

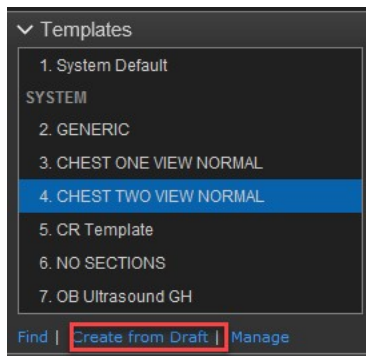
## FFI - TRAINING BULLETIN #6

### Creating, Managing, and editing a template

A template serves as a starting point for a new report and may contain sections, fields and tokens. Fluency for Imaging supports both system and personal templates. Templates are displayed in the templates box in the middle of the dictation window on the right hand side. An FFI administrator can create system templates and the user can create personal templates.

#### **CREATING A TEMPLATE**

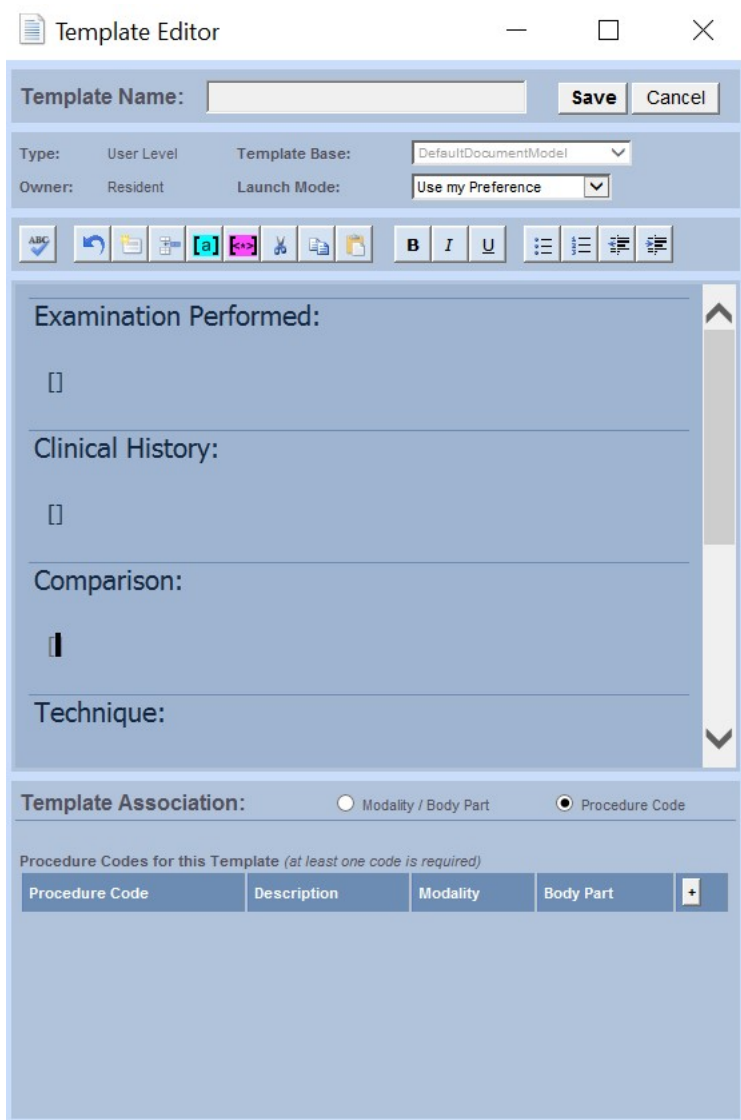
To create a template from a draft report, click the "Create template from draft" link.



The template creation window will be displayed. Any recognized text will also be displayed.

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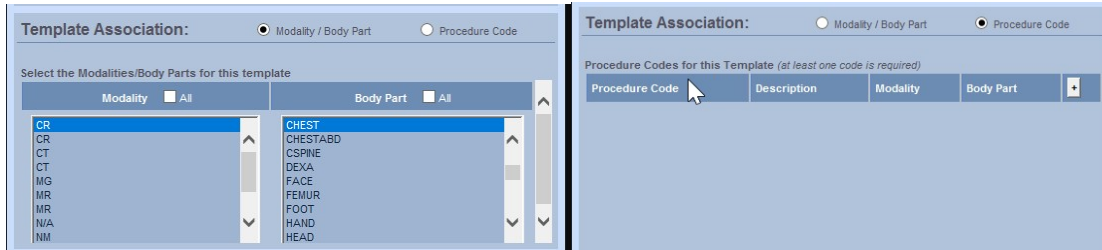


The screenshot shows the 'Template Editor' window. At the top, there is a 'Template Name' field with 'Save' and 'Cancel' buttons. Below this, there are settings for 'Type' (User Level), 'Template Base' (DefaultDocumentModel), 'Owner' (Resident), and 'Launch Mode' (Use my Preference). A rich text editor toolbar is visible, followed by four text areas: 'Examination Performed:', 'Clinical History:', 'Comparison:', and 'Technique:'. At the bottom, there is a 'Template Association' section with radio buttons for 'Modality / Body Part' and 'Procedure Code'. Below this is a table for 'Procedure Codes for this Template (at least one code is required)' with columns for Procedure Code, Description, Modality, and Body Part, and a plus sign button.

Give the template a name, and modify the content as needed. If required, the template can be assigned to a procedure code or modality/body part so that it will automatically display based on the criteria set. Procedure codes can be added by clicking the plus sign or the user can select Modality/Body Part and apply certain modalities and body parts.


