

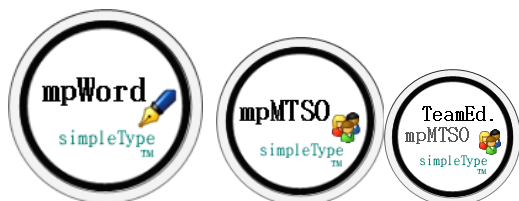
## Table of Contents

1. Trial & Features .....	4
2. Registration and Licensing .....	7
3. Quick Start .....	10
4. Common Questions & Tasks .....	19
Windows Environment .....	19
The Program Environment .....	20
Formatting .....	28
Abbreviations .....	33
Line Counting .....	35
Use Caution with Passwords .....	36
Rich Text Format & .DOCX files .....	37
5. The Program Environment .....	38
5.1. The Main Screen .....	38
5.2. The Menus .....	39
5.3. The Folders .....	40
5.4. Program Options .....	43
6. The Formatting Features .....	49
6.1. Character Formatting .....	50
6.2. Paragraph Formatting .....	51
6.3. Paragraph Formatting: Lists .....	54
6.4. Document Formatting .....	55
6.5. Table Formatting .....	57
7. The Transcription Features .....	58
7.1. Facility Registration .....	59



# User Guide

7.2. Session: Specify the Facility .....	69
7.3. Document Information: Dictator .....	70
7.4. Document Information: Patient .....	72
7.5. Transcribing the Note .....	76
7.6. Locator: Find Dictations .....	80
7.7. Invoicing: Invoices and Production Reports .....	81
7.8. Transcriptionist Settings .....	83
7.9. Transcription Menu .....	85
7.10. Document Properties .....	86
7.11. Line Counting .....	87
7.12. Envelopes .....	90
8. The Communication Features .....	91
8.1. Communication Options .....	92
8.2. Email & Auto e-Faxing .....	93
8.3. Troubleshoot Email Delivery .....	97
8.4. Faxing (not available) .....	98
8.5. FTP Functions .....	99
9. Formatting Templates .....	101
9.1. Templates .....	101
9.2. Templates, an Example .....	103
9.3. What to include in your templates .....	104
9.4. Codewords .....	104
9.5. Custom Invoices .....	110
10. Abbreviations and Spell Check .....	114
10.1. AutoExpand vs SmartWords .....	114
10.2. Abbreviation Dialog .....	116

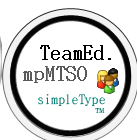


# User Guide

10.3. Abbreviation Starter Set.....	118
10.4. Spell Check .....	127
11. MTSO ONLY Features .....	129
11.1. MTList .....	130
11.2. Setup MT .....	131
11.3. Import .....	132
11.4. QA/Editing .....	136
11.5. Parse ADTs .....	138
11.6. Auto Dispatch .....	140
11.7. MPSentinel .....	141
11.7.1. Program Settings .....	142
11.7.2. Creating and Editing Rules.....	143
INDEX.....	151

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## 1. Trial & Features

Designed specifically for Medical Transcription Organizations and individual transcribers.

MpWord comes in three editions, Professional, MTSO (Enterprise) and TeamEd. All versions install as fully functional trials. We understand how easily a day fills up with "To Do's" so we've configured the trial period to count the number of different days you work in the program not sequential days on a calendar or the number of times you start the program, so you can be sure the program satisfies your needs and functions optimally within your computing environment *prior to* purchasing license for use.

*You have ten (10) fully function trial days to use and evaluate the application.*

### FEATURES:

Feature	Edition	Comments
Creates Documents that are Viewable and Modifiable in Microsoft Word (.doc & .rtf)	All	Opens and displays in Microsoft Word as it appears in MpWord.
Built-in Medical Spell Check	All	<ul style="list-style-type: none"><li>• 2500 medical words added, for 130,000 medical terms, and 140,000 English words</li><li>• Option for Spell-As-I-Type</li></ul>
Stedman's Medical Spellchecker: Installable	All	<ul style="list-style-type: none"><li>• Installable into MpWord</li><li>• MpWord Spellchecker contains all FDA approved drugs (Brand and generic) up through July 2013.</li></ul>
Abbreviation Expander	All	<ul style="list-style-type: none"><li>• No limit on length of the expanded form.</li><li>• No limit on number of abbreviations.</li><li>• All formatting features supported.</li><li>• Can select abbreviation from list (prompted)</li><li>• Can contain limited codewords, and navigational symbol.</li><li>• Utilities to convert from Microsoft Word, Shortcut, and Shorthand.</li><li>• Always inserted with current font.</li><li>• Facility-specific abbreviations. (Can use same short form for different facilities and get different results.)</li></ul>
Import Data/Settings	All	Including patient databases, addresses, dictators, facility registrations, formatting templates.
Import Transcribed Reports	MTSO	Populates & updates: patient database, addresser, production totals for invoicing and payroll.
Creates PDF Files	All	



# User Guide

Zip or Unzip Files	All	<ul style="list-style-type: none"> <li>• Zips and applies password protection</li> <li>• Unzips even password protected files</li> <li>• Encryption</li> </ul>
Power pack your Templates with codewords	All	<ul style="list-style-type: none"> <li>• Easily create documents and turn them into powerful templates using MpWord's codewords (no awkward field code names)</li> <li>• Templates are facility specific and you can have an unlimited number of them.</li> <li>• Use up to 60 bits of information to power-pack your templates and increase production.</li> </ul>
Built-in Document Properties	All	<ul style="list-style-type: none"> <li>• Creates self-documenting files for easy importation of data into databases</li> <li>• View and/or print history to satisfy HIPAA compliance.</li> </ul>
Patient Database Editor	MTSO ProEd	Edit, add or delete patients.
Auto Patient Age and Sex	All	Using codewords in Templates, automatically calculates age based on DOB and sex based on name and populates the document for you.
Print Envelope	All	Automatically print each as you go, or make an envelope document for batch printing.
Auto Naming / Saving	All	Automatically saves documents and names them based on elements (like LastName, FirstName, JobNum etc) you specify within the Facility's Profile Registration; no more having to stop between each report to save and name.
Daily Production List Tally	All	Every note completed becomes listed in a detailed production list with a running tally of the total lines and income so you can easily track your progress to meet and exceed production goals.
Open Last Note on Current Patient	All	Quickly access the most recent note you have typed on a particular patient.
Search - Locator for Previous Notes	All	Easily narrows your search by facility with flexible search criteria.
Mark Proofing Needs	All	A file marked with proofing needs will not import into MPwMTSO until reviewed and marked as corrected. Used by QA's and Admin personnel.
Import History	MTSO	Alternate means of looking up previous work, by import month, patient, dictator, etc
Keystrokes to Insert Last Name, First, Errata Mark	All	Reduces mouse point and click time.



# User Guide

Keyboard Shortcuts	All	Any menu item can be assigned to keystroke of choice.
Line Counting and Invoicing	All	Choose from multiple counting methods.
Invoice Options	All	<ul style="list-style-type: none"> <li>• One facility or all.</li> <li>• Select by date range.</li> </ul>
Duplicate Save	All	Most transcribers generally find it easier to have a Dual Save folder (specified in the Facility Registration). The program puts copies of all work not only in the primary Transcription folders but also in a separate holding folder. At the end of the day you would then have only one folder (Dual Save Folder) to process work from. After FTPing or emailing, Empty Dual Folders will clear the Dual Save folder of its files.
MTSO Production Reports	MTSO	<ul style="list-style-type: none"> <li>• Reports what an MT produced for a day or date range.</li> <li>• Reports what the Agency did for a day or date range.</li> <li>• Compare MT line count vs Billing line count.</li> </ul>
Setup Remote MT	MTSO	Emails or FTPs client profiles and templates for remote MTs to import into MpWord.
Parse ADTs	MTSO	Takes a hospital/clinic's Admit/Discharge/Transfer report, census, or clinic patient list (HL7 or delimited text format) and imports the information into the patient database. This allows your MTs to work with accurate, current information.
Dispatch Folder	MTSO ProEd.	Emails or faxes to Facility, Dictator, or all CC'd a whole folder at a time. Uses the specifications in Facility Registration for who is to get the documents and the method used to send them. Sends one fax or one email to each, with one or multiple documents.
FTP	All	FTP a whole folder or, with manual FTP, select files from multiple folders.
Email	All	Email a whole folder, a current document, or select files from multiple folders. MpWord detects added recipients as well as facility profile directives for sending via email.
Detailed File Sent History	All	Every file FTP'd, emailed or faxed becomes listed in the detailed history. This gives abundant information about the transfer: the method, to whom, when, if in a zip or PDF (and if so, the password used), the filename of the file sent, the folder it was in, etc.
MP Sentinel (file mover)	MTSO	Complete, round-the-clock, 24/7 automation for importing documents from remote transcribers and all file moving tasks.



**MTSO Edition** offers the tools to manage your work-flow, setup remote MTs, automate file moving, dispatch reports to referring physicians.

**Team Edition (sold in conjunction with MTSO only):**

- ❖ Designed for the agency's production MTs.
- ❖ Includes all the production-enhancing features of MpWord.
- ❖ Omits the important Facility Registration (since the MT cannot register a facility, he/she must get the facility registrations from the agency with MPwMTSO Enterprise License).
- ❖ Omits Dispatch Folder, Patient Database Editor.
- ❖ Includes Email and FTP.

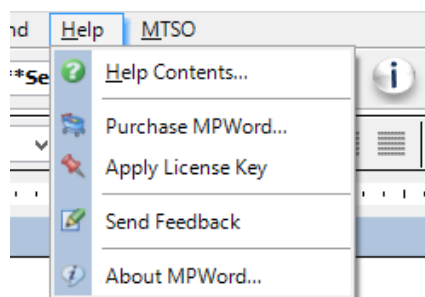
**Professional Edition (ProEd)**, for the independent contractor, small clinic, or small agency.

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## 2. Registration and Licensing

This applies to both new purchases and key code reissue requests.

(1) Generate the required registration from within your new installation of MPWord; this is accomplished by accessing the "HELP" menu from the main panel then selecting Purchase MPWord from the drop down menu. *Do not attempt to open the registration/order "zip" file the application generates as it is machine readable file.*





Select, from the drop-down, the edition of MPWord you wish to license;


Click “OK” (twice), and make note of the location (on your computer) of the registration zip file as noted in the top window of the MPWord License Key-Code Request panel.

(2) Go to our website and hover over the text link in the website header, “Buy Now” and select “BuySoftware”. Follow the on screen instructions to file drop the new registration zip; the file will be located within the “[...]Transcription\LicenseKey” folder. Give the website a few moments to fully load the file, then click on the blue “Submit and Go to Next Step” button on the web-page, which will take you to Step 2 and is where you will select the version of MPWord you would like to license and make your payment via PayPal **OR** choose “Reissue keycode” if you have a current and valid license and you wish to utilize a remaining keycode credit.





# User Guide



OptionsQuestions?Buy NowSupportLogin

simpleType Software Purchase: Step 2 of 3

License for Use (LFU) or ReIssue Keycode Orders: Select Option & Quantity

☐ MPTools \$ 35.00 USD

1

Quantity

☐ MPLite \$ 55.00 USD

1

Quantity

☐ MPWordProEd. \$ 125.00 USD

1

Quantity

☐ MPWordStandEd. \$ 105.00 USD

1

Quantity

☐ MPWord MTSO (Incl. MPwTeamEd (3)) \$ 225.00 USD

1

Quantity

☐ MPwTeamED (MTSO Agency Authorization Req'd.) \$ 55.00 USD

1

Quantity

☐ ReIssue KeyCode [Processing Fee] \$ 15.00 USD

Total: \$ 0.00 USD

KeyCode Credit (PreAuthorization Required):

☐ MPTools

☐ MPLite

☐ MPWordProEd



In order to offer the most convenient and secure method of payment, all Simple Dictation charges are processed through PayPal™.

You may pay using your PayPal™ account, major credit/debit card, or get 6 Months to pay with [Bill Me Later by PayPal.](#)

(3) Once we receive the registration, and payment confirmation (if applicable) we will process the request and create a unique key-code that we will send to you via a secure URL within an e-message, along with activation instructions.

You can access the Software Agreement/EULA from the footer of any Simple Dictation webpage.



## 3. Quick Start

The following is intended to get you started in the program quickly. Please be sure to review the detailed Help file topics to fully explore MpWord's features and functions.

When you start MpWord for the first time, the program will ask that you complete the Transcriptionist Settings. All the fields marked by an asterisk (\*) are required entries, including a recipient password and a creator password. The demographic information is needed internally by the program in order to register the software for licensing, creating invoices, and is your identifier when sharing transcribed reports.



This image can be found throughout the program; when clicked, it will open a pop-up containing helpful hints and reminders.

**Transcriptionist Settings**

**Demographics** | **Email & Fax Settings**

\*Name: Your Full Name

\*Initials: initials

\*Addr Line 1 (Company): 1 Internet Highway

Addr Line 2:

Addr Line 3:

\*City/State/Zip: Everytown, US 1234

\*Phone: 9044161860

Fax: 9044161027

\*Email: your email address

Misc:

\*Recipient password: 123abc

\*Creator password: 123abc

☐ I'm on new MT status. Set additional proofing flags.

☒ When sending, use agency information (name + email/phone) if available.

Items marked with \* (asterisk) are required.

Demographic information is used internally by the program for invoicing and, on licensing, it is encrypted and sent to the publisher.

Okay

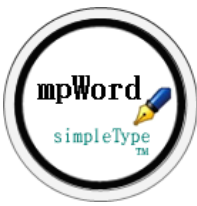
Cancel

i

Enter your full name in the "Name" field; this is required for program registration and invoicing. If you'd like your business name on the invoice as well, enter your company/business name in Address Line 1; use Address Line 2 and 3 for your address.

☐ "When sending, use [...]". Check this feature if you are the transcriptionist and will be transmitting reports for your MTSO/Agency via Email or FAX, as they may wish you to use the Agency name, phone number and e-mail address (Facility Registration, Send tab, has fields for this information.), otherwise, your information will be on all transmissions.

**[TeamEd. users consult your agency/enterprise user regarding what initials they have assigned.]**



# User Guide

The screenshot shows the 'Transcriptionist Settings' dialog box with the 'Email & Fax Settings' tab selected. The 'Demographics' tab is also visible. The 'Email & Fax Settings' tab contains the following fields and options:

- \*My area code: 800
- Number for outside line: (empty)
- SMTP Port: 587
- \*Outgoing mail server (SMTP): smtp.ch3.comcast.net
- Be sure to add MPWord6.exe to your firewall's Permitted Applications. MPWord needs both Send and Receive permission (for sending email or FTPing requires getting a response, which is receiving).
- Send Test Email button
- Demographic information is used internally by the program for invoicing and, on licensing, it is encrypted and sent to the publisher.

On the right side of the dialog box, there are buttons for 'Okay', 'Cancel', and an information icon (i).

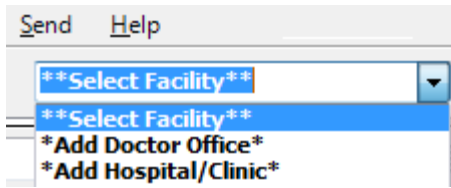
Your "Outgoing mail server (SMTP)" entry must be exact. Verify what server address and port your Email Host requires for your outgoing mail server (SMTP not POP3). If you are using a mail client such as Microsoft Outlook, Windows Mail, etc., the account settings within those programs may assist you with this information.

MpWord's default port setting is "25", which is why the built in encryption is necessary as this is not an encrypted channel. Unless you are using an SSL encrypted port (465, 587, etc.) for outbound transmission, you should not override MpWord's encryption settings when sending files via email or FTP.

MpWord's leader of the band is the Facility Registration (client profile). A "facility" is either a doctor/clinician with a single dictator or a hospital/clinic with multiple dictators. MpWord needs you to create a profile, register a facility, as you cannot transcribe with MpWord until you have registered at least one facility. **Facility Registration is not part of TeamEd; registrations are provided by the agency running MPwMTSO.**



# User Guide



\*Add Doctor Office\* is intended for an individual clinician.  
 \*Add Hospital/Clinic\* is intended for multiple clinicians within a group and will generate one invoice for all clinicians registered under the group.  
**NOTE:** If each clinician within the Hospital/Clinic needs a separate invoice then choose \*Add Doctor Office\*.

For now, we will just add a single clinician. Select “\*Add Doctor Office\*” from the drop-down and **make the following entries:**

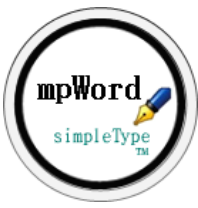
- **Initials** = JJD
- **Full name, including degrees** = John J. Doe, M.D
- **Specialty** = Otolaryngology

When you do this, you tell MpWord the settings you need for that facility:

- How dates should be formatted.
- How you want the filename configured.
- What line count method to use, etc.

MpWord stores this information so when you transcribe for that facility, the program reads the settings and executes accordingly.

✂ Everything, EXCEPT the "Initials", can be edited at a later time so choose this carefully when you begin setting up your actual client profiles; we suggest using three letters versus just two.



## Save and close the registration

At this time you need only fill in the required fields in the first tab, *Facility*, as all other fields have default values entered for you and you can always go back and edit them later as you become more familiar with the program, its settings, and how the program interacts with the information you set here. Click the right arrow ► until you see the tab "Misc" click it and the "NEXT" button will change from **Next** to **Finish**. Click Finish to save and close the registration.

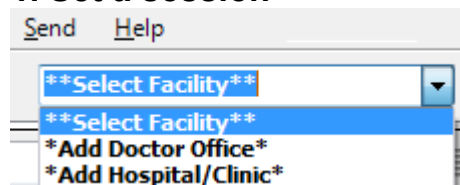
*Refer to the topic [Facility Registration](#) under The Transcription Features for detailed instructions and information.*

---



## Transcribing with MpWord

### 1. Set a session



The process of specifying to MpWord which facility you will be transcribing is called, "Setting a Session". You do this by selecting the facility from the "Select Facility" drop-down list. All facilities you have registered will appear in the list; you can have an unlimited number of facilities. **Now, use the drop down and select the profile you just created (John J. Doe, M.D.)**

### 2. Enter patient demographics

When you select a doctor/clinician facility, MpWord immediately presents the Document Information screen for you to enter the patient demographics. All fields on the Document Information screen can be used to automatically populate a document by using their respective "codeword" in your templates. At a minimum, you must enter the patient's last name and select a template.

**Select JJD\_FU.rft (follow-up) for this QuickStart.**

**Document Information:**

\*Last: [ ] First: [ ] Middle: [ ] Sex: [ ]

Medical Record: [ ] DOB: [ ] SSN: [ ] Account: [ ]

Misc: [ ]

\*Date of Service: [ ] Date of Dictation: [ ] Date of Transcription: [ ]

Time of Service: [ 12:00 AM ] Time of Dictation: [ 12:00 AM ] Time of Transcription: [ ]

Addressee/Recipient: [ ] CC1: [ ] CC2: [ ]

\*Template: [ JJS\_Con.mpt, JJS\_FU.mpt, JJS\_LET.mpt, JJS\_SOAP.mpt ]

Save Paths:  
(Documents)\Transcription\John\_J\_Smith\_MD\2013\08\_29\_13\  
(Documents)\Transcription\MpWordAutoDispatch\ToAutoDispatch\

MT: MPWord Demo  
CL: John J. Smith, M.D.

Criteria to select patient by:  
☒ Last ☐ DOB  
☐ First ☐ SSN  
☐ MR ☐ ACCT

Criteria for address:  
☒ Identifier  
☐ Name

☐ Suppress adjusting CASE  
☐ Suppress auto SEX  
☐ Suppress PT selection  
☐ Suppress ADDR selection

Job Number (UF1): [ ]  
RefCode (UF2): [ ]  
User Field 3: [ ]  
User Field 4: [ ]  
User Field 5: [ ]  
User Field 6: [ ]  
User Field 7: [ ]

Buttons: Okay, Cancel

mpWord simpleType logo



# User Guide

*Note that the Date of Service (DOS) on this screen defaults to one day before the Date of Transcription. If you are doing STAT work, say for an ER, you may change the default DOS within the Facility Registration located on the Options tab.*

When you press "Enter" or click "OK" MpWord produces a document based on the template selected, which includes the formatting and replacement of "codewords" with the values entered. Templates and codewords are a big part of the time saving features of MpWord and are discussed in detail under the topic [Formatting Templates](#)

AnyBusiness Co.  
1 Internet Parkway  
Mytown, US 12345  
800-800-8000



By using any of the default templates in MpWord, you will see how the program creates your document and populates it.

More than 60 bits of information can be coded into your templates to populate your documents so you don't have to.

The default templates MpWord creates are intended to give you a framework to start building your own creations. You may modify these templates (which are simply MpWord documents with an .mpt extension) and/or create additional ones.

*The example template here has been formatted with an image as a first page only header.*

DServLong\*

RecipientWithAddress\*

RE: LAST\*, FIRST\*  
MR: MR\*  
DOB: DOB\*

Dear @:

I had the pleasure of seeing your patient, First\* Last\*, in the office today. As you know, pron\* is a ageyears\*-year-old sex\* @

Sincerely,

DictName\*  
DictInitials\*/minitials\*  
T: DTransShort\*

cc1WithAddress\*

### 3. Transcribe the dictation

As you type, the program applies the options you have selected to assist you (**Tools ➔ Options**) such as Spell-As-I-Type, Expand Abbreviations, Use SmartWords, Auto Capitalize, etc. Refer to the topic [Program Options](#) for options and setting descriptions.

MpWord uses the symbol "@" as the navigational "jump to" tool. By pressing **F10**, you will move the insertion point to the next "@" in the document.

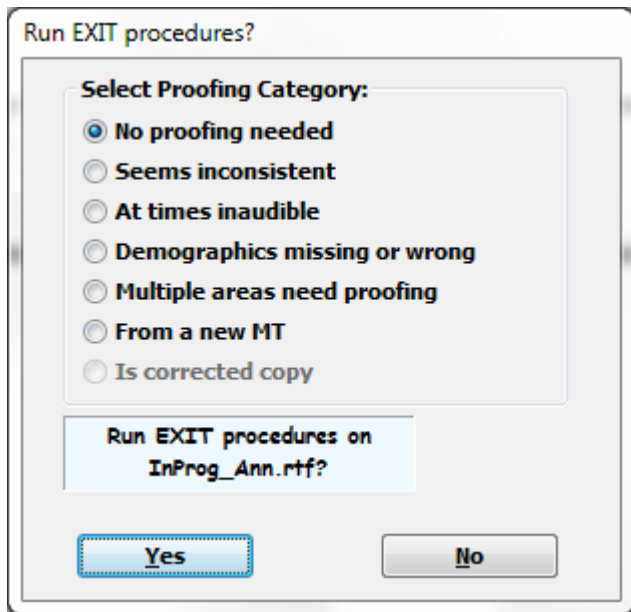
If the dictator uses the patient's name while dictating, ⌨ Ctrl+1 will insert the patient's first name into the document and ⌨ Ctrl+2 will insert the patient's last name.

To open the last note you've done on the current patient click **Transcription ➔ Most Recent Note on (name)**.



**IMPORTANT NOTE FOR MTSO Users:** Any MpWord document can be opened in Microsoft Word. If your transcription staff opens and saves an MpWord document in Microsoft Word, the document properties will become truncated to 255 characters. **This poses no problem whatsoever for your clients** but for the MTSO needing to import documents from their transcription staff, it will pose significant problems.

## 4. Inform MpWord that you are done transcribing the note



When you have finished transcribing the note, press **Ctrl+Shift+X** to run the Exit procedure.

At this point, MpWord:

- ✓ takes line count;
- ✓ names/saves the file;
- ✓ displays the note in the "Production tab" for your reference and displays the line count of the document at the bottom of the MpWord screen (transcription assistant panel).
- ✓ returns you to the Document Information screen for input on the next dictation;

and, will run the Dispatch Process if you have your client profile set to dispatch on "Exit" (not in TEAM Edition) and can, depending on the options selected in Facility Registration,

- Print the document.
- E-mail it to the dictator.
- E-mail it to the CC'd physicians.
- Fax the document to dictator/CC'd or facility.
- Send the document to an FTP site.

