

Full Workflow Guide - Author

This new process only applies to letters created under the specialties where the 'Full Workflow' has been deployed. Please continue to use the existing process for letters created under any other specialty.

Open Dragon Medical Workflow Manager and create a new document from your clinic list, or as a new ad-hoc letter:

The screenshot displays the Dragon Medical Workflow Manager Desktop interface for user ANDERSON, Alexander Sandy. The 'My Documents' section is active, showing a list of draft documents. A red arrow points to the '+ New' button in the top left corner. The list of draft documents includes the following details:

Document ID	CR No.	Patient name	Created	Department	Document Ty	Clinic code	Length
2585	C022698	TESTING, Te	25-Feb-2021	Dermatolog	Outpatient C		00:00:14
2674	C040865	BEACH, Dela	28-Apr-2021	Dermatolog	Outpatient C		00:00:15
2676	158305	HITCHENS, P	28-Apr-2021	Dermatolog	Outpatient C		00:00:22

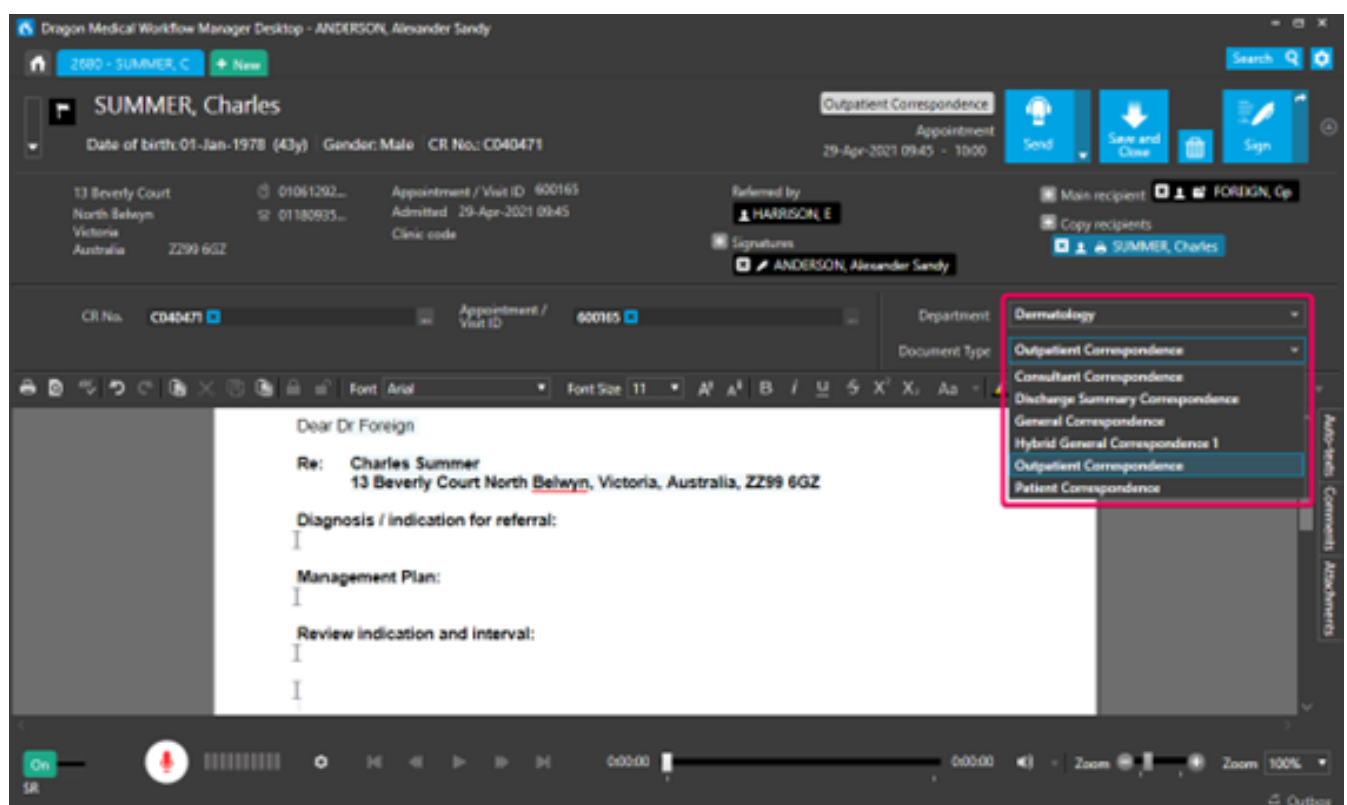
On the right side, the 'My Appointments' section is visible, showing a list of appointments with details such as time slots, patient names, and referring clinicians. A red arrow points to the '+' button next to the first appointment entry.

