

Olympus Transcription with Dragon NaturallySpeaking/Dragon® Medical Practice Edition Tips

 speakeasysolutions.com/blog/2014/07/03/olympus-transcription-with-dragon-naturallyspeakingdragon-

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Using Dragon NaturallySpeaking or Dragon® Medical Practice Edition to transcribe digital dictations created with the Olympus DS 7000 digital voice recorder offers considerable time savings to support staff.

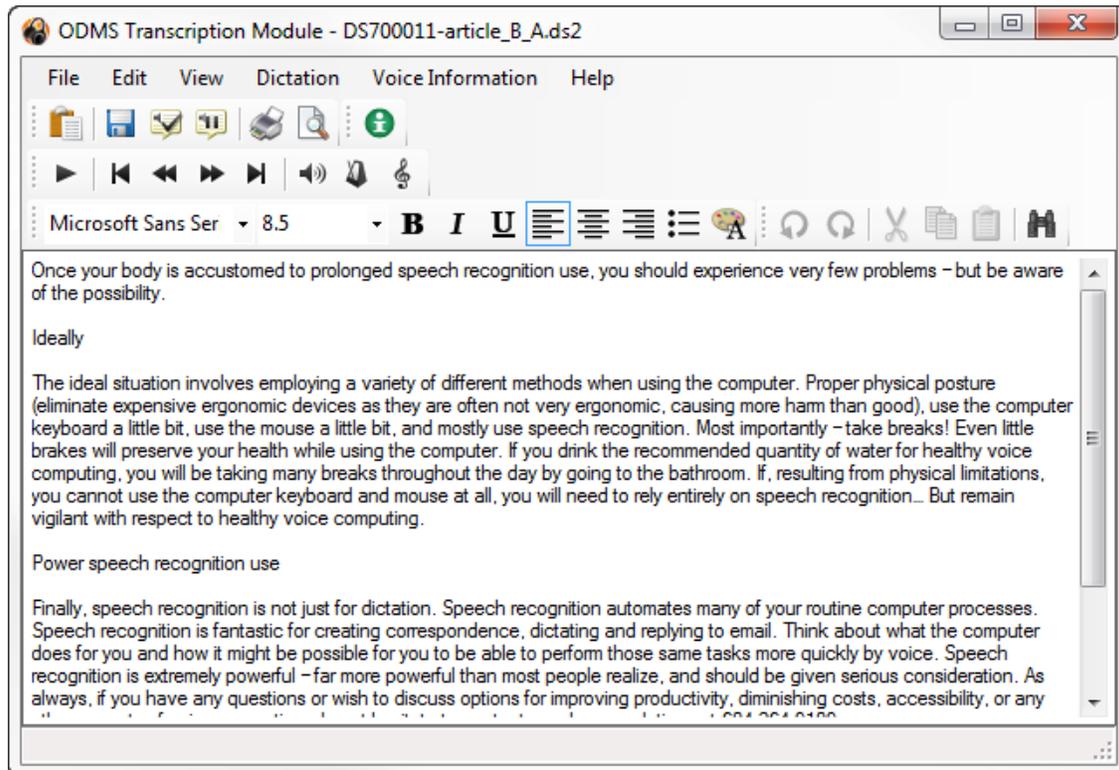
However, as with any solution, counterproductive challenges may arise. With the ODMS (Olympus Dictation Management Systems) Transcription module and Dragon, two concerns are:



- The default font size (8.5) of the Dragon transcribed document is difficult to read, and
- If the Dragon transcription is completely inaccurate due to audio quality, how can the dictation be manually transcribed?

Changing the ODMS Transcription Module's Default Font Size by Using Templates

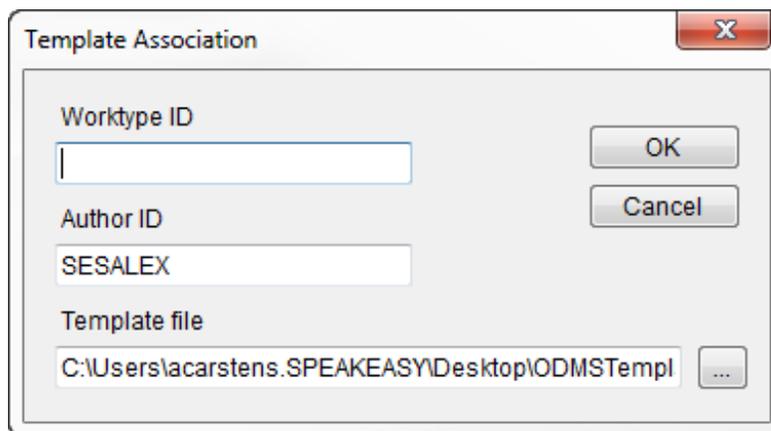
There is no setting within the ODMS Transcription Module to change the actual default font size (8.5 points).



