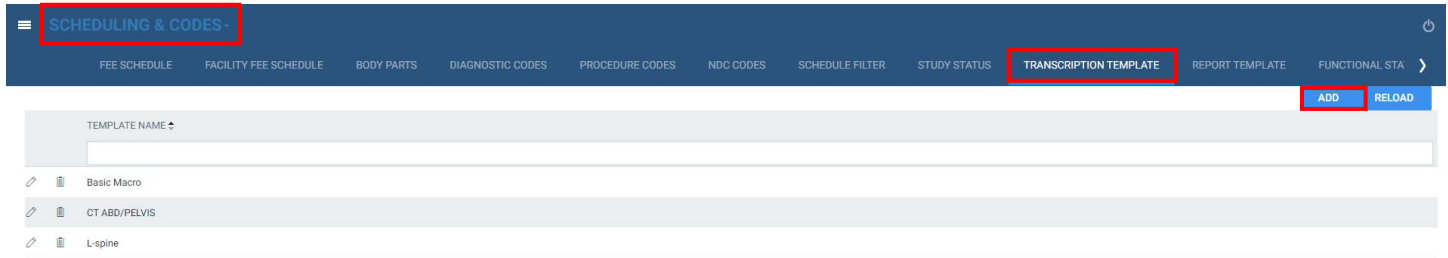# EXA VOICE AND NVOQ QUICK GUIDE

1. Exa Transcription Template Setup

Transcription templates and macros can be setup to use with EXA Voice and Nvoq. For a template/macro to be called in using a voice command, a **macro keyword** must be added.

a) ***Navigation Menu > Setup > Office > Scheduling & Codes > Transcription Templates > Add***

b) Enter ***Template Name*** and select one or more ***Modalities*** to apply the transcription template to. Transcription templates can also be restricted on various exam criteria available on the left hand side.

1. ***Template Name*** – Enter a name for the transcription template

2. ***Inactive*** – Select to inactive the template.
   Global – Select to make template available for all users

3. ***Macro Keyword –*** This field is important for EXA Voice users. Enter a macro keyword that will be used for the macro/template to be voice recognized and then opened in EXA Trans.
   TIP: Add a starter word in front of the keyword to make it easier to call up macros/templates. (example: macro chest)

4. ***User*** – Select one or more users to assign the template to.

5. ***Appointment Types*** – Select one or more CPT codes to restrict the template to.

6. ***Require All Match*** – Select to restrict availability of the template to users and studies that match all the criteria

7. ***Facilities*** – Select one or more facilities to restrict availability of the template to.

8. ***Modalities*** – Select one or more modalities to restrict availability of the template to

