FFI - TRAINING BULLETIN

Editing Tips

Fluency for Imaging (FFI) Editing Tips

Correct editing technique is critical to improving your voice profile in FFI.   As mentioned in the original FFI training documents, the final report **must** match the dictation exactly. If the final report is different in any way from the dictation, then the report has not been edited correctly. Uncorrected errors will cause the voice profile of the user to deteriorate over time.

For the best possible results with speech recognition, the words/phrases displayed in the report need to match what was dictated – no additions, no exclusions, and no differences.

How to correctly edit

The table below outlines editing techniques for the different types of errors that you may encounter.

Type of error	Correct editing technique

Extra word added
 	
 • A word that was added, but not dictated
	• Select the word or phrase and either:
	    o Manually type to replace the text with what was dictated
	    o *Or* delete the added word (only use this method if the word was <u>not</u> dictated!)

Recognition error
 	
 • A word that was dictated, but not recognized/displayed correctly
	• Select the word or phrase and either:
	    o Manually type to replace the text with what was dictated
	    o *Or* dictate over it again

Changing what was dictated • Either something was dictated in error or the user changes their mind on what they want to dictate • E.g. 'Left arm' was dictated instead of 'right arm'	• Select the text and dictate over it • This method ensures that the dictation remains synchronized with the text, allowing for correct adaptation
Removing dictated text	• Select the text and use "scratch that" command • This will remove the voice and the text

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Tip: *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.*

Incorrect editing

Incorrect editing would be using the backspace or delete key to delete a sentence or words and then typing something different than what was originally dictated. The backspace/delete key only removes the text – not the voice, so the end result would not match the voice dictation.

Macros and Templates

No adaptation occurs with Macros or Template text, therefore corrections do not have to follow editing techniques

Examples

1. User dictates "***Chest x-ray is normal***" and FFI displays "***The chest x-ray is normal***"
   - Though the addition of ***"The"*** is not affecting the result, the result does not match 100% to what was dictated and the user should edit it to match
   - Highlighting the words "***The chest***" and typing "***chest***" would be considered correct editing
   - An alternative is to highlight the word "***The***" and delete it since it was never dictated originally
   - Note: Delete and Backspace should only be used to remove words that were inserted by FFI but never dictated originally

2. When making corrections, the user can improve contextual learning by highlighting more than just the misrecognized text
   - If the phrase "***The cardiomediastinal silhouette is normal in size and shape***" is dictated but FFI only recognized "***The cardiomediastinal silhouette is normal size and shape***", the user should not just type in the "***in***" or re-dictate "***in***" where it belongs
   - To properly edit and teach the system to start recognizing it, they should highlight "***normal size***" and type "***normal in size***"

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