ODMS Transcription Module with Default Font

However, the Transcription Module provides a capacity for utilizing templates. The templates must be RTF (Rich text format). Therefore, create an RTF document with font type, size, and spacing according to your preferences. Store this template either locally or on your network.

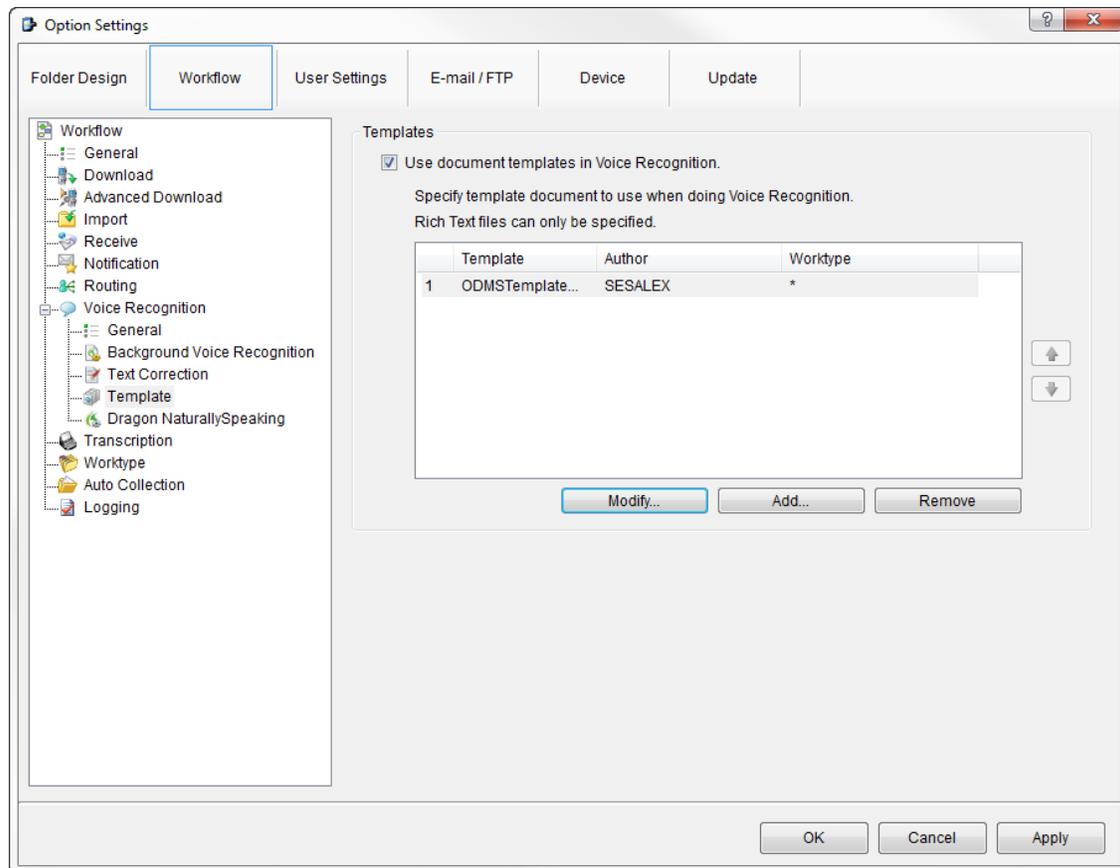
Within the ODMS Transcription Module click **Voice Recognition> Voice-Recognition Settings**. Under the **Voice Recognition** heading, click **Template**. Click **Add**, and enter the appropriate data into the *Template Association* dialog box.



