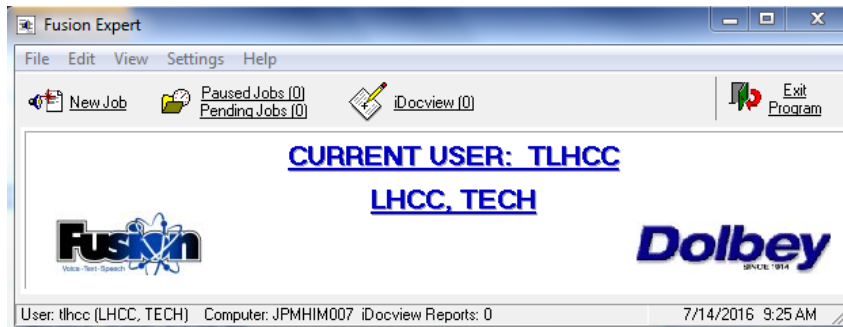# FUSION EXPERT

Training Guide

Welcome To Fusion Expert

- Learn how to perform the Audio Settings that launches upon log-in to Fusion Expert

- Learn how to Dictate a report (New Job)

- Learn how to Electronically Sign a report (iDocview)

- Learn how to Pause a dictation (Paused Jobs)

Double click on the Fusion Expert icon on your "Desktop"

Enter your "USER NAME" provided
Enter your "PASSWORD" Provided

STEP 1 – Audio Settings

Audio Settings

Your audio settings are in need of updating. Please press OK to step through the Audio Settings Wizard.
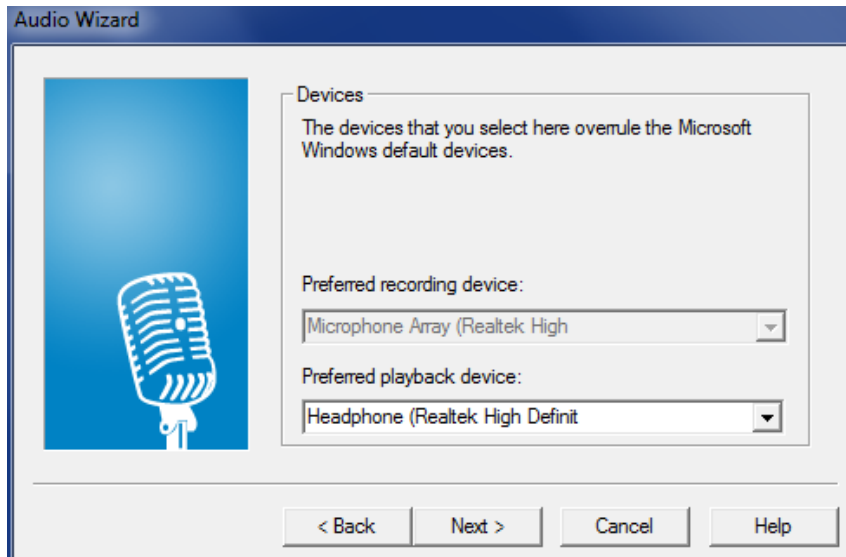
OK
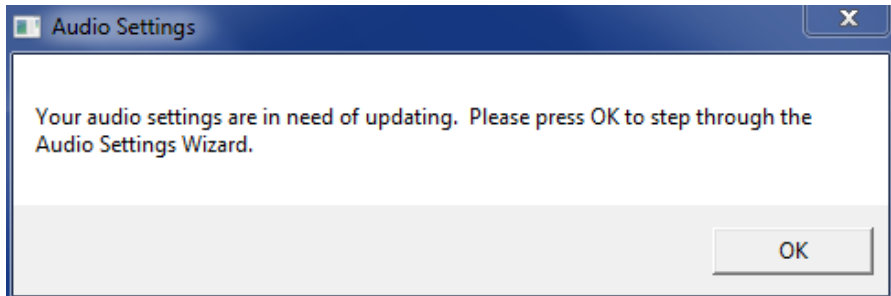
- The Audio Settings will launch upon log-in. This setting is only required "once" per work station. The audio setting measures the background noise and adjusts the dictation accordingly.