9. ***Body Part*** – Select one or more body parts to restrict availability of the template to
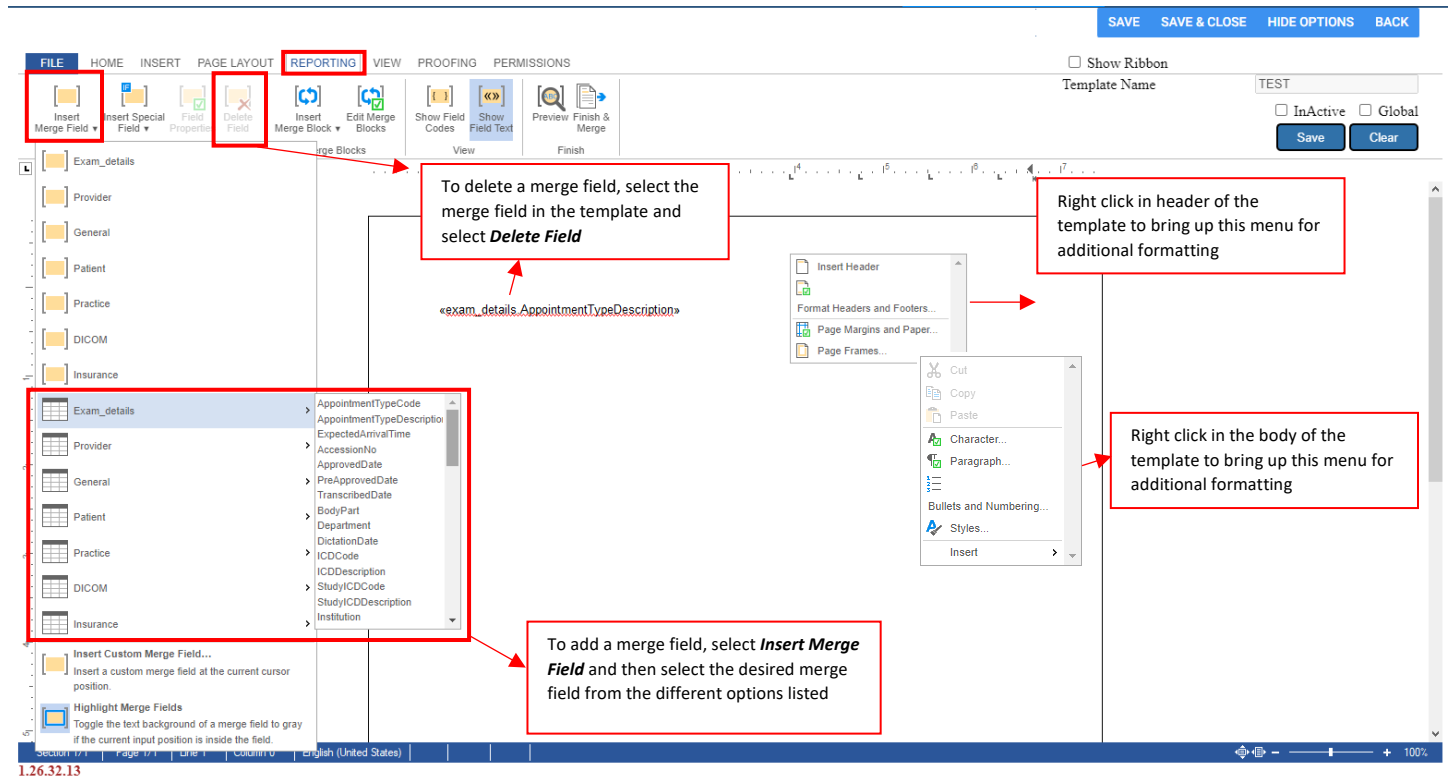
10. ***Study Description*** – Add one or more study descriptions to restrict availability of the template to

11. ***Institution*** – Add one or more institutions to restrict availability of the template to