Choose the type of document that you wish to create from the available options using the dropdown menu on the right of the window.

Your choice will persist for all future documents you create until you change it again.

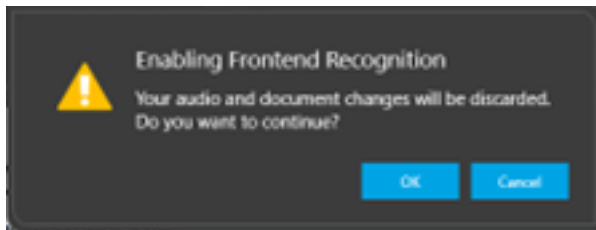
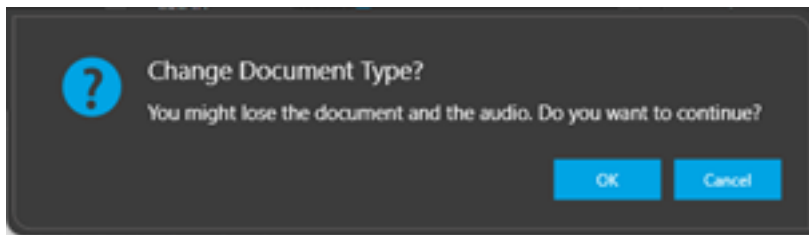
Please note: the 'Discharge Summary' Document Type does **not** replace any existing discharge summary process in Maxims and is only for discharge summaries you already dictate using Dragon Medical Workflow Manager.

Change the Document Type **before** you start your dictation, as any progress will be lost when changing types:



You will see two dialog boxes containing warnings if you select a different Document

Type. You can press ‘OK’ to both if you are happy to lose any existing text and audio:



The new Document Types feature **Bookmarks** – sections of the letter that can be navigated between by using the voice commands “Next” and “Previous”.

Bookmarks are indicated in the document with the text symbol “I”.

The first Bookmark in any template is where text will be entered by default. You can also choose a Bookmark by left-clicking it:

Dragon Medical Workflow Manager Desktop - ANDERSON, Alexander Sandy

2679 - SUMMER, C + New

SUMMER, Charles

Date of birth: 01-Jan-1978 (43y) Gender: Male CR No: CD40471

13 Beverly Court North Belyyn Victoria Australia 2299 6GZ

01061292... 01180935...

Appointment / Visit ID 600165

Admitted 29-Apr-2021 09:45

Clinic code

Referred by HARRISON, E

Signatures ANDERSON, Alexander Sandy

Outpatient Correspondence

Appointment 29-Apr-2021 09:45 - 10:00

Send Save and Close Sign

Main recipient FOREIGN, Gp

Copy recipients SUMMER, Charles

CR No. CD40471 Appointment / Visit ID 600165 Department Dermatology Document Type Outpatient Correspondence

Font Arial Font Size 11

Dear Dr Foreign

Re: Charles Summer
13 Beverly Court North Belyyn, Victoria, Australia, 2299 6GZ

Diagnosis / indication for referral:

Management Plan:

Review indication and interval:

On SR

00:00 00:00 Zoom 100%

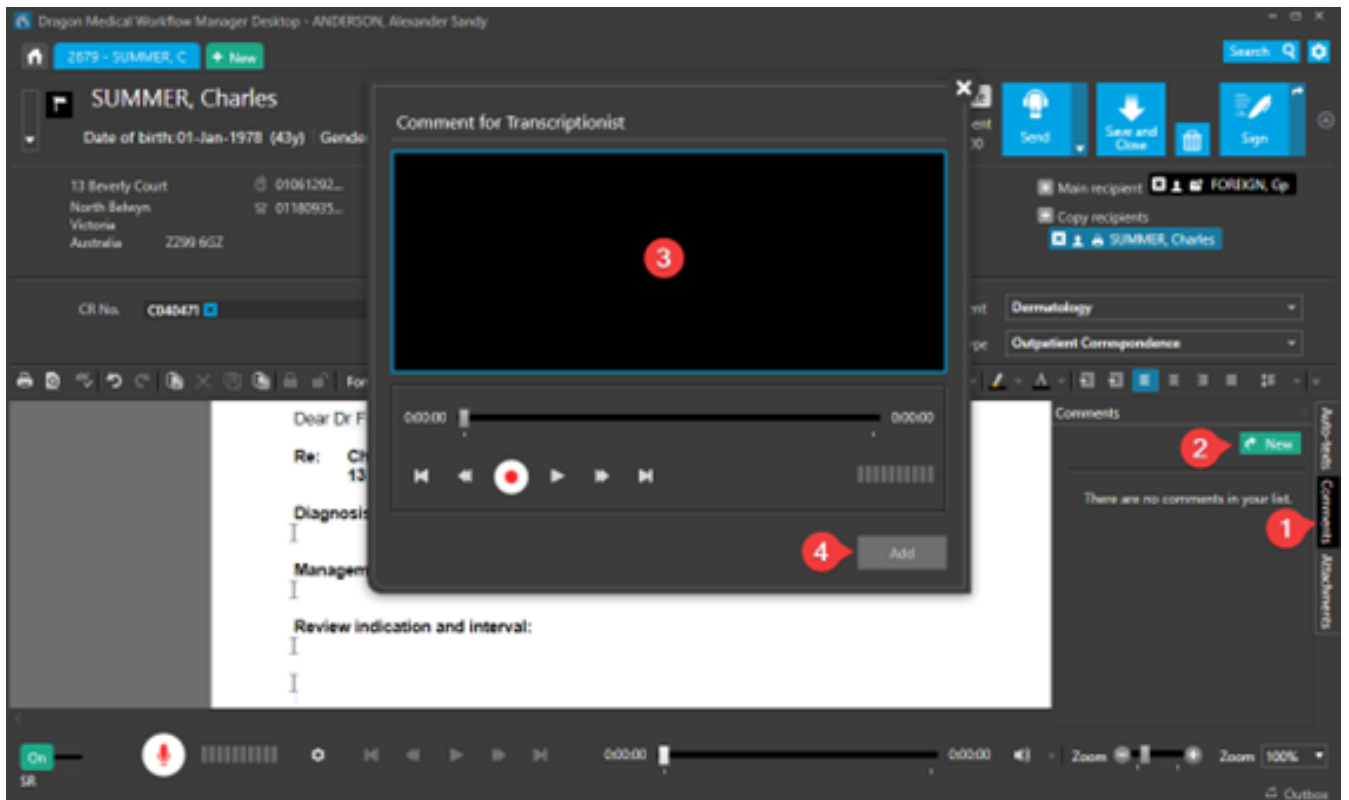
Outline

Please note, if you use the Auto-text function of speech recognition to insert your own templates then you will still use the “Next field” and “Previous field” voice commands to navigate fields marked with square brackets [] in your auto-text.