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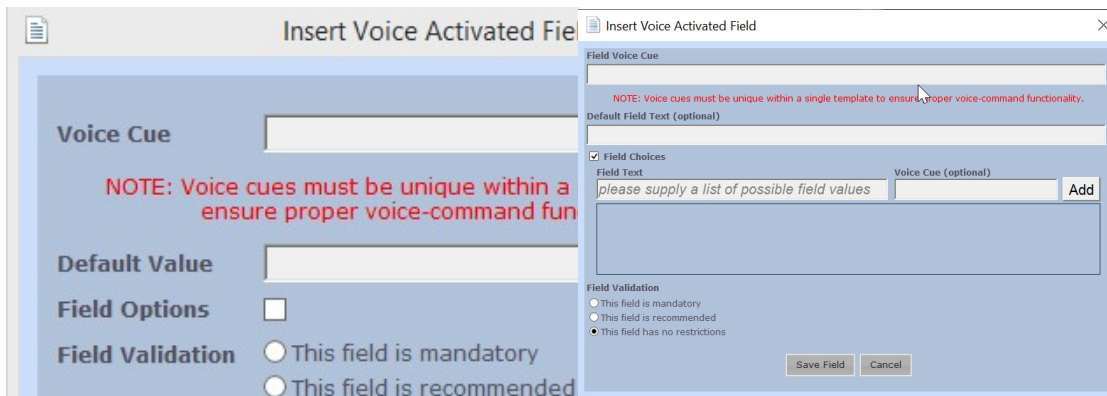
The icon bar across the top of the template window, has options for editing and adding specific content such as tokens, voice activated fields and sections/subsections.

A generic field can be added by simply typing in the brackets [ ].

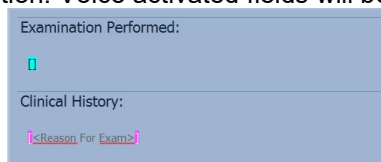
Tokens  can be inserted into a template. They are similar to smart fields in SpeechQ. There are numerous tokens to choose from but the most common ones are Reason for Exam and Procedure Description. When a report template with tokens is launched, the token will automatically display the information from the RIS order based on the token selected.

*eg. If the Reason for Exam token was inserted under the history heading. The token will automatically display the reason for exam when the report template is launched.*

Voice activated Fields  can be inserted so that the user can navigate to the field by voice command. When creating a voice activated field, the user will be required to give the field a voice cue.



Default text/value can be added along with Field Validation to help prevent the report from being signed without the field populated. Field Options can be added if the user would like to be presented with a drop-down list of options when navigating to the field. Once the field options have been set, click OK to have the field inserted at the cursor location. Voice activated fields will be blue and tokens will be pink in color.



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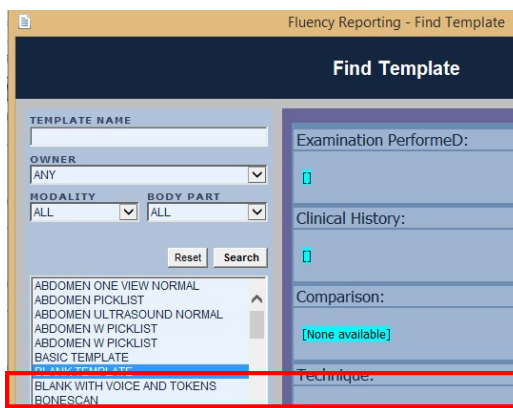
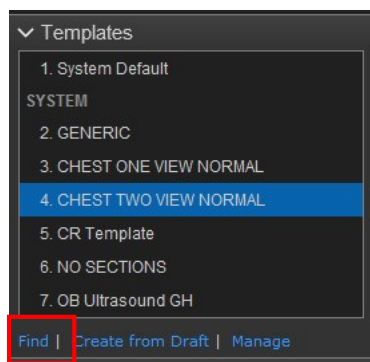
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Click Save at the top to have the template saved as a personal template. Personal templates will be displayed before a system template if the association is the same. If a report is created and no personal template has been associated with that procedure code or modality/body part, a system template will be displayed. Templates will populate automatically based on the template association. However, if a user would like to use an alternative template, they may:

- Double click on the template of their choice
- Insert the template by voice command - "Launch (template name)".
- Insert the template by voice command - "Launch Template (#)", where # represents the template index number

The template should be chosen before dictation begins. However, if a user inserts a new template after dictation has already started, any recognized text will remain and the new template displayed overtop the original.

#### FINDING USER TEMPLATES



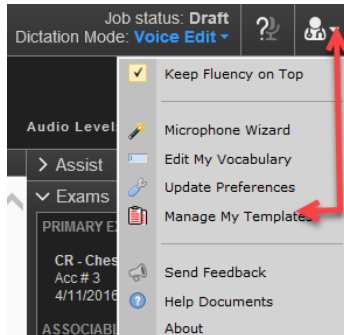
Click the "Find Template" link and the Find Template window will be displayed. Choose the owner, modality and body part of the template from the drop-down list (if unsure, just choose any and all) and then click Search. If the search returns the correct template the user is looking for, select it and click insert. If the user would like to have the template copied to their own personal set of templates, then add a checkmark to the box labelled "copy to my templates".

#### MANAGING TEMPLATES

Templates can be managed by clicking on the wrench icon on the top right corner of the FFI worklist window or by clicking the gear icon while in the dictation window and choosing "manage my templates".

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Within the management window, a user can edit or delete their existing templates and create a new template. Click on Search to display all saved templates.