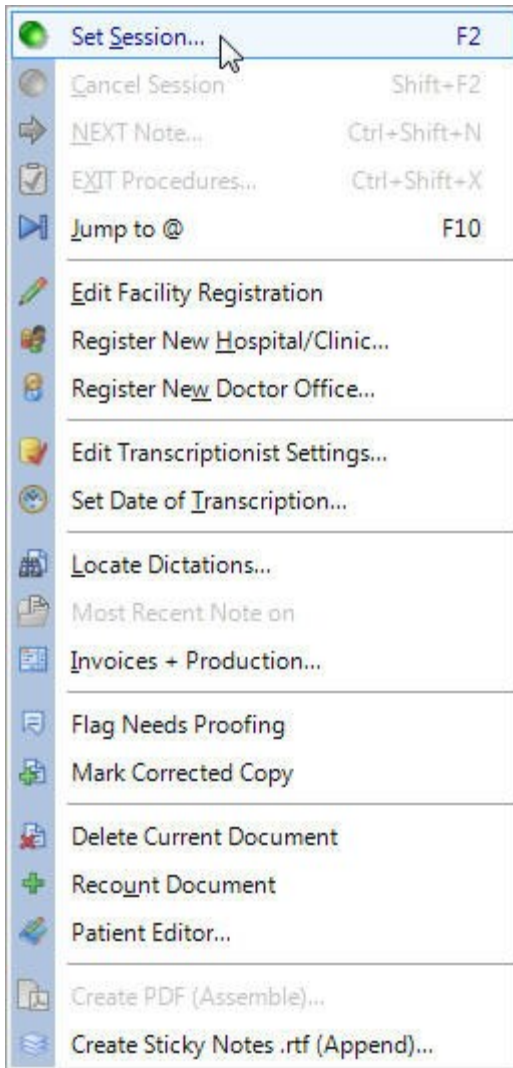
Once you click "Yes", MpWord returns you to the Document Information screen so you may begin transcribing the next dictation.

Go ahead and type several reports/notes so you can test the Invoice and Production Report functions as well.





## Create an Invoice

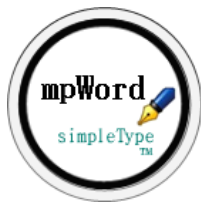


### Do the following to create an invoice:

- Cancel the session by setting the Select Facility box back to read **\*\*Select Facility\*\***.
- Click Transcription from the top menu and select "Invoices + Production..." and click the Invoices tab.
- Select John J. Doe, M.D. from the drop down list. Verify the starting and ending dates for the invoice (in this case it would be the same day) and click OK.

The invoice is then displayed.

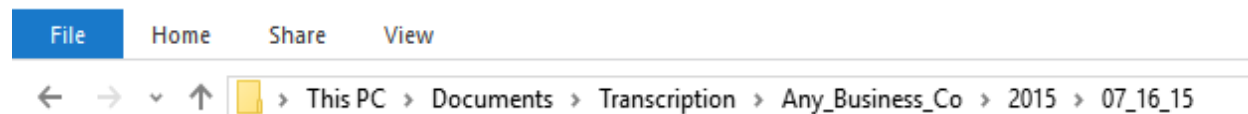
As you transcribe a note it is given a temporary name and is saved into an "InProgress" folder. MpWord will not let you quit the program while a note is in progress. You have to run EXIT (↓ Ctrl+Shift+X) before shutting the program down. So, if something urgent comes up and the note is not finished, go ahead and run EXIT on it and then close MpWord. When you come back, reopen it, finish it, and click **Transcription ➡ Recount Current Document**. Then close the document.



# User Guide

When you run exit on the note it saves it with the filename that you constructed from the available elements in Facility Registration, to the Transcription folder with this path (depending on your operating system) My Documents \ Transcription \ the client folder \ the year folder \ the date folder. You can click on Help |About MpWord to see MpWord's primary folder locations).

*EXAMPLE: (File path from Windows 10 File Explorer window)*



- ❖ You remain in a Session as long as the facility's name appears in the Select Facility drop-down box. Should you break out of the normal flow of transcription and must cancel a session before you have complete transcribing for the facility, when you return, press Ctrl+Shift+N (for NEXT patient) and you will be presented the Document Information screen to begin a new transcription.
- ❖ Your facilities may probably appreciate a daily production report, listing all the work done. You can create this by selecting **Transcription ➡ Invoices + Production**.
- ❖ To locate transcriptions you have on hand for any patient, click **Transcription ➡ Locate Dictations**.
- ❖ MpWord allows you to assign any menu item to the keystroke of your choice. Click **Tools ➡ Keyboard**.



## 4. Common Questions & Tasks

### Windows Environment

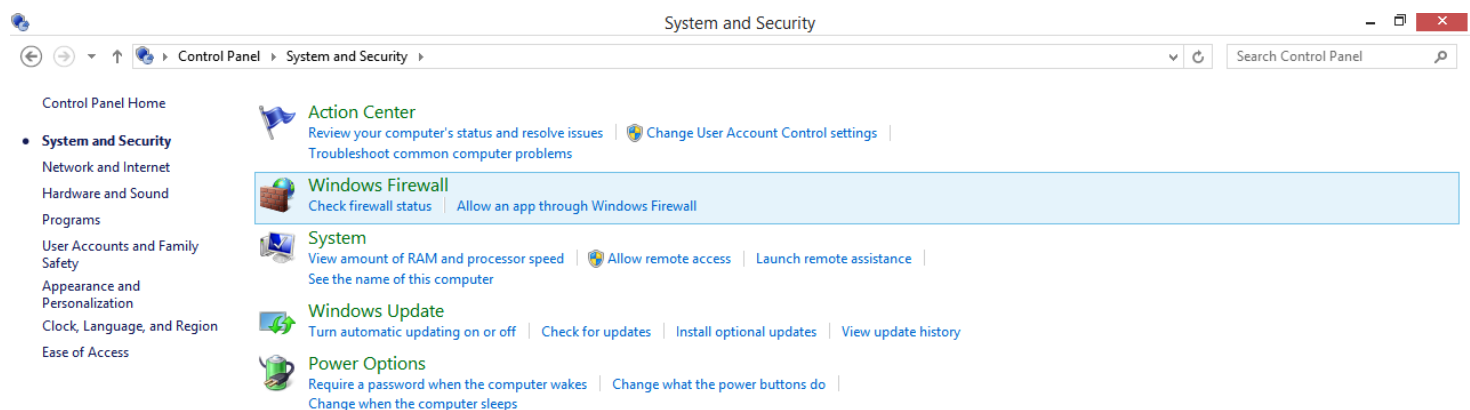
#### How do I set Windows to show the underlined letter in menus?

Press  the Alt key, and the keyboard shortcuts will become underlined.

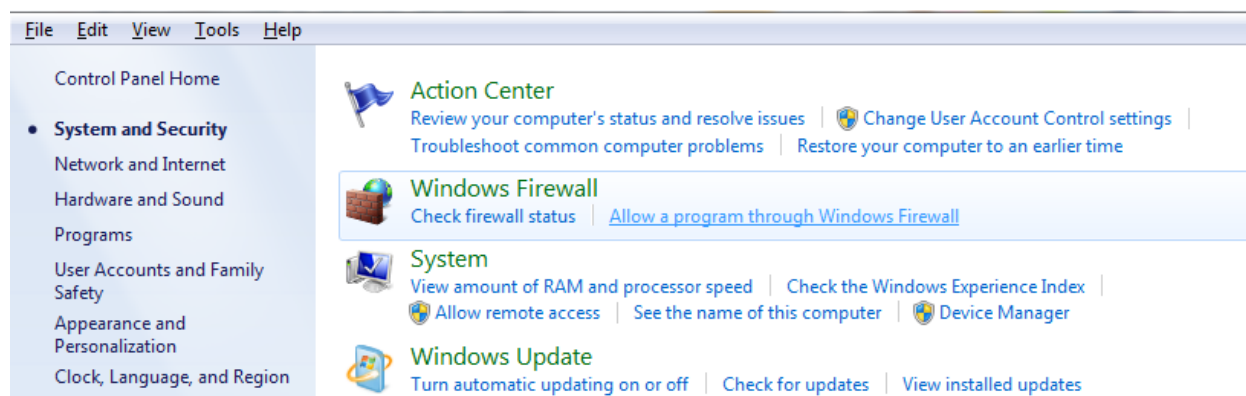
#### How do I configure my firewall?

In order to allow MpWord's access to the internet for FTP or email, you must instruct your firewall to allow full access, both send and receive. Please consult your Windows Operating System, or antivirus software, documentation to configure firewall access.

Example: Windows 8.1



Example: Windows 7





## The Program Environment

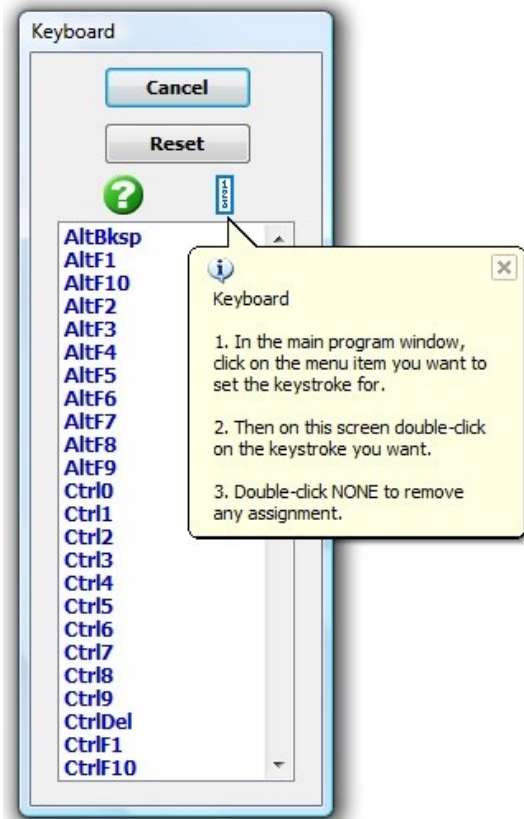
### How do I transcribe with MpWord?

Refer to [Quick Start](#) and [Transcribing the Note](#).

### How do I assign my own keyboard shortcuts?

Any menu item (158 of them) can be assigned to the keystroke of your choice. To do this:

Make sure the item you want to assign is currently active (ie, not grayed out). Then click **Tools** ➡ **Keyboard**.



Don't get carried away at first assigning keystrokes. Work with the program a few days to determine what features you use often and would be helpful assigned to a keystroke.



## How do I set the screen colors?

Click **Tools ➡ Options**, and then select the **Program** tab. Here you can set the page border color and the "paper color". The paper color is only for display and is not saved with the file.

## Why are menu items not accessible or "grayed-out"?

MpWord is an interactive program. If a feature requires certain conditions to perform its task and those conditions aren't met, the feature will be unavailable. For example, on the Format menu Highlight will be unavailable until you have text selected. Another example: Edit Facility Registration is not available while you are in a session. If you need to edit a registration, cancel the session:

### Transcription ➡ Cancel Session

Or, Set the Select Facility box to read **\*\*Select Facility\*\***.

Then you will be able to edit a Facility Registration. Additionally, MpWord is published in three editions: MpWord, MPwMTSO, and TEAM. Team omits features to register and edit a facility, omits fax functions, and the Patient Editor. MTSO adds features needed to manage and automate a multi-MT environment.

## How do I minimize problems that can arise with password protected files?

Refer to [Use Caution with Passwords](#)

## How do I transfer my MpWord Data & Settings files from one computer to another?

Your MpWord installation and license is unique to each computer and must be registered and licensed for each system. Please refer to our Software Agreement, located in the footer of each Simple Dictation webpage, for details regarding licensing and support.

**(1)** With MpWord closed, copy the following files from the originating computer and onto a USB flash drive, or other removable storage device:

- All .txt and .xml files contain in the folder [...] **AppData\ Local\ MpWord\ 60\ Data**
- userAdd.tlx from the folder [...] **AppData\ Local\ MpWord\ 60\ Lex**
- All files contained in the folder [...] **Documents\My Documents\Transcription \ Formats**

**(2)** Now copy these files from your removable storage device and into the folder

**Documents\MyDocuments\Transcription \Setup.**

**(3)** MpWord will not import your abbreviations from a different computer but you can manually install them.

Copy all the files in

[...] **AppData\ Local\ MpWord\ 60\ Abbr** onto your removal storage then copy and paste them into the same folder on the new computer.

**(4)** Open MpWord and from the top menu choose **Tools ➡ Import Data / Settings**



## **Are there any considerations I should be aware after importing data from my previous version?**

Yes, on upgrading from a previous version, you'll probably want to look at the new features right away. Many of the features get their data from a separate data store. This new data store is refreshed whenever you start a session for a facility. So, to populate this new data store for all facilities right away, start a session for each of you clients, cancelling the Document Information screen, and setting the session for the next, this will ensure that the new data store has all the information it needs for each of your facilities.

## **What is the AppData\Local folder?**

The AppData\Local folder is a folder that is defined and created by Windows, just as the folder "Documents" is defined and created by Windows and is "user" account specific.

To determine the exact path to AppData a program needs to ask Windows what it is. In similar fashion, for you to know where it is, you need to look at the **Help ➡ About MpWord**. It is listed there as Program Data. Into a subfolder of AppData goes all the data and information MpWord uses internally. These are in clearly named folders, Abbr, Lex, Data, etc.

You may need to turn on the display of hidden folders in order to see the AppData folder.

## **How do I decide to register a group as a clinic or several offices?**

This would depend on how they want you to send invoices. If each physician within a group wishes to receive an individual invoice, register each as a Doctor Office. If you are to send one invoice to the all dictators within the group, then register them as a hospital/clinic.

## **I get paid or pay a different rate for STAT reports. How should I set this up?**

Register the facility twice, say as GH and GHSTAT, and set the line counting appropriately. You can share the patient database between GH and GHSTAT (Misc tab). When invoicing day comes you'll need to run both invoices. However the facility will probably appreciate getting the clear demarcation and documentation.

## **How do I share the patient database among various facilities?**

Click **Transcription ➡ Edit Facility Registration**. On the Misc tab, specify the same filename for **PT Database filename**:



## How do I delete a Facility Registration?

Click **Transcription** ➡ **Edit Facility Registration**. Select the facility, and click ➡ **Remove**.

## How do I check the spelling of a single word?

Either double-click the word, or, with the insertion point in the word press the Application Key on your keyboard. (The icon on the Application Key looks like a menu with a mouse pointer going to it. It is generally located on the right side of the keyboard, next to the Ctrl key.)

## How do I close a dialog via keystroke?

Press the "Esc" Escape key.

## I run a Windows Backup weekly. What files should I include?

Backup these folders:

AppData\Local \ MpWord \ 60 (including all the subfolders)

[...] \ Transcription \ Formats

## What files do I send my associates in order to set them up on MPWord with profiles, templates, etc...?

(1) With MpWord closed, copy the client specific files from the originating computer (initial specific) and place them in in a temporary location, say your desktop or create a new folder, for accessibility:

- Client specific *.txt* and *.xml* files contained in the folder [...] **AppData\ Local\ MpWord\ 60\ Data** located on your hard drive.
  - These would be the *Client Profiles* (CL\_[...].xml), *Dictator listing* for a group registration (Dict\_[...] .txt), *Patient lists* (PTs\_[...].txt), *User Fields* (\_UF#.txt), and *Addresses* (Addr.txt)
- Client specific templates contained in the folder “[...] \ Transcription \ Formats

(2) Now simply provide these files to your MT who will download, or copy them, into the folder

“[...] \ **Transcription \ Setup** on their computer **then** Open MpWord and from the top menu choose **Tools |**

### Import Data/Settings

You may zip the files or not. If you want to password protect the zip file, you must use the password **m5p0w** (MTSO does this by default when emailing) Your MT does not need to unzip them but just puts the zip file into the setup folder.

Sending the files above will set up your MT with facility registrations, databases for patients, dictators and addressees, and all the formatting templates.





If you have a license for an MTSO Edition your MTs would qualify for the Team edition and MT Setup is handled via the MTSO Menu.

## I have been asked to cover for another MT. Are there any special considerations?

If you are covering for another MT temporarily, and you import their data, this will include the address database, addr.txt. Except for the MTSO edition, Import **overwrites** this file. (It was necessary to overwrite, and not merge, for if merge were used and the importing MT had incorrect information in the database, it would never be replaced with the corrected information from the MTSO or clinic.) So, if you are covering only temporarily, make a copy of YOUR addr.txt file in a safe place (Desktop), and after Import combine them. With a double-click, they will open into Notepad. Copy the contents of your previous addr.txt file -- on the Desktop -- and paste it into the new one. Save and close the file. To remove duplicates that may occur, we've included a utility named RemoveDuplicates.exe in the program files folder along with the other program files. After you combine them together, use this utility.

## How do I activate the fields for Account Number or SSN in Document Information?

**Transcription ➡ Edit Facility Registration.** On the Options tab, put a check mark in the section Prompt For.

## How do I set the Date of Service to be today's date?

By default the Date of Service displayed in Document Information when it is first shown will be yesterday's date. You can change this:

**Transcription ➡ Edit Facility Registration.** On the Options tab, set the **DOS offset** to be 0.

## If I've selected the wrong template, what is the best way to correct this?

If you haven't begun typing, **Transcription ➡ Delete Current Document**, then press ⌨ Ctrl+Shift+N to start a new note.

If you have typed, select what you have typed and copy to the clipboard. Then delete the current document, and press ⌨ Ctrl+Shift+N to start a new note. When the template is on screen, paste the clipboard contents.

## How do I edit a transcribed document I've already finished?

Open the document. You can do this by double-clicking on the entry in the daily production list docked at the bottom of the screen. Make the changes you need, and then run **Transcription ➡ Recount Current Document**.

Then save the file.



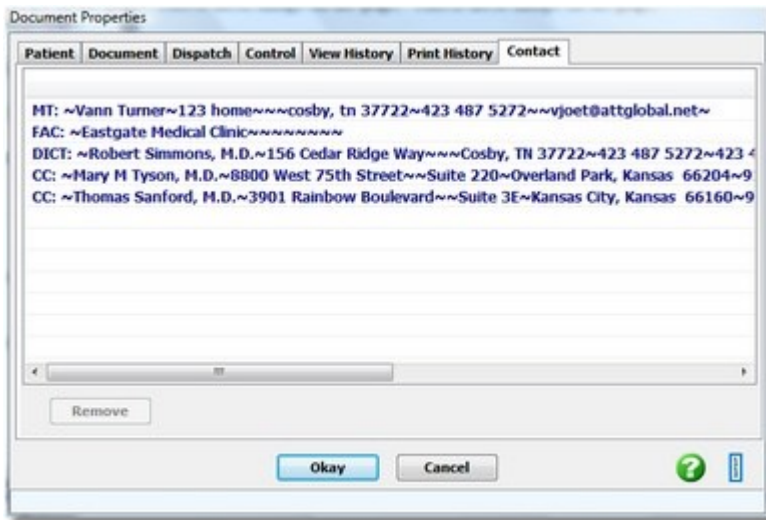


# User Guide

If you have a Dual Save set up for the client to whom the document belongs and Dual Save folder still has a copy of this file, then MpWord will ask you if you also want to replace the Dual Save copy. Answer "Yes".

If you have already cleared the Dual Save Folder of the file, you need to manually do a SAVE AS into the Dual Save Folder.

## How should I delete an incorrect Addresser "CC" that I've entered as part of the document?



Delete the text in the document as well as the Document Properties (**File → Doc Properties**), and delete the CC there. MpWord uses this information when it dispatches reports, so you need to correct it so it is correctly distributed.

## How do I delete the word to the left or right of the insertion point?

For the word left, Ctrl+Backspace. For the word right, Ctrl+Delete

## How do I move to the top or bottom of the document?

To move to the top, press ⏴ Ctrl+Home. To move to the bottom, ⏵ Ctrl+End.

## How do I move between open documents?

Press ⏴ F12.

## How do I move between the assistant tabs?

Press ⏴ Alt+F12.



## How do I ensure compatibility with Microsoft Word?

Microsoft Word, in all versions, will open and display MpWord files. The file format for MpWord files, regardless of the file extension, is Rich Text Format (rtf) and is one of two file formats that Microsoft Word considers its own: binary .doc and text .rtf. Regardless of what the extension is, Microsoft Word will properly open and properly display an MpWord file.

A potential problem arises **when Word saves** an MpWord file. The format Word is going to save it into depends on the version of Microsoft Word being used, so, to accommodate any version of Microsoft Word the client may be using, we suggest you select the file extension “.rtf” for your transcriptions. It is set to that by default. (Facility Registration, File Extension tab). For those using MTSO, be sure you and your staff do not save an MpWord document in Microsoft Word as this will truncate the document properties and you will valuable processing data needed by the MpWordMTSO for importing, invoicing, addresser data, etc.

## How do I select multiple files?

Many MpWord functions allow you to select one or multiple files, for example

**File ➡ Open**

**File ➡ Print Folder**

**Transcription ➡ Sticky Notes**

**Send ➡ Dispatch Folder**

**Send ➡ Manual Email**

**To select all the files** in the selection dialog, press ⌘ Ctrl+A

**To select multiple consecutive files:**

Click on the first one you want

Put the Shift key down and click on the last one you want

**To select several, not necessarily consecutive:**

Click on the first one you want

Put the Ctrl key down and click on the other ones you want.

## How do I send my client the day's work in just one file for their ease in printing?

Click either **Transcription ➡ Create PDF (Assemble)**

or **Transcription ➡ Sticky Notes (Append)**

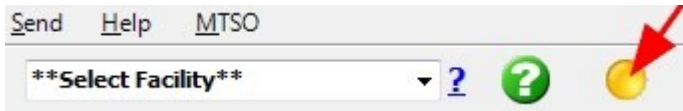
**Create PDF** creates a password protected PDF (preserving all page margins, headers/footers, numbered lists, etc.) file in the same folder where you have selected the files; this requires the recipient to have PDF reader software to view or print.

**Sticky Notes** appends into one document all the files you've selected. This file will be in the Transcription \ Sticky Notes folder. It uses the default margins you've specified in Options, and deletes any headers / footers. On the Edit menu you'll find a Vertical Ruler, in case you need to adjust the spacing for real Sticky Notes.



## At the end of the day, how do I check to make sure all my emails and ftp's went out?

The program has two reminders for you. First the program checks for any unsent emails or FTPs every five minutes. If it finds any, the yellow caution light, docked at the very top of the screen, comes on:



Remember, you have to be in a session for **Send** ➔ **Send Queued FTPs** to be available, in case you need to resend.

You can check exactly what you have sent via the daily Sent Log.

You can also look up what files you have sent via FTP, Email, or Fax in the Detailed File Histories


## How do I increase the number of patients shown on Document Information?

Click **Transcription** ➔ **Edit Facility Registration**, Options tab, and set the **Maximum size for patient list**.

## How do I use the Addresser?

To insert a CC into your document, double click the recipient you want. Alternatively, you can start typing the identifier in the box and it will filter down for you.

You should put not only addressee/"cc" addressees into the addresser but also the MTSO/central office, the transcriptionists and staff members, etc., as Manual Fax and Manual Email get their data from the addresser. If the MTSO or transcriptionist is not in the addresser, you won't be able to manually email it has been added. [MTSOs: If your addresser has an address for John B. Smith, M.D., and the transcriptionist created new entry for the same addressee using the name as John Smith, M.D., on Import, the program will add this entry to your addresser because, to a program, those two entries are different entries. If the addition is actually the same, remove it by highlighting the address, and click the remove tab on the addresser.

 ***It is important to note that MpWord uses the "Name" field in the addresser to find a "match" and will compile either the document or PDF so the recipient receives only one transmission, when sending reports and/or using the Dispatch function (ProEd and MTSO versions). Therefore, you must use caution to see that you do not have exact entries in the name field.***

***MTSO users: When importing transcribed documents, is important to note that MpWord will overwrite any existing entries addresser entries where the "name field" is an exact match.***

In addition, the "Identifier" field in the addresser is not stored in the document properties. Therefore, when reports are imported the identifier field is created for you by MpWord using the following configuration:

lastname+firstname and will ignore any text following a comma.

For example: a name entry of "John Smith, MD" will create the identifier "smithjohn".



## Formatting

### How do I create a new template?

We've dedicated a whole section in this help file to this topic: [Formatting Templates](#)

#### In brief, you can start with a blank document:

1. **File ➡ Page Setup**, to set the margins and default font.
2. In the document use [Codewords](#) where you want document specific information placed: Last\*, mtinitials\*, MR\*, etc.
3. Use any formatting you need in the template: bold, underline, numbered lists, tables, etc.
4. **File ➡ Page Setup**, to set the headers (possibly a logo in first page header, and identifying information in the regular header). More on this below.
5. Save the document into the Formats folder, with the extension .mpt, and with the proper naming convention:

Facility Initials (as they appear in the Select Facility Box) + underscore + short descriptive word + .mpt

eg, GCS\_Con.mpt

6. All your templates will show in the Document Information Dialog. Now the list of available templates is refreshed when you start a session. So if your new template doesn't show it is either because:

- a) it is not in the formats folder,
- b) the filename doesn't start with facility initials + underscore,
- c) the file extension is something other than .mpt,
- d) or, you need to cancel the session and restart the session to refresh the list.

#### You can also create a template from an existing template:

1. Open a formatting template.
2. Do a SAVEAS to rename the template. (➡ Do this first, else your auto-save may kick in, overwriting the template you are basing this new one on.)
3. Make the changes you need. Save and close.

