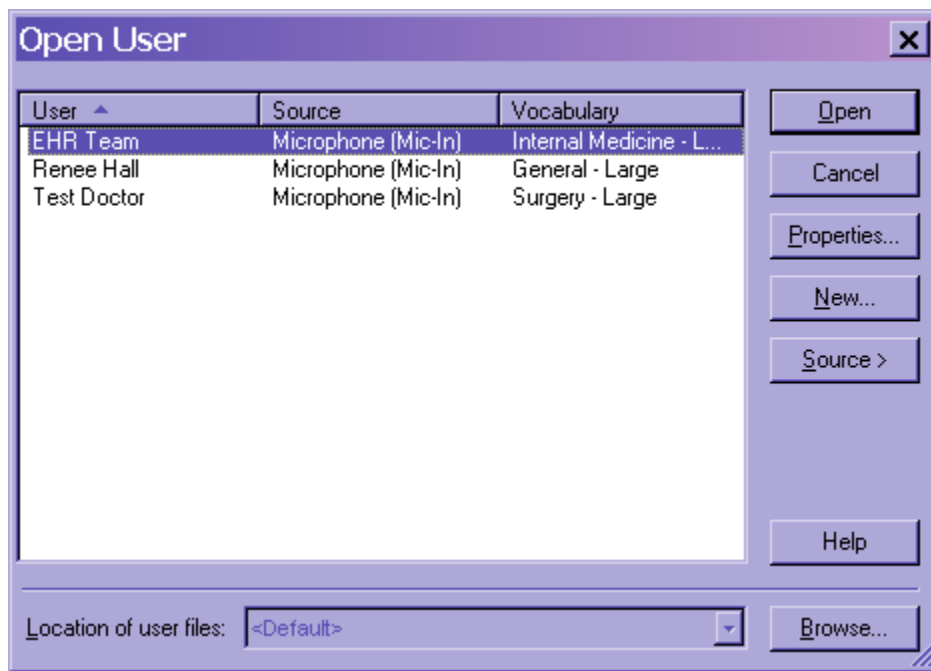
# Using Dragon in Allscripts

To use Dragon in Allscripts, open up Allscripts, and search for a patient with the last name of Allscripts or Test.  These are our fake patients that you can practice on.   Double click their name, and then click on the "New Note" tab on the horizontal toolbar.
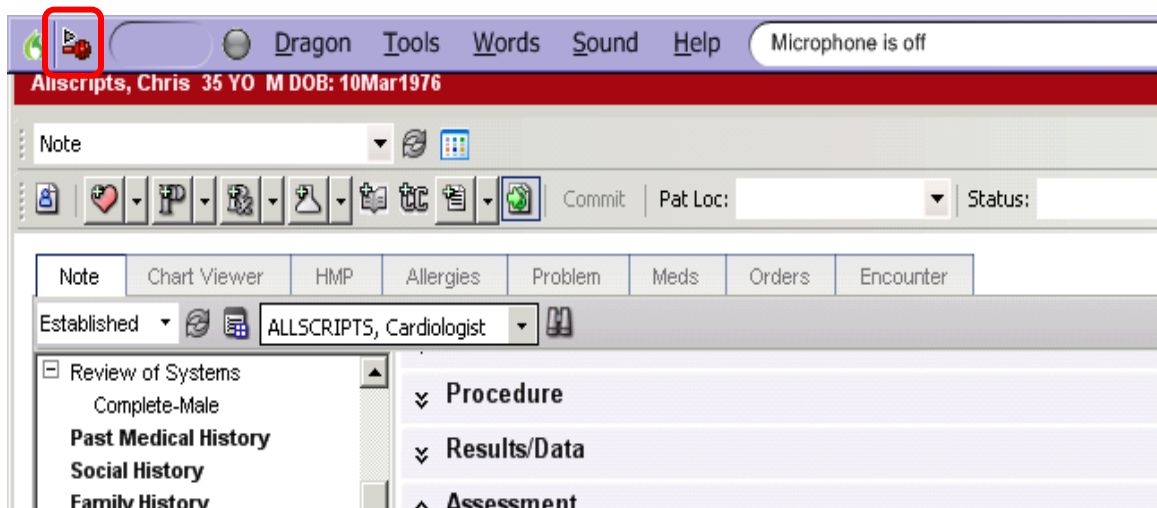
If you do not have the Dragon toolbar docked on the top of your screen, minimize the Allscripts page, and from your desktop, double click on the Dragon icon.  When the toolbar appears, click on Dragon, and then Open User.



