Below is a basic set of instructions. I encourage you to use the WinScribe Resource Page for more detailed instructions. The site contains the training schedule, videos and documentation. Note: The videos require level 2 authentications.

Web Reference: http://www.pathology.med.umich.edu/intra/WinScribe/Index.html

1. You must logon to the computer to use the dictation system. If the computer is logged on by someone else, you must log them off by clicking on the “Force Log off Button”. Then log on with your level 2 credentials.

2. Once you are logged on to the workstation, launch the WinScribe application and use your WinScribe user number. The WinScribe user number is typically your doctor number if you are a pathologist.

3. Once the application is launched you may proceed by clicking on the “New” icon to start a case.

4. Check to see if the job type matches the case particulars. If this is a consult, make sure the job type is Consultations. If this is a surgical case make sure you change job type to History/Gross or Diagnosis. The job type designation determines the cases transcription queue.

5. Using the Grundig mic press the “F1” key once to scan a bar coded accession number. Pressing the “F1” key twice, will advance to the next field and fill in the rest of the patients demographics.

6. In some reading rooms a bar code scanner gun is setup to use with WinScribe. In those cases pass the bar code under the bar code scanner gun.

7. Now using the mic controls you may proceed to dictate.

8. End a case by click on the “Send” icon, or use the Grundig mic “Next” button “Next” for “Next Case”.

9. When you have completed all the dictation tasks, exit the application and log off the workstation for the next person.

Recommended Option Setting

1. Windows on Top – checked - (keeps the WS window on top of other windows)
2. Confirm End of Jobs Command – unchecked – allows hands free workflow
3. Auto Start New Job – checked – allows hands free workflow in concert with #2

Collective Experiences

1. If you choose to keep the WinScribe window always on top (recommended option 1), any error within the application may be behind the WinScribe main window. Check the task bar for error messages.