- Hit "OK". The steps proceeding will step you through the Audio Settings.

Audio Settings continued

Welcome to the Audio Wizard

The Audio Wizard will help you set up your audio system. This is important so that your system is able to recognize you when you speak.

Make sure the microphone and the speakers are connected.

Input channel:
N/A

Recording device:
Microphone Array (Realtek High
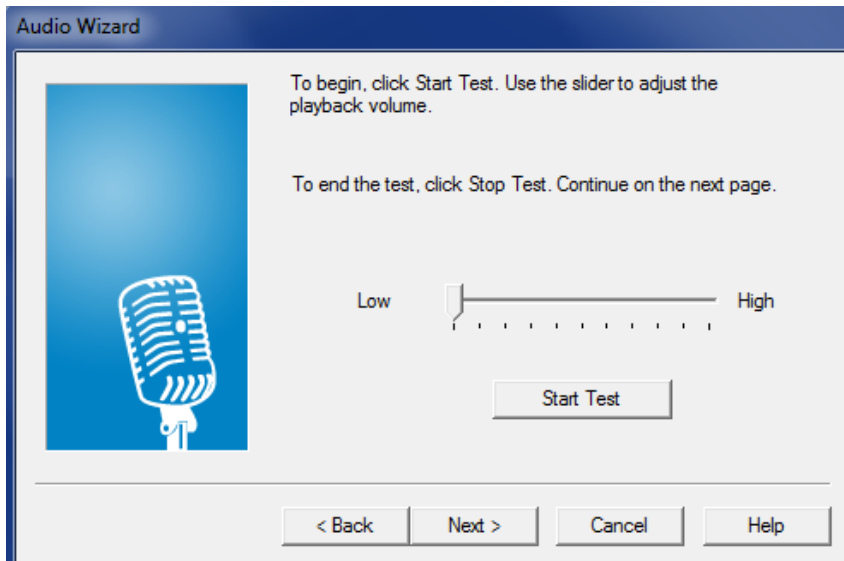
To continue, click Next.

- Hit next to step through the process.

Audio Settings continued

- The work station should have the appropriate recording device assigned.

- Hit next to step through the process.

Audio Settings continued

- Hit "Start Test". This step gives you the playback volume. To adjust the playback volume, you can move the "low – high" parameter back and forth to set volume.

- Hit next to step through the process.

Audio Settings continued
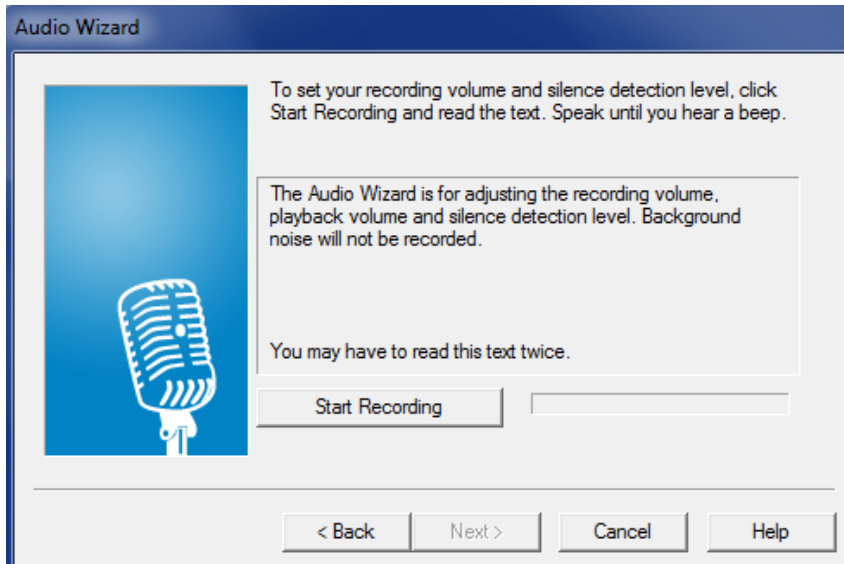
- Using your "Speech Microphone", you will need to read the paragraph provided holding the microphone approximately 6 inches beneath your chin. Once you hear a "bing", you settings are complete. Note: You may need to read the paragraph more than once.