c) Select **Save** to open the template editor document.
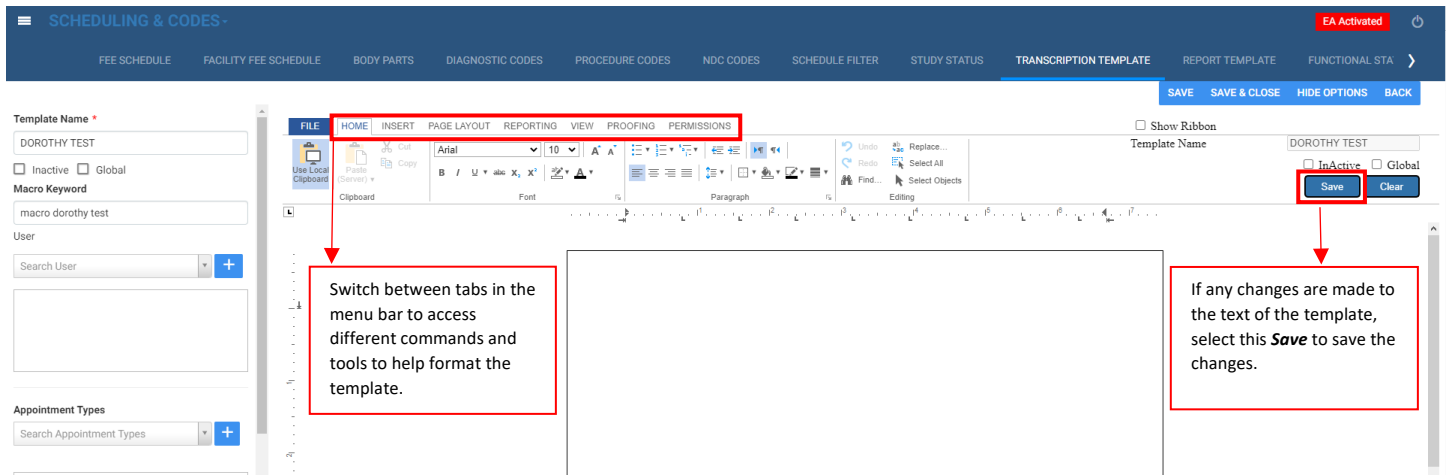
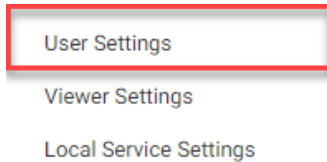d) To add merge fields to the template select ***Reporting > Insert Merge Field***

2. EXA Voice Settings and Microphone Use
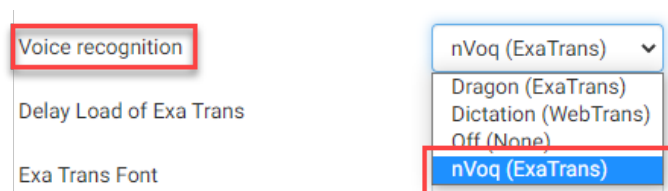
a) User Settings Setup

    a. Select the upper gear icon > **User Settings** > Change voice recognition to **nVoq (ExaTrans)**

    b. Select **User Settings**

    c. Change **Voice Recognition** to **nVoq (ExaTrans)**

    d. Select **Save**. Refresh your page or log out of EXA and log back in.

b) Microphone Use

Supported button commands on the Phillips SpeechMic and Nuance Powermic

    a. Record Button: The button can be configured in the ExaTrans config file.
        i. Toggle On/Off – Press the record button will turn recording function on. Press the record button again to turn off the recording function.
        ii. Hold for Record/Deadman Switch – Hold the record button to activate recording. Once the button is released, recording will stop
    b. Bracket/Variable Navigation: The buttons for these commands are currently hardcoded.
   i. Next Field/Variable
        ii. Previous Field/Variable

c. Approve and Approve & Next: The buttons for these commands are currently hardcoded but can be enabled/disabled in the ExaTrans config file.
   i. Approve – Press the Approve button to change the study status to Approved
   ii. Approve & Next – Press the Approve & Next button to change the study status to Approved and open the next study on the worklist.
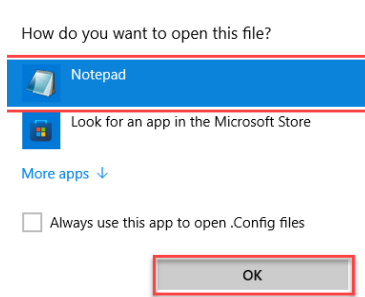
3. Configuring KMHA.ExaTrans.WinApp.exe

a) Microphone Record Button
   a. The microphone Record button can be configured to either toggle on/off or Hold to Record. The configuration is done in the ExaTrans config file:

   Local Disk (C:) → viztek → exa → trans → bin → KMHA.ExaTrans.WinApp.exe (CONFIG File type)
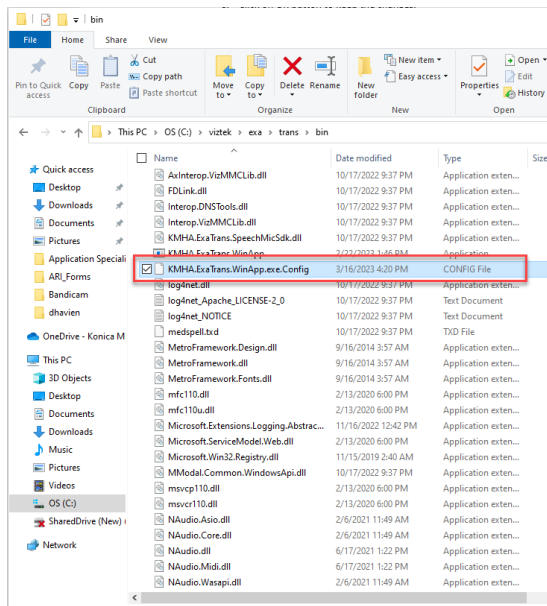
   b. Open the config file with the notepad.

c.

```
KMHA.ExaTrans.WinApp.exe.Config - Notepad
File  Edit  Format  View  Help
    <add key="getFinalPrelimReport" value="/getFinalPrelimReport" />
    <add key="getAllTranscriptionTemplate" value="/getAllTranscriptionTemplate" />
    <add key="getProvidersList" value="/getProvidersList" />
    <add key="GetTranscriptionDetails" value="/getTranscriptionDetails" />
    <add key="updateStudyInfo" value="/api/ext/study_info" />
    <add key="unLock" value="/unLockTranscription" />
    <add key="getTransTemplatesByModalityBP" value="/getTransTemplatesByModalityBP" />
    <add key="getAllStudyFlags" value="/getAllStudyFlags" />
    <add key="transcriptionUpdateStudyFlag" value="/updateStudyFlaginStudies" />
    <add key="getFlagsForStudy" value="/getFlagsForStudy" />
    <add key="PowerMicNextVarV11" value="0" />
    <add key="GetAllFlags" value="1" />
    <add key="AutoScrollTx" value="1" />
    <add key="DragDropText" value="0" />
    <add key="CheckFlagBeforeApprove" value="0" />
    <add key="ValorSkip" value="0" />
    <add key="TransLoadNextStudy" value="1" />
    <add key="IncludeUnderscore" value="0" />
    <add key="IncludePlayer" value="0" />
    <add key="MicOnOff" value="0" />
    <add key="getAllFindings" value="/criticalFindings" />
    <add key="transcriptionUpdateStudyFindings" value="/updateCriticalFindingInStudies" />
    <add key="getFindingsForStudy" value="/criticalFindingInStudies" />
    <add key="DateFormat" value="MM/dd/yyyy" />
    <add key="nVoqAccountUrl" value="/SCVmcServices/rest/accounts" />
    <add key="nVoqOrganizationUrl" value="/SCVmcServices/rest/organizations" />
    <add key="ViewHypothesisText" value="1" />
    <add key="PinHypothesisText" value="1" />
    <add key="HoldRecord" value="0" />
    <add key="LockUnlock" value="/lockUnlockTranscription" />
    <add key="BufferMilliseconds" value="300" />
    <add key="NumberOfBuffers" value="10" />
    <add key="SilencePacketInterval" value="2000" />
    <add key="MacroDelayInterval" value="5000" />
    <add key="PauseDelayInterval" value="200" />
    <add key="PauseRecordingTimeout" value="20" />
    <add key="ApproveOnMic" value="Off" />
    <add key="GetLockTranscription" value="/getLockTranscription" />
    <add key="GetAllModalities" value="/modalities" />
    <add key="DeleteReportTemplate" value="/deleteReportTemplate" />
    <add key="GetViewerToolsConfig" value="/getViewerToolsConfig" />
    <add key="KeepDelimiters" value="False" />
    <add key="RequireEnableApprovals" value="False" />
    <add key="UserDic" value="" />
    <add key="ScreenName" value="\\.\DISPLAY4" />
```
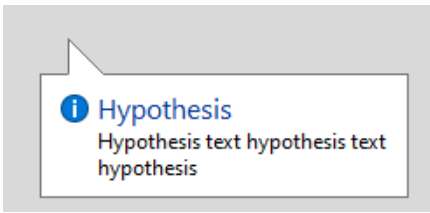
If HoldRecord value = 0, the record button will function as a toggle on/off. **(default)**

