PowerScribe®
Implementation Services

Creating a Power Normal

1) Launch PowerScribe. Begin a new report.
2) Dictate the report text you want in your normal, then review and correct it.
3) Press **<Ctrl>+A** to select all of the report contents, then press **<Ctrl>+C** to copy the contents to the Windows clipboard.
4) From the menu bar, choose **Tools > Power Normals > Edit.**
5) Left-click your mouse in the "Expanded Form" area. Press **<Ctrl>+V** to paste the text.
6) Left-click your mouse in the "Enter What You Say Here" area. Type the name for your normal.
7) Click **[Add]** to create the new normal, then click **[OK]** to return to the dictation window.

Using a Power Normal While Dictating

1) Begin a new report. Say **"PowerScribe"** and then say the name of your Power Normal. For example, say "PowerScribe Normal AP Chest". The text from your normal appears.
2) Add to your report it if you wish, then review and sign the report.

Adding a Template to a Power Normal

With templates, you can "fill in the blanks" after Power Normal text appears on your screen. Add a template to your Power Normal as follows:

1) Create your Power Normal text, then place your cursor where you want the template entry.
2) Type [ ] . Note: You can also insert "trigger" words such as age, gender, measurement, etc., for example, [benign/malignant].
3) Complete and save the Normal as described above.

Using a Template Within a Power Normal

Invoke your normal. Press **[Tab]** on your microphone to move the cursor to the first template. Dictate the variable information you want and press **[Left Button]** on the mic. The brackets are replaced with your dictated information. Repeat for the next template field.

Notes

- You can have an unlimited number of normals and use them at any dictation station.
- Use lowercase letters to name your normal for medical terminology; use uppercase letters if you want to use abbreviations [such as COPD] for the name. Use names that aren't too long.
- For a template at the end of the sentence, you can enter a space, then type a period.
- Tip: If you dictate a real study and want to use the text as a normal, press <Ctrl>+A, then <Ctrl>+C to capture the text before you sign the report, then create your normal.