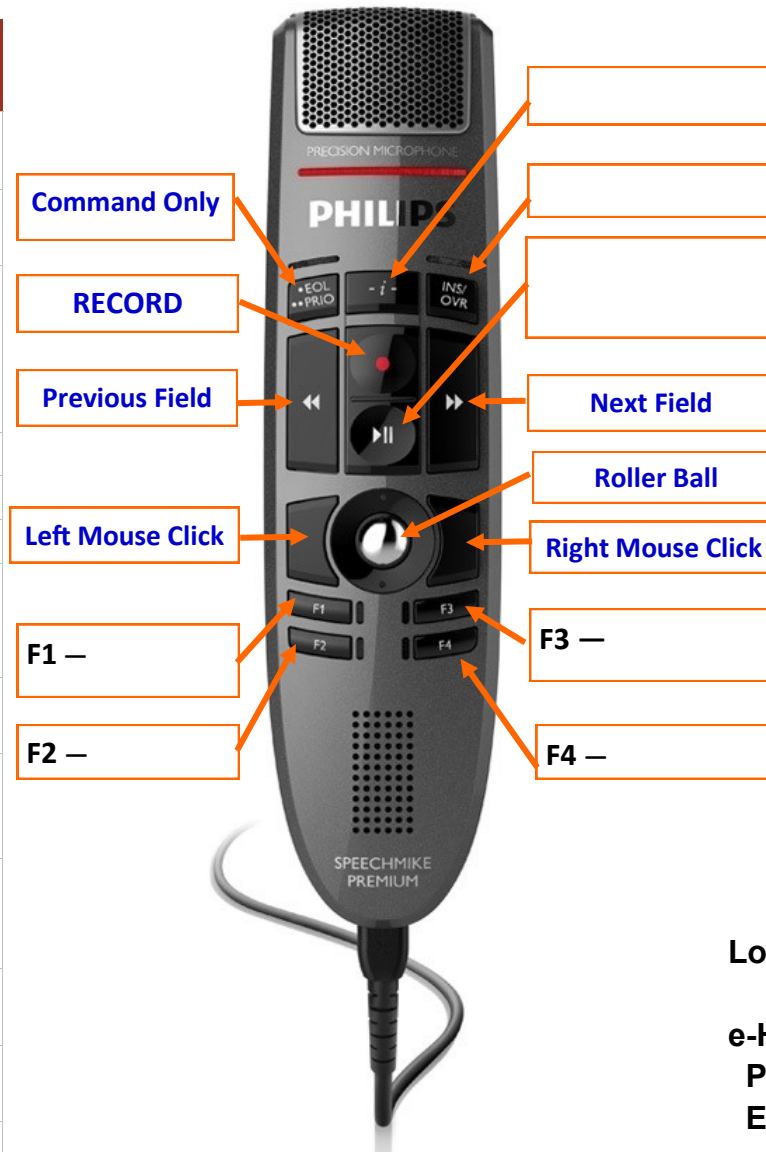


COMMON VOICE COMMANDS

DICTATED COMMAND	ACTIONS
Delete That Delete Selection	Deletes <i>selected</i> word(s)
Undo That Undo Last	Undoes the last utterance/ command
Correct (Text To Correct)	A selection box pops up, the user can choose M*Modal's best guess alternatives or type in a new term for Dictionary training
New Line	Cursor moves down one line
New Paragraph	Cursor moves down two lines
Select All	Selects all text (Ctrl + A)
Select (Text To Select: word, phrase, or sentence)	Selects specific text
Uppercase That Uppercase Selection	Capitalizes <i>selected</i> word(s)
Next Field Previous Field	Moves the cursor to the next or previous fields within the brackets
Paste That Paste Selection	Pastes copied/cut text or recovers the last Speech Box content
Cut That Cut Selection	Cuts selected text
Copy That Copy Selection	Copies selected text
Show Speech Box Open Speech Box	Launched Speech Box wherever the cursor is located
Save This Text	Brings up a selection box where the user can add a new text snippet command



m*modal

**FLUENCY
DIRECT**

Support Model

Local Lead: _____

e-Health Service Desk:

Ph: 1-888-316-7446

Email: Servicedesk@ehealthsask.ca

eHealth will triage if necessary

Vendor—M*Modal:

Ph: 1-888-DICTATE (1-888-342-8283)

m*modal

GENERAL GOOD HABITS

1. Dictate in a quiet area, with minimal background noise. Re-calibrate your microphone if you move from a quiet environment to a noisy one, and vice versa.
2. Use correct verbiage and grammar – speak in full sentences, including punctuation.
3. Enunciate words that can be misunderstood: Abduction vs. adduction
4. Release RECORD button when pausing.
5. Hold the device approximately 4-6 inches off to the side of your mouth.
6. Do not allow another person to dictate under your login.

SPEECHBOX

- M*Modal's Speech Box is a text editor application with greater support for voice commands and overall speech recognition.
- To open Speech Box, you can say "**Open Speech Box**" or **click the appropriate button** on your handheld microphone (see back of the brochure for a microphone button guide).
- After creating and editing text in Speech Box, you can use the voice command "**Transfer Text**" or **click the button on your microphone** to insert the dictation into the EHR. The text will go wherever your cursor was placed prior to opening Speech Box.

CREATING COMMANDS/ MACROS

- Highlight the text you would like to save for later use with the mouse or select the text via voice command (such as "**Select All**")
- Say the command "**Save this text.**" This will open the Command Details box.
- Dictate (preferred) or type the command name in the Name field. It is recommended to start the command title with a distinguishable action word (such as "*insert ankle sprain*")
- Click **Apply** then **OK**
- The text is now saved as a command and ready to use. The exact Name of the command must be dictated to have it execute ie. "insert normal exam", not just "normal exam"
- To see all of your personal commands, click on the **Control Bar (your name) > Personalization > Commands**. Here you can create new or edit existing commands.

CONSISTENCY IS KEY

Perform the microphone calibration again if your environment changes.

TRAINING FLUENCY DIRECT

- The best way for Fluency Direct to learn your voice and habits is to use it more often in your patient notes.
- Focus on the quality of your note
 - ⇒ Edit so that your note is accurate and what you intended– Fluency Direct will then learn from your edits.
 - ⇒ Whether you are saying "select..." and speaking over highlighted words or simply editing with your mouse and keyboard, Fluency Direct will learn from these changes behind the scenes.
- It is important to self-edit within the session of use so it has the opportunity to learn.
- The expectations of Fluency Direct are that you will edit its mistakes and speak in a consistent, natural way.
- Add proper nouns to your Dictionary
 - ⇒ Names - last or full name depending on how you say it
 - ⇒ Locations
 - ⇒ Acronyms - non-medical acronyms like "CCB" may need to be trained
 - ⇒ Common words like "the," "she," "and," or "." should not be added