

RadConnect RIS Digital Dictation

Quick Reference Guide

Microphone Settings

You can adjust microphone settings from the Dictation: Procedure Code window or from the Report Review window.

1. Click the Microphone button. The application displays the Microphone Settings dialog.
2. Adjust the microphone options. Refer to the definitions below for more information.
3. Click the Complete button.

Options in the Microphone Settings Dialog

Winding Speed: Use this option to increase or decrease the speed at which the voice file fast forwards or rewinds.

Playback Volume: Use this option to increase or decrease the volume of voice files.

Playback Speed: Normal playback speed is 5. Use this option to increase or decrease the speed at which the voice file plays.

Monkey Chatter: Place a check in the box to enable a squealing noise when fast forwarding and rewinding voice files.

Orientation: The orientation drop-down list allows users to specify if they're right or left-handed. This option does not reverse button functionality.

Dictate/Playback Buttons: This drop-down list allows you to change the functionality of the Dictate and Stop/Play buttons on the microphone.

Dead Man: To record, hold the Dictate button. To stop dictating, release the Dictate button. To play dictation, hold the Stop/Play button. Release the Stop/Play button to stop playback.

On/Off Toggle: To record, press the Dictate button once. To stop dictating, press the Dictate button again. To listen, press the Stop/Play button once. Press the Stop/Play button again to stop playback.

Always On: To record, press the Dictate button once. To stop dictating, press the Stop/Play button once. To listen, press the Stop/Play button. Press the Stop/Play button again to stop playback.



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PowerMic Microphone

The buttons on the microphone allow you to record sound, review sound, and navigate in RadConnect



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Access the Dictation Page

1. Log in to RadConnect RIS.
2. Click the Dictation tab if the Dictation page isn't visible.
3. If you dictate for multiple locations, set the Location filter to All Locations. Click Search.

Select a Patient

Scan a Bar Code

1. Locate the patient's router.
2. Press the Scan button on the microphone.
3. Position the microphone so the light is directly over the bar code. The Dictation: Procedure Code window opens.

Select a Patient with the Microphone

1. Press the Rewind and/or Fast Forward buttons on the microphone to scroll through the work list.
2. Verify that the desired patient in the work list is highlighted.
3. Press the Stop/Play button on the microphone. The Dictation: Procedure Code window opens and displays all procedures attached to the patient's current visit.

Select Procedures for the Current Report

Select All Procedures

1. In the Dictation: Procedure Code window, verify that a check mark is in the box to the left of all procedures.

Select Specific Procedures

1. In the Dictation: Procedure Code window, decide which procedures should be associated with the dictation.
2. Press the Rewind and/or Fast Forward buttons on the microphone to scroll through the list of procedures.
3. Verify that a procedure is highlighted.
4. Press the Stop/Play button to toggle the check mark in the box on or off.
5. Be sure only the boxes next to the desired procedures are checked.

Flag a Study as Urgent

1. In the Dictation: Procedure Code window, decide which procedures are stat reads.
2. Check the Urgent box to the far right of the procedure name.

Dictate a Report

1. In the Dictation: Procedure Code window, verify that the correct procedures are selected.
2. Press and hold the Dictate button.
3. Speak your dictation.
4. To review the dictation, release the Dictate button.
5. Use the Rewind and/or Fast Forward buttons to move through the voice file.
6. Press and hold the Stop/Play button to hear the dictation.
7. Press and hold the Dictate button to continue recording.

Sign a Report

1. When you're finished dictating, release the Dictate button.
2. Press the Save button on the microphone. The application saves the voice file and returns you to the Dictation work list.

View Prior Procedures and Reports

1. Select a patient on the Dictation work list.
2. In the Dictation: Procedure Code window, click the Procedures down arrow, and then select Prior.
3. Check the box next to the procedure with a report you want to view.
4. Click the View Report button to open a window containing the report.
5. Click the Close button.
6. To return to the patient's current studies, click the Procedures down arrow, and then select Current.



Digital Dictation

Create an Addendum

1. Click the Dictation tab if the Dictation page isn't visible.
2. If you dictate for multiple locations, set the Location filter to All Locations.
3. Click the Status down arrow and then click All Statuses.
4. If you don't have a bar code for the patient, type the first few letters of the patient's last name in the Find Patient field.
5. Click the Search button. (Note: If you have a bar code, scan it after searching.)
6. Press the Rewind and/or Fast Forward buttons on the microphone to scroll through the work list.
7. Verify that the desired patient in the work list is highlighted.

8. Press the Stop/Play button on the microphone. The Dictation: Procedure Code window opens and displays the patient's prior procedures.
9. Verify that the correct procedure is selected.
10. Press and hold the Dictate button to start recording the addendum.
11. Use the Rewind, Fast Forward, and Stop/Play buttons on the microphone to review and edit the voice file, if necessary.
12. When you're finished dictating, release the Dictate button.
13. Press the Save button on the microphone. The application saves the voice file and returns you to the Dictation work list. The addendum will display on the Transcriptionist work list.

Report Review

Access the Report Review Page

1. Log in to RadConnect RIS.
2. Click the Report Review tab if the Report Review page isn't visible.
3. If you review reports for multiple locations, set the Location filter to All Locations.

Select Reports to Review

- + To review all reports in your work list, click the Review All button.
- + To review a specific report, press the Rewind and/or Fast Forward buttons on the microphone to scroll through the work list, and then press the Stop/Play button on the microphone to open the report.

Approve Reports

1. Verify that a preliminary report is open.
2. Click the Approve button to electronically sign the report and send it to distribution.

Skip Reports

1. Verify that a preliminary report is open.
2. Click the Skip button to bypass the report and leave it on the Report Review work list.

Reject Reports

1. Verify that a preliminary report is open.
2. Press and hold the Dictate button on the microphone.
3. Speak your changes into the microphone.
4. Use the Rewind, Fast Forward, and Stop/Play buttons on the microphone to review and edit the voice file, if necessary.
5. Press the Save button on the microphone.
6. Use the mouse to click the Reject button. The report is sent back to the Transcription work list.

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