



Transcription Set Up and Transcription Functions

1) **Install foot pedal software** - Empiric Systems™ recommends using WAVPedal 5.0. To begin with, plug the USB foot pedal into the PC and allow the PC to install the hardware.

2) **Open foot pedal program (WAVPedal) - Select Settings.**

- Select **options** and uncheck **Load Word Processor**. Select **OK**.
- Select **foot pedal**.
- Be sure the proper foot pedal connection (USB) and type (Sony) are selected.
- Set Pedal Functions.
(Be sure that the appropriate Left, Center, and Right pedal functions are set. The user may determine which functions are for rewind, fast forward, or Play.)

3) **Set WAVPedal as your default WAV file player.**

- a. Open My Computer located on the desktop.
- b. Select **Tools – Folder Options**.
- c. Select the tab labeled **File Types**.
- d. When the window has finished loading scroll down to Extension WAV.
- e. Confirm that the File Type for WAV extension is WAVPedal Audio File.
 - If not select the WAV extension.
 - Select **change**.
 - Select **browse** and go to **C:\ – Program files – WAVPedal and select WavPed32.exe**.
 - This should set WAVPedal as your WAV extension file type.
 - Make sure the WAV file type has the corrections actions (i.e. open, play, etc.) underneath the Advanced button.

** If this does not open the WAVPedal from the RIS, go back and delete the WAV file extension from Tools – Folder Options – File Types. After you delete the file type, re-add the WAV extension by selecting NEW. Type in WAV into the space provided. Select the Advanced button and select WAVPedal Data from the pull down list. Then repeat the above steps.*

4) **Screen Resolution.**

- a. Make sure Screen Resolution is set to 1024 X 768.
 - Right click on desktop - Go to **Properties** - Go to **Settings** - Move slider bar until it reads 1024 X 768 – Hit **Apply**

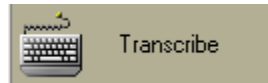
5) **Internet Explorer Settings.**

- a. Open Internet Explorer.
 - Go to **Tools – Internet Options** - Select **Settings**: Set Check for newer versions of stored pages at: **every visit to the page** - Select **Ok**.

- Go to the **Security** tab. Select **Internet** and then click **custom settings** - Enable all Active X controls – Hit Apply.
- Go to the **Security** tab, Select **Trusted Site** logo and then click **Sites**. Add your RIS address and then click **OK**.

6) Open Encompass.Net™ RIS

- Sign In.
- Go to **Transcribe** button from the Home Page or go to Transcriptionist Worklist from horizontal menu bar.



- Sort the worklist based on site, assigned rad, status, etc. You can also sort by selecting the hyperlinked column headers, which will put the list in order of last name, Acc # or exam depending on what column header you select. Select the appropriate patient record by selecting the green tape icon on the worklist.

Esophagus	RAD	t100001296	Geester, Elizabeth	ERC MOR	Provisional	06/02/2005 10:54AM		2914	
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- Once the tape icon is selected, it will open up *Transcribe Report* page.

In Progress *Use ALT + S to Save Acc#

Patient ID	First Name	Last Name	DOB	Age
t100001296	Elizabeth	Geester	5/8/1989	16 years 0 Months

