General Rules and Reminders:

The following is a highlight of some of the work routines and BayScribe features used by R1T Transcriptionists.

- Please check your R1T e-mail when you come into work each day. Your QA feedback will be there. It is also important to check your e-mail throughout the day for any matters R1T may need to bring to your attention.

- Feedback must be instituted immediately upon receipt.

- After logging onto the BayScribe system, check your Review tab for any reports QA has put there for you.

- Always use "Next Available Job" to move to the next report.

- When the job opens, click on *"General"* in the Help Subjects to review your new account information before starting work each day. This information is updated periodically as accounts make changes, so check this regularly. Review Roster Specialties for samples. Use the ADT to get the patient's information if the account requires it.

- Anytime the box with DR or SA (same as the dictator) is next to a line it is to be used to fill in that line unless the doctor's name is not on the list. This includes the Dictating Physician, the Attending/Signing Physician, and the Addressee when transcribing a letter. For the CC line, if the physician is not in the DR, click on the MAN button to manually enter the information given to you by the dictator.

- At any time in the report that you need the Doctor List, press Alt+D.

- If you need to leave a blank for QA, you must use Alt+Q, you can add a "S/L whatever" in the box that comes up, then hit Enter to put the notation in your report.

- For numbered lists, we start at the margin and do the number, period, two spaces, text. For more information on numbered lists, please see the How_to_Do_an_Outline_Format_in_Bayscribe document.

- It is imperative that on every report you transcribe, you look at the upper left corner for the worktype to ensure that you are doing the report on the proper worktype template. If your report says History and Physical and the dictator says it is a Consult, you need to change your worktype template accordingly. If your report is an OP Note and the dictator put in the template as an Office Note, it is your responsibility to change the worktype template to the correct one. The option for this is found at the bottom right of the typing

form (Change WT). If you do not do this, normals that you may need will not be available because they are only associated with the proper templates.

- When you have finished transcribing your report, make sure you have listened all the way to the end of the dictation. We do have dictators that come back when you think they're done and add CCs or additional information. If you have a dictator that does several reports in one dictation, submit the first report and then, on the next screen, choose the *"Multiple Reports"* button on the left side. This keeps the same dictation open so you can complete any subsequent reports. For each subsequent report, submit and choose the *"Multiple Reports"* button until you have come to the end of the recorded audio. It is very important for QA that (until they let you know otherwise) you hit the Alt+Q at the beginning of the body of each subsequent report so they can find the jobs in the same order as on the dictation. The only exception to this rule is if it is listed in the general info file not to do this, in which case each would be typed into the same report – this is client specific.

- To access the Word Expander, click Ctrl+F3. You can also access the word expander clicking Start-Programs-Transcription Productivity Tools-Word Expander.