Create a Comment for any actions you wish your medical secretary to take before distributing the letter. You should identify which recipients you would like a letter to be sent to. You can also request for a leaflet to be included with the letter, for example.

You can either type your comment into the text field or record an audio clip for your medical secretary to listen to.

Please note, that you cannot use speech recognition when creating comments:



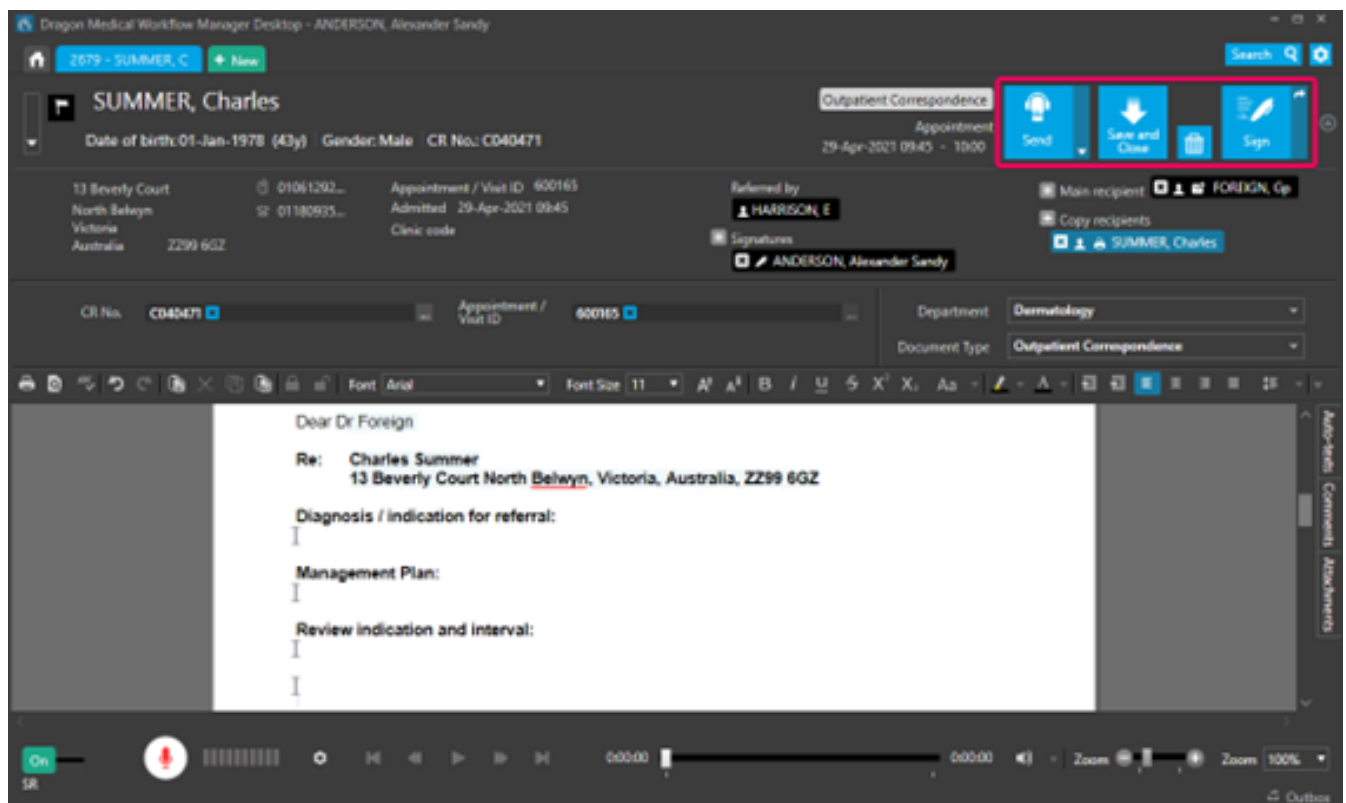
When you have finished dictating your letter, you can choose from one of two options:

Send

The document will be sent to your medical secretaries for transcription and full checking. Once the letter has been transcribed and checked, it will be returned to you for review and signing off (this process is detailed in steps 6-9).