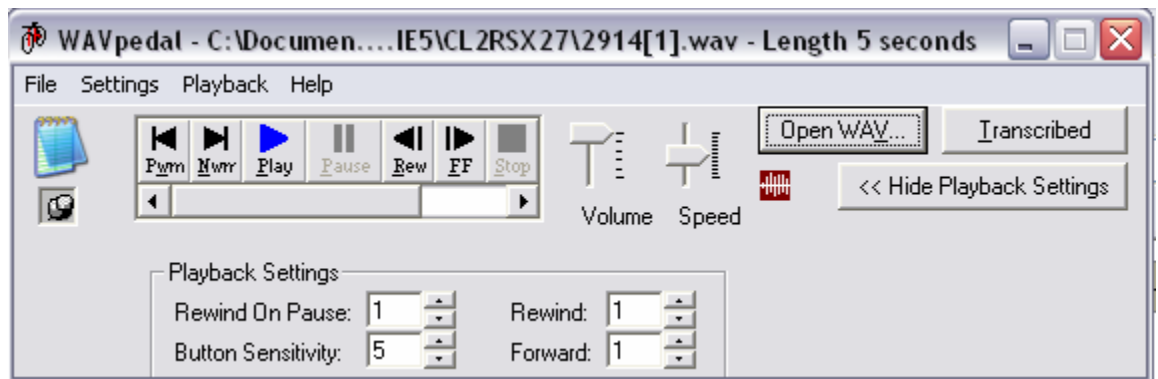
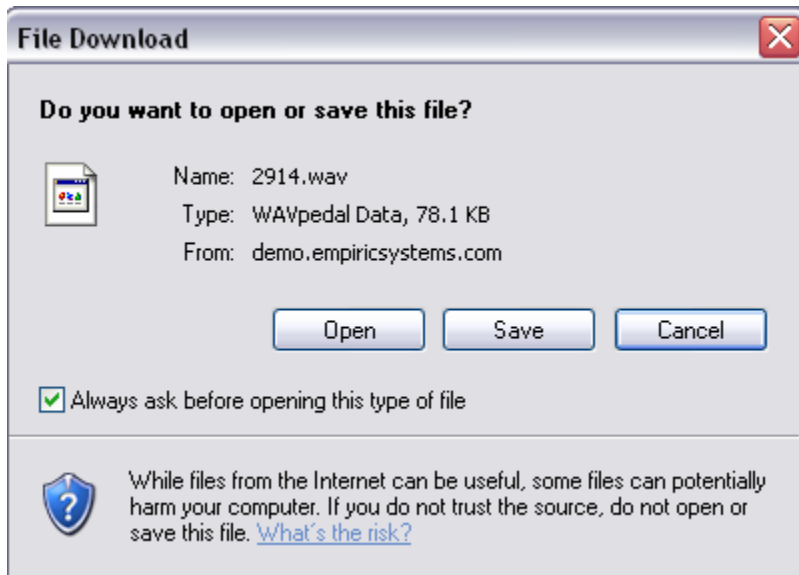
Completion Date: 6/2/2005 **Exam:** Esophagus **Radiologist:** Gill, D
Dictated Date: **Referrer:** **2nd Referrer:**

Results:

MRI LUMBAR SPINE EXAMINATION:

Multiplanar imaging is presented with T1, proton and T2 weighted pulse sequences in the axial, sagittal and coronal planes.

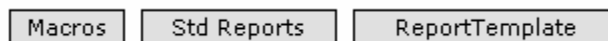
- If a dictation file is attached, it will display a green tape icon on the Transcribe screen. Click on the icon to open up the voice file. This will prompt you to open or save the file. Select **Open**. This will open the WAVPedal program for you.



f. Begin Transcription by using the foot pedal and typing into the Transcribe text editor.

7) To create Macros or Canned Normal Reports.

- a. Open the Transcribe Report page.
- b. Select the **Macros** button.



- A separate window will open.
- To create a macro, select **Create Macros**.

Transcription Report Macros

Macros

- Diagnostic
- EXT
- Foot
- Forearm
- KUB
- MAMMO
- MR brain
- MR cspine
- MR Knee
- MR l-spine
- Renal
- RIB
- Screen
- Shoulder

Transcription Text

Load Macro

Send Macro

Copy

Close Window

Create Macros

Edit Macros

Delete Macros

- Enter a code, description and report text for the macro you wish to create.