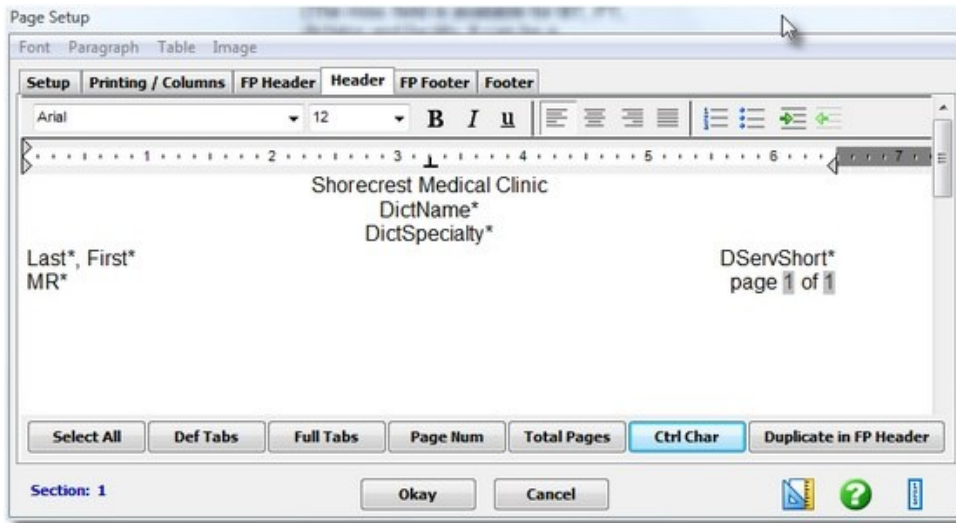


## How do I create a header or footer?

**File ➔ Page Setup.** There are four tabs for the header / footer substructures:

FirstPageHeader, Header, FirstPageFooter, Footer.

Create on the tab what you need, with the formatting and the codewords. Don't overlook the Default Tab button. This is very useful in that it creates a center tab and a right aligned tab. The example below aligned things using the default tabs alone.

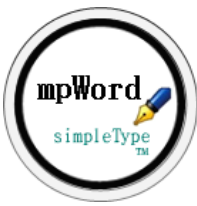


## How do I insert the page number or total number of pages in my header?

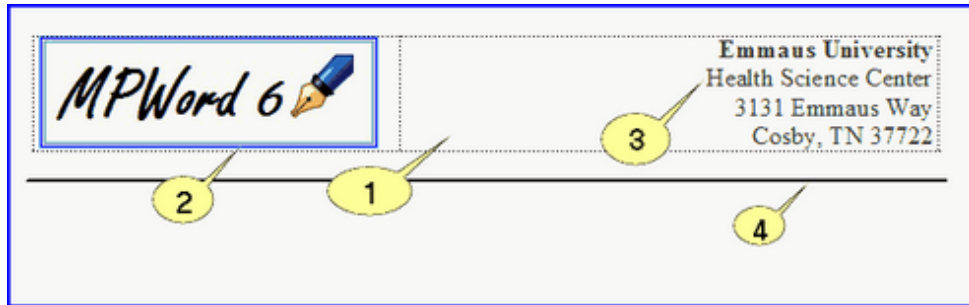
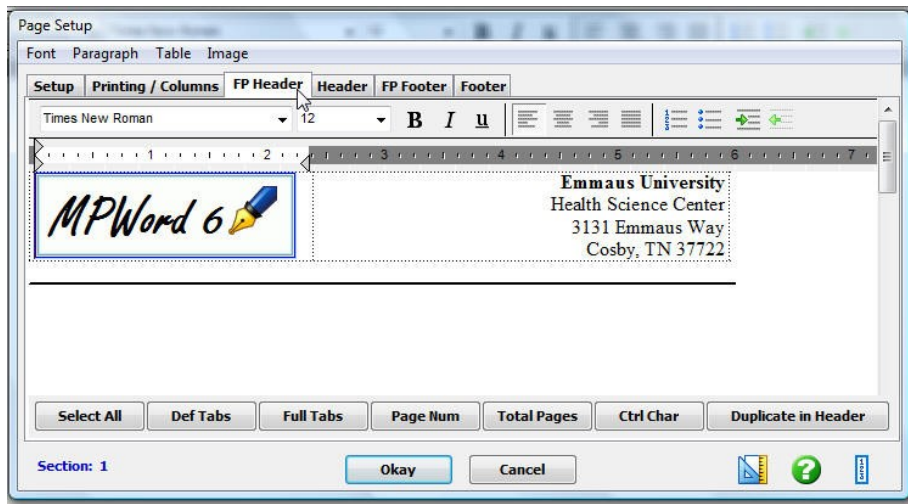
With your insertion point in the spot where you want the field placed, click either Page Number or Total Number of Pages.

## How do I insert a logo in the first page header?

Many clients want their logo displayed on the first page of their documents. Simply insert the image (be sure it is compressed) into the clients template(s) by clicking **File ➔ Page Setup**, then click the First Page Header tab.



# User Guide



- 1 Since we need text to the right of the graphic, insert a table, lines not visible, 2 cells, 1 row. Once inserted, adjust the cell division marker a little to the left.
- 2 Insert the image, either .bmp, .gif, .jpg, or .png.
- 3 Type the text.
- 4 We use a bottom paragraph border to achieve the bottom line. If you use this border, make sure you have 2 paragraph marks under the table, and put this bottom border on the first paragraph under the table.

## After inserting the logo, the file size is HUGE. What do I do?

You'll find MpWord handles graphics very well. Scanned graphics, though, are very large files, for scanners do not optimize the graphics via the compression algorithms. So, once you have the logo in the first page header, save the file, and check the file size. Why? You don't want to send your clients huge files: it takes a long time to send and for them to download. If the image makes the file too large. Open the image in a image editor program and compress the image to reduce the size.





## How do I keep a discussion category (eg Physical Exam) together with the discussion?

With your insertion point in the category header, **Format ➔ Paragraph**, Border / Protect tab, and select Keep Next.

## How do I create a horizontal line across the page?

Use a bottom or top paragraph border. **Format ➔ Paragraph**, Border tab, and select top or bottom border.

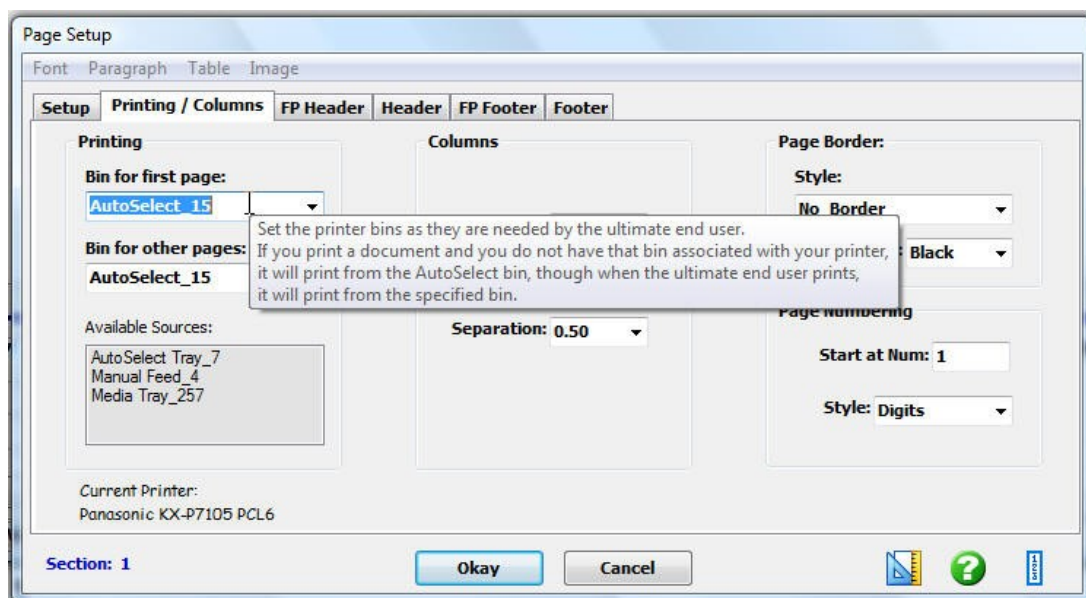
For just a partial line, as for a doctor's signature, use the underscore character on your keyboard. If you underline spaces, the office may not see the underline, depending on what settings they have enabled.

## How do I center the letter vertically on the page?

After the letter is typed, **Format ➔ Center Text Vertically**.


## How do I specify the printer bins for a first page different from the other pages?

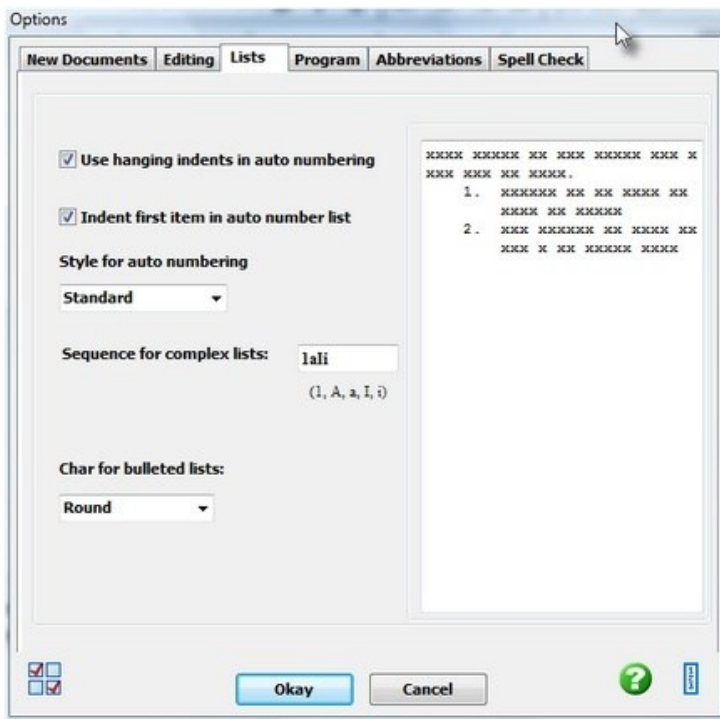
**File ➔ Page Setup**, Printer / Columns tab. You need to set the bin for the first page to what the ultimate end user needs. The best and easiest way to do this is to ask them to send you one document, two or more pages, that prints for them properly without the staff making any adjustments. Ask that they send it in RTF format. Open it in MpWord. Pull up Page Setup, and look to see what the settings are. In your templates select those settings.





## How do I specify the type of auto-numbered list I need?

To start a auto-numbered list, click **Tables/Lists** ➔ **Start List**, or click the icon, . It is **Tools** ➔ **Options**, Lists tab, that determines the type of list that will be created: flush left or indented, hanging indent, use numbers or letters, create in legal style (eg 2, 2.1, 2.2) etc. The handling of lists in MpWord is very sophisticated. As you make selections in the list options, the program will display how that will affect the actual list that will be created.



➔ If you need different style lists for different facilities, set the style you need on the list tab when you create the template. The actual specification for the list will be stored in the template, and the settings you currently have on the list tab won't impact those pre-defined lists. But any new lists you create will be of the style currently defined on the List tab.





## Abbreviations

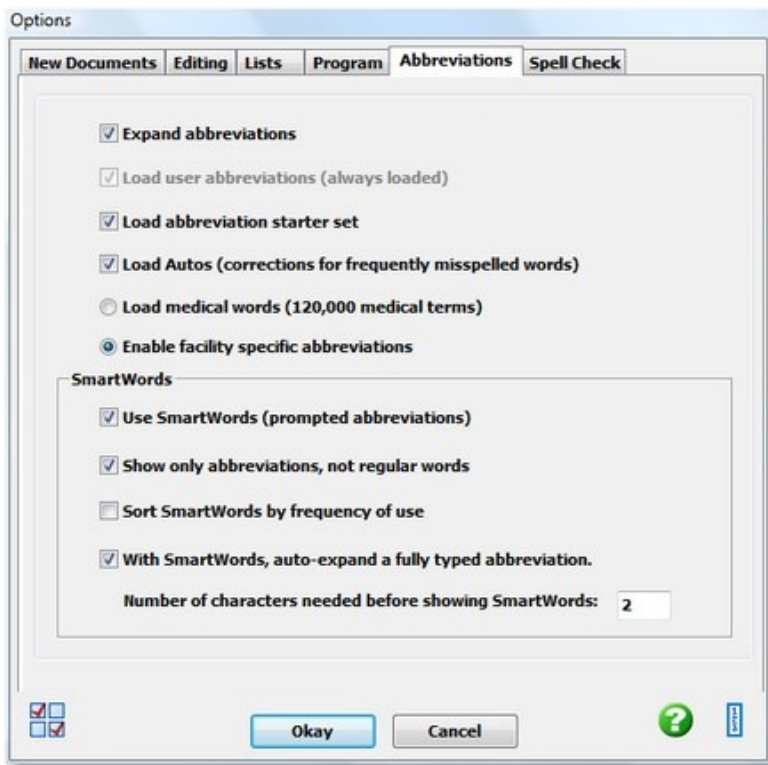
### How do I create a new abbreviation?

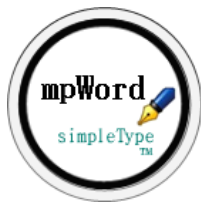
There is a whole section in this help file on abbreviations: [Abbreviations and SpellCheck](#)

First, you may want to assign the function **Tools** ➔ **Add Abbreviation** to the keystroke of your choice (**Tools** ➔ **Keyboard**) to make accessing it quick.

Type in the abbreviated form you want to use to insert the expanded form. You may use letters and digits in the abbreviated form. For example in the starter set, **aam** is the abbreviated form that inserts **African-American male**. You do not need to press any special keystroke to make the abbreviation expand. It will auto expand when you type an end of word marker: space, enter, period, comma, etc. MpWord will always insert the text using the font active at the insertion point.

You can also select in your document what you want the expanded form to be. This can be a single word or a whole page of text, including formatting. If text is selected when you summon the Add Abbreviation dialog, the expanded form is entered for you. You then need to enter only the abbreviation you want to use to insert the expanded form.





## Do you have any precautions I should be aware of in abbreviations?

1. Be careful not to have your abbreviation the same as a regular word. This is called abbreviation collision. For example, don't use **is** as the abbreviation for **ischemic symptoms**.
2. Never have the abbreviation exactly the same as what is inserted. For example, you need drugs bolded and so you enter **aspirin** to expand to bolded **aspirin**. This forces the program into a loop.
3. When you have a word you sometimes want expanded and sometimes not (eg, sometimes "emergency room" and sometimes "ER"), enter the short form of the abbreviation as **erx** (x = expand it). This way you can type ER without getting expansion, and you can type erx when you want it expanded.

## How do I specify the way I want abbreviations handled?

**Tools ➡ Options**, Abbreviation tab, controls how you want abbreviations to be handled. Among the options is the use of **SmartWords**, which are prompted abbreviations in which the possible choices become listed in the SmartWord assistant, and you make your choice by pressing Alt + letter. Some MTs prefer the prompt, for they do not need to memorize what abbreviations they have available; others think that looking over the prompted list for what they need slows them down, and they produce work more quickly by knowing what their abbreviations are. It is a matter of personal preference, but both methods are included in MpWord.

## How do I use the same abbreviation, with different results, for different clients?

If you are in a session when you summon the Add Abbreviation dialog, AND you have the option set to "Enable facility-specific abbreviations", you can make the abbreviation specific to that one facility. This way you can type "pe" when transcribing Dr. Young, and get his standard one paragraph physical examination, and when transcribing for Dr. Scott's office and you type "pe" you'll get his 16 item detailed physical examination.

To make abbreviations specific to various dictators in a facility (eg General Hospital) append the dictator's initials to the root short form, as in pejs, for Dr. John Smith's physical exam.

## How do I make one abbreviation for both male and female patients?

MpWord will replace a limited set of codewords in your abbreviations so that you can use one abbreviation for male or female patients. The codewords for abbreviations are strictly case-sensitive, so if the codeword isn't being replaced, the first place to look is to verify the proper spelling of the codewords: capitalization is important. These are the codewords you can use:

Last*	patient last name
First*	patient first name
TitlePT*	Mr. or Ms.

pron*	he or she
-------	-----------



Pron*	He or She
poss*	his or her
Poss*	His or Her
pobj*	him or her
Pobj*	Him or Her

Additionally, you may use the navigational marker, @, in your abbreviations. When inserted into your document, the insertion point will be positioned at the first @.

## How do I import my auto-corrects and auto-text from Microsoft Word?

The installation put a program named ConvertAutoCorrect.exe in the folder: C:\Program Files\MpWord\60\

This program asks Microsoft Word what its AutoCorrect entries are, and what its AutoText entries are. It then converts those into the format used by MpWord, preserving any formatting in the entries. ConvertAutoCorrect.exe makes no change whatsoever to Microsoft Word or the entries you have there.

Similar programs to convert ShortCut and ShortHand are available. Just send us an email at [info@simpledictation.com](mailto:info@simpledictation.com).

## Line Counting

### How can I include a few files done outside of MpWord, say in Microsoft Word?

MpWord uses the dated folders to know what to include in the invoice. So put the extra files you want included into one of those folders, eg 04\_26\_07, and in the Invoicer, select **Accommodate reports not done in MpWord**. Having external files will necessitate that MpWord use a different template for the invoice. That template will list the path, the filename, the modified date and the count. The reason for this is for external files, the normal information -- patient name, MR#, dictator, MT, date of service, date transcription, etc, which is part of the document properties, is not available.

### If I change billings methods, how do I get the proper results?

If you select "Recount" when you do the invoice, MpWord will apply the current counting method as found in the facility's registration.

### How do I enable one counting method for my MTs and another for the clients?

This feature is available only in the MTSO edition, and is discussed in this help file in [MTSO Features](#).



## Use Caution with Passwords

MpWord automatically encrypts any files that will be sent via the Internet. To read an encrypted file, the recipient must provide the assigned password in order to open any encrypted files created by MpWord unless you choose not to encrypt the files (where applicable). Turning off the encryption may or may not violate HIPAA regulations.

MpWord has password fields for:

- Facility (may be left blank, Facility Registration, Demographic tab)
- Agency (may be left blank, Facility Registration, Send tab)
- MT (required, Transcriptionist Settings)

MpWord uses the following hierarchy to apply passwords:

- ❖ If a Facility password has been assigned in the registration, use that,
  - If that is not entered, use the MTSO/Agency password
    - If that is not filled in either, use the MT Recipient Password

IF the option "Don't Encrypt in Sending" is checked then no encryption will be applied and therefore the transmitted file(s) will have no associated password.

Edit Office Registration:

Facility File Name File Extension Dates Line Count User Fields Audio Map Dispatch **Send** Option

**File Transfer Protocol Info:**

FTP Addr for Send:

FTP Addr for Data:

FTP User ID:

FTP Password:

On FTP, set Passive = False: ☐  
(Needed only if server has firewall.)

☒ Don't encrypt in sending.  
May/may not violate HIPAA.

**Agency (or Record Custodian) Info:**

Agency Name:

Agency ID:

Phone:

Agency Email:

Agency Fax:

Agency Password:

[Facility](#)  
[File Name](#)  
[File Extension](#)  
[Dates](#)  
[Line Count](#)  
[User Fields](#)  
[Audio Map](#)  
[Dispatch](#)  
[Send](#)  
[Options](#)  
[Tab Order](#)  
[Misc](#)

F12 navigates tabs

Settings for John J. Smith, M.D.

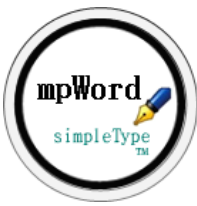


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## Rich Text Format & .DOCX files

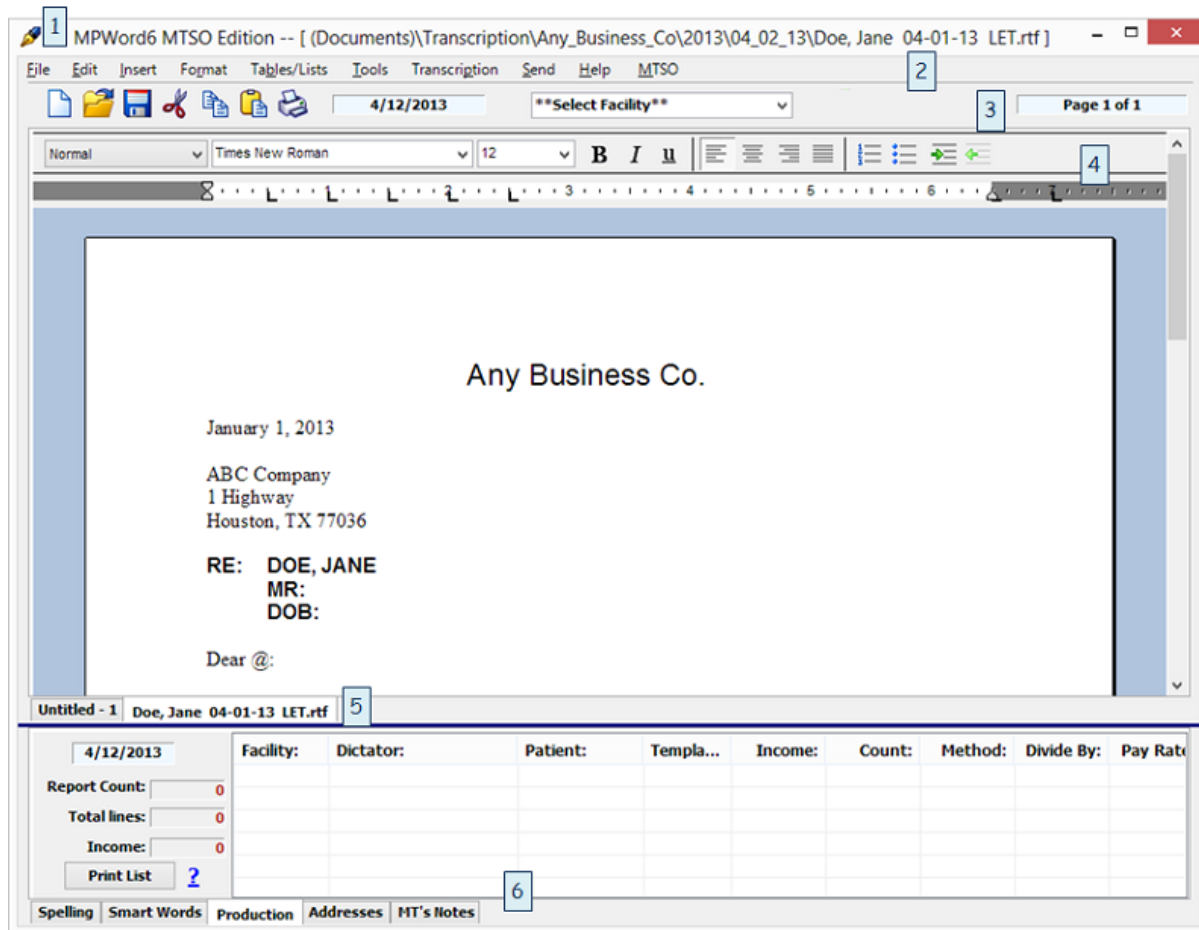
Rich Text Format (rtf) is the universal file format that virtually all word processors understand and is the file format MpWord saves all documents as, whether or not you have the extension set for ".rtf" or for ".doc". Rich Text Format was developed by Microsoft so all word processors/text editors had a common file format they all understood. Additionally, unlike Microsoft Word's DOC format, as well as the newer Office Open XML and OpenDocument formats, RTF does not support macros. For this reason, RTF is recommended over these formats when the spread of computer viruses is of such concern.

MpWord has its own filter for opening true binary (doc) files and will not open a Microsoft Word DOCX (.docx) file. If you open a Microsoft Word document in MpWord and the display is a blank document, then close it without saving, open it in Microsoft Word, and convert it ("Save As") to a Rich Text format so you can then open the file in MpWord.



## 5. The Program Environment

### 5.1. The Main Screen



**1 Program Bar** displays the Edition of MpWord and the full path of the current, active document as well as the familiar minimize, maximize, and program exit icons.

#### **2 Top/Main Menu**

**Quick Access Tools** here you will find clickable icons representing the most frequently used functions as well as:

❖ Date of Transcription (DOT), which is taken from your computer's clock when you start MpWord. *PLEASE NOTE: If you begin your days transcription in the evening and continue past midnight, the date of transcription will not change until you complete the transcription and close MpWord; this is purposeful so you will not have transcriptions you have completed in one session being saved in two different dated folders.*

**3 Facility Selection box**, which is used to "Set A Session". You may also Set a session using the "Transcription" Menu or by pressing "F2". When you are in a work session the facility/client name will be displayed. At times that name will be grayed out and means you have a transcription in progress.



## 4 Quick Access Formatting

Clickable options for the most frequently used formatting features.

## 5 Document Tab

Shows the names of your open documents. To switch documents, either click on the one you want, or press **↓ F12**.