If HoldRecord value = 1, the record button will function as Hold to Record/Deadman Switch

b) Hypothesis Text Display and Pinning

Hypothesis text displays as a user is speaking and appears almost immediately after speaking.

a. The hypothesis can be hidden from the user in EXA Trans. To config, open the EXA Trans config file.

```
KMHA.ExaTrans.WinApp.exe.Config - Notepad
File  Edit  Format  View  Help
    <add key="GetTranscriptionDetails" value="/getTranscriptionDetails" />
    <add key="updateStudyInfo" value="/api/ext/study_info" />
    <add key="unLock" value="/unLockTranscription" />
    <add key="getTransTemplatesByModalityBP" value="/getTransTemplatesByModalityBP" />
    <add key="getAllStudyFlags" value="/getAllStudyFlags" />
    <add key="transcriptionUpdateStudyFlag" value="/updateStudyFlaginStudies" />
    <add key="getFlagsForStudy" value="/getFlagsForStudy" />
    <add key="PowerMicNextVarV11" value="0" />
    <add key="GetAllFlags" value="1" />
    <add key="AutoScrollTx" value="1" />
    <add key="DragDropText" value="0" />
    <add key="CheckFlagBeforeApprove" value="0" />
    <add key="ValorSkip" value="0" />
    <add key="TransLoadNextStudy" value="1" />
    <add key="IncludeUnderscore" value="0" />
    <add key="IncludePlayer" value="0" />
    <add key="MicOnOff" value="0" />
    <add key="getAllFindings" value="/criticalFindings" />
    <add key="transcriptionUpdateStudyFindings" value="/updateCriticalFindingInStudies" />
    <add key="getFindingsForStudy" value="/criticalFindingInStudies" />
    <add key="DateFormat" value="MM/dd/yyyy" />
    <add key="nVoqAccountUrl" value="/SCVmcServices/rest/accounts" />
    <add key="nVoqOrganizationUrl" value="/SCVmcServices/rest/organizations" />
    <add key="ViewHypothesisText" value="1" />
    <add key="PinHypothesisText" value="1" />
    <add key="HoldRecord" value="0" />
    <add key="LockUnlock" value="/lockUnlockTranscription" />
    <add key="BufferMilliseconds" value="300" />
    <add key="NumberOfBuffers" value="10" />
    <add key="SilencePacketInterval" value="2000" />
    <add key="MacroDelayInterval" value="5000" />
    <add key="PauseDelayInterval" value="200" />
    <add key="PauseRecordingTimeout" value="20" />
    <add key="ApproveOnMic" value="Off" />
    <add key="GetLockTranscription" value="/getLockTranscription" />
    <add key="GetAllModalities" value="/modalities" />
    <add key="DeleteReportTemplate" value="/deleteReportTemplate" />
    <add key="GetViewerToolsConfig" value="/getViewerToolsConfig" />
    <add key="KeepDelimiters" value="False" />
    <add key="RequireEnableApprovals" value="False" />
    <add key="UserDic" value="" />
    <add key="ScreenName" value="\\.\DISPLAY4" />
    </appSettings>
    <system.web>
    <membership defaultProvider="ClientAuthenticationMembershipProvider">
```

If ViewHypothesisText value = 1, Hypothesis text is displayed in ExaTrans **(default)**
If ViewHypothesisText value = 0, Hypothesis text is hidden in Exatrans

    b. The hypothesis text can be configured to be pinned to the left side of the ExaTrans window or move around with the cursor. To configure, open the EXA Trans config file.