ODMS Transcription Module template association

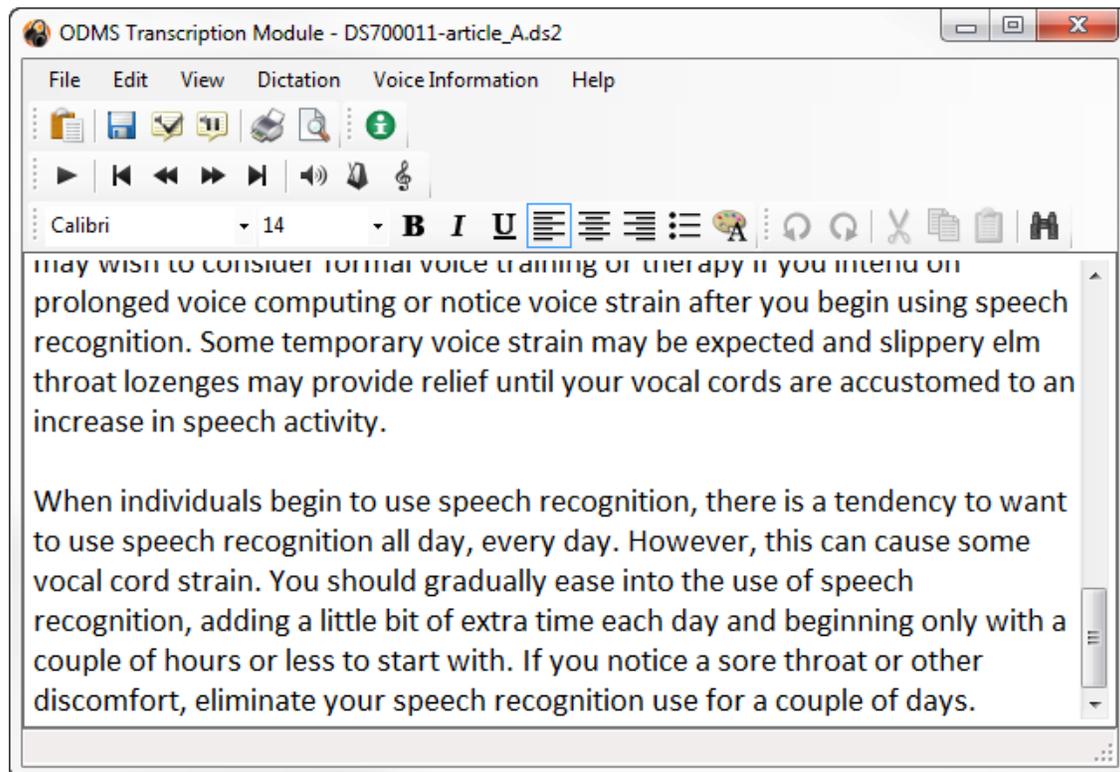
The *Worktype ID* may be left blank, and the **Author ID** must be associated. Browse to the appropriate Template file (the RTF previously created). This process must be repeated for each author, and potentially work type.

Click **OK**.



ODMS Transcription Module Options Settings for Template

Future Dragon transcriptions are performed with the template associated.



