



Hands-on with Dictation

nVoq.Mobile Voice transcribes the words you say and will automatically format your dictation per the **Association for Healthcare Documentation Integrity (AHDI) Book of Style for Medical Transcription**.

Here are some of the common punctuation commands to format your dictation:

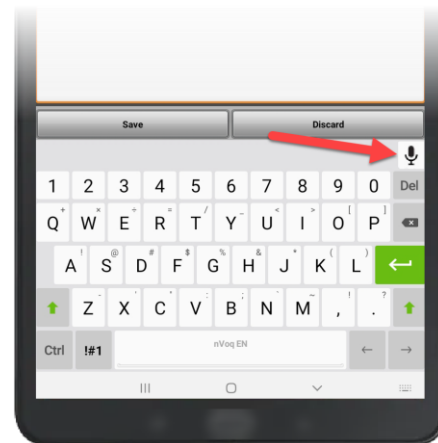
. = say "period"	, = say "comma"
(= say "open paREN") = say "close paREN"
[= say "open bracket"] = say "closed bracket"
" = say "open quote"	" = say "close quote"
Move the cursor one line down = say "new line"	
Move the cursor two lines down = say "new paragraph"	

The following practice dictations will help you to learn how to dictate with common formatting, and you can practice these on your Android device.

After installing the nVoq.Mobile Voice app on your device, open the Memo app and click the + icon to open a new memo. Click into that so you can practice dictating.

Here is how to use nVoq.Mobile Voice for dictating these samples:

1. Tap the microphone button at the top-right of the keyboard to turn on dictation. When the microphone button is green, the keyboard is recording.
2. Dictate the material for each sample. Speak the punctuation (and formatting commands listed in **RED TYPE**) as you read each statement. Speak clearly at a moderate rate. There is no need to pause between words.
3. Tap the microphone button again to turn off dictation. When the microphone button is white, the keyboard is NOT recording.



If you make a mistake on a dictation, just tap the mic to turn off dictation, highlight the text in error, and then tap the mic again to dictate over your mistake.



Dictating Basic Formatting & Punctuation

Tap the microphone and read this sample as presented; don't worry about capitalization. Speak the acronym "CPAP" as it is normally pronounced ("see pap").

YOU SAY: Patient returns in follow up of his sleep apnea **COMMA** he is here today to review his response to CPAP **PERIOD**

YOU SEE: Patient returns in follow up of his sleep apnea, he is here today to review his response to CPAP.

You speak conversationally, and your transcript is formatted for you, including capitalizing the first word of the sentence as well as commonly used acronyms.

Tap the microphone and read this sample...

YOU SAY: **NEW LINE** Overall **COMMA** patient has been doing well **PERIOD** her blood sugars have usually been less than or equal to one hundred thirty five by home glucose monitoring **PERIOD** **NEW LINE** Her fasting blood sugar today is one hundred twenty by our Accu-Chek **PERIOD**

YOU SEE:

Overall, patient has been doing well. Her blood sugars have usually been less than or equal to 135 by home glucose monitoring.
Her fasting blood sugar today is 120 by our Accu-Chek.

The "new line" command moves the cursor one line down.

Be sure to say "ONE hundred" and not "UH hundred"!

Tap the microphone and read this sample...

YOU SAY: **NEW PARAGRAPH** The patient awakened feeling refreshed **PERIOD**
NEW PARAGRAPH

In the past few months he has lost between 15 and 18 pounds in combination of dietary and exercise measures **PERIOD**

YOU SEE:

The patient awakened feeling refreshed. In the past few months he has lost between 15 and 18 pounds in combination of dietary and exercise measures.

The "new paragraph" command moves the cursor two lines down.



Tap the microphone and read this sample...

YOU SAY: **NEW PARAGRAPH** The patient is a seventy five year old female with a history of severe seizures **PERIOD**

YOU SEE:

The patient is a 75-year-old female with a history of severe seizures.

Notice that "75 year old" was transcribed with hyphens. You speak normally, and the dictations are automatically formatted for you per the AHDI style guide.

Tap the microphone and read this sample...

YOU SAY: **NEW PARAGRAPH** I did talk to her and her husband at length regarding atrial fibrillation and Coumadin and the risks for stroke without the Coumadin **PERIOD** She states **OPEN QUOTE** I am willing to take that risk **CLOSE QUOTE PERIOD**

YOU SEE:

I did talk to her and her husband at length regarding atrial fibrillation and Coumadin and the risks for stroke without the Coumadin. She states "I am willing to take that risk".

Dictating quotation marks is a snap!

Dictating Dates & Times

Tap the microphone and read this sample...

YOU SAY: **NEW PARAGRAPH** Last chest x-ray was July 24 2007 **PERIOD** transesophageal echocardiogram July 27th 2007 **PERIOD**

YOU SEE:

Last chest x-ray was July 24, 2007. Transesophageal echocardiogram July 27, 2007.

You can speak dates conversationally and they're automatically formatted in the transcript.