## Transcription Assistant

Permanently docked at the bottom of the screen, the Assistant provides a consistent place where

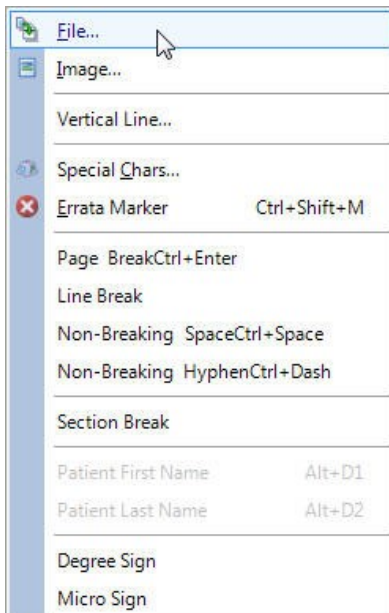
6 frequently used functions appear. For example if you are using the "Spell-as-I-type" feature, any misspelled word will cause the program to show the Assistant's spell tab with suggestions for replacing the word. If you are using SmartWords (prompted abbreviations), the program will automatically switch to the Assistant's SmartWords tab to display the possibilities. You can use **Alt+F12** to navigate through the Assistant's tabs or use your mouse.

## 5.2. The Menus

You can access the MpWord menus solely with your keyboard or a mouse click. A letter has been assigned to each menu category. When you press **Alt +** the underlined letter of the top menu name, that menu becomes active. To access the available menu options using your keyboard only, simply press the underlined letter of the menu option you'd like to activate and presto, you're there.

*Example: Alt + i will activate the Insert menu*

### Insert



You'll note that some menu items are grayed out and are inaccessible.

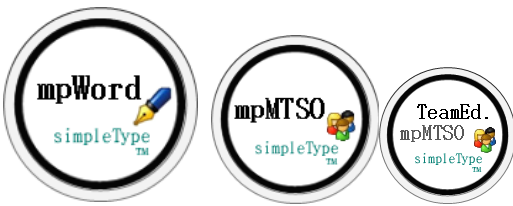
MpWord is an interactive program therefore menu items become enabled when the condition to use them is met.

For example:

On the Insert menu *Patient First Name* and *Patient Last Name* will be inaccessible if you are not in a session.

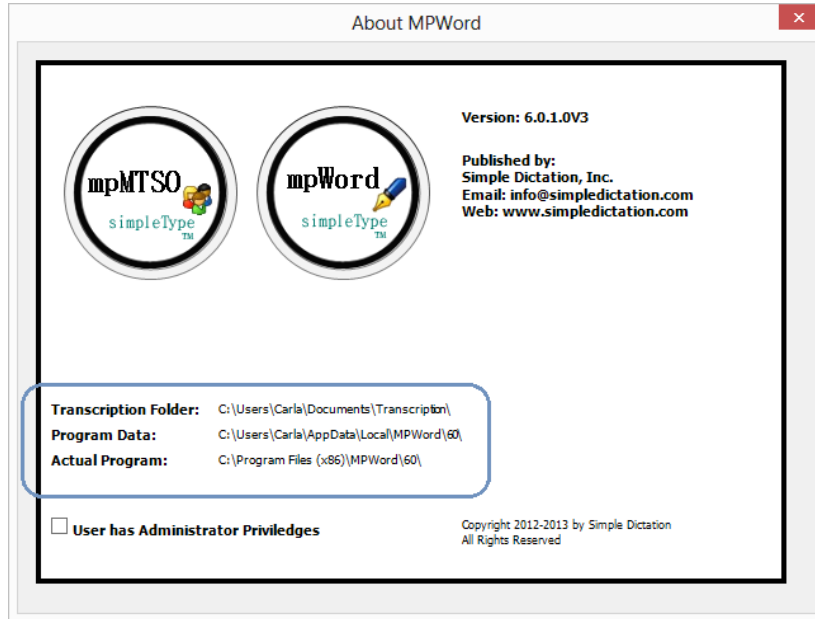
When you find you are accessing a menu item frequently, you may assign it to the keystroke of your choice. You may also change any of the pre-assigned keystrokes to one of your choice.



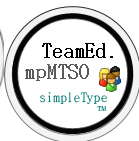


## 5.3. The Folders

MpWord creates and uses folders on your hard drive. Some of these folders are intended for you, the end-user, and some for use by the program only. You will find the exact path/location for MpWord's folders on your computer system by clicking "About MpWord" listed under the HELP menu

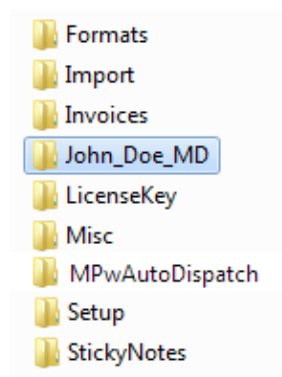






## TRANSCRIPTION FOLDERS

The Transcription folder, and its subfolders, are created at installation (some are created when needed) under the user's Documents/My Documents or simply Documents (depending on your operating system) and are as follows:



### Documents\My Documents\

#### Transcription\

**Invoices** holds invoices and production reports

**Formats** holds formatting templates

**LicenseKey** for use upon purchase

**Setup** holds facility setup files and data files (these would be files received from an MTSO for TeamEd. users) for importation into MpWord.

#### \Done

**StickyNotes** (if needed)

**Misc** (if needed)

**(Client folder)** created for each client you register with MpWord

**\(Year folder)** to make it easy to archive transcription

**\(Date of Transcription folder)** created each day to hold each day's transcription

**Import** MTSO edition only, to receive transcription from remote MTs

\NeedAttn

\NeedProof

\Duplicate

\CantUnzip

\Unzipped

**MPwAutoDispatch** MTSO edition only, to utilize Auto Dispatch feature

\Dispatched

\ToAutoDispatch



---

These are the folders and subfolders created for the program's use.

---

## APPLICATION DATA

**AppData**

**\Local**

**\MpWord**

**\60**

**\Data** holds facility registrations, patient database, address database, dictators, etc.

**\EmailFiles**

**\FaxFiles**

**\FTPDown**

**\Done**

**\Unzip**

**\FTPUp**

**\FTPUpDone**

**\InProgress** holds the current transcription as you are typing it

**\Lex**

**\Logs**

**\Resource**

**\Temp**

---

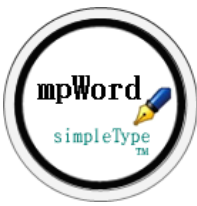
## ACTUAL PROGRAM

**Program Files (x86)**

**\MpWord**

**\60**

**\[...]**



## 5.4. Program Options

Located under the "Tools" menu, you will find program "Options", which you can use to choose default settings for some of the program features and are relatively self-explanatory.

### NEW DOCUMENTS

**Set defaults for all new documents.**

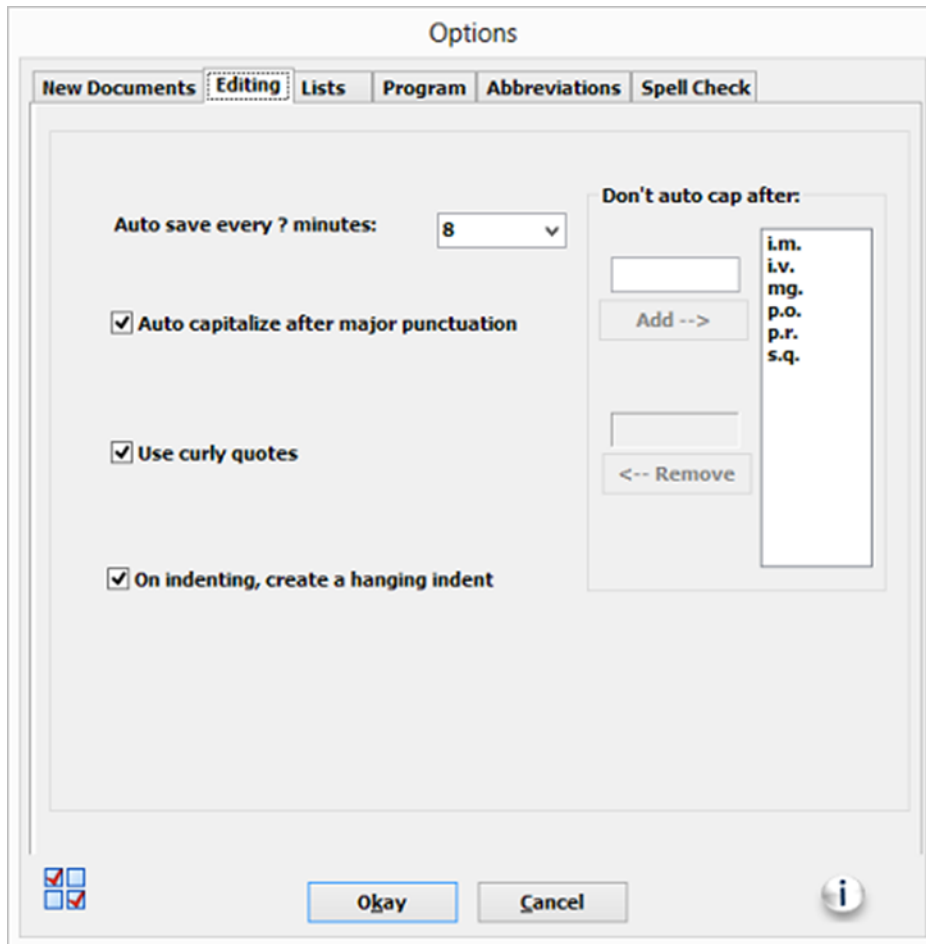
**Default tab interval** of 0.30 works exceptionally well for proportional fonts such as Arial and Times New Roman, however, for Courier New we think 0.50 is best. Just play around with the settings until you find what works best for your formatting needs.

**Widow/Orphan** attempts to avoid having just a single line of an entire paragraph splitting at an automatic page break and onto the next page.

**Use recommended tabs**, sets four tabs at the default interval from the left margin, then a centered tab, and a right aligned tab on the right margin. Using the default tabs alone you can easily layout your templates.



## EDITING



*Auto Save:* When you are creating a new template from an existing template do a SAVEAS immediately, giving the new template a new name.

If you don't, auto-save may kick-in thereby overwriting the original template.



## LISTS

The image shows a screenshot of the 'Options' dialog box in a word processing application, specifically the 'Lists' tab. The dialog has several tabs: 'New Documents', 'Editing', 'Lists' (selected), 'Program', 'Abbreviations', and 'Spell Check'. The 'Lists' tab contains the following settings:

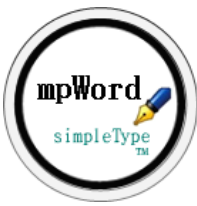
- ☒ Use hanging indents in auto numbering
- ☒ Indent first item in auto number list
- Style for auto numbering: **Standard** (dropdown menu)
- Sequence for complex lists: **laiA** (text box)  
(1, A, a, I, i)
- Char for bulleted lists: **Round** (dropdown menu)

On the right side of the dialog, there is a preview window showing a list of items with hanging indents and a bulleted list. The preview text is as follows:

```
XXXX XXXX XX XX XXXX XXX X
XXX XXX XX XXXX.
1. XXXXX XX XX XXXX XX
   XXXX XX XXXX
2. XXX XXXXX XX XXXX XX
   XXX X XX XXXX XXXX
```

At the bottom of the dialog, there are four small checkboxes (two checked, two unchecked), 'Okay' and 'Cancel' buttons, and an information icon.

A topic is dedicated to the formatting of listed items [Paragraph Formatting: Lists](#)



## PROGRAM

Options

New Documents Editing Lists **Program** Abbreviations Spell Check

☐ Caption address fields in non-US fashion, resulting:

☐ Start program maximized

Border Color:  
LightSteelBlue

Page Color:  
White

☒ Use default DOT folders, resulting: (client name)\yyyy\MM\_dd\_yy

☐ Recreate any missing default templates

Language:  
English (US)

☒ Omit barcode on envelopes

☐ Insert each CC entered in the Doc Info screen onto a single line.

☐ On local network with MTSO. All transcription to the import folder.

☒ ☐ ☒ ☐

Okay Cancel

i

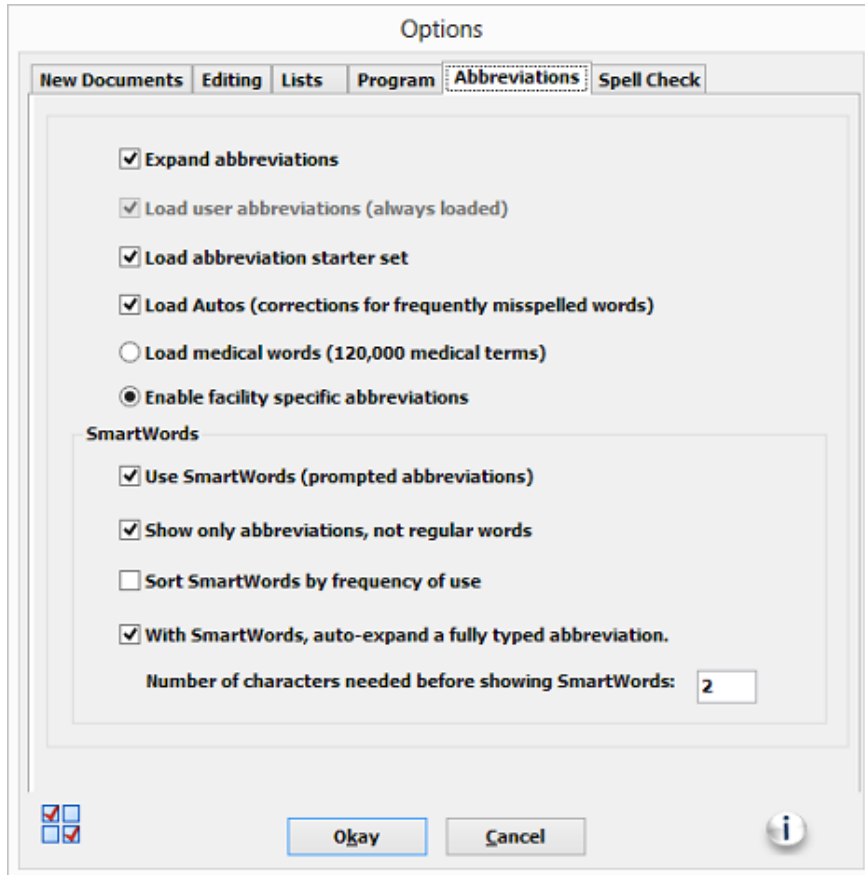
**Language:** If you will be using a dictionary/spellchecker other than English-US, you will need to select the language setting for the appropriate speller.

English (US)	ssceam.tlx	ssceam2.clx
English (British,United Kingdom)	sscebr.tlx	sscebr2.clx

If you plan on using MTSO in conjunction with TeamEd. and/or ProEd.in a central office on a local network, users need to check the **“On local network”** option; please consult with a Simple Dictation team member for proper configuration settings.



## ABBREVIATIONS



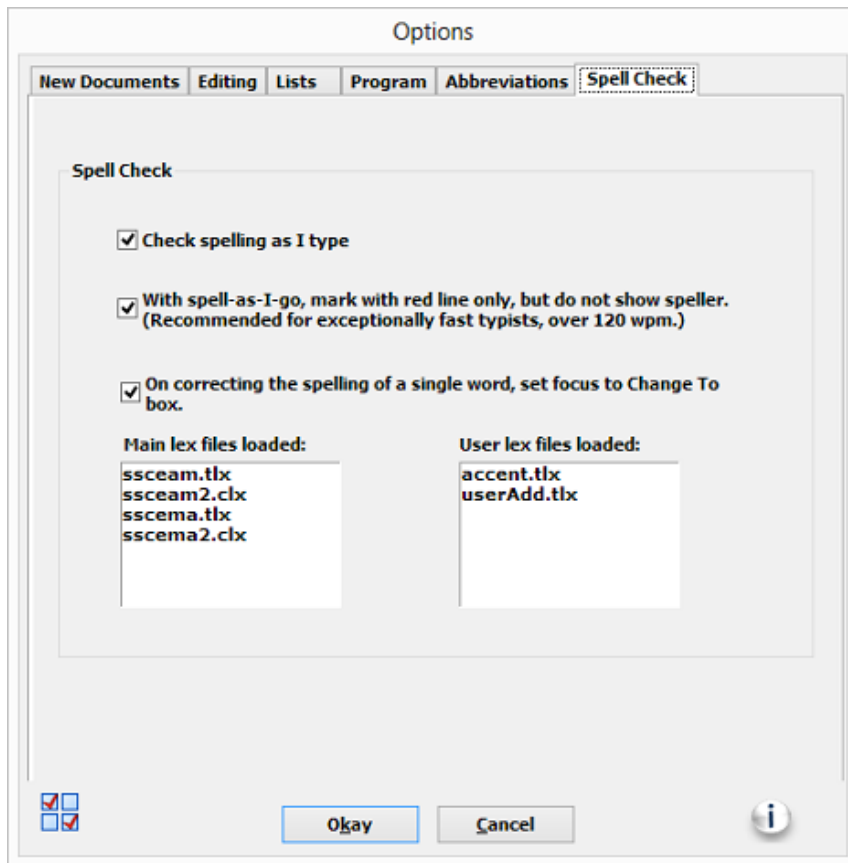
**Load medical words** is intended for novices and is used in conjunction with **Use SmartWords (prompted abbreviations)**. As the you type, MPWord will display a list of possible matches to medical terms (130,000). Selection would be made by pressing Alt + the letter of the item. Checking this option may create a lag in typing response time on a computer without ample RAM as this features uses a great deal of system resources to continuously filter as you type in order to present the user with a selection.

If used in conjunction with **Check spelling as I type**, the program may have a noticeable lag. We suggest using **Enable facility specific abbreviations**, which will allow you to turn-off prompted SmartWords. Play around with the settings to see what works best for your speed, style, and computer system.





## SPELL CHECK



The Spellchecker contains all FDA approved drugs (Brand and generic) through July 2013.

- If **Check spelling as I type** is on at the time MPWord runs EXIT, MPWord will not run a full Spell Check as the program will assume all errors have been corrected on any words marked as such (red, wavy underline) prior to running the EXIT procedure.
- We suggest using "**spell-as-I-go, mark with red-line only**" and "**Check spelling as I type**" which will add the familiar red, wavy underlining to the misspelled words without automatically displaying the spelling options, which can be quite distracting.
- The simplest way to correct a misspelled word with **Check spelling as I type**, is with the option "**On correcting the spelling [...]**" whereby you either select or change the word in the "Change To" box by pressing Enter or Alt+C.

The two window-boxes reflect which computerized dictionaries (word banks) have been loaded and are in use within MpWord. The files ssceXX.tlx are text-format dictionaries one uncompressed and the other compressed. The accent.tlx dictionary contains many accented words, such as "attaché", which would normally be flagged as misspellings and userAdd.tlx holds words you add.

Stedman's™ Spellchecker is available on the web and can be installed directly into MPWord.



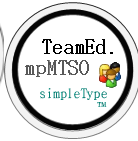
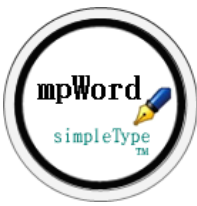
## 6. The Formatting Features

Formatting features fall into one of three categories: Character formatting, paragraph formatting, and document formatting. This section will discuss each of those in turn.

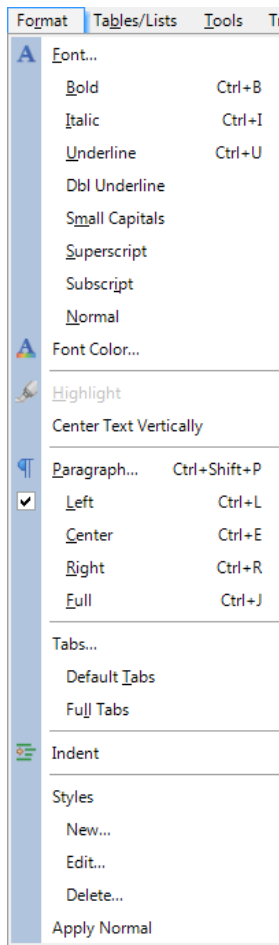
MpWord is a full word processor, one that creates Microsoft Word readable and editable documents. It supports almost all the formatting features found in Microsoft Word. Those features that are omitted are seldom, if ever, used in this type of transcription such as: named fields, bookmarks, table of contents, text boxes, and nested tables. When you create a document in MpWord and then open it in Microsoft Word, you will find the display to be identical.

If you need an omitted feature in one of your formatting templates:

- Create the template in Microsoft Word and "SaveAs" a Rich Text Document, \*.rtf. Close the document.
- Open it in MpWord and "SaveAs" an MP Template (\*.mpt) putting it in to the **Documents\My Documents\Transcription\Formats** folder with the necessary [filename](#).



## 6.1. Character Formatting



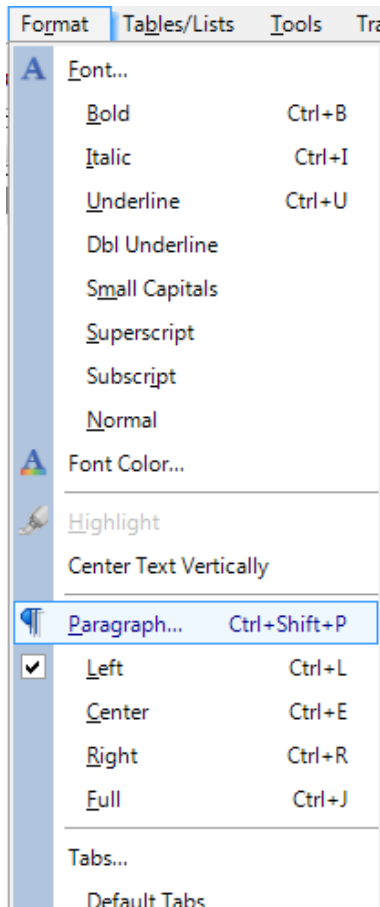
You will find character formatting options on the Format menu and on the toolbar.

- ❖ You may assign any of the formatting menu options to a keystroke of your choosing. (Tools | Keyboard)
- ❖ A check mark next to the menu item means that formatting is being applied at the insertion point.
- ❖ Character formatting toggles on and off. If you are in small capitals, a second click on Small Capitals will remove that formatting.
- ❖ To remove all special formatting, click Normal.
- ❖ You can press the letter (underlined) to open each menu as well as the options within that menu so you can keep your hands on your keyboard to maintain your rhythm. Of course, you can always use your mouse.



## 6.2. Paragraph Formatting

Paragraph formatting consists of such things as line spacing, text justification (left, centered, etc.), indentations, and so forth.



All paragraph formatting you have applied to a paragraph is inherited by the next paragraph when you press Enter. To cancel the formatting and return to the normal paragraph style, click **Format** ➔ **Apply Normal**. (Like everything else, you may assign this to a keystroke, if you so wish.)

You'll find all the paragraph formatting features in the Paragraph Dialog, except for **Format** ➔ **Center Text Vertically** (which is only on the Format menu).

If you wish the body of your document to be centered on the page vertically (up/down like a Title Page), you would use **Center Text Vertically**. Selecting this option from the menu, toggles the feature off and on.



## Format

Configure general formatting: Line spacing, alignment, indents

The **Paragraph** dialog box is shown with the **Format** tab selected. It contains four main sections:

- Line Spacing:** Includes radio buttons for **One line** (selected), **One and a half lines**, and **Two lines**. Below is a **Percentage:** dropdown menu.
- Alignment:** Includes radio buttons for **Left** (selected), **Right**, **Centered**, and **Full**.
- Indents:** Includes input fields for **Left:** 0.00 inch, **Right:** 0.00 inch, and **First line:** 0.00 inch.
- Between Paragraphs:** Includes input fields for **Before:** 0.00 inch and **After:** 0.00 inch.

On the right side of the dialog are **Okay**, **Cancel**, and an information icon.

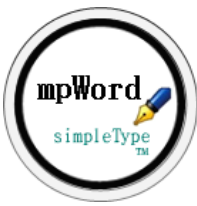
## Borders/Protect

If you need a horizontal line all the way across the page, use either a top or bottom paragraph border.

The **Paragraph** dialog box is shown with the **Borders / Protect** tab selected. It contains two main sections:

- Borders:** Includes checkboxes for **Left**, **Right**, **Top**, **Bottom**, **Double Lines**, and **Thick**.
- Protect Paragraph:** Includes a checked checkbox for **Widow/Orphan Protect**, and unchecked checkboxes for **Keep Together** and **Keep Next**.

On the right side of the dialog are **Okay**, **Cancel**, and an information icon. The tab label **Borders / Protect** is also visible at the bottom of the dialog.



## Tabs

MpWord offers several ways of working with tabs. Probably the easiest is on the Format menu **Format** ➔ **Default Tabs** or **Format** ➔ **Full Tabs**.

**Default Tabs** creates four tab stops, then a centered tab stop, and a right margin tab stop. With **Default Tabs**, your centering of text and right aligning is done for you.

**Full Tabs** creates tabs across the page at the interval you've specified in **Tools** ➔ **Options**, New Documents tab. With a graphical font, such as Arial or Times, three-tenths of an inch between tabs is optimal. For a monospaced font, such as Courier, half an inch is probably better.

To add a new tab stop, you may:

- Click on the ruler at the position you need it.
- Use the tabs dialog to set it.