If PinHypothesisText value = 1, hypothesis text is pinned to the left side of EXATrans window **(default)**
If PinHypothesisText value = 0, hypothesis text moves with the cursor

c) Approve and Approve & Next Microphone Button
    a. Approve and Approve & Next can be enabled on the microphone. To config, open the EXA Trans config file.

```
KMHA.ExaTrans.WinApp.exe.config - Notepad
File  Edit  Format  View  Help
    <add key="getFinalPrelimReport" value="/getFinalPrelimReport" />
    <add key="getAllTranscriptionTemplate" value="/getAllTranscriptionTemplate" />
    <add key="getProvidersList" value="/getProvidersList" />
    <add key="GetTranscriptionDetails" value="/getTranscriptionDetails" />
    <add key="updateStudyInfo" value="/api/ext/study_info" />
    <add key="unLock" value="/unLockTranscription" />
    <add key="getTransTemplatesByModalityBP" value="/getTransTemplatesByModalityBP" />
    <add key="getAllStudyFlags" value="/getAllStudyFlags" />
    <add key="transcriptionUpdateStudyFlag" value="/updateStudyFlaginStudies" />
    <add key="getFlagsForStudy" value="/getFlagsForStudy" />
    <add key="PowerMicNextVarV11" value="0" />
    <add key="GetAllFlags" value="1" />
    <add key="AutoScrollTx" value="1" />
    <add key="DragDropText" value="0" />
    <add key="CheckFlagBeforeApprove" value="0" />
    <add key="ValorSkip" value="0" />
    <add key="TransLoadNextStudy" value="1" />
    <add key="IncludeUnderscore" value="0" />
    <add key="IncludePlayer" value="0" />
    <add key="MicOnOff" value="0" />
    <add key="getAllFindings" value="/criticalFindings" />
    <add key="transcriptionUpdateStudyFindings" value="/updateCriticalFindingInStudies" />
    <add key="getFindingsForStudy" value="/criticalFindingInStudies" />
    <add key="DateFormat" value="MM/dd/yyyy" />
    <add key="nVoqAccountUrl" value="/SCVmcServices/rest/accounts" />
    <add key="nVoqOrganizationUrl" value="/SCVmcServices/rest/organizations" />
    <add key="ViewHypothesisText" value="1" />
    <add key="PinHypothesisText" value="1" />
    <add key="HoldRecord" value="0" />
    <add key="LockUnlock" value="/lockUnlockTranscription" />
    <add key="BufferMilliseconds" value="300" />
    <add key="NumberOfBuffers" value="10" />
    <add key="SilencePacketInterval" value="2000" />
    <add key="MacroDelayInterval" value="5000" />
    <add key="PauseDelayInterval" value="200" />
    <add key="PauseRecordingTimeout" value="20" />
    <add key="ApproveOnMic" value="Off" />
    <add key="GetLockTranscription" value="/getLockTranscription" />
    <add key="GetAllModalities" value="/modalities" />
    <add key="DeleteReportTemplate" value="/deleteReportTemplate" />
    <add key="GetViewerToolsConfig" value="/getViewerToolsConfig" />
    <add key="KeepDelimiters" value="False" />
    <add key="RequireEnableApprovals" value="False" />
    <add key="UserDic" value="" />
    <add key="ScreenName" value="\\.\DISPLAY4" />
```

If ApproveOnMic = Off, microphone buttons to trigger Approve and Approve & Next is disabled **(default)**
If ApproveOnMic = On, microphone buttons to trigger Approve and Approve & Next is enabled