Sign

The document will be sent to your medical secretaries for final visual checks and distribution. If you have not used speech recognition to create the letter, then it will also be transcribed. Choosing this option will electronically sign the document, indicating that you are signing off the content of the letter and it will not be returned to you for review:



Save & Close will send it to your drafts for completion at a later

For those authors who choose to review letters before distribution (ie you are clicking the SEND option), you will find a new 'Review' tab on your home screen. Clicking on this tab will display any documents that require review:

Dragon Medical Workflow Manager Desktop - ANDERSON, Alexander Sandy

Search

My Documents

Review Drafts Sent Completed

For Review

Document	CR No.	Patient name	Author	Created	Department	Document	Clinic code	Assigned to	
2676	CD22698	TESTING, T	ANDERSON	17-Mar-21	Dermatologic	Outpatient		ANDERSON	
2679	CD22698	TESTING, T	ANDERSON	17-Mar-21	Dermatologic	Outpatient		ANDERSON	

Quick-sign All

Today Thursday 29 April 2021

Filter Appointments (1) My Appointments

Hide dictated Sort by: Start time

09:45 - 10:00 SUMMER, Charles (CD40471)

Date of birth: 01-Jan-1978 (43y) Gender: Male SDX
Referring clinicians: HARRISON, E Clinicians: ANDERSON

10:45 - 11:00 BLACK, Karen (C040975)

Date of birth: 01-Jan-1955 (66y) Gender: Female INO
Referring clinicians: WEBB, AR Clinicians: ANDERSON

11:30 - 11:45 CROFT, Jason (C044770)

Date of birth: 17-Mar-1976 (45y) Gender: Male DOH
Referring clinicians: FENWICK, KJ Clinicians: ANDERSON

12:15 - 12:30 OLIVER, Marie Anne (BS8972)

Date of birth: 10-Jun-1973 (47y) Gender: Female PRE
Referring clinicians: POOLED, LIST Clinicians: ANDERSON

12:30 - 12:45 CARLTON, Andrew (CB03422)

Date of birth: 14-Apr-1944 (77y) Gender: Male DOH
Referring clinicians: NUGENT, JP Clinicians: ANDERSON

Outbox

Clicking the 'Quick-sign All' button will display a scrollable list of all documents that require review:

Dragon Medical Workflow Manager Desktop - ANDERSON, Alexander Sandy

TESTING, Test Test (Mrs)
MRN: C022698

Dictated: 17-Mar-2021 09:00 2616

One+all | we care

Royal Cornwall Hospitals NHS Trust

West Cornwall Hospital Penzance TR18 2PF Tel: 01736 874000

St Michael's Hospital Hayle TR27 4JA Tel: 01736 753234

Royal Cornwall Hospital Truro TR1 3LJ Tel: 01872 250000

www.rchtr.nhs.uk

Department: Dermatology

Outpatient Correspondence

Health Care Professional:	Dr Alexander Sandy Anderson	Patient Name:	Test Test Testing
Secretary:	Sarah Lague	NHS Number:	
E-Mail:	rch-tr.dermatologyadmin@nhs.net	Reference:	ASA/C022698
Tel:	01872 253253	Date of Birth:	17/05/1990
		Clinic:	
		Location:	
		Event Date:	12/11/2021
		Date Typed:	

