

FFI - TRAINING BULLETIN #3

Fluency for Imaging Recommendations

The dictation style has a tremendous influence on the quality of the report.

Plan

Plan your work before you dictate. Remember this simple formula RTOD (read, think, organize, and dictate). Consider dictating the entire report before editing to maintain focus and continuous thought regarding report content.

Speak naturally

Speak clearly in a natural voice. The tone best suited for telephone conversation is best suited for dictation.

Articulate clearly and do not over - enunciate

Be attentive to the small words. Articulate clearly with a normal pace and tone, similar to reading aloud. An unnatural extension of syllables can create extra editing. For example: Dictating "metacarpal" as one word rather than "met ta car pal".

Dictate consistently

Dictating reports in a consistent manner will allow for better recognition performance. Try and keep the speed of dictation consistent throughout the whole report. Dictating the report in the same format as you would like it to appear in the final copy, will help prevent synchronization issues between the printed text and words spoken.

Control background noise

Background noise should be kept to a minimum if possible. A quiet environment improves the quality of the draft report and prevents distractions in your concentration.

Run the Microphone Wizard

If audio conditions change, recognition is declining and/or the system prompts the user to run the Microphone Wizard, the user should run the program to allow for better recognition.

Use Templates and Macros

Templates often serve as a starting point for a new report with pre-formatted headings and can be associated to specific exams with pre-formatted text. For commonly used phrases and paragraphs, create and use macros. This will help maintain your efficiency and workflow speed.

Maintain proper editing techniques

The text in the report must match 100% to what was dictated. Correct by manually typing or by selecting the incorrect text and dictating over it. For recognition errors, it is recommended that you highlight the word or phrase and manually type to replace the misrecognized text with what was dictated. For mistakes or in instances where you change your mind about what was previously dictated (for example, 'left arm' was dictated instead of 'right arm') it is recommended that you select the text and dictate over it. This ensures that the dictation remains synchronized with the accurate text - allowing for correct adaptation. When making a correction, try to highlight and correct a whole phrase or at least a few words together. Recognition performance and system learning is often better this way and improves the natural language understanding. "Scratch That" can be used to removed unwanted dictation. If a word was dictated but not recognized, insert that word by typing it into the report where it was dictated.