- Hit finished once complete. Your audio settings should be completed.

STEP 2 – Dictation

- To start a new dictation, hit New Job
- Enter a "6" digit chart number (this would be the "W" number for Central Health)
- NOTE: Once you hit the last digit of the 6 digit chart number, the dictation prompt automatically prompts you for the work type.

Dictation continued

- A 2 digit Work Type is required for dictation. This step attachs a work type to a report type for transcription.

- A Dictation Card will be provided to you with a list of work types.

- NOTE: Once you hit the last digit of the 2 digit Work Type, the dictation prompt automatically prompts you for the Site ID.
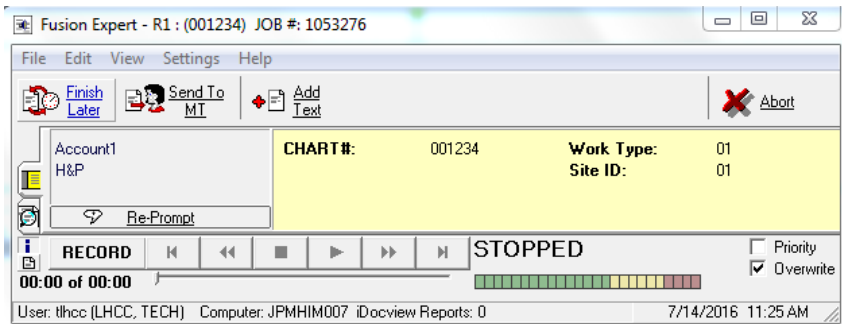
Dictation continued

- A 2 digit Site ID is required for dictation. This step places the dictation to the appropriate work pool in the Dictation Console for transcription.

- A Dictation Card will be provided to you with a list of Site IDs.

- NOTE: Once you hit the last digit of the 2 digit Site ID, the Dictation Window launches.

Dictation Window

- Speech Microphone review. (***not added to this PowerPoint***)
- Finish Later (hit to pause your dictation to retrieve and finish at a later time
- Send to MT (hit Send to MT to send the dictation to the Dictation Console to be transcribed.
- RePrompt (hit to change demographic information if entered incorrectly. This process will step you through the previous steps to make corrections to chart number, etc.)
- Priority (hit to place check mark for prior dictation. Dictation will be transcribed in priority of other dictations in the Dictation Console.)
- Abort (hit to cancel dictation)

Set 3 – Paused Report
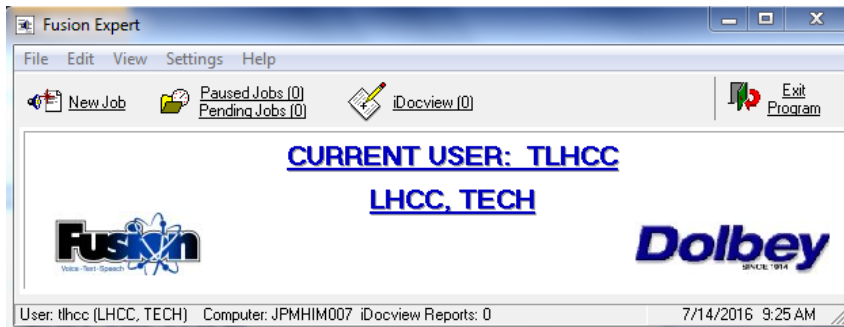
- To retrieve a paused job, double click the paused job, double click on the job. The dictation window will open and you can dictate from where you left off.