Selected documents 2 of 2

Sign

Quick-sign

My Documents

Review Draft

For Review

Doc

2616

2619

Search

April 2021

By Appointments

Next page >

Start time

Gender: Male SDC

Clinicians: ANDERSON

Gender: Female INO

Clinicians: ANDERSON

Gender: Male DCH

Clinicians: ANDERSON

Gender: Female PRE

Clinicians: ANDERSON

Gender: Male DCH

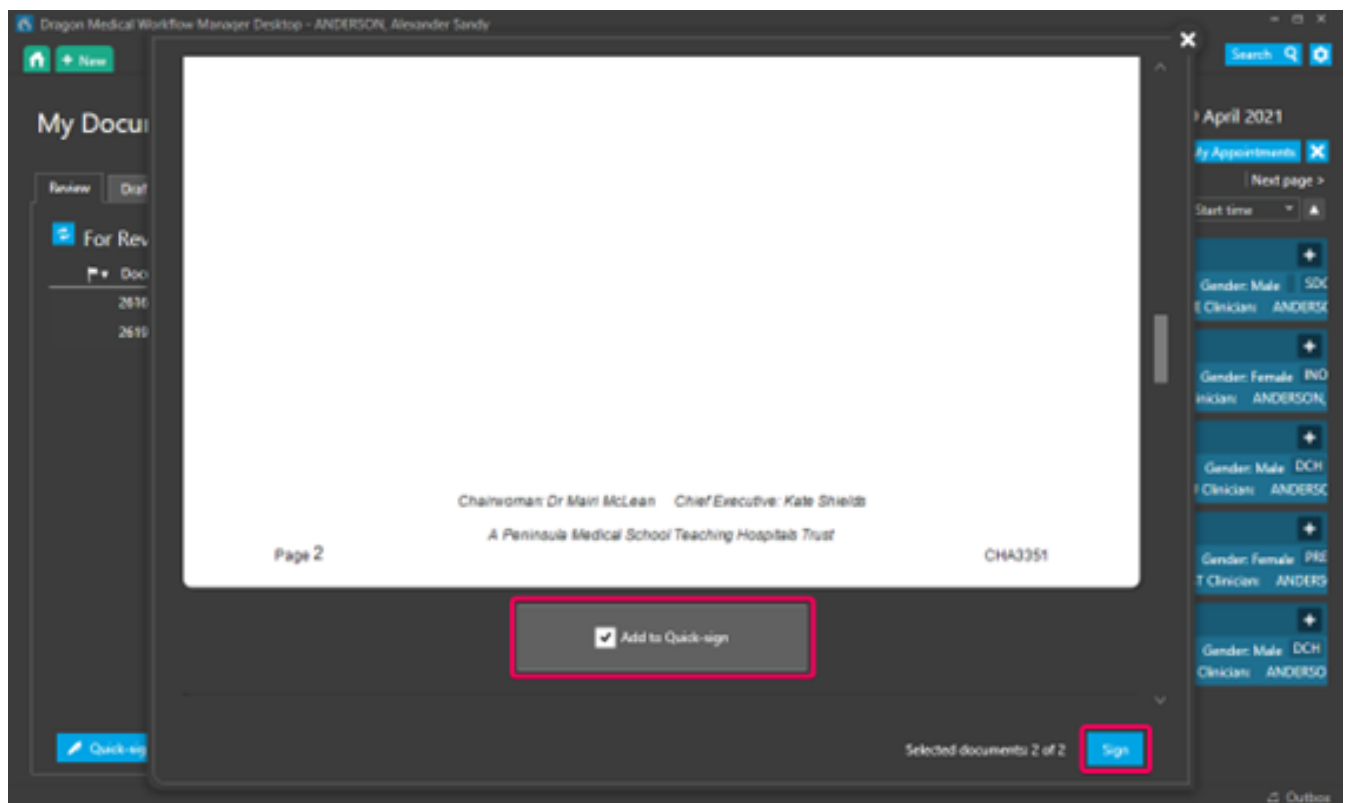
Clinicians: ANDERSON

Outline

At the end of each document is a tick box marked 'Add to Quick-sign'. This box is ticked by default.

