PowerScribe® One
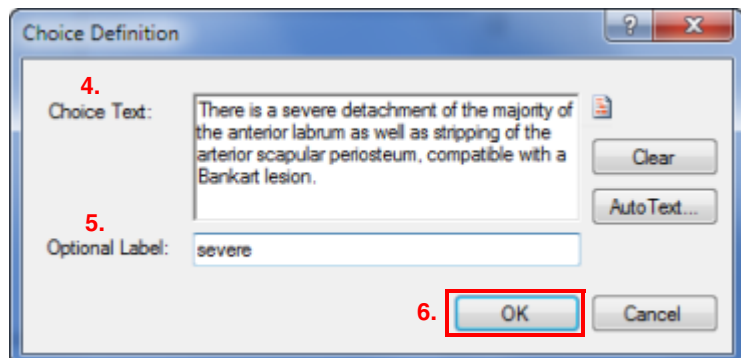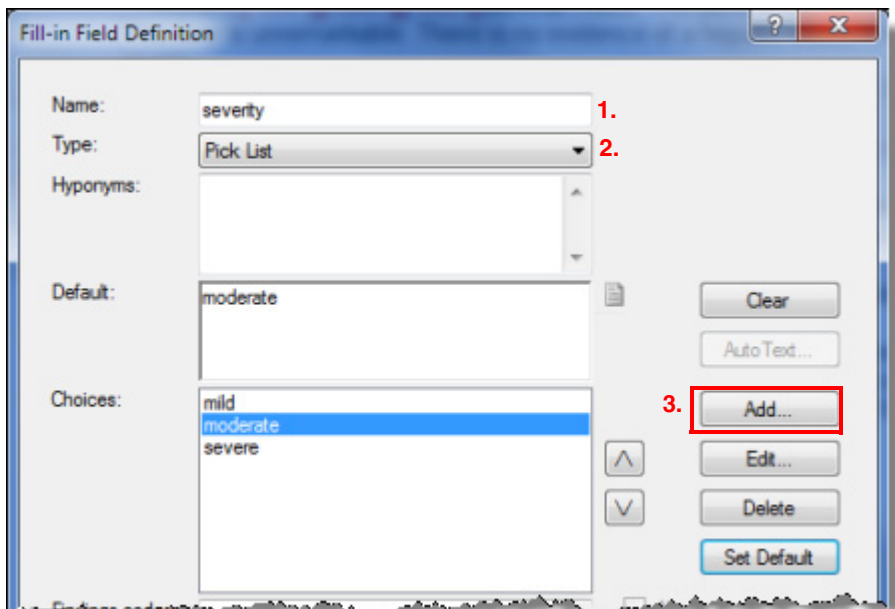
Fill-in Fields

Creating a Text or Numeric Fill-In Field

1. Dictate a **Name** for the field.
2. Select **Text** or **Numeric** from the **Type** drop-down list.
3. **Optional**: Tab to the **Default** text box and dictate the text that you want to appear by default for this fill-in field each time you use it.
4. **Optional**: To include a merge field as part of your default text, click the icon to the right of the Default text box and select a merge field from the list that appears.
5. Dictate **OK**. The fill-in field appears in the AutoText.
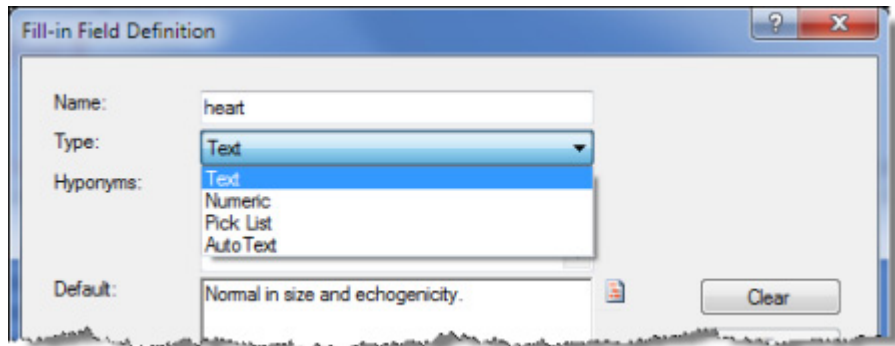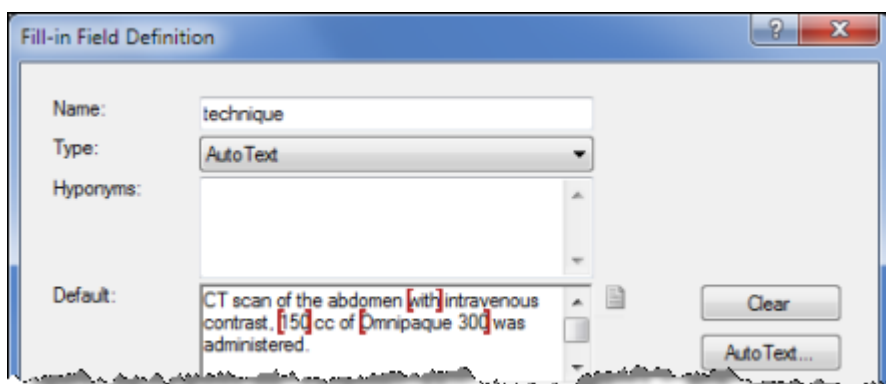