4. Nvoq

a) Calling in Transcription Templates and Macros

    a. The Templates dropdown will only show transcription templates/macros that are applicable to the study. The template/macro must appear in the dropdown to be able to be called in using the macro keyword. If it does not appear in the dropdown, it is not able to be called in using the macro keyword.
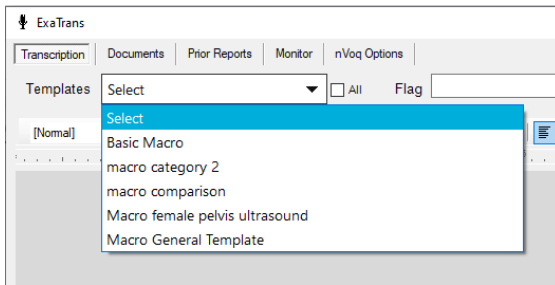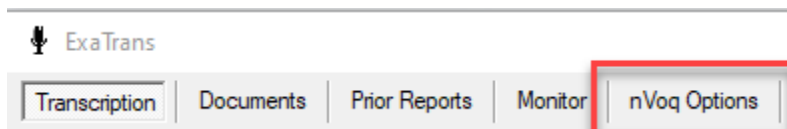

    b. Selecting **All** will show all available templates/macros in the dropdown which makes any of the templates in the dropdown available to be called in using the macro keyword.
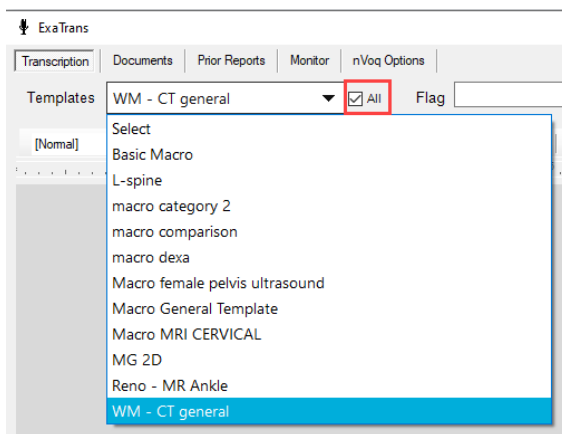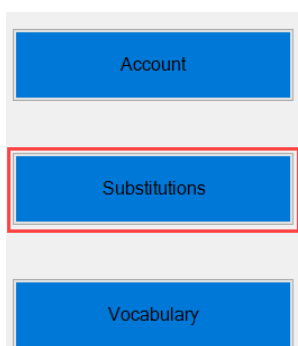

b) Substitutions

Substitutions can be created to customize how text is returned and displayed in a dictation such as an abbreviation, acronym or macros

    a. In ExaTrans, select **nVoq Options**.

    b. Select **Substitutions**

c. To add a new substitution

d. Select **Save** to save the substitution.
e. To **Edit** an existing substation, select **Edit**

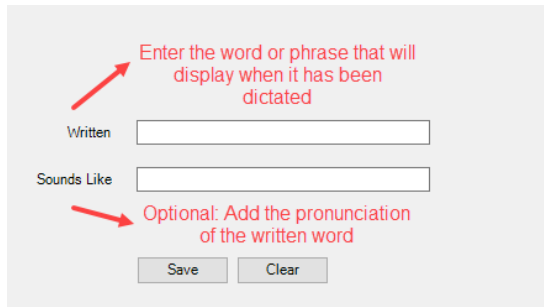f. To **Delete** an existing substation, select **Delete**

c) Vocabulary
New vocabulary can be added so that it can be recognized in dictation such as proper names of people, places, product names, and uncommon words.

