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.
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 highly 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
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