

### DRAGON MEDICAL WORKFLOW TYPIST TYPING OWN LETTERS QUICK REFERENCE GUIDE V1

# **TYPE OWN LETTER**

Letters can be typed without a dictation. From the home page select the **+New** icon

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Home Fil	lters				
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 Search for patient by entering D number into Patient ID search box

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**Note:** If searching using other criteria, click on the ellipsis to the right of the **Patient ID** search box

Patient ID

- Change Job Type to Typist Admin Letter (this must be changed prior to typing the letter)
- Accept the prompt []



- A Clinician must be added as the author.
- Click + Authored By



• Search for the author and click **Select.** If the patient is not under a Consultant, search for **Author Admin** 

The name will appear in the Author and Signatures fields.

To ensure the letter does not go to the Clinician for signing, remove the name from the **Signatures** field by clicking the  $\mathbf{x}$  at the side of the name

Add 'Main recipient' and 'Copy recipients'

Winsche Desktop - IKAIK, lypist           WHITE, O - 05 Jun           WHITE, O - 05 Jun           WHITE, Olivia           Born: 31-Jul-1946 (72y)	Female Patient ID: 5437312	
Oak House 26 Walnut Grove NG18 6YY	Appointmer Admitted Clinic Code	Authored By No information     Referred by No information     Signatures No information
Patient ID 5437312 🗙	". Appointment	
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Type the letter as required

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• Add your signature in the editable field (this can be added as a snippet to save time)

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WHITE, O = 05 Jun					Search Q 📃 🐽
<ul> <li>WHITE, Olivia</li> <li>Born: 31-Jul-1946 (72y) Gend</li> </ul>	fer:Female   Patient ID: 5137312		KMH General Letter	bure and	Come Come
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	Re Olivia White 31 Jul 1946 Oak House 28 Walnut Grove, NG18	s ery			<
					· · · · · ·
	Yours sincerely				
	Helen Hanson-Bird Secretary to Dr Jason Smith Ophthalmology Department				

NOTE: You will NOT be able to print the letter from here

• Click Done



The job will then appear in the **Distribution** queue.

**NOTE:** The letter will only be visible to the typist who has typed the letter

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# **PRINTING THE LETTER**

• From the **Distribute** queue, double click to open the letter.

👷 Winscribe Desktop - TRAIN, Typist							
+ New							
Home Filters							
Personal	Personal Pending Distribution 47 items as of 0 minutes ago						
Shared	— Page 1 of 2 ■ Job N.	Patient ID	Patient Name Author <b>T</b>				
	2186	11111	SIMPKINS, Mich TRAIN2, Author				
Sent	2540	1910611	MILLER, Thoma: TRAIN4, Author				
	2607	42538675	MOORE, David TRAIN2, Author				
Distributo	2622	32325789	HARRIS, Chloe TRAIN2, Author				
Distribute	2465	68352457	COLEMAN, Jane TRAIN1, Author				
Completed	2737	11111	SIMPKINS, Mich TRAIN6, Author				
	2747	1010611	MILLER Thomas TRAINI Author				

• Click **Approve** for distribution.



 The printing box is displayed. If additional copies are required, click on Printer Configuration cog. Click **Print** (The letters will be printed or sent electronically)



## CONTACT SERVICE DESK 01623 410310 or Ext 4040 IT TRAINING 01623 622515 Ext 6111

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