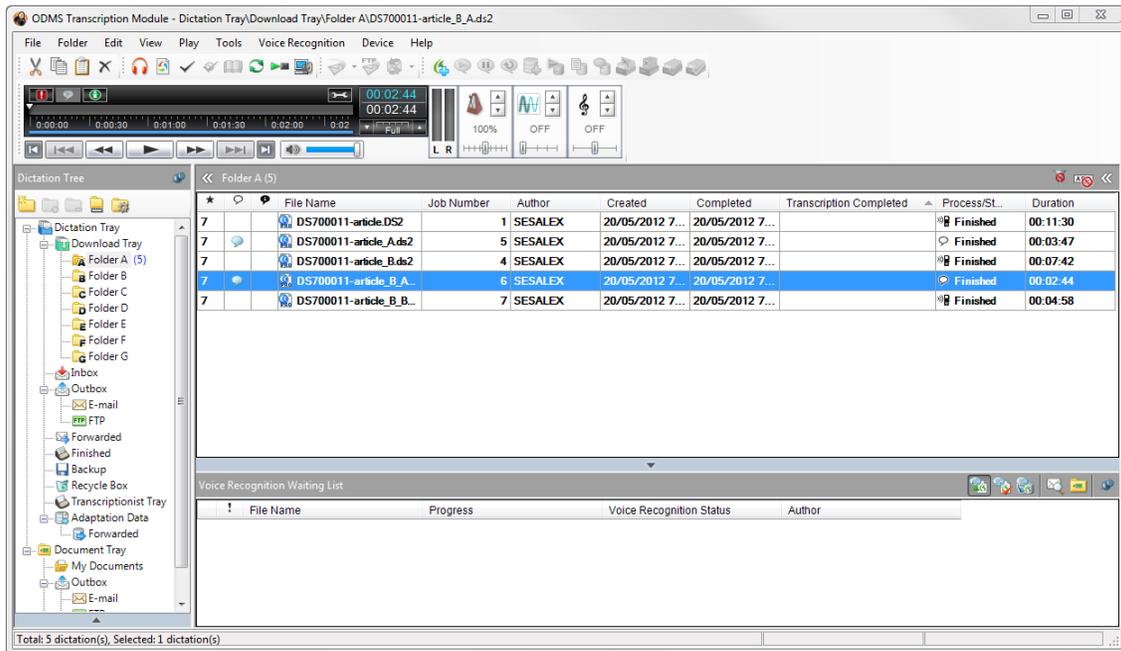
ODMS Transcription Module Dragon Transcription with Template

Removing Dragon Transcribed Documents from Original Dictation

There are times when it is much faster to manually transcribe (with headset and foot pedal, and hands on the keyboard) a dictation rather than proofreading a poorly transcribed Dragon document.

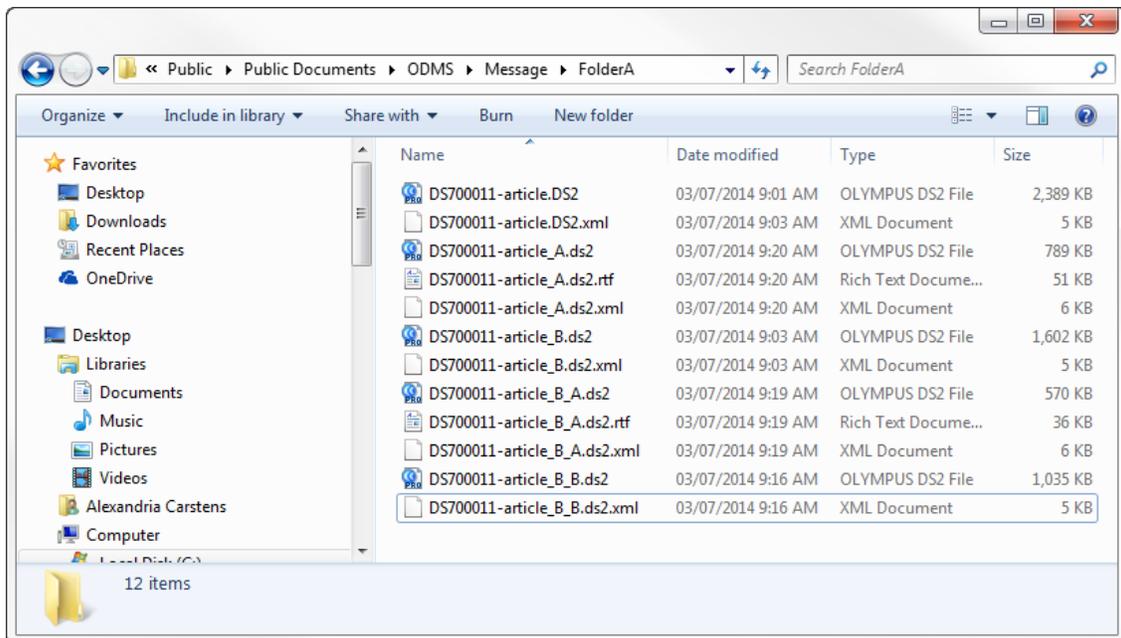
Reasons for a poorly transcribed Dragon document range from environmental noise/interference to an atypical voice, hindered by illness or other speech issues. Every so often, a proofreader may open a Dragon transcribed document, play back the first sentence, and understand exactly why Dragon transcribed the dictation so poorly. At that point, most proofreaders and transcriptionists feel that they would be able to manually transcribe the dictation faster than cleaning up Dragon's transcription.

