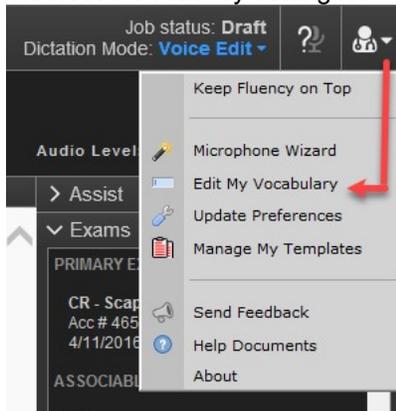


## FFI - TRAINING BULLETIN #2

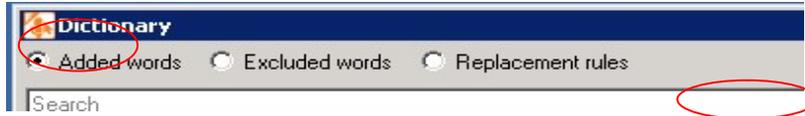
### Managing your Vocabulary

Users have the option to create a custom dictionary by adding words, such as names, locations, and medications. The vocabulary is designed to help speech recognition of proper nouns. Adding these items to the vocabulary once is enough to have them recognized within the context of the user's dictation, without the need to phonetically spell out the word or type it in the system.

1. Select the Fluency setting icon and from the drop down list open the "Edit My Vocabulary"



2. Select the Added Words radio button then click the "Add/Train" button



3. Type the word that you wish to add in the blank field. To improve recognition, "record pronunciation" of the added word. Ensure correct spelling.



Finally, select the word category (Name, Location, Medication, etc.) to complete the process.

4. Only add words which would not be common medical vocabulary. It is not necessary to add general medical terms. These types of terms already exist in the M\*Modal vocabulary. For example, possible words to consider adding:

Delta General Hospital	add only "Delta" since "general " and "hospital" exist in the lexicon.
Dr. Winchuck	add only "Winchuck" since Dr. already exists in the lexicon.
5F Cobra catheter	add only "Cobra", since the other words already exist in the lexicon.

5. Adding basic words impedes the recognition effectiveness of other clinical words and locations that have been added.

- Avoid adding very long phrases where a Macro would be better suited.
- Avoid adding small words to the vocabulary, such as "a", "the", "is", "one", "then", "he" or "she".
- Avoid adding system commands, such as "scratch that", "delete that" or "undo that"

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6. Multiple word phrases that are dictated together can be added to the vocabulary as one phrase. If the individual words are uncommon to the general vocabulary, and will potentially be dictated separately, that individual word should also be added. For example:

"University of Wichita Medical Center" would be added as a location and "Wichita" would be entered in separately as well.

Continue to manage your vocabulary by "editing" those words that are not responding to your pronunciation, by re-recording and saving them. Deleting words is also an option. A user can also add excluded words and replacement rules using the Edit my Vocabulary option.