To remove a tab stop, you may:

- Move your mouse pointer to it, and, with the left mouse button depressed, drag it off into the document.
- Use the tabs dialog to remove it:
  1. Highlight the tab you want to remove.
  2. Press the Delete Key on your keyboard

Position	Type	Pad Char
0.30	Left	None
0.60	Left	None
0.90	Left	None
1.20	Left	None
1.50	Left	None
3.25	Center	None

**Edit tab stop**  
**Position:**  **Edit**  

☐ Left ☐ None

☐ Right ☐ Dotted

☐ Center ☐ Hyphened

☐ Decimal ☐ Underlined

**Add tab stop**  
**Position:**  **Add New**  

☐ Left ☐ None

☐ Right ☐ Dotted

☐ Center ☐ Hyphened

☐ Decimal ☐ Underlined

**Okay**  
**Cancel**


**Tabs**



## 6.3. Paragraph Formatting: Lists

MpWord will consistently give you the results you want with with auto numbered lists.

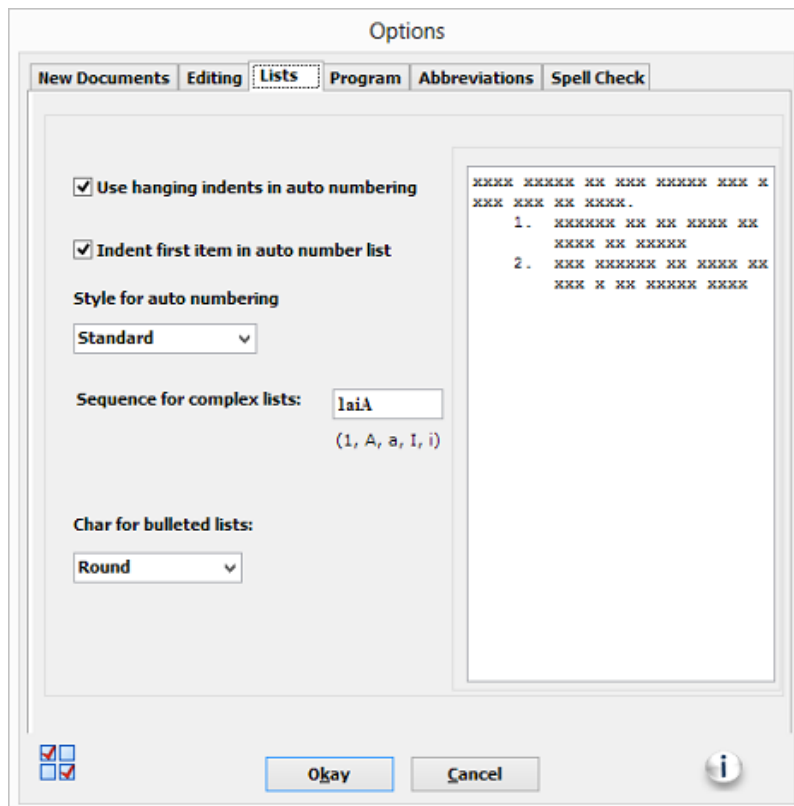
➤ You specify how you want lists to behave in the **Tools** ➔ **Options**.

➤ Whenever you create a NEW auto-numbered list (either by clicking on the icon format bar  or Table / List ➔ Start List), the options you selected will be applied to the new list.

### What if one facility wants their lists formatted one way and another facility, another way?

When you create templates for your clients, specify in **Options** how you want the lists to behave for that template as the code for that behavior will be stored in the template itself. Into the template put at least the first item in the list, followed by a @-sign. Whenever you summon that template, the lists will behave as you specified when you created the template, regardless of what **Options** now has as the default behavior.

Of course, if you create a NEW list in the document, your settings in **Options** will determine how the new list behaves; you can use this feature to create lists within the same document that behave differently.



The preview box in **LISTS** tab will show you an example of how the different list formats will appear in a document.

**Use hanging indents:** A hanging indent lines up the numbers in one column and the text in another.

**Indent first item:** Without this option, the first item would be flush left.

**Style:** You may specify Standard, which is with a period, or with parentheses, or in a legal fashion with dots, as in:

1.
  - 1.a
  - 1.b





**Sequence:** Is used to specify the formatting for multilevel lists (e.g. 1, 2, 3, or A, B, C) and what it will be if you increase the indentation (the next level). The example provided is 1 for the first level, lower case "a" for the second level, lower case Roman numeral one, "i", for the third level, and capital A for the fourth level.

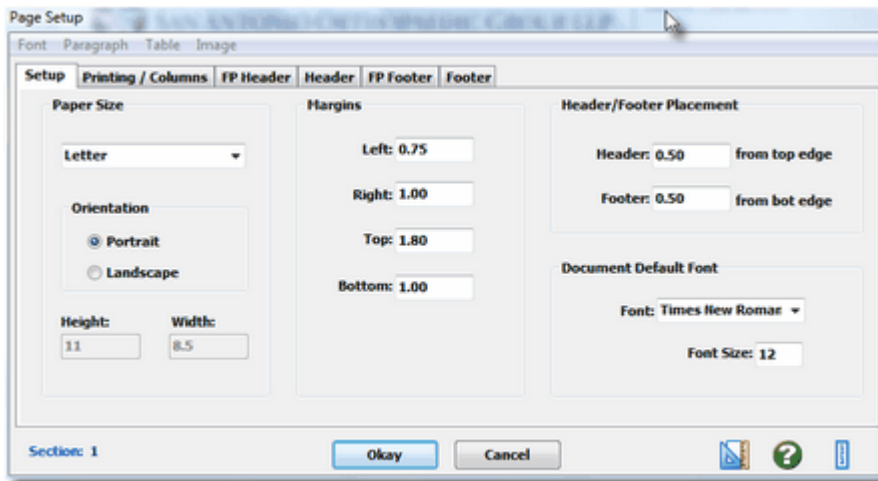
**Ending a numbered list:** In most word processors a click on the numbered list icon starts a new list and a second click ends the current list. We designed MpWord to work a little differently: In MpWord a second click will increase the indentation level (and sequence). To end a list

- either click **Tables / Lists** ➡ **End List**
- or press Shift + F6
- or Format ➡ Apply Normal
- or backspace at the start of a list.

## 6.4. Document Formatting

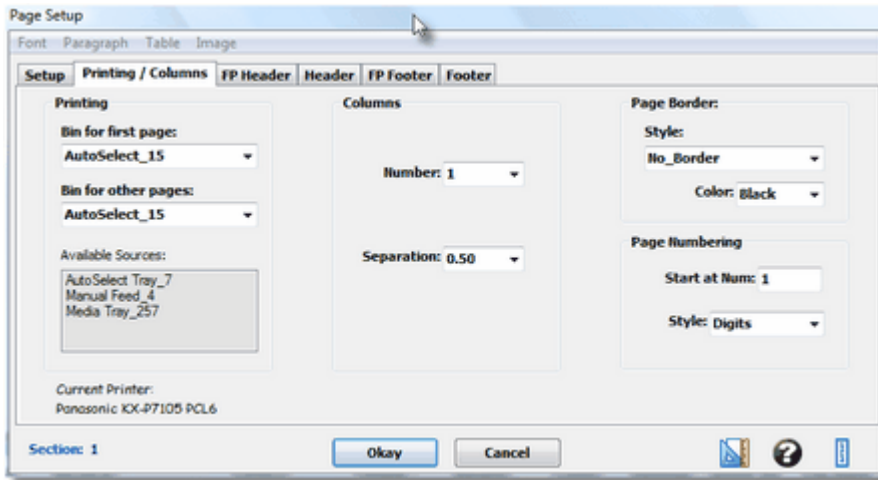
Unlike Page Setup in other word processors, you use Page Setup in MpWord not only to specify the page settings, but also to create or edit the document's headers/footers.

### Page dimensions, margins, default font





## Printer bins

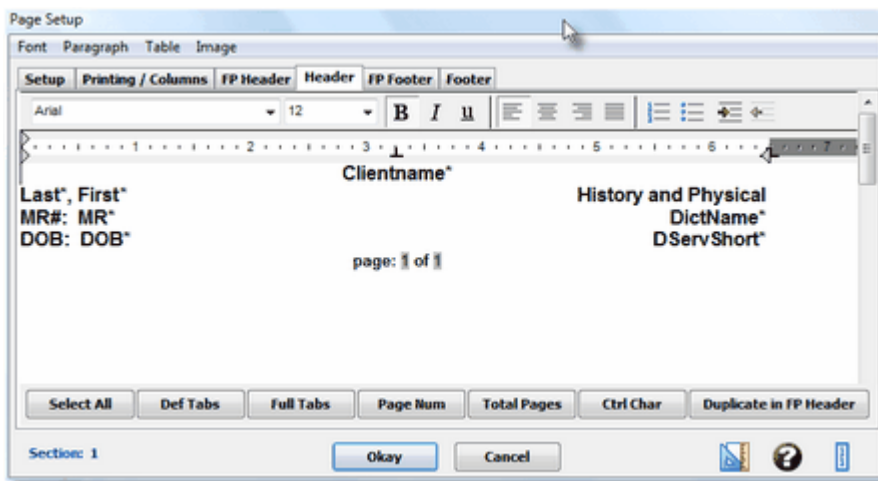


You may specify in the template itself the printer bins to use for the first page and the other pages. If the printer has the bins specified, it'll print from it. If the printer doesn't have the bins, it'll print from the default bin. The "available sources" list what is available on YOUR printer. If the facility will be printing themselves, select for the bins what the facility needs to use to produce the desired result.

## Headers / Footers

Headers and footers are used to identify the document on page 2 and following. As such they contain identifying information: patient name, type of report, facility, page number, etc.

While other word processors blur the distinction, in MpWord a first page header/footer appears only on the first page, and a header/footer appears starting on page 2.



To insert page number or total number of pages be sure to use the buttons. You see, these create fields which are automatically updated. If you type in the page number that number is hard-coded, not a field, and it will not change automatically.



Use the Duplicate button if you want the same thing to appear in the corresponding structure. In the example we've created a header to appear on page 2. If we want the same thing to appear on the first page, we'd click the Duplicate in FP Header button.

The [Common Questions](#) page offers additional explanation on inserting images into your header.

## 6.5. Table Formatting

Table

Columns: 3

Rows: 2

☒ Lines visible

☒ Header row

First column text alignment

☒ Left

☐ Right

☐ Centered

Other columns text alignment

☒ Left

☐ Right

☐ Centered

Size

☐ Full

☒ Fixed

Header row shading

Percentage:

10

Size and Position:

First col size: 1

Other col size: 0.5

☒ Left margin

☐ Right margin

☐ Centered

Okay

Cancel

You can create formatted tables to your specifications without the need to manually adjust column size, cell shading, etc.

- Check 'Lines Visible' if you want solid lines around each cell. If you want the functionality of a table without its appearance, don't check this attribute.
- Check 'Header Row' if you want a shaded header row that repeats if the table goes past one page.
- Select the alignment for the first column and the other columns.
- If you want the table to take up all the horizontal space on the page, check 'Full'. If you want to specify the size of column one and the other columns, and the horizontal position of the table on the page, check 'Fixed'. You may also specify if it should appear on the left margin, right margin or centered.



## 7. The Transcription Features

The transcription features are what set MpWord apart from generic word processors. There is a slight learning curve in getting familiar with features you never had before but the vast majority of users tell us that after just a few days of using MpWord, they'd never go back to a generic word processor.

The process of transcribing with MpWord is unvarying regardless of the facility.

1. Select the facility from the Select Facility box on the main screen.
2. Enter (or select) information in the Document Information screen and select the template you need.
3. Transcribe the dictation/note.
4. When finished, run the "Exit" procedure by pressing ⌨️ Ctrl+Shift+X (or **Transcription ➡ Exit Procedures**).

The page [Quick Start](#) gives additional details and tips.

Please note in this process what is missing if you are accustomed to using a generic word processor for your medical transcription:

- You do not manually open a template or manually insert identifying information, with MpWord this is done for you.
- You do not format the document as you go. A properly constructed template has everything in place for you so all you do is transcribe, not fiddle with formatting.
- You do not give the document a name and save it to a particular folder, MpWord does this for you.
- You do not take a line count on the document, MpWord does this for you.
- You do not keep records of your work, MpWord does this for you by maintain your statistics and generating Production Reports and Invoices for you.

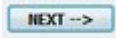


**IMPORTANT NOTE FOR MTSOs:** Any MpWord document can be opened in Microsoft Word. If your transcription staff opens and saves an MpWord document in Microsoft Word, the document properties will become truncated to 255 characters. **This poses no problem whatsoever for your clients** but for the MTSO needing to import documents from their transcriptionist staff, it will pose significant problems.



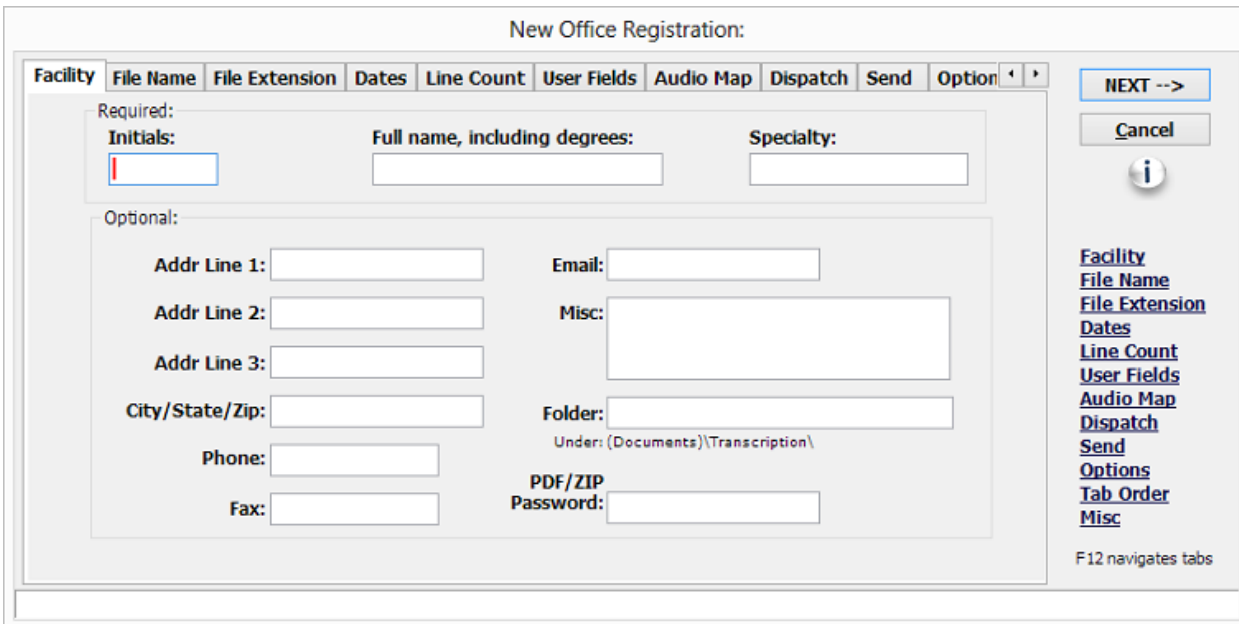
## 7.1. Facility Registration

At the core of the design of MpWord is Facility Registration. This is the underpinning of everything else and is, in essence, your Client Profile; by MpWord's definition, a facility is either a doctor office with a single dictator or a hospital/clinic with multiple dictators. Each of your facilities has settings specific to that facility. These settings involve such things as date format, filename pattern, line count method, file format, etc. It is here, in the Facility Registration, where you specify the settings you need for the client so when you transcribe for that facility, MpWord reads what the settings are and executes them accordingly. All you've got to do is specify which facility you are transcribing (this is called setting a Session), and MpWord handles the rest.

Facility Registration has multiple tabs for multiple settings. All that is necessary, initially, is the first tab as all the others have default values entered for you. When you know what you need, you can edit\* the registration so that it meets your needs exactly. BEFORE you begin transcribing "live" dictations, be sure to read through this section in its entirety to avoid any misdirected dispatching of files.

**Navigating:** the  button navigates through the tabs, until you reach the final tab, Misc, which at that point will read . So if you're editing some setting, click on the Misc tab and then  Finish to record your changes.

### Tab: Facility Demographics



The screenshot shows the "New Office Registration" window with the "Facility" tab selected. The window has a tabbed interface with tabs for Facility, File Name, File Extension, Dates, Line Count, User Fields, Audio Map, Dispatch, Send, and Option. The "Facility" tab is active, showing required and optional fields. Required fields include Initials, Full name, including degrees, and Specialty. Optional fields include Address lines, Email, Misc, City/State/Zip, Folder, Phone, Fax, and PDF/ZIP Password. A sidebar on the right lists the tabs and a "NEXT -->" button is at the top right. A note at the bottom right states "F12 navigates tabs".

New Office Registration:

Facility File Name File Extension Dates Line Count User Fields Audio Map Dispatch Send Option

Required:

Initials: Full name, including degrees: Specialty:

Optional:

Addr Line 1: Email:

Addr Line 2: Misc:

Addr Line 3: Folder:

City/State/Zip: Under: (Documents)\Transcription\

Phone: PDF/ZIP Password:

Fax:

Facility  
File Name  
File Extension  
Dates  
Line Count  
User Fields  
Audio Map  
Dispatch  
Send  
Options  
Tab Order  
Misc

F12 navigates tabs

✂ Everything, EXCEPT the Initials, can be edited at a later time.

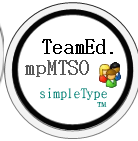


- ✓ Be sure to fill in the email and fax (MpWord faxing is supported in Windows XP ONLY) so the program will have the information on-hand to help you in automating the many communication features available, particularly to MPwMTSO users.

We suggest you *do not* enter a PDF/ZIP password unless you are communicating via the internet over an unsecured channel as this can interfere with e-Faxing as well as causing a lot of unnecessary frustration for you and your recipients.

## Tab: File Name

**MpWord automatically names, saves, and files each document you create.** You construct the filename elements only **once** and MpWord applies that file naming convention for each every file, every time you run the **Exit** procedure. If the facility does not require you to use a specific filename pattern, then use the elements *you* may need later when they ask you to look up a previous dictation. MpWord's **Locator** finds files faster if it just needs to search the filename and takes much longer if it has to open each document to search the Document Properties.



## Tab: File Extension

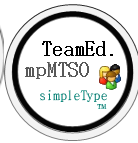
Microsoft© Word has two primary file formats that it considers its own: binary *.doc* and text *.rtf*. Regardless of what the extension is, Microsoft© Word will properly open an MpWord file; however, due to the printer metrics in Microsoft Word, some slight variations may occur. If the layout of your document must be absolute and will be manipulated by the recipient in Microsoft© Word, please verify character placements and alignment prior to sending.

✧ To accommodate any version of Microsoft© Word the client may be using, we suggest you select the file extension *.rtf* for all your transcription documents; MpWord is set to default to *.rtf* format when establishing your clients profile here, in the Facility Registration.

The option ☐ **Make a dual save** will create a second copy of your document on **Exit** and can be very useful as you will then have one established place you go each day dispatch (send) the work you've created. This is particularly useful for the MTSO who is using the great "Dispatch Folder" function in MpWord. We suggest you use a simple name, such as "ReadyToSend" and place it somewhere easy to navigate to, like your desktop. It is not necessary to place this in the MpWord "Transcription" folder.

Just be sure you clear these files out of this folder after you have finalized their processing and the **Empty Dual Folders** option from the **Tools menu** makes this a snap. Note: This option clears *all* Dual Save folders you have established, so if you have several established, make sure you have sent things before using this function. (We all makes mistakes so when MpWord clears your dual save folders, it puts them into the Recycle bin, just in case you need to reestablish them ;-).





## Tab: Dates

New Office Registration:

Facility File Name File Extension **Dates** Line Count User Fields Audio Map Dispatch Send Option

Short Date Pattern: M/d/yy

Time Pattern: h:mm tt

Long Date Pattern: MMMM d, yyyy

Show Results

Facility  
File Name  
File Extension  
**Dates**  
Line Count  
User Fields  
Audio Map  
Dispatch  
Send  
Options  
Tab Order  
Misc

F12 navigates tabs

These settings determine how dates and times will be formatted when they are inserted into a document. Use the **Show Results** button to check out the various formats.

## Tab: Line Count

New Office Registration:

Facility File Name File Extension Dates **Line Count** User Fields Audio Map Dispatch Send Option

What to count:

- ☐ Characters Strict
- ☒ Characters Extended (with spaces)
- ☐ Chars Ext PLUS Function Keys
- ☐ Words
- ☐ Byte size, IF in ascii
- ☐ Lines Strict
- ☐ Lines Extended (with blanks)
- ☐ Pages
- ☐ Chars Strict PLUS Words

Where to count:

- ☒ Document body only
- ☐ Include headers/footers

Divide by: 65

Select the line length.

Pay per unit: 0.25

For example, enter:  
0.09 for 9 cents  
0.125 for 12.5 cents  
0.14 for 14 cents

Facility  
File Name  
File Extension  
Dates  
**Line Count**  
User Fields  
Audio Map  
Dispatch  
Send  
Options  
Tab Order  
Misc

F12 navigates tabs

Please see refer to the [Line Counting](#) section for a details.



**[MPwMTSO ONLY]** The "Pay per unit" rate contained here, in the Facility Registration, is the "Pay per Unit" for your transcription staff *NOT* the Per Unit Billing Rate you bill your customer. The per unit billing rate you bill your customer, is controlled and selected from the **MTSO** menu, option [Import](#), within the "Select Options" Tab.

## Tab: User Fields

New Office Registration:

Facility | File Name | File Extension | Dates | Line Count | **User Fields** | Audio Map | Dispatch | Send | Option

Use Lists

User Field 1 Caption: Job Number (UF1): ☒ [Create List](#)

User Field 2 Caption: User Field 2: ☐

User Field 3 Caption: User Field 3: ☐

User Field 4 Caption: User Field 4: ☐

User Field 5 Caption: User Field 5: ☐

User Field 6 Caption: User Field 6: ☐

User Field 7 Caption: User Field 7: ☐

MPW\_UF1.txt

Save User Field List

Delete User Field List

NEXT -->

Cancel

Facility

File Name

File Extension

Dates

Line Count

**User Fields**

Audio Map

Dispatch

Send

Options

Tab Order

Misc

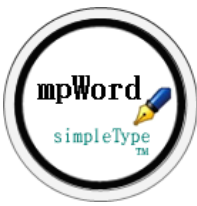
F12 navigates tabs

Settings for Mpwmtso Demo

User field 1, captioned Job Number, is put on Invoices and Production Reports. If you use job numbers, or voice file numbers, put it into User Field 1.

User Fields are user created text fields, to contain whatever information you decide would be useful. That is, user fields accommodate recurrent bits of information that a facility generally uses, but are not widely used among all your facilities. For example, if the facility does a lot of Workman Comp cases, you may want to caption a user field (say UF2) as Workman Comp, and then have the codeword UField2\* in your templates where you want that information put.

Or say your "facility" is a radiologist who reads films from 3 locations. You could create a list of those 3 locations (West Mall, Yonkers, and Westchester Health Center) under user field 2. The selection drop down will be available to you from the Document Information window, which is presented to you and used to populate your template as it fashions your document. (Use the codeword UField2\* to position that information in your template.)



## Tab: Audio Map

Audio Map will read the information in the voice file header and automatically insert that info into the Document Information screen.

As of this writing the Audio Map is enabled for GearPlayer, Fusion Player, and Dataworxs Player.

Select the GearPlayer entry, and you'll see the bits of information that the header file CAN contain. (Some of it depends on the dictator's having entered it, eg account number, so it may or may not actually be present.)

To activate the mapping you must map at least one entry to a document information screen field. For example if you wanted to capture the date of dictation, time of dictation and the job number (voice file number), you'd

put 3 in the field for "Date of Dictation from \_\_\_\_"

put 3 in the field for "Time of Dictation from \_\_\_\_"

put 1 in the field UF1 from \_\_\_\_

(If you want to capture the date and time of dictation, on the Options tab of Facility Registration under PROMPT FOR: make sure Date/Time Dictation is checked.)

If you are capturing such, and want the information to appear in the document, be sure to position the codewords where you want the information to appear. However, if you just want to capture the dictator, and nothing else, you could map (say) UF7 from 11, and just not have a codeword in your document to insert that information.

When you have a mapping set up, on each note you do for the facility, the program will read the contents of the audio header file, and will insert the information into the document information screen as you have specified. It will also automatically select the dictator (or show the add screen with some of the information already filled in, so that it can select him the next time he dictates.)



Dataworxs Player offers the user options in the format of the header file. MpWord is enabled for the .trn format, and is not enabled for the .xml format.

## Tab: Dispatch

On this tab you select set how you want the documents sent and to whom they are to be sent, when using the menu option **Send | Dispatch Folder** or automatically as *Dispatch on Exit* as established within the Facility Registration "Send" tab. For e-Faxing (only to cc's and addressee) select only Email as the PDF will eventually be transmitted to the recipient via fax but it must first be sent via email using your email host's server, then to your e-Fax provider for processing and transmission to the recipient's fax.