Double click on your name, and wait a moment for the files to load.

In the upper left-hand corner, click on the red microphone icon to turn the microphone on.



Once you have turned on your microphone, scroll down the Table of Contents (on the left) and click on Assessment. In the bottom section of the note (called the Note Accumulator), click on the gray box under the word Assessment.

Start speaking into the microphone, and the text will populate into the Note Accumulator.

To use Dragon (or free text) in the note, just click on the appropriate section in the Table of Contents (PMH, SH, PE, etc.) and then in the Note Accumulator, click on the gray box.
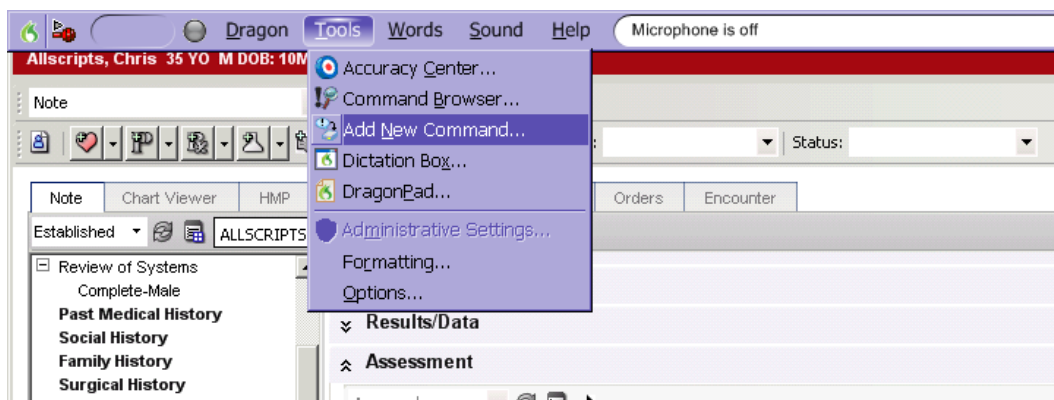
# EXTRAS

### Templates

You can add templates in Dragon, so that you don't have to repeat the same text over and over. For example, if you have a particular risks, benefits and alternatives phrase that you use for a specific surgery, you can set up a template

for that, and assign a keyword so that just saying "Debridement RBA" will pull the entire template into your note.

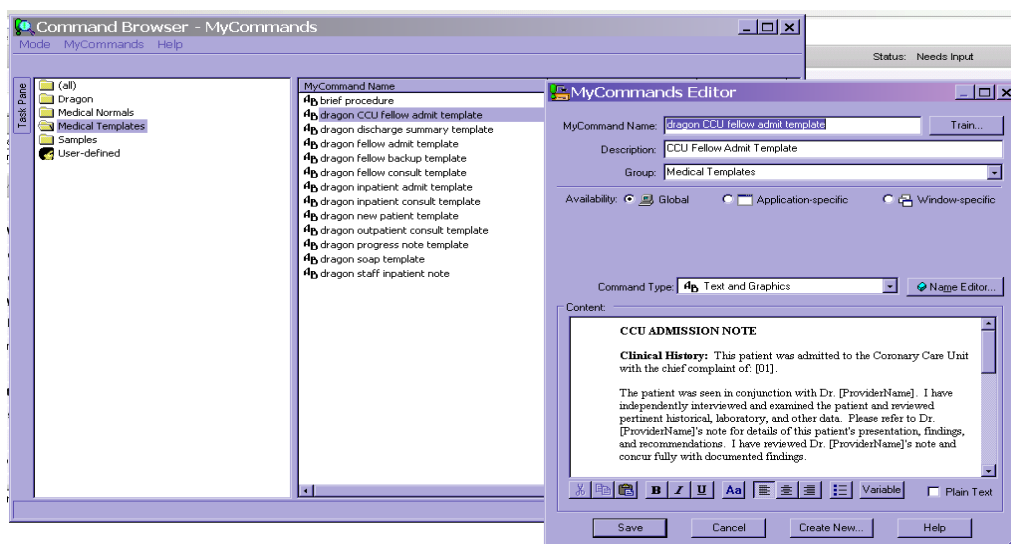To do this, click on Tools on the Dragon Menu, and Add New Command.