Unfortunately, once Dragon has transcribed a dictation, a document has already been created and linked to the audio file. Changing the status to **Recording Finished**, does not remove the association between the document and the dictation. In order to transcribe the dictation manually, this association must be broken.



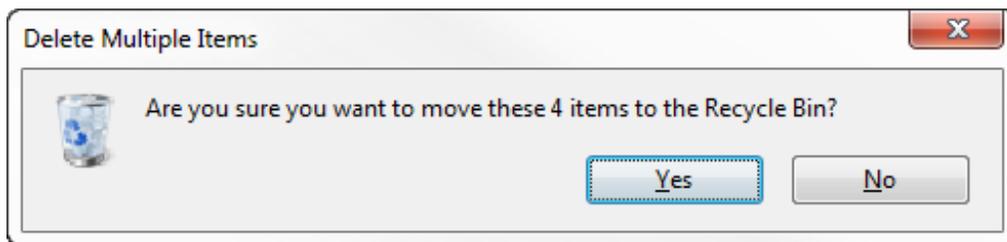
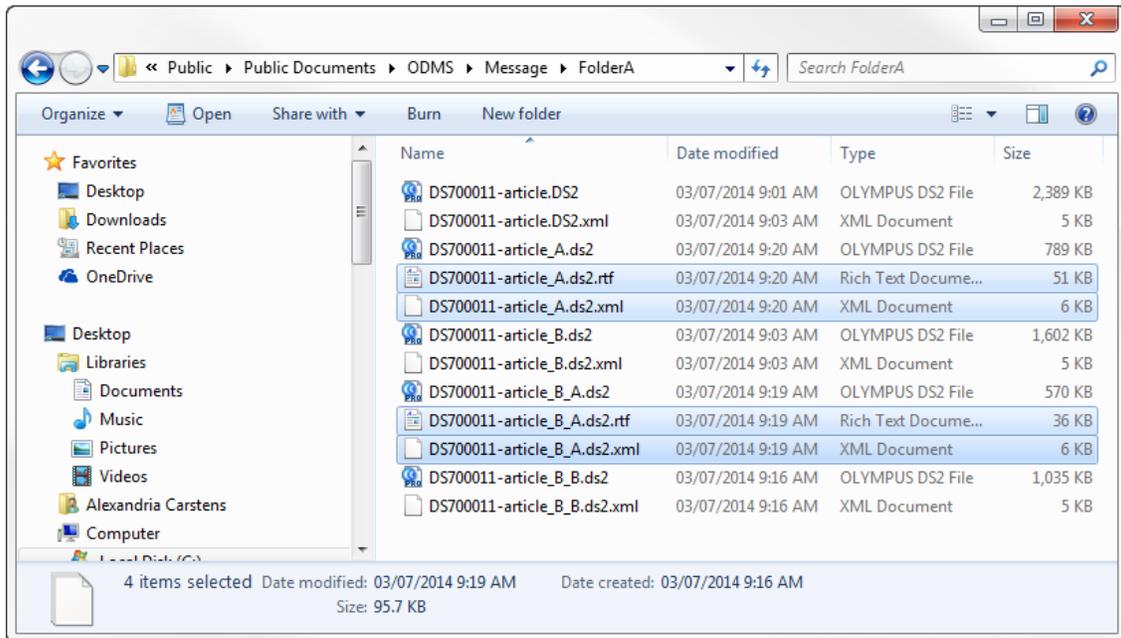
ODMS Transcription Module dictation tray

Open Windows Explorer, and proceed to the dictation download directory. This directory can be discerned from the ODMS Transcription Module, and clicking on **Tools> Options**. Click the appropriate *Download Tray's folder*. Under *Attributes*, the *Path* is visible. Within this directory you will find the original dictation audio file, the associated RTF, and an XML file.