If you select both E-mail, which can be an e-Fax (see [Email & Auto e-Faxing](#)) and Fax (Windows XP ONLY) as the dispatch method, you have the flexibility in accommodating preferences of the physicians. If you select both, and have both an e-mail and a fax entered for the physician, it will be sent via e-mail. If you have only a fax number entered then it will be sent via MpWord Fax. However, if you have only one method selected, say E-mail, and there is no E-mail entered for the physician then nothing will be sent as the program doesn't have the requisite information to do so.



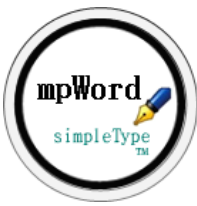
## Tab: Send

This tab is mainly for FTP information. When you enter the FTP address for both Send and Get, you must enter the address and full path. Please be sure to check with your FTP hosting provider or Simple Dictation, if using Simple Share, to find out how you should enter the FTP address and directory path.

The option ☐ **Don't encrypt in sending.** refers to **both FTP and e-mail**. If you will be using an e-Fax service, you must check this option as the e-Fax provider will not be able to decrypt the file in order to process it. Please refer to [Transcriptionist Settings](#) for detailed instructions on setting up your outgoing (SMTP) connection.

Select ☐ **On FTP, set Passive = False:** if the FTP site requires this.

- ❖ Internet addresses use slashes, not backslashes, in the path; / is valid and \ is not.
- ❖ Https, http, and ftp sites don't like spaces in the path so if you are setting up an FTP folder, don't put spaces in the folder names.
- ❖ User ID's and passwords are always case sensitive.
- ❖ If the option to FTP on Exit is chosen from within the OPTIONS tab, the document will be zipped before it is sent via FTP.



## Tab: Options

New Office Registration:

File Name | File Extension | Dates | Line Count | User Fields | Audio Map | Dispatch | Send | **Options** | Tab C

**Document Info Options:**

Maximum size for patient list: 5000 v

Set Date of Service: Yesterday v

☐ Apply short date to DOB

Select patient by: Last v

Prompt for:

☐ None

☒ Medical Record

☒ Date of Birth

☐ Social Security

☐ Account Number

☐ Date + Time Dictation

**Don't Clear:**

☐ User Field 1

☐ User Field 2

☐ User Field 3

☐ User Field 4

☐ User Field 5

☐ User Field 6

☐ User Field 7

☐ Dictator

**In EXIT:**

☐ Print the document

☐ Do a full dispatch

☐ Dispatch to Dict only

☐ FTP the document

Adjust fileN: None v

**Envelope Handling:**

☒ None

☐ Make env document

☐ Print each as I go

☐ Charge for each

**Facility**

[File Name](#)

[File Extension](#)

[Dates](#)

[Line Count](#)

[User Fields](#)

[Audio Map](#)

[Dispatch](#)

[Send](#)

[Options](#)

[Tab Order](#)

[Misc](#)

Next -->

Cancel

F12 navigates tabs

There are multiple options to customize how MpWord handles things such as:

- Date of Service offset on first showing the Document Info screen;
- What numeric IDs to prompt for;
- How to handle envelopes;
- Special actions to take during Exit.

✂ NOTE: For added security and expediency, each document will be placed in a ZIP file if choosing to send via FTP on Exit.



## Tab: Tab Order

New Office Registration:

File Extension Dates Line Count User Fields Audio Map Dispatch Send Options **Tab Order** Misc

Reselect Order Reset Default Order

Last: First: Middle: Sex: OK  
MR: DOB: SSN: ACCT: Cancel  
UF1: UF2: UF3: UF4: UF5: UF6: UF7:

Misc: Templates:

DOS: DOD: DOT: TOS: TOD: TOT: Recipient: CC1: CC2:

Move Up Move Down

Next --> Cancel

Facility  
File Name  
File Extension  
Dates  
Line Count  
User Fields  
Audio Map  
Dispatch  
Send  
Options  
Tab Order  
Misc

F12 navigates tabs

This tab is laid out in a fashion similar to the Document Info screen. You may set here the order that pressing the TAB key will moves you about the Document Information window.

## Tab: Misc

New Office Registration:

Dates Line Count User Fields Audio Map Dispatch Send Options Tab Order **Misc**

☐ Include FAX number when inserting addresses ☐ Use custom invoices/reports

☐ Restrict MT Info in properties

Symbol to insert for errata:  
@[ \_\_\_\_ ]

PT Database

Finish Cancel

Facility  
File Name  
File Extension  
Dates  
Line Count  
User Fields  
Audio Map  
Dispatch  
Send  
Options  
Tab Order  
Misc

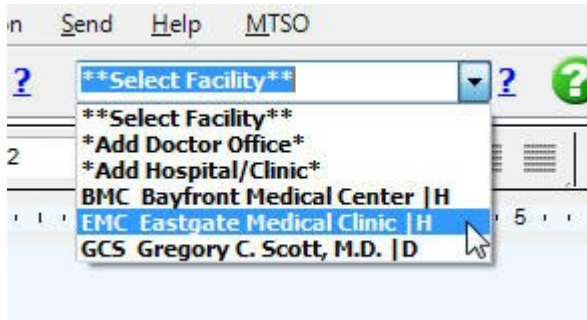
F12 navigates tabs

Click [here](#) for details in setting up a custom production report or invoice.





## 7.2. Session: Specify the Facility



You specify to MpWord the facility you will be transcribing by highlighting the facility from the Select Facility box (or **Transcription** ➔ **Set Session**).

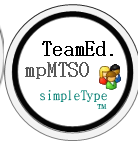
At this point MpWord reads the registration settings and creates the day's folder under Documents\Transcription on your computer. MpWord will name and save all the work you do, putting it into the date of transcription folder. Below is the pattern for the full path where MpWord will save the day's work and an example:

(My Documents) \ Transcription \ facility-name \ year \ date-transcription

(My Documents) \ Transcription \ Eastgate \ 2013 \ 04\_27\_13

You may wonder why the year is reflected in both the year folder and the date of transcription folder. This makes it easier for you to archive old work.

You remain in this session as long as the facility's name remains in the Select Facility box. When you have a note in progress, the name will be grayed out and you cannot change the session or close MpWord until you run Exit on the note in progress. If you have inadvertently closed the InProgress note, pressing ⬇ Ctrl+Shift+X will reopen it and run EXIT on it.



## 7.3. Document Information: Dictator

To gather the specifics for the dictation, MpWord presents the Document Information dialog. Obviously part of the information concerning the document is the dictator. Now, MpWord recognizes two different types of facilities, a doctor office or a hospital/clinic. This is the difference:

- A doctor office is a single practice, with only one dictator, the doctor himself.
- A hospital/clinic has multiple dictators.

For a facility registered as a doctor office the program already knows who the dictator is but with a facility registered as a hospital/clinic, you have to select the dictator.

Select Dictator:


Select dictator via typing:  ☐ ?



Criteria to select by:  
☒ Identifier ☐ Initials  
☐ Name

ADD EDIT REMOVE Okay Cancel

Identifier:	Name:	Initials:	Specialty:	Addr Line 1:
AName	Group Namea	GRA		
BName	Group Nameb	GRB		
CName	Group Namec	GRC		


< >



You may select the dictator via typing or via mouse.

If this is by typing, the field that will be searched is defined by the “Criteria to select by” option.

When you have a dictator selected, you may press  Enter to accept it or you may double click it.

You can edit or remove a dictator via the buttons on the right. When you have an entry selected those buttons will activate.



# User Guide

Select Dictator:

Select dictator via typing:  ☐

Criteria to select by: ☒ Identifier ☐ Initials ☐ Name

ADD EDIT REMOVE Okay Cancel

\*Identifier:

\*Full name, incl degrees:

\*Initials:

Specialty:

Addr Line 1:

Addr Line 2:

Addr Line 3:

City/State/Zip:

Phone:

Fax:

Email:


Misc:



☐ Add multiple

ADD Cancel

☐ Suppress adjusting CASE

Items marked with \* (asterisk) are required.



This is the Add Dictator dialog. If you have several to add, put a check mark in the Add multiple box, so the screen becomes cleared after each addition but does not vanish.

✧ **NOTE:** Enter data in email and fax fields so the program will have the information on-hand to help you in automating the many communication features.



## 7.4. Document Information: Patient

Document Information:

1 \*Last: [ ] First: [ ] Middle: [ ] Sex: [ ]

Medical Record: [ ] DOB: [ ] SSN: [ ] Account: [ ]

3 \*Date of Service: 5/30/2013 Date of Dictation: 5/30/2013 Date of Transcription: 5/31/2013

Time of Service: 12:00 AM Time of Dictation: 12:00 AM Time of Transcription: 9:28 PM

Addressee/Recipient: [ ] CC1: [ ] CC2: [ ]

\*Template:  
ABC\_Con.mpt  
ABC\_FU.mpt  
ABC\_LET.mpt  
5

6 Job Number (UF1): [ ]  
Program (UF2): [ ]  
User Field 3: [ ]  
User Field 4: [ ]  
User Field 5: [ ]  
User Field 6: [ ]  
User Field 7: [ ]

Save Paths:  
(Documents)\Transcription\Any\_Business\_Co\2013\05\_31\_13\  
C:\Today\

2 Criteria to select patient by:  
☒ Last ☐ DOB  
☐ First ☐ SSN  
☐ MR ☐ ACCT

Criteria for address:  
☒ Identifier  
☐ Name

4 ☐ Suppress adjusting CASE ☐ Suppress PT selection  
☐ Suppress auto SEX ☐ Suppress ADDR selection

Displays transcribers name, facility, and current date

MPWord

Edit Hospital/Clinic Registration:

File Name | File Extension | Dates | Line Count | User Fields | Audio Map | Dispatch | Send | Options | Tab C

Document Info Options:  
Maximum size for patient list: 5000  
Set Date of Service: Yesterday  
☐ Apply short date to DOB  
Select patient by: Last  
Prompt for:  
☐ None  
☒ Medical Record  
☒ Date of Birth  
☐ Social Security  
☐ Account Number  
☐ Date + Time Dictation

Don't Clear:  
☐ User Field 1  
☐ User Field 2  
☐ User Field 3  
☐ User Field 4  
☐ User Field 5  
☐ User Field 6  
☐ User Field 7  
☒ Dictator

In EXIT:  
☐ Print the document  
☐ Do a full dispatch  
☐ Dispatch to Dict only  
☐ FTP the document  
Adjust fileN: None  
Envelope Handling:  
☒ None  
☐ Make env document  
☐ Print each as I go  
☐ Charge for each

Facility  
File Name  
File Extension  
Dates  
Line Count  
User Fields  
Audio Map  
Dispatch  
Send  
Options  
Tab Order  
Misc  
F12 navigates tabs

Settings for Eastgate Medical Clinic

- 1 The Document Information dialog is the starting point of every note you transcribe. It will automatically display the database of patients for you to select from. Typing into the selection field activates the database. You set which field activates the database in Facility Registration, Options tab (screen capture



below). You also set the order in which pressing  Tab moves through the fields in Facility Registration, Tab Order.

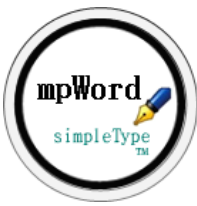
2 If the dictator does not give the expected information (eg. he gives the medical record number and not the name), you can change which field activates the database by setting the criteria here.

3 The Date of Service is also impacted by Facility Registration, Options tab. When the program initially shows Document Information, the DOS will reflect what you specified in Facility Registration: Offset DOS to 2 days ago, to yesterday, or set it for today's date. If you change this on this form, for each showing of it, DOS will retain what you set it to.

4 If you type into the last name field "jones-smith", MpWord will change that when you move to the first name field to Jones-Smith. This works well for almost all names but there are names that don't follow normal capitalization rules (e.g. "de la Hoya"). To preserve the capitalization of these idiosyncratic names, a check mark in **Suppress adjusting CASE**, will disable the auto-capitalization feature.

5 All the templates you have for a facility will be listed in this box.

6 User fields are optional information that you may or may not need. Again, you would caption these fields to be what you need in Facility Registration. These fields can also be drop down boxes. A check mark to the right of a user field instructs the program to retain the information in that field for the next showing. This can be useful for information such a Location, which would may remain static for all the dictations for that day.



# User Guide

Document Information:

\*Last:  First:  Middle:  Sex:

Medical Record:  DOB:  SSN:  Account:

Misc:

Last:	First:	Middle:	Sex:	MR:	DOB:	SSN:
Dicta	Simple		m	5555	6/17/1960	
Dictation	Simple		F	5555	06/17/1960	
Doe	Jane		F			
Mack	Mary	Black	F		01/01/1960	
Marlin	Fish		M			
Quality	Testing		F			

Save Paths:  
(Documents)\Transcription\Any\_Business\_Co\2013\05\_31\_13\  
C:\Today\

Criteria to select patient by:  
☒ Last ☐ DOB  
☐ First ☐ SSN  
☐ MR ☐ ACCT

Criteria for address:  
☒ Identifier ☐ Name

☐ Suppress adjusting CASE ☐ Suppress PT selection  
☐ Suppress auto SEX ☐ Suppress ADDR selection

Displays transcribers name, facility, and current date

MPWord

Job Number (UF1):

Program (UF2):

User Field 3:

User Field 4:

User Field 5:

User Field 6:

User Field 7:

Okay Cancel

Document Information window with patient database active.

Make a selection from the patient database by pressing Enter or by Double-Clicking the line item entry that you need. If the patient you need has not yet been entered into the database, manually type in the information within the data entry fields ("Last", "First", etc.); this will automatically hide the database and add the patient to it for the next showing.

If you are given the CC's initially, you can enter these - up to three [Addressee, CC1 and CC1-which are coded and available codewords when entered through this panel only] right in the Document Information window and utilizes the programs "Addresser" database.



# User Guide

MPWord6 MTSO Edition -- [ (LocalAppData)\InProgress\InProg\_Mack.rtf ]

File Edit Insert Format Tables/Lists Tools Transcription Send Help MTSO

05/31/2013 ? ABC Any Business Co. | D ? ? Page 1 of 1

Normal Times New Roman 12 B I u

AnyBusiness Co.  
1 Internet Parkway  
Mytown, US 12345  
800-800-8000

MACK, MARY  
MR#: 00000000  
DOB: January 1, 1960 5/31/13

Mary Mack returns to the clinic today for follow-up of her acne. Since last seen, she has @

Current medications: @

Physical examination: Temperature @° F; pulse @/min; respirations @/min; blood pressure

Untitled - 1 InProg\_Mack.rtf

<b>Daily Notes:</b>	<b>Permanent Notes:</b> Permanent notes remain in place and are not refreshed each day as with Daily Notes	<b>Not checked</b> <a href="#">Check Connection Status</a>  <a href="#">Show Today's Sent Log</a>	<b>Office Notes:</b> Office notes are sent along with other "setup" files and are imported and retained; these will remain in place until replaced by a new import of the OfficeNotes.txt.
---------------------	---	--	---

Spelling Smart Words Production Addresses MT's Notes

MpWord takes the information from the Document Information panel, customizes your document based on the chosen template, and leaves your insertion point at the first "@" for you.





## 7.5. Transcribing the Note

When you press Enter from the Document Information Dialog, MpWord opens and customizes the template you selected. It leaves the insertion point at the first @ it finds in the document. Here you transcribe the note.

While you are transcribing, MpWord continues to offer features to assist you.

- ➔ If you have selected in Options "Check Spelling as I Type", any misspelled word will be underlined with a wavy red line, and the Assistant, Spelling, will activate showing suggestions. If you do not wish to break your flow by stopping to correct the spelling, you may continue typing and the word will remain underlined until you double-click it to correct it.
- ➔ When you type the short form of an abbreviation, it will be inserted for you. If you have codewords in the abbreviation, MpWord will customize the abbreviation with the patient's name, title (Mr. or Ms), and various forms of the personal pronoun.
- ➔ If you have a previous transcription on hand for this patient, **Transcription ➔ Most Recent Note on (name)**, will open it for you so you can copy and paste. (It opens on a colored page so you can easily distinguish which is the old note and which is the new.)
- ➔ The @-sign is the navigational marker. Pressing ⏴ F10 moves the insertion point/cursor to the next @-sing in the document. You should have multiple @-signs in your templates.
- ➔ Ctrl+1 inserts the patient's first name, and Ctrl+2 the patient's last name.
- ➔ Ctrl+Shift+M inserts the errata mark to clearly identify production errors that require proofing by QA/Editing staff. By default, MpWord uses "@[ \_\_\_\_]" as the errata mark but you may change this to whatever you and your team wish. This is done within the Facility Registration's "Misc" Tab. .

The Addresser dialog box has tabs for Select, Add, Edit, and Remove. The 'Add' tab is active. It features an 'Enter identifier:' field with 'sm' entered, and checkboxes for 'Name only' (unchecked) and 'Pad w/ cc' (checked). Below these are 'Insert' and 'Clear' buttons, and a note 'Alt+Up/Down Enter to Insert'. To the right is a table with four columns: Identifier, Name, Addr Line 1, and Addr Line 2.

Identifier:	Name:	Addr Line 1:	Addr Line 2:
SlovickFrank	Frank T Slovic, M.D.	2000 Northeast Vivion Road	
SlyAnne	Anne Sly, M.D.	2900 Baltimore Avenue	
SmalleyStephen	Stephen R Smalley, M.D.	20375 West 151st Street	

If you need to insert additional addresses into the document, one of the Assistants that's docked at the bottom of the main screen is the Addresser. The Addresser will insert the information into your document at the cursor position as well as storing the entry in the Document Properties, which is used for dispatching functions.

If the facility or the agency asks you to identify what proofing needs a document has, you may select the proofing category on "Exit" or click **Transcription ➔ Flag Needs Proofing**:

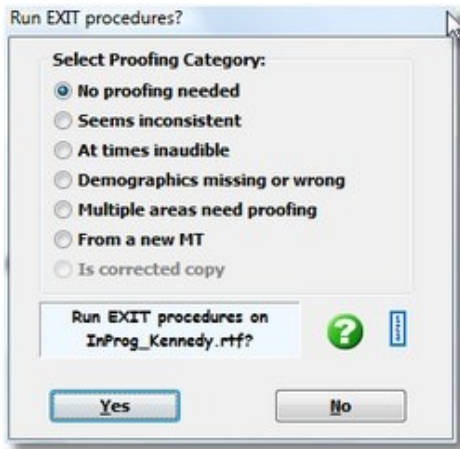




## EXIT PROCEDURE

While you are transcribing, the program assigns your document a temporary name and hold this in the folder

"%LocalAppData% or AppData\Local [...] \ MpWord \ 60 \ InProgress".



You can have only one note in progress at a time. To finalize a note you inform MpWord that you are done transcribing by pressing **↓ Ctrl+Shift+X** or **Transcription → EXIT procedures**

The program springs into action:

- ✓ It asks if you want to run the Exit Procedures and gives you a chance to specify any proofing needs.
- ✓ If Spell-as-I-Type is NOT turned on, it'll run spell check on the document. If Spell-as-I-Type is active when EXIT is run, the program assumes the MT has already corrected any red-lined words, and so does not run spell check.
- ✓ It takes the line count in the method specified in the client registration, and records this information in the document properties.



# User Guide

Depending on the options you've selected in Facility Registration, it may:

1. print the document,
2. or e-mail it to the dictator (as a ZIP file, password protected),
3. or e-mail it to the CC'd physicians (as a PDF file, password protected),
4. or fax the document to dictator/CC'd or facility
5. or FTP the document (as a ZIP file, password protected) to the FTP site.

It saves the document to the Transcription folder. It goes into the date of transcription folder for the facility. For example:

```
(My Documents)
  \Transcription\
    Eastgate\
      2007\
        04_28_07\
          Humbolt, Erma CON.doc
          Martin, Jo Ellyn FU.doc
          Sylvan, Eric FU.doc
```

If you have specified to make a Dual Save, it also puts a copy of the transcription there.

One transcription will never overwrite another of the same name. If the program finds a matching name, the second document's name will be incremented to prevent overwrite. For example if we had a second consult on Mrs Humbolt, the program will increment the filename:

Humbolt, Erma CON (2).doc

EXIT then brings you back to the Document Information Dialog for input on the next patient and adds information on the document just finished to the Assistant under the "Production" Tab

4/28/2007	Facility:	Dictator:	Patient:	Templa...	Income:	Count:	Method:	Divide By:	Pay Rate
Report Count: 4	EMC	Robert Simmons, M.D.	de la Hoya, ...	Con	\$22.08	184	200	65	0.1
Total lines: 329	EMC	Robert Simmons, M.D.	Talbot, Hope	RAD	\$3.48	29	200	65	0.1
Income: \$39.48	EMC	Robert Simmons, M.D.	Gaddy, Marvin	Con	\$9.36	78	200	65	0.1
Print List ?	EMC	Robert Simmons, M.D.	Sack, Michael	OP	\$4.56	38	200	65	0.1

Spelling Smart Words Production Addresses MT's Notes

A double click on a production list entry will re-open the report for you. (You can also open it **File** ➡ **Recent Files**.)



# User Guide

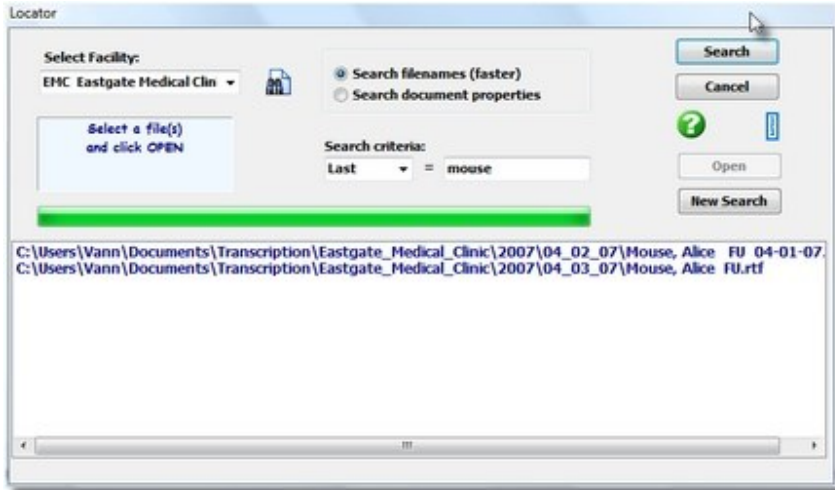
---

If you make changes to a finished document, run **Transcription** ➡ **Recount Current Document** and save the file; this way, when you run invoices or production reports you'll get accurate results without needing to have the Invoicing function recount each one.

- If you have a Dual Save set up for the client to whom the document belongs and the Dual Save folder still has a copy of this file, MpWord will ask you if you also want to replace the Dual Save copy-- Answer "Yes".
  - If you have already cleared the Dual Save Folder of the file then you will need do a SAVE AS to place the corrected document into the Dual Save Folder.
-



## 7.6. Locator: Find Dictations



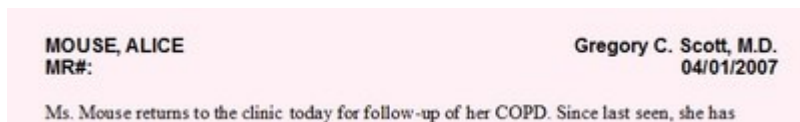
You use the Locator to find previous dictations on a patient. If you anticipate needing to look up previous dictations often, take advantage of the file-naming feature in Facility Registration, and incorporate into the filename the criteria that you'll be searching by. If your facility uses MR and DOB, include both of those in the filename, as well as the patient's name, dictator initials, and template used. The Locator runs much faster when it just has to search the filename, so having good information there will save time in the long run. If you choose "All Facilities" for your search, MpWord will search the entire "Transcription" Folder. To narrow and quicken your search, select the specific facility.

**[MPwMTSO ONLY]** You have the option to rename files on Import so if the facility needs files named a certain way, you can use the import option to rename to that standard. This feature places the renamed files in a separate folder, designated by you, to be used for submission to the client. Be sure you maintain these files after transmission to the client or you may find yourself renaming files before sending, which would be counterproductive. You can also use the Import History function to locate and open any file you need [see MTSSO ONLY features ["Import"](#)].

To resend the file, use **Send ➡ Current Document Email** or Fax.

When your first summon the Locator (**Transcription ➡ Locate Dictations**), the screen will be mostly blank until you select the facility.

To open a found file, highlight it, and the Open button will activate. To open multiple files, keep the Ctrl key pressed as you click on the ones you want opened. Then click the Open button.



Notes opened with Locator or with the Last Note feature will appear on a colored page to differentiate them from your active transcription.



## 7.7. Invoicing: Invoices and Production Reports

MpWord produces invoices and production reports. The difference between the two is the invoice has a summary first page, followed by the details, and the production report only lists the details.

### Production Reports

You can generate the following production reports:

- A daily or range report for a facility
- A daily or range report on all an Mt's work
- In the MTSO only: reports reflecting work done for all clients by all Transcribers for either a day or a range.
- *In MTSO only*: a report comparing the MT count and the Client Billing count.