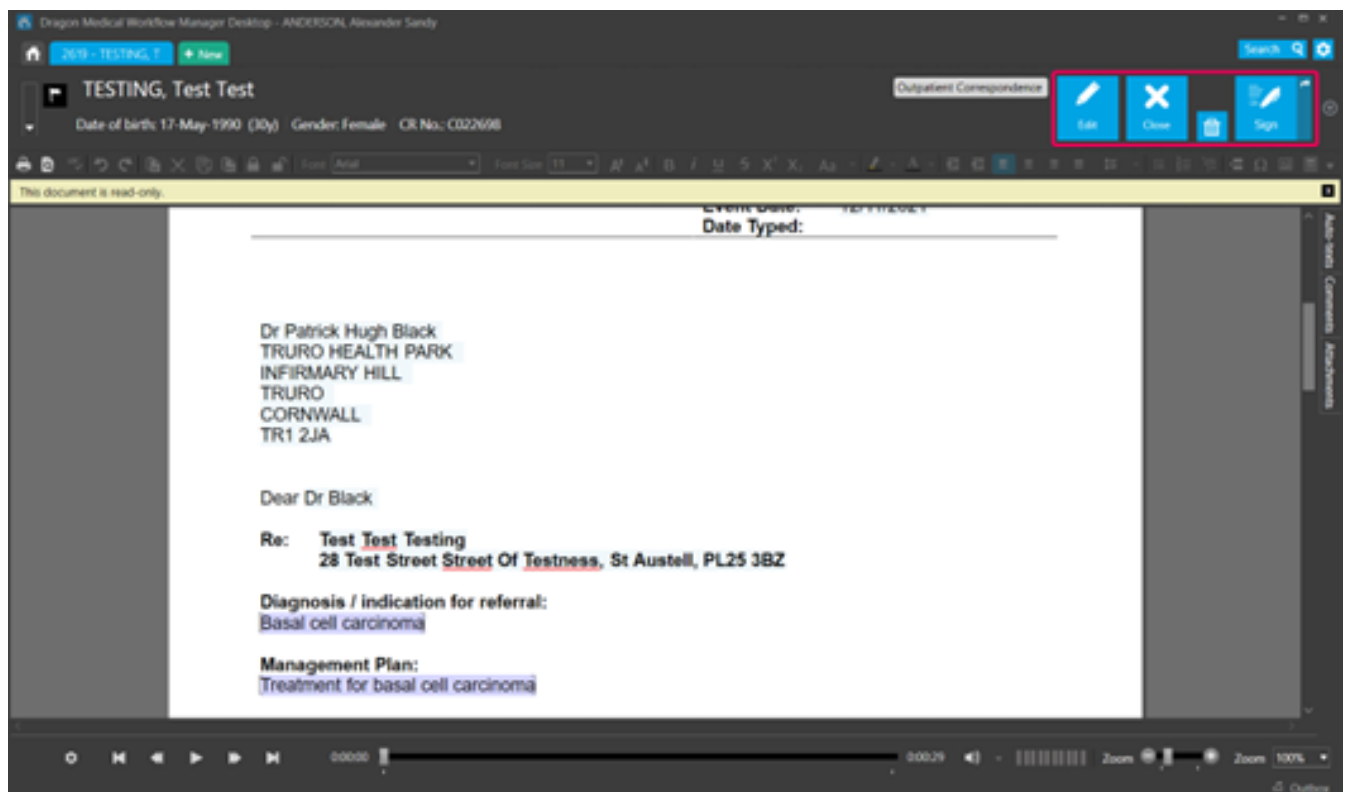
If you see a document that you wish to amend and not immediately sign then untick the box.

Once you have reviewed all documents, clicking the 'Sign' button will sign all documents that remain ticked and send them to your medical secretary for distribution:



Any documents that remain in your review queue can be edited by double-clicking the job to open it, then clicking the Edit button to unlock the document for making amendments.

Once you have completed your amendments to the document, click 'Sign' to return it to your medical secretary for distribution:



Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=327>