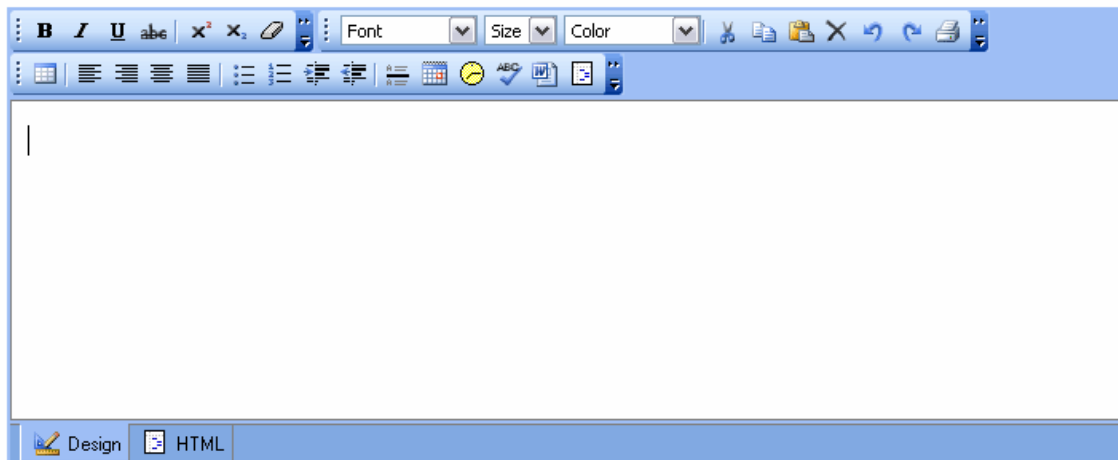
Transcription Report Macros

Create Macro

Transcription Code

Transcription Description

Transcription Text



The image shows a screenshot of a rich text editor window. The toolbar at the top includes buttons for Bold (B), Italic (I), Underline (U), text color (abc), background color (x²), and a pencil icon. It also features dropdown menus for Font, Size, and Color, along with icons for Cut, Copy, Paste, Undo, Redo, and Print. Below the toolbar is a large, empty text area with a vertical cursor at the beginning. At the bottom of the window, there are two tabs: 'Design' and 'HTML'.

Create Report

Close Window

- Select **Create Macro** to save your macro.
- Select **Close Window**.

8) To use Macros

- Be sure to select **Save Report** on the Transcribe screen prior to bringing in a macro if other text has been entered.
- Type **Ctrl + M** to bring up the macro quick insert option.

Type in the macro code below and hit 'Enter' to submit.

The image shows a simple rectangular text input box. Directly below the box is a small, rounded rectangular button with the word "Enter" written inside it in a light blue color.

- Enter the appropriate code - Hit *Enter* on the key board - This will bring the macro into the text box.
- Macros can also be used by selecting the **Macro** button on the transcribe report screen. Once the needed macro is selected, hit *Load Macro*. This will allow you to view the macro. If the correct macro was selected, hit *Send Macro*. This will send the desired macro to the report.

Saving and Marking the report Provisional:

9) After a report has been typed:









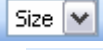






















- Select the Radiologist from the pull down. This will be the radiologist who is to review and sign the report.
- Select **Save Report** when you leave a station during the transcription process.
- Select **Mark Provisional** to change the exam status and send the report to the Radiologist's signature queue.
 - * *Mark Provisional will also save the report/typed information.*
- Select **Close Window** to close the case and refresh the work list.

Settings - Using WavPedal with Windows XP Service Pack 2

For sites that use WavPedal to transcribe reports, the following settings must be changed to allow it to work properly with SP2. Please take the following steps:

- Go to **Control Panel**, and open **Security Center**.
- Click on **Windows Firewall** under the "Manage Security Settings For:" header.
- On the General tab, make sure the firewall is turned on, and the "Don't allow exceptions" box is **unchecked**.
- Click on the **Exceptions** tab.
- Under the Programs and Services box, click on the **Add Program** button.
- Scroll down the list of programs, click on **WavPedal**, and hit **OK**.
- Click on the **Add Program** button again. This time, choose the program called **WavPedal Communications**, and hit **OK**.
- Both WavPedal and WavPedal Communications should be listed in the Programs and Services box, and both checkboxes should be checked next to their names.
- Click **OK** to close the Windows Firewall window.
- Close the Security Center window

Editor Functions:

- 1.) Makes the font bold. 
- 2.) Makes the font italicized. 
- 3.) Makes the font underlined. 
- 4.) Marks a line through the indicated text. 
- 5.) Superscript 
- 6.) Subscript 
- 7.) Eraser 
- 8.) Changes the font selection. 
- 9.) Changes the size of the text. 
- 10.) Changes the color of the text. 
- 11.) Cut 
- 12.) Copy 
- 13.) Paste 
- 14.) Delete 
- 15.) Undo 
- 16.) Redo 
- 17.) Print 
- 18.) Insert Table 
- 19.) Justify Left 
- 20.) Justify Right 
- 21.) Justify Center 
- 22.) Justify Full 
- 23.) Bulled List 
- 24.) Numbered List 
- 25.) Indent 
- 26.) Outdent 
- 27.) Insert Rule 
- 28.) Insert Date 
- 29.) Insert Time 
- 30.) IE Spell Check 
- 31.) Clean MS Word HTML 
- 32.) Page Break 