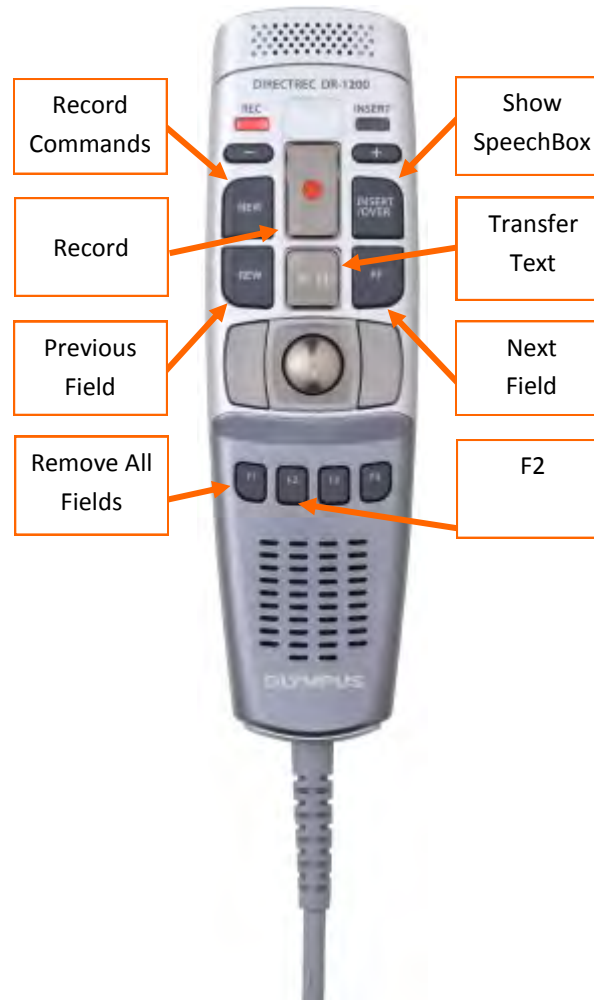


COMMON VOICE COMMANDS

DICTATED COMMAND	ACTIONS
Delete That Delete Selection	Deletes <i>selected</i> word(s)
Undo That	Undoes the last utterance/
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
Correct Selection	
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
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



m*modal™

**FLUENCY
DIRECT**

m*modal™

GENERAL GOOD HABITS

1. Gather your thoughts and assemble any pertinent information prior to dictating.
2. When dictating, hold the device approximately 4-6 inches *off to the side* of your mouth.
3. Dictate in a quiet area, with minimal background noise. Calibrate microphone if environment changes.
4. Use correct verbiage and grammar – speak in full sentences, including punctuation.
5. Speak clearly, at a regular pace – articulate properly without over enunciating or speaking too slowly.
6. Enunciate words that can be misunderstood: Abduction vs. adduction and hyper vs. hypo
7. Release the RECORD button when pausing.
8. Avoid using slang, acronyms, and/or coined terms.
9. Speak consistently and evenly when dictating to allow for better learning.
10. Do not allow another person to dictate under your login. This will negatively impact your recognition quality.

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 and edit consistently.
 - ⇒ Edit so that your note is accurate and what you intended– Fluency Direct will then learn from your edits.
 - ⇒ It is best to say “select <phrase>” and speak over highlighted so that it can better understand and learn from the context.
- It is important to edit while in the dictated session so it has the opportunity to learn.
- The Fluency Direct speech engine expects that you will edit its mistakes and speak in a consistent, natural way. Not doing so can teach it bad habits.
- Add proper nouns to your Dictionary
 - ⇒ Names - last or full name
 - ⇒ Locations
 - ⇒ Acronyms - non-medical acronyms like “CCB” may need to be trained
 - ⇒ Common words like “the,” “she,” “and,” or “.” should not be added

SPEECH BOX

- M*Modal’s Speech Box is a text editor application with many text editing and formatting features.
- There is greater support for voice commands and overall improved speech recognition in the Speech Box
- 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” to insert the dictation into the desired editor (i.e., MS Word, EHR). The text will go wherever your cursor was placed prior to opening Speech Box.

Meditech Voice Commands

Next Stop (F2)

Click Lookup

Click Exit

Click Save

Insert Today (date fields)

Insert Tomorrow

Insert 2 days from now

Insert Yesterday

Insert 2 days ago

Insert 3 days ago