Create a "MyCommand Name", and a description, if you wish. You may either type the text into the Content field, or speak it through the microphone. Make sure you edit the text, so that there are no errors, and then click Save.

To test it out, click on the gray box in the Note Accumulator, and speak the "MyCommand Name." The entire text should populate into your note.

### Pre-delivered Templates

Dragon provides some pre-delivered templates that you may use. To access the Command Names for these, click on Tools and then "Command Browser." The pre-delivered templates are visible in the Task Pane, as well as your User-Defined templates.
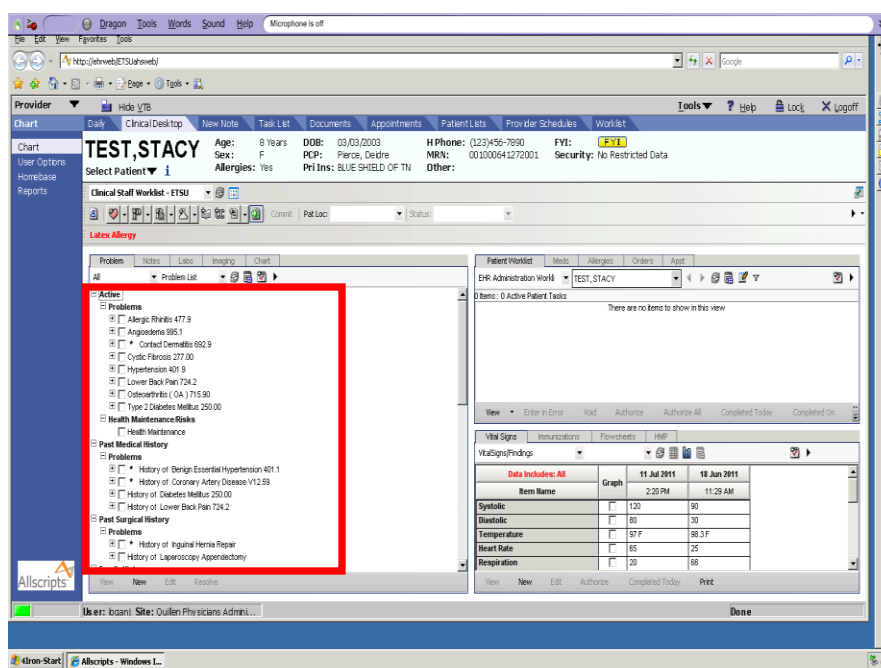


Double clicking on the MyCommand Name allows you to view the content. If you like the majority of this content, but just want to make a few changes, you may click "Create New," make your changes, and then create a new MyCommand Name. Click Save. (It is recommended that you do NOT just make changes to the original template and save it, as this may change the template for ALL users).

# A Few Words of Caution Regarding Dragon and Allscripts

While Dragon does work very well within the Allscripts application, you will still have to use some of the functionality of the Allscripts program.  The following items will HAVE to be "clicked" on, rather than typed or dictated:

1.   Active Problems (as these will need to be linked to all ordered  items, such as medications and labs)
2.  Plan section of the note—this encompasses the Rx, Labs/Procedures, Imaging, Follow-up and Referrals and any Med Administration (such as immunizations).

Also, keep in mind that any items that you dictate (rather than click on), will NOT show up on the Clinical Desktop



Additionally, they will not pull into subsequent notes, unless you manually pull that information in using the Copy Forward function.

It is therefore <u>highly</u> recommended that you use Dragon only for sections where you want to elaborate on items that have already been pulled into the note utilizing the templates, or to describe surgical procedures if a template does not exist within Allscripts.

Contact Us for Assistance:          EHR Help Desk:  282-6122
                                        EHRHelp@getsu.org