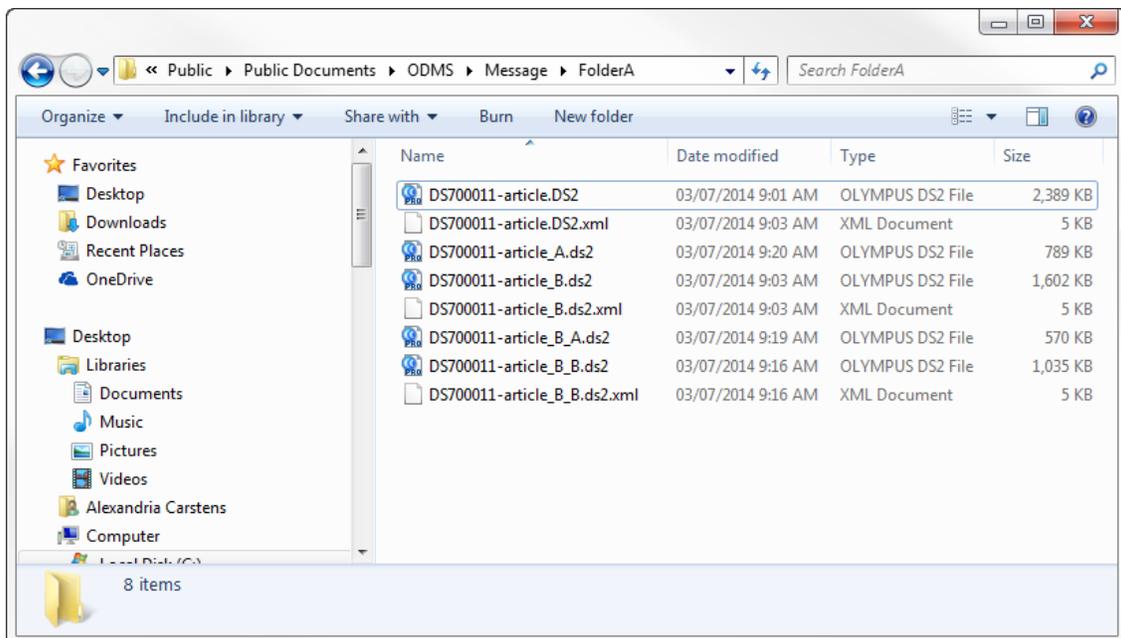
ODMS Download Tray Folder with DS2, RTF, and XML

Close the ODMS Transcription Module. Highlight the appropriate **RTF** and **XML** files ONLY, and delete them.



Delete Multiple Items

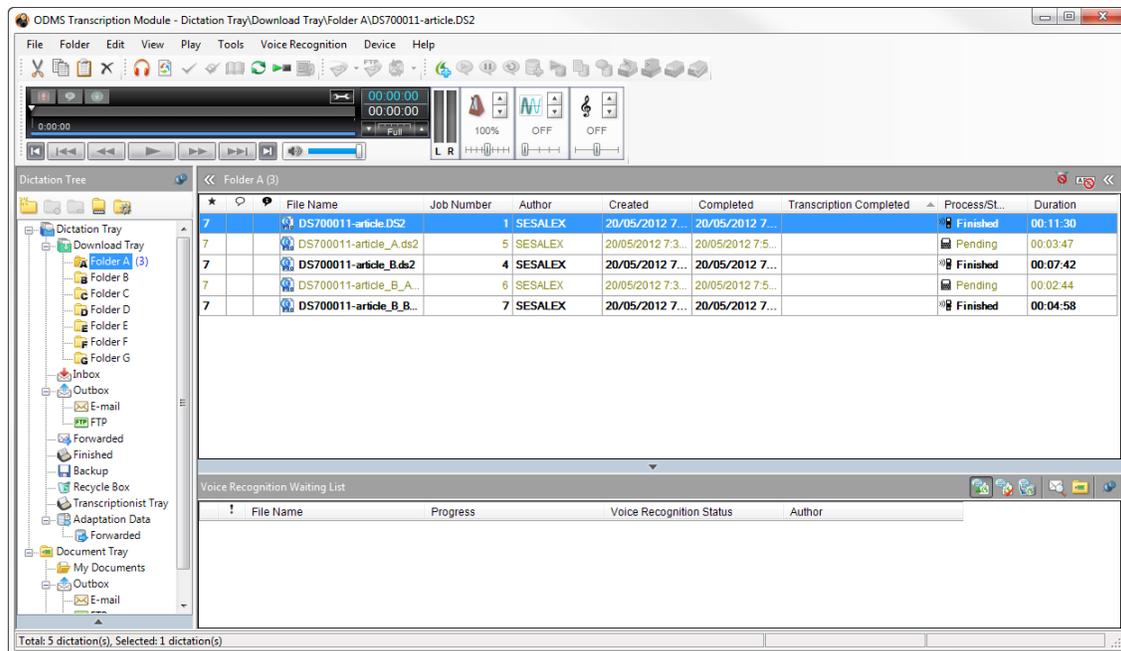
All that should remain are the original dictation audio files (DSS or DS2), plus any other files present that you wish to remain unaffected.