If you need to include files not done in MpWord, select **Accommodate [...]** Also be sure you have put those extra files in one of the dated folders falling within the date range.

If the line counting method has changed during the billing cycle, select Recount.

**[MPwMTSO ONLY]** The pay and billing rates are controlled and selected from the **MTSO** menu, option [Import](#), within the "Select Options" tab and should be reviewed and configured PRIOR to running production reports and invoicing. If you are counting only files that have been IMPORTED then it is not necessary to select the Recount option here; however, if you are counting files that have not been imported, you **MUST** select this option in order for your report to reflect the correct data. We suggest, as a matter of course, you select this option to ensure you capture correct and up to calculations.



## Invoices:

MpWord will remember the last invoicing dates, and will increment them for the new invoice.

To run all invoices for all facilities, select "Each Facility".

In order to have the invoice put your company on the invoice, rather than name, in **Transcription** → **Transcriptionist Settings** have the company name in Address Line 1 (Company) and in Address Line 2 the street address.

Try to get all your facilities on the same billing cycle so you can run all invoices at the same time in MpWords Invoice Function; the program will generate an invoice for each facility.

**[MPwMTSO ONLY]** The "Pay per unit" rate contained in the Facility Registration, is the "Pay per Unit" for your transcription staff *NOT* the per unit Billing Rate you charge your customer. The per unit billing rate you charge your customer is controlled and selected from the **MTSO** menu, option [Import](#), within the "Select Options" tab and should be reviewed and configured **PRIOR** to invoicing. If you are counting only files that have been IMPORTED then it is not necessary to select the Recount option here, in the Invoice tab; however, if you are counting files that have not been imported, you **MUST** select this option in order for your invoice to reflect the correct *Billing* rate. We suggest, as a matter of course, you select this option to ensure you capture correct and up to calculations.



## 7.8. Transcriptionist Settings

The screenshot shows the 'Transcriptionist Settings' dialog box with the 'Email & Fax Settings' tab selected. The 'Demographics' tab is also visible. The 'Email & Fax Settings' tab contains the following fields and options:

- \*Name:** Simple Dictation
- \*Initials:** sdi
- \*Addr Line 1 (Company):** 1 Internet Highway
- Addr Line 2:** (empty)
- Addr Line 3:** (empty)
- \*City/State/Zip:** Everytown, US 1234
- \*Phone:** 9044199410
- Fax:** (empty)
- \*Email:** mpwdemo@simple
- Misc:** (empty)
- \*Recipient password:** 123abc
- \*Creator password:** 123abc
- ☐ I'm on new MT status. Set additional proofing flags.
- ☐ When sending, use agency information (name + email/phone) if available.

Items marked with \* (asterisk) are required.

Demographic information is used internally by the program for invoicing and, on licensing, it is encrypted and sent to the publisher.

Buttons: Okay, Cancel, Help (?), About (i)

When you start MpWord for the first time, the program will ask that you complete the Transcriptionist Settings. All the fields preceded by an asterisk are required, including a recipient password and a creator password.

The screenshot shows the 'Transcriptionist Settings' dialog box with the 'Email & Fax Settings' tab selected. The 'Demographics' tab is also visible. The 'Email & Fax Settings' tab contains the following fields and options:

- \*My area code:** 000
- Number for outside line:** (empty)
- \*Outgoing mail server (SMTP):** smtp.ch3.comcast.net
- ☒ My SMTP requires authentication. (See help tip.)

If you haven't already done so, you need to Auto-Detect Modems in Fax Manager to setup faxing capabilities. If you've already done so, please disregard this message.

Be sure to add MPWord6.exe to your firewall's Permitted Applications. MPWord needs both Send and Receive permission (for sending email or FTPing requires getting a response, which is receiving).

Buttons: Okay, Cancel, Help (?), About (i)

Send Test Email

Demographic information is used internally by the program for invoicing and, on licensing, it is encrypted and sent to the publisher.



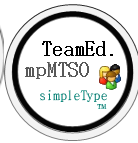
# User Guide

SMTP is your outgoing mail server and must be entered exactly. You may look at your mail client (Microsoft Outlook, Windows Mail, etc.) settings, if you use one, to verify what server and port your Email Host supports and uses for your outgoing mail server (SMTP not POP3). Your SMTP is entered either as a domain name or an IP address (e.g. *smtp.ch3.comcast.net* or *64.160.146.205*).

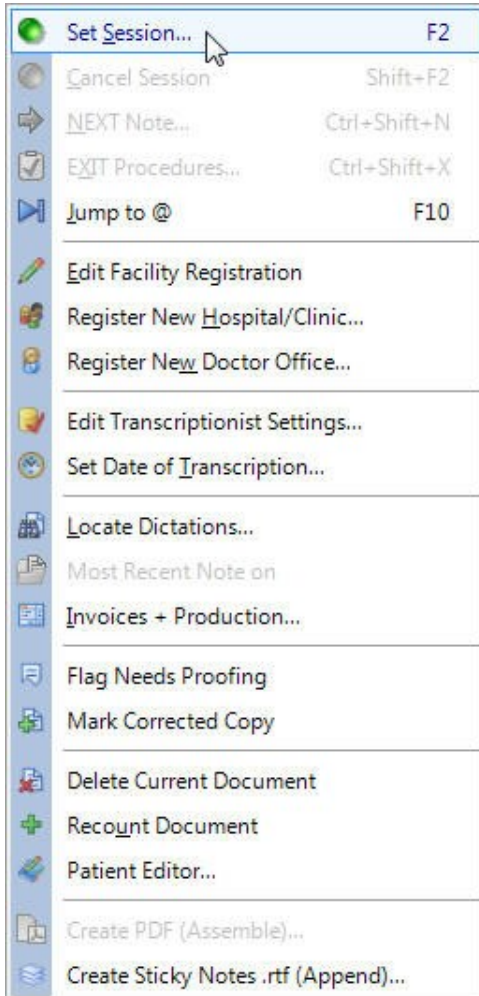
✧ **NOTE:** MpWord's default port setting is Port 25, which is why the built in encryption is necessary as this is not an encrypted channel. Unless you are using an SSL encrypted port (465, 587, etc.) for outbound transmission, you should not override MpWords encryption settings. MpWord will use an SSL port; this requires you to check the option **"My SMTP requires authentication"** as well as a small edit to your MT.XML file (must have your windows file options set to "see hidden files and folders"). The XML file is located in MpWord's Program Data folder. You will need to be sure the file properties for MT.XML are not Read Only prior to the edit and open the file in Notepad (right click on the the file MT.XML, scroll to "Open With" and select Notepad). You are looking for following "Key Name" entry within the file and to change ONLY the port number:

**<Key Name="PORTSEMAIL" Value="25" />** change ONLY the number value between the quotes. Do not disturb the other characters and text. Do not add spaces, etc.





## 7.9. Transcription Menu

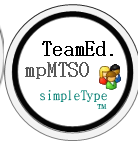


**Create PDF (Assemble):** You must be in a "Session", select the facility, for the client you wish to create the PDF file for.

This option asks you to select one or more files in a folder and creates a PDF file into a single document (if you have chosen multiple files they will be assembled into one document), viewable in any PDF reader. If you have placed a PDF password within the Facility Registration (Facility tab) then the resultant PDF file will be password protected. All your headers/footers, page numbers, and numbered lists will be preserved.

✂ **NOTE:** If you will be sending the PDF file via email, please look at the size of the file as PDFs can become quite large and some email hosts restrict sending on large files.

**Create Sticky Notes .rtf (Append)** again asks you to select the files to append together but, in this function, only the body of the document is taken and is appended one after the other into a single document. The headers/footers are omitted. If you will be using Sticky Notes, don't use auto lists in your templates. Create them in the document as you transcribe it, this way, the numbering in the appended document will come out correctly.



## 7.10. Document Properties

Document Properties

Patient Document Dispatch Control View History Print History Contact

Last (6):

MR (10):

PT Misc~Admit~Disch (24):

First (7):

DOB (11):

Nursing Station (40):


Middle (8):



SSN (12):

Sex (9):

Account (13):

Patient ID (17):

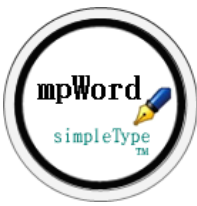


Okay Cancel  

MpWord stores multiple bits of information on the transcription in the document properties. (Technically, the TITLE property of the Word/RTF document.) Each file is therefore self-documenting and it is exceptionally easy for other programs to retrieve this information.

The numbers listed next to the values refer to the index of that value in the pipe delimited string that constitutes the title property data.

➡ Any MpWord document can be opened in Microsoft Word but if the user alters and saves it in Microsoft Word, the document properties will become truncated to 255 characters. **This poses no problem whatsoever for your clients** but for the MTSO needing to import documents from their transcriptionists, it will pose a problem as addresser data will be missing and may impact distribution of files.



## 7.11. Line Counting

### A general discussion of line counts:

Transcriptionists are generally paid by production not by the hour; this means if you produce more you get more. The unit of measure applied to transcription is the line. Although there is no general consensus as to what a "line" is. Way back when, when a typewriter was the tool, transcribers set margins to 1 inch and on a standard sheet of paper (8.5 x 11 inches), which left 6 1/2 inches for the typing using a standard typewriter font (Courier) with a size of 10 characters per inch; the 6 1/2 inches available for typing could hold a maximum of 65 characters thus the origin of the oft-quoted definition of a line as a 65-character line.

There are many definitions of the line used in the industry:

A line is any line with typing on it.

A line is the number of characters divided by 65 or 62 or some other number.

A line is what the eye sees, including the blank lines between paragraphs.

In reality no definition of "line" is any better than any other. The payment you receive for a transcribed report depends on two factors, not one:

The unit of measure (what is being counted), and

The pay per unit (how much you get per unit counted).

These two factors interface with one another to generate your income. You must reach agreement on both factors in negotiation with your client for that final agreement affects both of you. What it all boils down to is that a line is whatever you negotiate it to be with the client who is paying for the work.



MpWord offers multiple line counting methods. Before you set your rates, please spend some time with MpWord's Document Statistics. Document Statistics will show you what the counts for various things are for the document on screen. Given that, and a little time and thought, you will be able to compute what your various lines rates would have to be for the various line counting methods. Forearmed with this knowledge, you'll be able to negotiate well.

## The line counting methods in MpWord:

MpWord provides multiple line counting methods. The count is taken automatically for you in the EXIT procedures and is recorded for you in the document properties. The counting methods are facility-specific, which means you can set up your various facilities to use different line counting methods.

Tip: If and when you need to change a facility's counting method, do it at the start of a billing cycle. Either that or on the Reports screen, select "Recount document." That will force the program to recount all the documents using the current counting method for the facility.

Since we had our origins among the rank and file of the working MT, we took great pain to make the counting methods the most accurate in the industry.

### *The counting methods:*

The MpWord counting methods are defined by 3 bits of information:

- ➔ What to count (i.e. the unit of measure)
- ➔ Where to count (what portions of the document to include)
- ➔ What to divide by (for counting methods under 600, and method 900.)

### *What to count:*

**Characters Strict** (printable) counts all characters that put ink on the page: letters, numbers, symbols and punctuation. It excludes all spaces, hard returns, tabs and formatting codes. (method value 100)

**Characters Extended** (with spaces) counts all printable characters as well as spaces, tabs and hard returns. This varies a little from Microsoft Word's character with spaces, for that count does not include the tabs and hard returns. (method value 200)

**Characters Extended + Function** keys counts Characters Extended plus various formatting function codes. (method value 300)

Count all font attributes counts all bolds, italics and underline. (Check code value = 1)

Count all line spacings adds to the count any Center, indent or right justification codes. (Check code value = 2)

Count all font changes, including size counts all changes from the default font and default font size, including all subscripts and superscripts. (Check code value = 4)

**Words** counts what the human eye/mind see as a word. For example, I.V. is one word. (method value 400)

**Byte size of file, IF in ASCII** saves the body of the document to an ASCII text file and reads what the file size is. (method value 500)



**Lines Strict**, excluding blanks counts the number of lines with typing on them. (method value 600)

**Lines Extended**, including blanks counts all the lines, even the lines with nothing on them, such as the lines in a letter between the doctor's closing and his name. (method value 700)

**Pages** counts the pages. (method value 800)

**Characters Strict + Words**. Counts the characters without spaces, and adds to that total the number of words. Although this count generates the same value as Characters Extended, it is included to accommodate governmental agencies (e.g. VA), who have traditionally used this method. (method value 900)

### ***Where to count:***

**Document body** counts the body -- the text -- of the report, excluding headers/footers. (Increment value = 0)

**Full document** adds to the Document body count the count found in headers/footers. For example, if you have a header of 4 lines appearing on pages 2, 3 and 4 of the document, then MpWord multiplies 4 lines x 3 occurrences for a total of 12. (Increment value = 10)

### ***Divide by:***

This number, available for methods 100 through 500 and method 900, specifies what number to use in division. For example, if you have reached agreement with your facility for a 60 character line, you would set this to 60. Note that MpWord always rounds up any remainder in division: If the character count for a document is 61, when MpWord divides by 60, it will report the line count as 2 (because there is a remainder of 1 in the division). MpWord always rounds up in the Mt's favor. If this rounding up is unacceptable to the facility, then set the division to 1 (equivalent to no division), and manually calculate it on the invoice.



## 7.12. Envelopes

In Facility Registration, Options tab, is a setting for how the program is to handle envelopes. The choices are:

None

Print each or

Make an envelope document.

If you would like a bar code on the envelopes **Tools** ➔ **Options**, the Program tab, has an option for this. The barcode is generated via a font, bars12.ttf, which was installed with the program into the folder %LocalAppData%\Resource. You will also want to provide the facility receiving the envelopes with the barcode font file, bars12.ttf. Ask them to put that file into the Windows Font folder.

If your specification is for an envelope document, then the created envelope will be in the client's DOT folder, with a filename such as Env\_GCS\_vjt.doc. The source template for this file is in the formats folder with a name such as EnvGCS.mpt (no underscore). If you have a printer with a dedicated bin for envelopes you may open that source envelope file, and then summon File | Page Setup. On the printing tab set the bin to what you need for both first page and other pages. You may also want to put the return address in the first page header and header. If you do, turn on the display of control characters (by clicking on the button) so you can see the hard returns, and you probably don't want to put in more hard returns, just put text in on the existing lines.

If you are in a session, whenever you insert an address from the addresser, the program will ask if you wish to create an envelope (if your specification for envelopes is not NONE). You may wonder why the program needs to ask: Many clinics use their interoffice mail system rather than the USPS for sending and receiving reports when the recipient is in the same clinic. In those cases, an envelope is not necessary, but would be necessary if the recipient is external to the clinic.



## 8. The Communication Features

MpWord gets the information it needs from the pivotal "Facility Registration" as well as the Addresser database, so you don't need to enter an e-mail address, FTP site, or fax number every time you use a manual, MultiFunction Single-Click, or automatic communication feature. For this reason, even if you are not currently using the powerful Dispatch feature, enter in all appropriate email addresses, fax numbers, and FTP sites within the Facility Registrations (including Dictators when applicable) and when adding an addressee/cc's to the "Addresser" database. You may want to register your transcribers as well as yourself as a Facility, which will help you in automating many communication functions and for testing purposes.

The format of the file sent will be either an editable document [.doc or .rtf text file] OR a non-editable PDF; a text file is used if the submission is going to the Dictator or the Facility and a PDF file is used when submission is to an Addressee or CC.

---

*By default, MpWord zips, encrypts, and password-protects all files transmitted via the internet unless you override this feature (Facility Registration "Send" Tab"); overriding the encryption may or may not violate HIPAA requirements and depends on your SMTP outgoing server and port. Refer to the ["Quick Start"](#) topic.*

---

***It is important to note that MpWord uses the "Name" field in the addresser to find a "match" and will compile either the document or PDF so the recipient receives only one transmission, when sending reports and/or using the Dispatch function (ProEd and MTSO versions). Therefore, you must use caution to see that you do not have exact entries in the name field.***

**MTSO Users:** When importing transcribed documents, is important to note that MpWord will overwrite any existing addresser entries where the "name field" is an exact match, even if other fields contain differing entries.

---

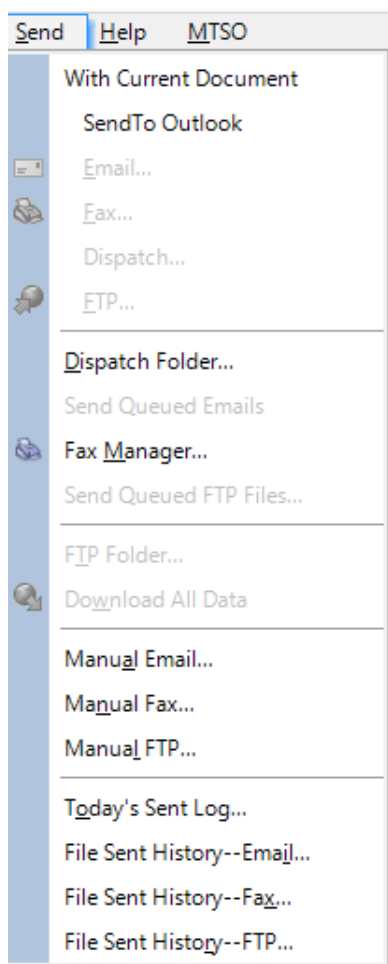
*\* Fax is supported only for Windows XP installations.*





## 8.1. Communication Options

MpWord gets the information it needs from the pivotal "Facility Registration" as well as the Addresser database, so you don't need to enter an e-mail address, FTP site, or fax number every time you use a manual, MultiFunction Single-Click, or automatic communication feature. For this reason, even if you are not currently using the powerful Dispatch feature, enter in all appropriate email addresses, fax numbers, and FTP sites within the Facility Registrations (including Dictators when applicable) and when adding an addressee/cc's to the "Addresser" database. You may want to register your transcribers as well as yourself as a Facility, which will help you in automating many communication functions and for testing purposes.



- The program allows you to manually fax or e-mail any single document on screen (**Send ➔ Current Document**); you will need to be in a session for the majority of the Send menu to be available.
- Although the program allows you to send out (which we call DISPATCH) the document as it is finished automatically in the EXIT procedures, we don't generally recommend this. Why not? Because your client, and the CC's don't like getting dozens of emails or faxes from you, each with a single transcription; they prefer getting all the day's reports in a single email or fax.
- The Dispatch Folder option allows you to send out all or some of the files in a folder (**Send ➔ Dispatch Folder**). When it does this, the program will read the document properties of each file and create lists for e-mail, faxing and printing. When it e-mails, faxes or prints, it groups together all the files into one e-mail/one fax so that the recipient gets one file with all the reports in it. (However, if a physician is dictator on some and CC'd on others, he'll get 2 files, one containing his dictations, the other his CC's.) The format of the file sent will be either an editable document text file] OR a non-editable PDF; a text file is used if the submission is going to the Dictator or the Facility and a PDF file is used when submission is to an Addressee or CC.
- When the program sends files via the internet, MpWord encrypts and password protects those files unless you override this default feature.
- The format of the file sent will be either an editable text file OR a non-editable PDF file, depending on the function and recipient. Adobe Acrobat Reader is offered free from Adobe to view and print PDF files. Some editions of Windows, such as Windows 8 Professional, contain a PDF reader.
- If other than the central office/MTSO will be dispatching reports, in Transcriptionist Settings, there is an option to use the Agency name, phone number and e-mail address when e-mailing and faxing (Facility Registration "Send" tab holds this information); the agency/MTSOs information would be substituted for the transcriptionist's information (name, phone and e-mail address).





## 8.2. Email & Auto e-Faxing

### REQUIREMENTS

Internet communications from within MpWord requires that you:

- Have a business class internet service provider (ISP);
- An email host;
- Permission ("allowed") to send and receive communication through your Firewall and host server;
- An e-Fax provider if you wish to send documents via e-Fax when using the Dispatch Folder function.

Refer to [Transcriptionist Settings](#) for detailed instructions on entering your SMTP settings.

### Automatic Emailing & e-Faxing from MpWord ;-)

MpWord will automatically email for you in three ways. Additionally, by employing an e-Fax service provider, and using the Dispatch Folder option, MpWord automates the faxing to cc's without the expense of additional hardware and phone lines or manually addressing one file at a time.

**1. Send ➡ Dispatch Folder (not part of MpWordTeamEd.)** combines into one email (PDF or RFT) or one fax, multiple documents. This feature asks you to select the folder and then MpWord makes lists of the facilities, dictators, and the Addressee and all CCs, and which file(s) each is to receive then sends one email, e-fax (to cc's or addressee only), or an MpWord fax (Windows XP only) to each.

The configuration settings for this function are managed and set-up within the Facility Registration on the "Dispatch" and "Send" tabs. Dispatch Folder (SEND menu option) reads information contained in the document properties of each file you've selected; *therefore, the settings you need for dispatch need to be in place when the files are created.*

✂ If you change how things are to be dispatched in Facility Registration after the files are created that change will have no impact on the current set of files.

MpWord will send the document in a zip file if the e-mail is going to the dictator or the facility, and password protect it unless encryption is turned off within the Facility Registration. If it is going to an Addressee or CC'd physician, the file will be a PDF document, again password protected unless encryption is turned off; PDF files are not zipped and is why only an Addressee or CC works with e-Faxing.

✂ *It is important to note that MpWord uses the "Name" field in the addresser to find a "match" and will compile either the document or PDF so the recipient receives only one transmission. Therefore, you must use caution to see that you do not have exact entries in the name field.*



**2. As part of the EXIT procedures for the note.** Facility Registration, Options tab, allows you to set this up. Those options are to Dictator or to do a full dispatch. *Experience has shown us that except for STAT notes to the Dictator, physicians generally don't like getting multiple emails from you. They would rather get everything in one batch, once a day. So Dispatch Folder is probably the better option.*

## Email Composition: Body

The text of the e-mail derives from one of the text files in the [Resource Folder](#) and you can edit these to suit your needs. There are about half a dozen of them for various situations (dispatched in exit, dispatched not in exit, to Dictator, to CC'd, etc.) The filenames are relatively self-explanatory but open them up and take a look. Here is the text for the e-mail generated in EXIT to a CC'd physician:

You have been CC'd by DictName\* in the dictation on First\* Last\* (ClientName\*).

The report is a PDF file and is encrypted/password protected to meet HIPAA regulations. You may obtain the facility-wide password either from us by phone or from the facility.

You may view, print and/or save the report to your hard drive.

If we can be of assistance to you, please don't hesitate to contact us.

Sincerely,

SenderName\*

SenderPhone\*

**CODEWORDS:** Below are the codewords that can be used in these customized e-mail messages. The codewords will be replaced with the appropriate value, just like the templates you will use in MpWord to create your transcription. Note that they are CASE SENSITIVE. DictName\* will be replaced, but Dictname\* will not be.

DictName\*

ClientName\*

First\*

Last\*

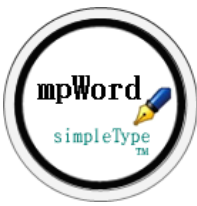
SenderName\*

SenderPhone\*

CCName\*

DOS\*

It is probably best to avoid using the codewords First, Last and DOS except for notes being sent in EXIT, for if they are otherwise used -- e.g. with multiple reports going to a dictator days later-- the results may not be what you expect.



### 3. MpWord will email the current document you have open in MpWord (the one on screen):

The 'Email Current Document' dialog box contains the following fields and options:

- Facility:** ☐ Eastgate Medical Clinic
- Dictator:** ☐ Robert Simmons, M.D. | vjoet@attglobal.net
- CCs:**
  - ☐ Vann Turner | support@mpword.com
  - ☐ Robert Simmons, M.D. | vjoet@attglobal.net
  - ☐ Ezekiel O Abanishie, D.O. | vjoet@attglobal.net
- Buttons:** Okay, Cancel, a green question mark icon, and a small icon with the word 'Email'.

This is very handy when you've gotten a phone call from a client asking you to resend a document they've lost.

1. **Transcription** ➔ **Locate Dictations** (or in the MTSO edition **MTSO** ➔ **Import History**)

2. **Send** ➔ **Current Document Email**

3. Put check marks into the box or boxes next to the recipient.

4. Click Okay.

## Manual Emailing

The 'MPWord: E-mail' dialog box contains the following sections and options:

- Email Subject:**  | [Suggest subject](#) | [Recall last used](#)
- Filename for Attached Zip:**  | [Suggest filename](#) | [Recall last used](#)
- Password for Attached Zip:**
- ☐ Don't encrypt/Don't use a password.
- Encryption:**
  - ☒ **Standard Zip Encryption** (Recommended. If higher levels are used, you run the risk of sending your client zip files his software can't open. AES requires WinZip 9 or higher.)
  - ☐ AES 128
  - ☐ AES 192
- Recipients / Selected Files:**

<input type="checkbox"/> Any Business Co.	carla@simple ^
<input type="checkbox"/> Any Group	billing@simp
<input type="checkbox"/> Apple Name	carla-hodge@
<input type="checkbox"/> Bad Number	9042645262@r
<input type="checkbox"/> Carcloud Atme	carhodge@me.
<input type="checkbox"/> Carla AtGmail	carhodge@gma
<input type="checkbox"/> Carla Attnet	carla-hodge@
<input type="checkbox"/> Carla Simple	carla@simple v

Taken from Addresser + Facility Registrations
- ☐ CC to Sender.
- Email Body:** [Suggest body text](#) | [Recall last used](#)
- ☒ Include list of files in body.
- Buttons:** Clear / New, Set Transcription as initial folder, Select Files (with subtext 'Use as many times as needed'), Send To Outbox, and View File Sent History.



