

LAUNCHING

Double click on the Fluency Reporting desktop icon and enter your username, domain and password. The window will display the Job List.

PREFERENCES

Click on the Settings icon in the upper right corner and select "Update Preferences". A new window will display preference options for Dictation Window, Text Editor, and Microphone settings. Make your selections and click Save.

NAVIGATING THE JOB LISTS

Specific tabs will be displayed based on the roles and permissions of the signed in user.

- Active Jobs - list of all jobs currently in progress. Active Jobs consist of saved drafts, jobs in a transcription queue and jobs initiated through a Resident workflow.
- Assigned Pools - list of completed jobs that have been placed into an assignment pool such as Resident or Cardiology workflow.
- Completed Jobs - list of jobs that have been finalized by the signed in user.
- Orders List - list of available Radiology orders sent to Fluency Reporting from the RIS.

SUPPORTED WORKFLOWS

- Self Edit mode allows the radiologist to dictate, review, edit and sign a report.
- MT Edit mode allows the radiologist to dictate reports and submit them to an MT for review and editing. Reports will be returned to the radiologist for review and signature.

DICTIONATION MODE

- Voice Edit supports users who are accustomed to working with structured templates containing interactive fields. In Voice Edit mode, the user can use the keyboard, mouse and microphone to interact with the editor. There is a robust set of voice commands that can be used to navigate between different sections of the document, make insertions, corrections and formatting changes. To dictate in Voice Edit mode, use a combination of voice commands and dictation text. For example:
*"Go to end of Clinical History (pause) thirty four year old female with history of chest pain. (pause)
Go to end of Comparison (pause) none"*

SELECTING EXAMS FOR DICTATION

To launch a dictation, click on the Launch icon (green arrow) for the corresponding report.

ASSOCIATED EXAMS

A list of reportable exams will be displayed for the patient in context. The main exam that was launched for dictation will be highlighted in yellow. Other reportable exams will be displayed below the main exam with checkboxes.

- To associate another accession number with the main exam, click on the corresponding checkbox. A prompt will be displayed when attempting to associate an exam from a different modality or an exam outside of a 4 hour window of the main exam.

CONTENT HIGHLIGHTING

Fluency color-codes the text of the report during the creation / editing process in the following way:

- **Dictated / Edited Content** - any content edited by the user either by typing or dictating will be rendered in black.
- **Template / Macro Content** - content that was added as part of the template or added as part of a macro will be rendered in grey to indicate that this information does not need to be checked again for errors.
- **Transcription Edits** - any edits made by the MT are highlighted in yellow. These highlights can be configured in the Enable Author Highlighting user preference.
- **Token Content** - content added through tokens is highlighted in purple. Tokens are placeholders for data pulled in from external systems, such as RIS orders.
- **Field Content** - voice-enabled fields are highlighted in teal.

MACROS

Macros are snippets of text (a series of words, a sentence or multiple sentences) that can be inserted into the document as part of the reporting process through manual selection within the macro list. Macros available to the user will be displayed in the Macros section. Fluency supports both user macros and system macros.

To insert a macro into a report, move the cursor to the desired position and either:

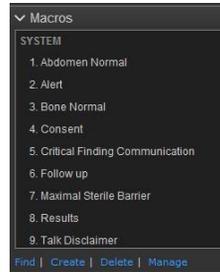
- Double click on the macro in the list

OR

- Insert using a voice command: **INSERT <MACRO_NAME>**

OR

- Insert using the **INSERT <MACRO_NUMBER>** which corresponds to the number of the macro in the list.



can be applied **before** starting a report by doing one of the following:

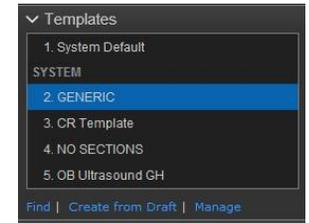
- Double click on the template in the list

OR

- Insert using a voice command: **LAUNCH <TEMPLATE_NAME>**

OR

- Insert using the template index: **LAUNCH TEMPLATE <NUMBER>** which corresponds to the number index of the template.

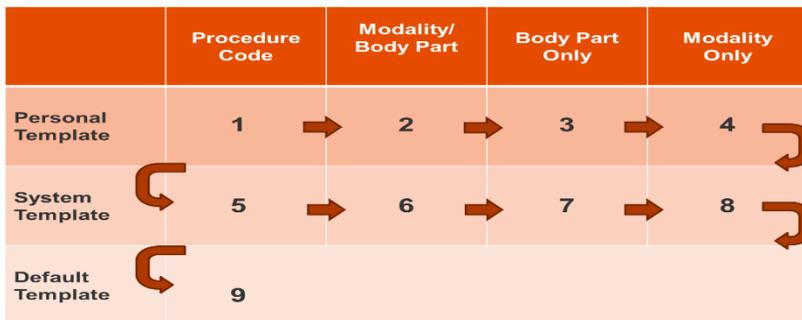


TEMPLATES

Templates often serve as a starting point for a new document and may contain sections, subsections, fields and tokens, each possibly containing pre-formatted text. Fluency supports three types of Templates.

Template Type	Description
Personal Template	Procedure(s) specific template created by the Radiologist.
System Template	Procedure(s) specific template created by the Organization.
Default Template	Generic template created by the Organization.

When a completed procedure is selected for reading, Fluency automatically launches a template based on the following rules order:



Additional templates will be displayed in the Templates window based on match of Modality and Body Part. If multiple templates match the current exam, the highest ranking template in alphabetical order will be chosen.

Apply a Different Template

Fluency will attempt to launch the appropriate template, however, a different template

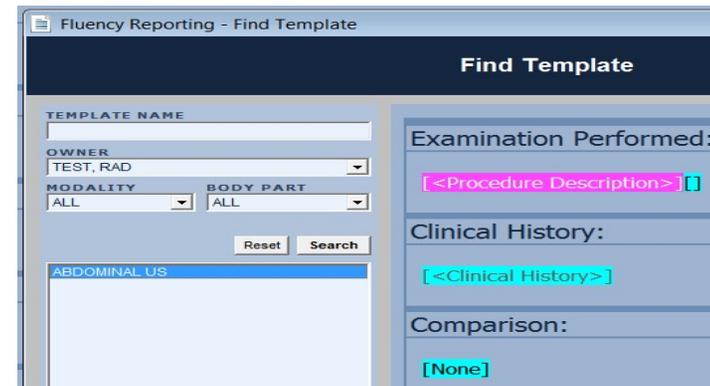
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Find a Template

To find another template, click on the [Find Template](#) link. The Find Template window will appear. By default, the window will show Personal Templates matching the same modality as the selected procedure. The following search items can be modified:

- Template Name
- Owner: Select a Specific User, All Users, System Level, or All Templates
- Modality and Body Part
- By clicking the **Search** button, the list will populate with any templates that match your search criteria.



Clicking on the template name will display a preview of that template. To insert the selected template into the current report, click the **Insert** button.