Creating a Pick List Fill-In Field

1. Dictate or type a **Name** for the field.
2. Select **Pick List** from the **Type** drop-down list.
3. Click **Add**. The **Choice Definition** dialog box opens.
4. Dictate or type the text for your first item.
   - **Optional**: Select a merge field as part of your Choice Text content.
   - **Optional**: Click the AutoText button, select an Owner, and choose an AutoText as your Choice Text.
5. Enter an **Optional Label** which you can dictate to populate the text in the report. The field is displayed in the **Pick List Choices** list (found on the **Fields** button in **Report Editor**).
6. Dictate **OK**.
7. Continue adding choices until your list is complete, using the **Edit** and **Delete** buttons to as needed.
8. To indicate a default pick list choice, select the item (with the exception of AutoText choices) from the list and click **Set Default**. Your selection is copied to the **Default** section of the definition. Once inserted into a report, you can change the default item if needed.
9. When finished, dictate **OK**. The fill-in field is inserted into the AutoText.

Fill-in Fields (continued)

Creating an AutoText Fill-in Field

1. Dictate a **Name** for the field.

2. Select **AutoText** from the **Type** drop-down list.

3. Click the **AutoText** button, select an Owner, and choose an AutoText for your default value.

4. Dictate **OK**. The AutoText appears in the **Default** value field.

Fill-in Field Definition

Name:	technique
Type:	AutoText
Hyponyms:	
Default:	CT scan of the abdomen [with] intravenous contrast. [150] cc of [Omnipaque 300] was administered.

Clear

AutoText...

Categories

Searching/Browsing for Procedure Codes

1. Select a site from the Sites drop-down list at the upper right, if the appropriate site is not already selected. (Select **All** to include procedure codes from all sites.)

2. Locate the procedure codes you want to include by using the **Search** field, or the **Modality** and **Anatomy** filters.

Assigning Procedure Codes

1. Select one or more procedures from the **Matching Procedure Codes** list and click **Add**. Or, click **Add All** to add the entire list. The selected procedure codes appear in the **Assigned to AutoText** list.

2. For AutoText marked as Default, determine whether to apply the AutoText to ANY or ALL of the procedures you selected:

   ■ Selecting ANY assigns the AutoText as the default when *one or more* of the selected procedure codes associated with the AutoText are present in the report when initiating dictation.

   ■ Selecting ALL assigns the AutoText as the default when *all* of the selected procedure codes associated with the AutoText are present when initiating dictation.

   Note: *You can also assign procedure codes by using the auto-categorize feature in the Report Editor AutoText tab. Right -click on the AutoText you want to use and select **Auto-categorize**.*

Site: All

Matching Procedure Codes:

Site	Code ↑	Description
University	CBT85	CT CHEST W/IV CONTRAST
University	CBT86	CTA CHEST WO&W CONTRAST
University	CBT90	CT CHEST WO&W IV CON
Stephanie Sit...	CLUNGSCR	CLUNGSCR
Stephanie Sit...	CTCHUSZ	CT Lung Cancer Screening
University	PET112	CT CHEST W/O CONTRAST
University	PET113	CT CHEST W/CONTRAST
University	PET114	CT CHEST W0&W CONTRAST
University	PET133	CT ABDOMEN W/O CONTRAST
University	PET134	CT ABDOMEN W/CONTRAST

Add   Add All

Assigned to AutoText:

Site	Code ↑	Description
Stephanie Sit...	CTCHUSZ	CT Lung Cancer Screening
University	PET114	CT CHEST W0&W CONTRAST

◉ Apply to ANY above procedures

○ Apply to ALL above procedures

Clear   Clear All

OK   Cancel