To see a different format, you can also say dates like this: two slash nineteen slash twenty eighteen. Try it below!

Tap the microphone and read this sample...

YOU SAY: **NEW PARAGRAPH** This fifty nine year old white male is seen for comprehensive annual health maintenance exam on two **SLASH** nineteen **SLASH** twenty eighteen **PERIOD**

YOU SEE:

This 59-year-old white male is seen for comprehensive annual health maintenance exam on 2/19/2018.

Speak times by adding "a m" or "p m" after the time.

Give it a try; tap the microphone and read the next sample...

YOU SAY: **NEW PARAGRAPH** The patient's sleep pattern consists of going to bed between ten thirty pm and eleven thirty pm and awakening between six to seven am on weekdays **PERIOD** on weekends **COMMA** he might sleep until eight or nine am **PERIOD**

YOU SEE:

The patient's sleep pattern consists of going to bed between 10:30 p.m. and 11:30 p.m. and awakening between 6 to 7 a.m. on weekdays. On weekends, he might sleep until 8 or 9 a.m.

Medical Formatting

Everything is designed so you just speak in a normal conversational manner. Let's try some dictations specific to medical formatting. Try dictating some vitals.

Tap the microphone and read this sample...

YOU SAY: **NEW PARAGRAPH** Blood pressure one hundred twenty **OVER** ninety **COMMA** respirations ten **COMMA** pulse seventy two **COMMA** temperature ninety seven **POINT** two **PERIOD**

YOU SEE:

Blood pressure 120/90, respirations 10, pulse 72, temperature 97.2.

A blood pressure is formatted for you automatically when you speak it conversationally.

Be sure to say "ONE hundred twenty" and not "UH hundred twenty"!



Let's try dictating a measurement. Please try dictating the sample below...

YOU SAY: **NEW PARAGRAPH** The right ovary measures 3 **POINT** 1 by 1 **POINT** 6 by 2 **POINT** 3 centimeters **PERIOD** the left ovary measures 3 **POINT** 3 by 1 **POINT** 9 by 3 **POINT** 5 centimeters **PERIOD** no free fluid is detected **PERIOD**

YOU SEE:

The right ovary measures 3.1 x 1.6 x 2.3 cm. The left ovary measures 3.3 x 1.9 x 3.5 cm. No free fluid is detected.

You dictate measurements as you normally speak and they are automatically formatted for you. Notice that "centimeters" was transcribed as "cm", per the AHDI style guide.

As a bonus, try reading the sample below...

YOU SAY: 93-year-old female with a primary hospice diagnosis of hypertensive heart disease and congestive heart failure **PERIOD** Her PPS is 30% **PERIOD** Her FAST is 7A **PERIOD** MUAC is 28 centimeters **PERIOD** She resides at a SNF **PERIOD** Her oxygen saturation is 92% on room air **PERIOD** NYHA classification Stage IV **COMMA** patient is DNR **PERIOD**

YOU SEE:

93-year-old female with a primary hospice diagnosis of hypertensive heart disease and congestive heart failure. Her PPS is 30%. Her FAST is 7A. MUAC is 28 cm. She resides at a SNF. Her oxygen saturation is 92% on room air. NYHA classification Stage IV, patient is DNR.

Try reading a list of sample medications below...

YOU SAY: **NEW PARAGRAPH** Current Medications **COLON** Evista 60 daily **COMMA** Levothroid **ZERO POINT ZERO** 5 milligrams daily **COMMA** Claritin 10 daily and Celebrex 200 daily

YOU SEE:

Current Medications: Evista 60 daily, Levothroid 0.05 mg daily, Claritin 10 daily and Celebrex 200 daily

The dictation engine knows medication names, and dosages are transcribed per the AHDI style guide.



Numbered Lists

nVoq.Mobile Voice can also automatically format numbered lists for you.
Give the following dictation a try...

YOU SAY: **NEW PARAGRAPH** Medications **COLON NUMBER NEXT** Lamictal 250 milligrams b i
d **NUMBER NEXT** Depo Provera **NUMBER NEXT** Ambien 12 **POINT** 5 milligrams nightly

YOU SEE:

Medications:

1. Lamictal 250 mg b.i.d.
2. Depo-Provera
3. Ambien 12.5 mg nightly

The Number Next command is very fast and powerful and allows you to quickly dictate a list of numbered items. Of course, you can always dictate the old fashioned way if you prefer.

Give this dictation a try...

YOU SAY: **NEW PARAGRAPH** Past medical history significant for **COLON NEW LINE ONE PERIOD** Type Two diabetes **NEW LINE TWO PERIOD** Total knee replacement **NEW LINE THREE PERIOD** Coronary artery disease

YOU SEE:

Past medical history significant for:

1. Type two diabetes
2. Total knee replacement
3. Coronary artery disease

Dictating numbered lists is fast and easy! Using nVoq.Mobile Voice can reduce the time it takes you to document encounters and patient notes and enable you to provide more detail in much less time.