a. To add new vocabulary, select **Nvoq Option > Vocabulary**

b. Add new vocabulary

Enter the word or phrase that will display when it has been dictated

Written

Sounds Like

Optional: Add the pronunciation of the written word

Save   Clear

c. Select **Save** to save the new vocabulary
    Select **Edit** to edit an existing vocabulary entry
    Select **Delete** to delete an existing vocabulary entry
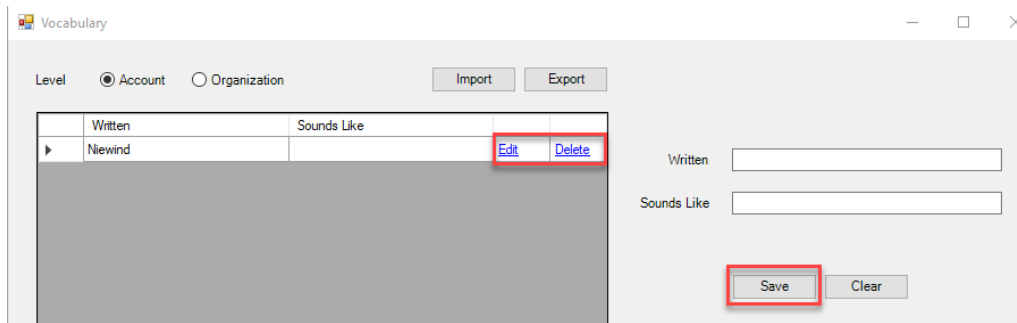
d) Dictation Commands

Navigation and Formatting

Say this…	To display this…
Next field	This will move the cursor to the next bracket
Previous field	This will move the cursor to the previous bracket
New line OR Next line	A new line one line down
New paragraph	A new paragraph
Letter or Capital	Capitalizes the letter
Caps	Capitalizes the first letter of the word
Caps on/caps off	Capitalizes the first letter of all words until caps off is said.
All caps	Capitalizes all letters of the word
All caps on/all caps off	Capitalizes all letters of all words until all caps off is said
Lowercase OR overwrite	Will make the first word of the dictation lowercase
Numeral one period OR one period	Creates a numbered list and capitalizes the first letter of each item
Number next OR next number	Creates a numbered list, capitalizes the first letter or each list item and adds a new line before each list item
Letter next or next letter	Creates a lettered list, capitalizes the first letter of each list item and adds a new line before each list item

Punctuation

Say this…	To display this…
Period	.
Comma	,
Colon	:
Semicolon	;
Hyphen, dash, minus sign	-
Question mark	?
Exclamation mark, exclamation point	!
Open paren, open parenthesis	(
Close paren, close parenthesis	)
Open brace, open curly brace	{
Close brace, close curly brace	}
Open bracket, open square bracket	[
Close bracket, close square bracket	]
Less than sign, open angle bracket	<
Greater than sign, close angle bracket	>
Hash sign, number sign, pound sign	#
At sign	@
Asterisk, asterisk sign	*
Ampersand, and sign	&
Tilde sign	~
Forward slash, slash	/
Back slash	\
Double slash	//
Quote, open quote, open double quote, start quote	"
Unquote, close quote, close double quote, end quote	"
Open single quote	'
Close single quote	'
Apostrophe	'
Apostrophe S	's
Percent sign	%
Ellipsis	…
Dollar sign	$
Equal sign	=
Plus sign	+
Multiplication sign	*
Division sign	÷
Plus or minus sign	±
Underscore sign	_
Vertical bar		
One quarter sign	¼
One half sign	½
Three quarters sign	¾

Dates and Times

Say this…	To display this…
March seventeen two thousand twenty-three Or March seventeen twenty twenty-three	March 17, 2023
Three seventeen twenty twenty-three Three **slash** seventeen **slash** twenty twenty-three	3/17/2023
Three **dash** seventeen **dash** twenty twenty-three	3-17-2023
Two p m	2 p.m.
two thirty a m	2:30 a.m.
Between two p m and five p m	Between 2 p.m. and 5 p.m.
Zero eight hundred hours Oh eight hundred hours	0800 hours
Zero zero twenty two hours Zero zero two two hours	0022 hours

Numbers, Dollar & Cents

Say this…	To display this…
One hundred	100
One hundred twenty	120
Three hundred fifty two	352
Point five Zero point five	0.5
Seventy five dollars and fifty cents	$75.50
Roman fifteen (Roman 1-19 available only)	XV