ODMS Download Tray Folder refreshed

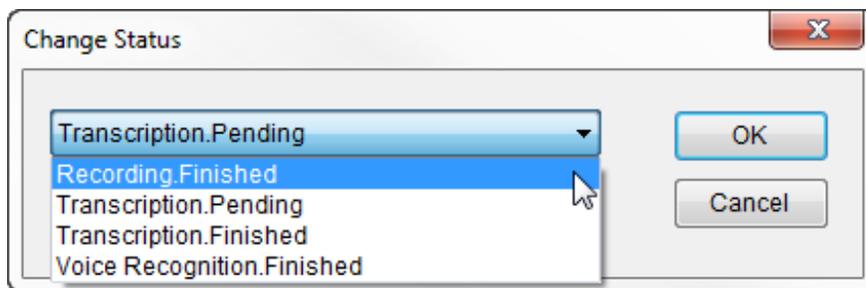
Open the ODMS Transcription Module. Wait a few moments for the list to repopulate (a new XML file based on the revised directory is created).

The files that had been previously transcribed by Dragon will still bear the status of Pending.

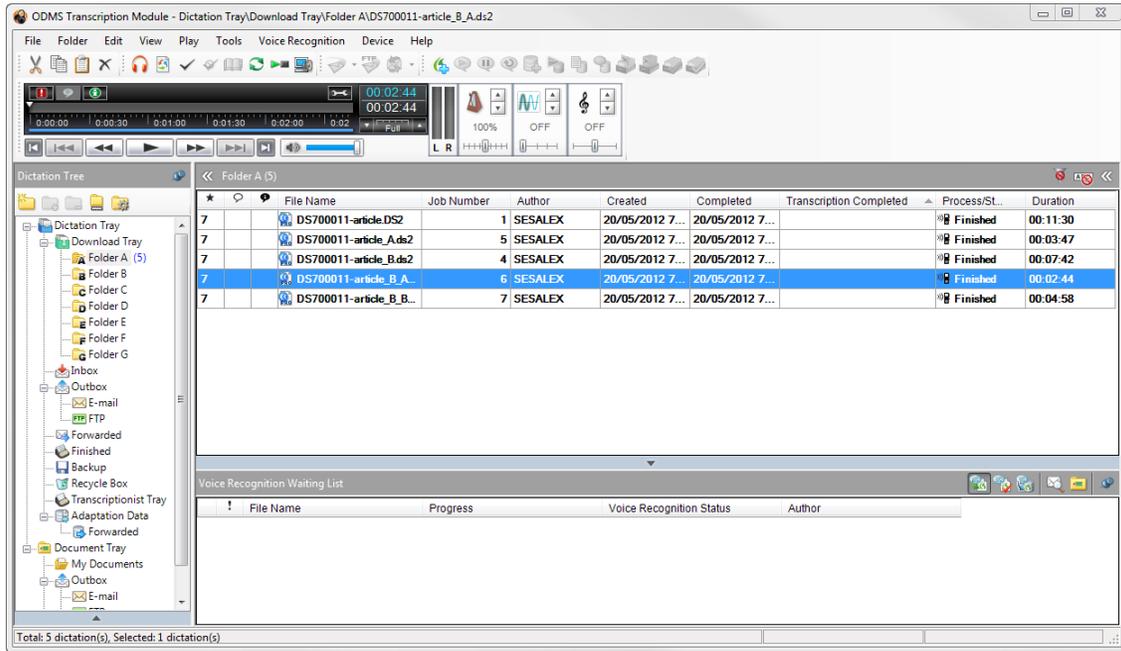


ODMS Transcription Module dictation tray with documents removed

Change this status to **Recording Finished**. Highlight the file in question, and click **File>Change Status**.



Double-click the file in question, and transcription may proceed by hand with headset and foot pedal.



Revised ODMS Transcription Module dictation tray



ODMS Transcription Module Manual Transcription