- MpWord Email creates your e-Messages (email message with attachment) and places them in a Queue or Outbox. Create as many emails with attachments as needed and click Send To Outbox for each e-Message you create (be sure you hit the "Clear/New" button between each new e-Message you wish to send). When you have finished creating your e-Messages, return to the Send menu and select "Send Queued Emails."

Similar to an email desktop client, such as Microsoft Outlook, if you do not have "Send" on autopilot (or if you have no internet connection) you can still create your e-Messages and the program places the e-Messages into the Outbox. This is very convenient for those times when you are working remotely and do not have access to a connection or only have access to a public access connection; once you return to a location with secure internet access, simply return to the MpWord Send menu and select "Send Queued Emails".

- All manual emails are zipped for efficiency in sending, which is why the Manual Emailing function cannot be used for e-Faxing. If you are in a session when you summon Manual Email, the necessary password for the client is entered in the password box and you cannot change it. If you are not in a session, you need to select the password from the list presented.
- You may override the encryption/password protection by selecting "Don't encrypt. Don't use a password".
- You may select files from one folder, or several folders, by using the Select Files button (selecting this as many times as needed).

---

## File Sent History (Logs)

Every e-Message you send becomes documented in two places: File Sent History "Daily Log" and "Email".

Daily logs are retained for 120 days and are located in the folder AppData\Local\MpWord\60 \Logs. Of course, if you run an automatic backup periodically, you can retain them permanently. These are text delimited files so you can easily pull them into any database or spreadsheet program.

- Each file you send, regardless of method (email, fax, FTP), gets entered into the File Sent History for the method chose. Here even more information is recorded, for example: the name of the zip file that contains the file and the password, if applicable, for that zip file.
- Since the number of entries will get very large in a short amount of time, **Close and shrink list by half** is prominently placed as well as the number of files entries in the log.

---

Sent logs reflect only that MpWord was requested to transmit a file via Email (or eFax), FTP, or Fax (XP users ONLY). Much like your "Sent" folder in your email client, the Sent logs will not provide you with delivery information or a notice of a successful transmission; this is a simple listing of what files you've served up for transmission via the the internet or facsimile. When you access the Log files from the Send menu, you can toggle between the different ListView boxes (Email, FTP, Fax) without having to close the form and return to the Send menu.

---



## 8.3. Troubleshoot Email Delivery

Occasionally you may find that one email recipient does not get the mail. The below is intended to help you diagnose the problem.

➔ If all mail is retained in MpWord,

- Do you have a Standard Internet Provider? (If you can use any email program you wish, and any browser, then you have Standard Internet Provider.)
- Have you given MpWord permission to pass your firewall (with both send and receive permission)?
- Is your SMPT as entered in **Transcription** ➔ **Transcriptionist Settings** correctly?
- Have you changed your email hosting username and/or password? If so, please update this information in the Transcriptionist Settings, under the Email tab, "My SMTP requires authentication" fields.

From your regular email program send three emails both to the address not receiving and to yourself. Name both the files attached something informative, and the subject of the email something informative.

1. a plain file (eg .rtf), Subject: Plain File
2. a zip file, not password protected (perhaps naming this zip file ZipFile.zip), Subject: Zip File
3. a password protected zip (perhaps naming this zip file ZipProtected.zip), Subject: Protected Zip

Your diagnosis involves finding out which file is received and which is not.

➔ If the plain file is not received,

They could be receiving, but it is being put into the junk folder.  
They could have a setting in their email program to forbid attachments.  
Their ISP could be blocking all email with attachments.

➔ If the plain zip file is not received,

They could be receiving, but it is being put into the junk folder.  
They could have a setting in their email program to forbid attachments.

➔ If the protected zip is not received,

Either their anti-virus program is discarding the zip, or yours is.



## 8.4. Faxing (not available)

***The FAXING function is no longer supported.***

E-faxing is a convenient way of sending documents without the expense of additional hardware and phone lines. Refer to [Email & Auto e-Faxing](#) for details.

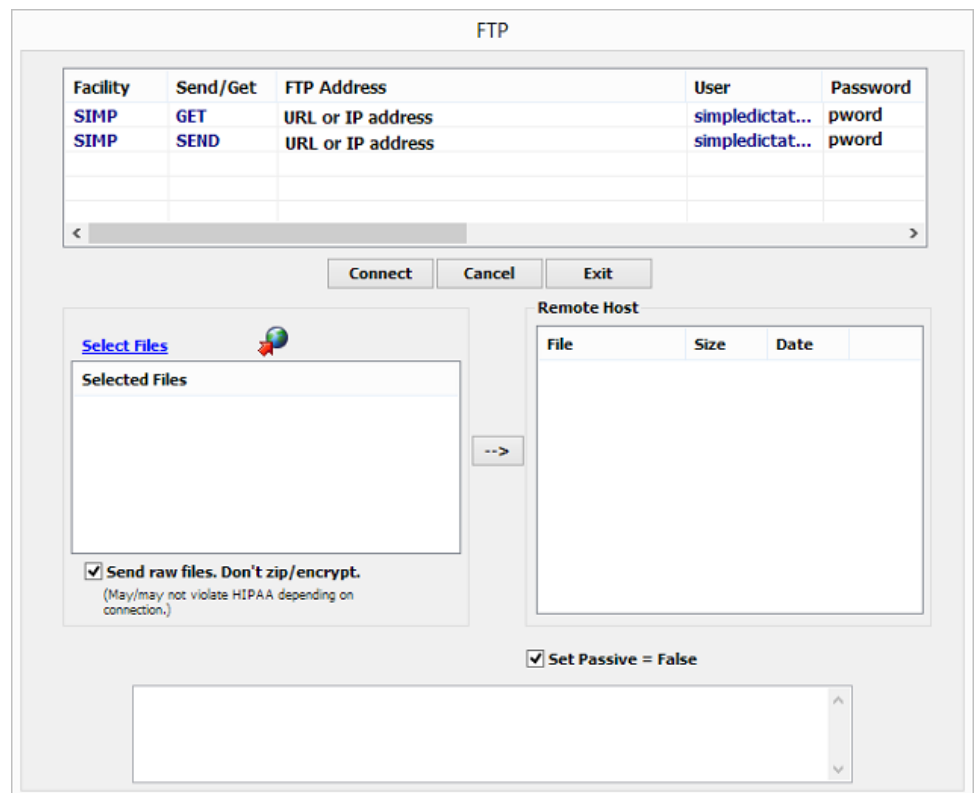
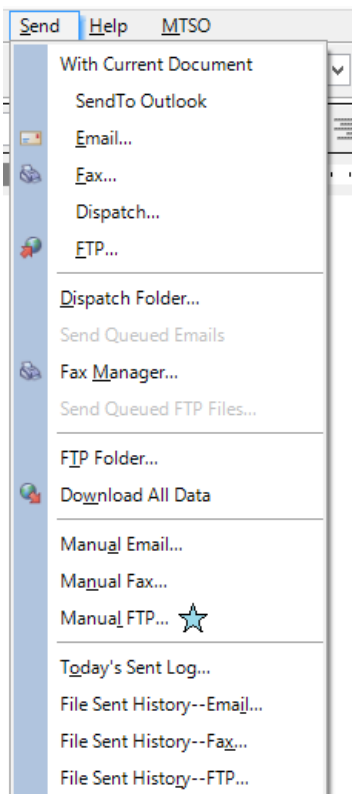
---



## 8.5. FTP Functions

With just a few menu clicks, MpWord will send/retrieve via FTP in a variety of ways including MultiFunction Single-Click procedures.

### Manual FTP:

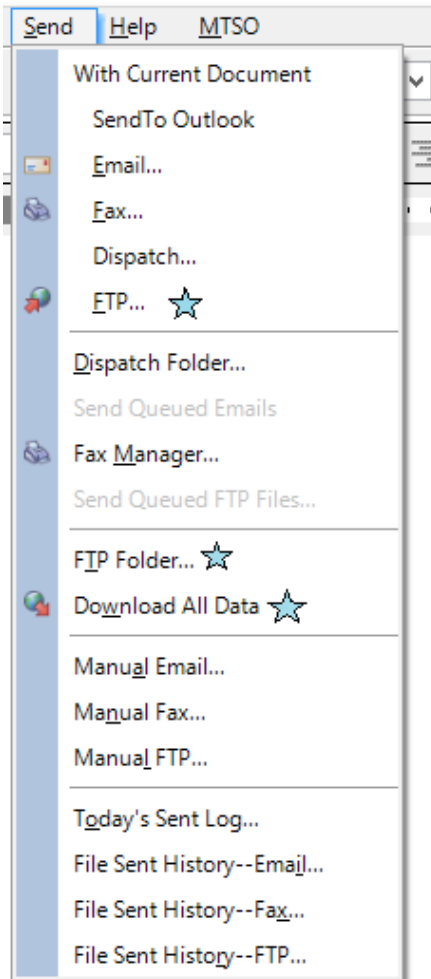


All available ftp sites, derived from the Facility Registration "Send" tab, are listed for selection.

On connection, you'll be able to see files in the specified folder/directory but will not be able to navigate to any other folder; this was purposeful as a security measure. Additionally, you may place files on the site, or copy files from the site, but you can not delete any files; again, a purposeful security measure. (MPSentinel, part of MPwMTSO Edition only, allows you to delete files from an FTP via its "FTPDownMove" function.)



## MultiFunction Single-Click: Active Only When In Session



**With Current Document-->FTP:** Uploads the document on-screen to the site specified in Facility Registration.

**FTP Folder (active when in session)** is useful to transfer end of day, or end of shift, files to an FTP site as specified within the client profile/registration. If you have set-up all facilities to use the same Dual Folder (Facility Registration "File Extension" Tab), all the day's work will be in this one folder thereby simplifying the task.

When MpWord FTPs your file(s), it will have a name in lower case, consisting of the Facility ID, the Transcriptionist ID, and the date in MMddyyyy hhmm compiled and zipped [ Ex: gcs\_vjt\_05052013 2030.zip.]

**Download All Data (active when in session)** is useful at the start of the workday or shift. This function is **ONLY** for downloading MpWord data/setup files (patient databases, addresser, office notes, facility registrations, templates, etc.). "Download All Data" downloads all MpWord data files from the specified FTP site and automatically imports these data files into MpWord, giving the transcriber current data with which to work; there is no need to close and restart MpWord after the importing of this data/settings.

---

### FTP on EXIT (for use by MPwTeamEd. users)

Executes the uploading of each document to the FTP site, as specified in the Facility Registration "Send" Tab, for the client currently in session, upon running the "Exit" procedure. *All files submitted on exit are zipped and is intended for use by MPwTeamEd. submitting transcribed documents for importing by MPwMTSO.*

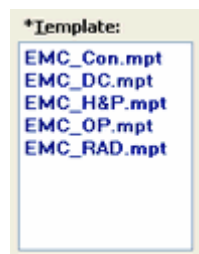




## 9. Formatting Templates

MpWord produces documents with the exact formatting you need. It accomplishes this because the program takes your user template - with all the formatting in place - and replaces the codewords with what the values are for the particular dictation.

### 9.1. Templates



➔ In the Document Information screen, you select the template you need for the report. That screen lists all the templates you have available for that facility and you can have an unlimited number.

You will note that all a facility's templates start with the facility's initials - as specified when you registered the facility "Facility Registration"- then comes an underscore character, then some descriptive phrase, a period and the file extension ".mpt". These templates are located in the subfolder "Formats" under the primary folder "Transcription":

➔ Any templates you create must use the filename pattern for templates:  
facility-initials + \_ + descriptive-phrase + .mpt  
for example, GCS\_CON.mpt

➔ You must also put them into the templates folder:  
Documents\My Documents\Transcription\Formats

When you register a facility with MpWord, the program creates five templates for the facility. You may edit/change these templates and/or create as many additional templates for the facility as you wish. All of them will show in the Templates section of the "Document Information" screen. The program gets the list of available templates when you start a session. If you are in a session and create a new template, that new template will not appear with the other templates until you reset the session.

The MpWord templates are simply documents with the formatting features you need and codewords in the places the actual values need to go. For example, the codeword for the patient's last name is Last\*. When MpWord customizes your document from the selected template, it will replace all occurrences of Last\* with the patient's last name. Likewise, all occurrences of First\* will be replaced with the patient's first name, etc.

Note that all the templates MpWord creates for you when you register a facility have a header that will appear starting on page 2. To edit the header (or to delete its contents), click **File ➔ Page Setup**.

The templates MpWord supplies will probably not meet your needs 100%: They use Medical Record Number and Date of Birth as numeric IDs. If your facility does not use these, you will want to change the templates to reflect what he/she does use. For example, your facility may use Social Security



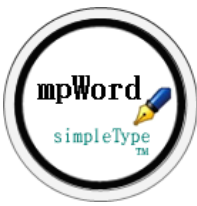
# User Guide

Number. In such a case, open the templates in MpWord and take out the codeword for MR# (MR\*) and put in the codeword for SSN (SSN\*). Save and close it, and you'll be all set.

➡ You create and/or edit templates right in MpWord; they are simply documents like any other document but must be saved with a ".mpt" extension name.

When you test a template you've created, enter MedPen (capitalization not important) as the patient's last name in the Document information screen. This will alter the operation of the program in that MpWord will not require you to run EXIT on the test reports. After you have viewed the effects of your template changes, open the template, make additional changes (if necessary) and save it. Then press Ctrl+Shift+N for the NEXT procedures to check it out again. When the template checks out okay, enter a real patient's name in Document information and proceed as usual.

**A note about Auto Save:** When you are creating a new template from an existing template do a SAVEAS immediately, giving the new template a new name. If you don't, auto-save may kick-in thereby overwriting the original template (the one you are basing the new one on).



## 9.2. Templates, an Example

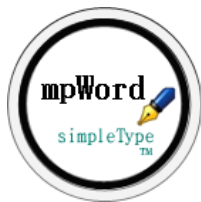
<b>LAST*, FIRST*</b>	<b>DictName*</b>
<b>MR#: MedRec*</b>	<b>DServShort*</b>
First* Last* returns to the clinic today for follow-up of poss* @. Since last seen, pron* has @	
Current medications: @	
Physical examination: Temperature @°F; pulse @/min; respirations @/min; blood pressure @mmHg. @	
Plan: @	
DictName*	
DictInitials*/mtinitials*	
T: DTransShort*	

This screen capture shows one of the templates supplied by MpWord for a Doctor's Office transcription. Note the placement of codewords. Below is what the same document looks like after MpWord has customized it.

<b>MOUSE, ALICE</b>	→	<b>Gregory C. Scott, M.D.</b>
<b>MR#: -232389</b>	→	<b>12/31/2004</b>
¶ Alice Mouse returns to the clinic today for follow-up of her. Since last seen, she has @¶		
¶ Current medications: @¶		
¶ Physical examination: Temperature @°F; pulse @/min; respirations @/min; blood pressure @mmHg. @¶		
¶ Plan: @¶		
¶ Gregory C. Scott, M.D.¶		
GCS/mt¶		
T: 12/31/2004¶		
¶		

- ➔ MpWord has replaced the codewords First\* and Last\* with the patient's name: Alice Mouse.
- ➔ MpWord has replaced mtinitials\* with the initials for MT Vann Joe Turner.
- ➔ The dictator is properly displayed as Gregory C. Scott, M.D.

Note that MpWord leaves the cursor positioned at the first "@" symbol it finds in the document. The "@" is a navigational marker in MpWord. While you are transcribing, if you press F10, it will take you to the next "@" in the document.



You may be puzzled by the paragraph marks, ¶, and by the arrows in the document. These are non-printing characters: They will never, ever print on your paper but they are very useful when displayed on your monitor. Many veteran transcriptionists turn on the display of these non-printing characters so that they know what is causing the spacing in the document. The paragraph marks (where you have pressed Enter) are displayed with the traditional paragraph mark, ¶. An arrow denotes a tab. **Edit** ➔ **Control Chars** or pressing ⌘+K toggles their display on or off in the current document. **Tools** ➔ **Options** allows you to permanently display the control characters on all documents opened.

---

### 9.3. What to include in your templates

It is easier to take a paragraph out of a report than it is to type it initially, so put as much as you can into your templates.

Many dictators have dictated for so long, they know what they're going to say and the words they'll use to say it. After a few days of listening to him/her, you are going to know it too so there is little sense in typing it fresh each day.

For example, many dictators start all letters the same way, or they conclude them with the same phrases. Once you identify this, put it into your template.

Many dictators use a standard "normal finding" physical examination. If your dictator is predictable in the words he'll use, put the normal examination in your template. Most patients are normal except in one or two areas of examination, so if the dictator is predictable, you'll have much of it already transcribed when MpWord initially customizes the template. As he dictates you carefully read along with him to make sure he doesn't change a word; if he does, you change the text correspondingly.

Remember that you can have an unlimited number of templates for each facility. If that facility is a hospital with multiple dictators, you'll soon find that certain dictators are predictable. For those, create additional templates with their canned text.

For example, St. Anne's Hospital, initials SAH. Dr. William Goodman (on staff there) uses a standard physical examination, which makes him a great candidate for his own template--so you can create a new consult template for him, naming it SAH\_CON-wg.mpt.

---

### 9.4. Codewords

*You may want to print this page to use as a reference when you're designing templates.*

MpWord uses the placement of codewords in your formatting templates to know where you want the various bits of information placed within your output document. For example, wherever it finds First\*, it will put the patient's first name. If it finds SSN\*, it will put the Social Security Number there.

➡ Note that the asterisk " \*" is a vital part of the codeword and must be included.



## Misbehaving codewords:

If occasionally you find a codeword that for some reason is not being customized as it should be:

- Check that the spelling is correct.
- Check that it terminates with an asterisk.

Misspelling or lack of the asterisk is the usual cause.

If the codeword is spelled correctly, and terminates with an asterisk, follow these steps:

1. Turn on display of control characters, **Edit ➡ Control Chars**
2. Select the entire line, including the final paragraph mark.
3. Delete that line, and reinsert it.

✂ **NOTE:** Editing or creating templates in Microsoft Word can cause rtf code being placed between the word and the asterisk. Microsoft Word, which has changed the font for the asterisk to Symbol font, prevents MpWord from finding and replacing the codeword.

## Patient-related codewords:

First name	First* FIRST* for all CAPS	➡ Can also be used in abbreviations
Last name	Last* LAST* for all CAPS	➡ Can also be used in abbreviations
Middle	Middle* MiddleInit* for the initial only	
Mr. or Ms. + Last name	TitleLast*	➡ Case-sensitive, must be spelled exactly as it is on the left.  ➡ Abbreviations use a different codeword for this: TitlePT* also case-sensitive
Sex	sex* Sex* for capitalized Male/Female	
Medical Record Number	MR* MedRec*	
Date of birth	DOB*	



SSN	SSN*	
Account Number	ACCT*	
Age	Ageyears*	
Room	Room*	
Bed	Bed*	
Nursing station	NStation*	
Personal pronoun (he/she)	pron* Pron* for capitalized	➔ Can also be used in abbreviations
Possessive pronoun (his/her)	poss* Poss* for capitalized	➔ Can also be used in abbreviations
Objective pronoun (him/her)	pobj* Pobj* for capitalized	➔ Can also be used in abbreviations
Date Admit, short form	DAdmitShort*	(or DAdmit*)
Date Admit, long form	DAdmitLong*	
Date Discharge, short form	DDischargeShort*	(or DDischarge*)
Date Discharge, long form	DDischargeLong*	
Patient miscellaneous	PTMisc*	The misc field is available for MT, PT, dictator and facility. It can be a multi-line value, if you need it. You may need it for address or next of kin, etc.

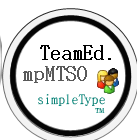
## Document-related codewords: MT, Dictator and Facility

MT initials	mtinitials*
MT miscellaneous	mtmisc*



# User Guide

Dictator initials	DictInitials*	
Dictator name	DictName*	
	DICTNAME* for all CAPS	
Dictator specialty	DictSpecialty*	
	DICTSPECIALTY* for all CAPS	
Dictator fax	DictFax*	
Dictator email	DictEmail*	
Dictator identifier	DictIdentifier*	The Identifier is available for Dictator and addressees --cc's. It refers to the identifier field in the selection lists. This can be numeric or alphabetic.
Dictator misc	DictMisc*	
Facility/Client name	FacilityName*	(ClientName*
	This will insert the hospital name when doing hospital transcription, but will insert the dictator's name when doing office transcription.	CLIENTNAME* for all CAPS)
	FACILITYNAME* for all CAPS	
Facility fax	FACFax*	(or CLFax*)
Facility email	FACEmail*	(or CLEmail*)
Facility phone	FACPhone*	(or CLPhone*)
Facility misc	FACMisc*	
User fields 1 through 7	Ufield1*	
	Ufield2*	
	Ufield3*      etc	



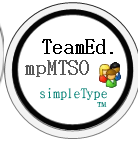
## Document-related codewords: dates

Date of service, short form	DServShort*
Date of service, long form	DServLong*
	DSERVLONG* for all CAPS
Time of transcription	TimeTrans*
Date of trans, short form	DTransShort*
Date of trans, long form	DTransLong*
Date of dictation, short form	DDictShort*
Date of dictation, long form	DDictLong*
	DDICTLONG* for all CAPS
Time of dictation	TimeDict*

## Recipient / CC -related codewords (as entered in Document Information screen not inserted by addresser):

Recipient	Recipient*	
Recipient, last name only	RecipiLastName*	
Recipient with full address	RecipientWithAddress*	
Recipient identifier	RecipiIdentifier*	➡ Identifier, fax, email are seldom needed.
Recipient email	RecipiEmail*	
Recipient fax	RecipiFax*	
cc1	cc1*	(or CC1*, Cc1*)
cc1 with full address	cc1WithAddress*	(or CC1WithAddress*, Cc1WithAddress*)
cc1 fax	cc1Fax*	➡ Identifier, fax, email are seldom needed.





# User Guide

cc1 email	cc1Email*	
cc1 identifier	cc1Identifier*	
cc2	cc2*	(or CC2*, Cc2*)
cc2 with full address	cc2WithAddress*	(or CC2WithAddress*, Cc2WithAddress*)
cc2 fax	cc2Fax*	➡ Identifier, fax, email are seldom needed.
cc2 email	cc2Email*	
cc2 identifier	cc2Identifier*	

When you test the templates you've created, enter MedPen (capitalization not important) as the patient's last name in the Document information screen. This will alter the operation of the program in that it MpWord will not require you to run EXIT on the test reports. After you have viewed the effects of your template changes, open the template, make additional changes (if necessary) save it and close it. Then press ⬇️ Ctrl+Shift+N for the NEXT procedures to check it out again. When the template checks out okay, enter a real patient's name in Document information and proceed as usual.



## 9.5. Custom Invoices

You can create your own custom invoices and production reports to include data available from some of MpWord's codewords; this designation is made within the Facility Registration's "Misc" Tab.

The screenshot shows the 'Edit Hospital/Clinic Registration' dialog box with the 'Misc' tab selected. The dialog has a title bar and a tabbed interface with tabs: Dates, Line Count, User Fields, Audio Map, Dispatch, Send, Options, Tab Order, and Misc. The 'Misc' tab is active, showing several options and fields. On the left, there are checkboxes for 'Include FAX number when inserting addresses' (unchecked), 'Restrict MT Info in properties' (checked), and a text field for 'Symbol to insert for errata:' containing '@[ \_\_\_\_ ]'. Below these is a 'PT Database' section with a text field containing 'PTs\_GRP.txt'. In the center, there is a section titled 'Define custom invoice/report:' with two text fields: 'Custom invoice filename:' and 'Custom report filename:'. Below these is a section titled 'Data for report (codewords):' with a large text area. On the right side of the dialog, there are 'Finish' and 'Cancel' buttons, an information icon, and a list of links: Facility, File Name, File Extension, Dates, Line Count, User Fields, Audio Map, Dispatch, Send, Options, Tab Order, and Misc. At the bottom right, it says 'F12 navigates tabs'. The bottom of the dialog has a label 'Settings for Any Group'.

The first step would be to specify a filename for the invoice and/or report. You will do this by opening one of the current invoice/report templates established in MpWord. You will find these in the Resource folder:

AppData\Local (depending on your operating system - refer to [The Folders](#) chapter

MpWord\  
60\  
resource\  
RptD.mpt  
RptH.mpt  
RptExt.mpt  
RptComp.mpt  
RptMT.mpt  
InvD.mpt  
InvH.mpt  
InvExt.mpt

Open the resource files in MpWord to choose your starting template. Once you have chosen a report or invoice template, use the SaveAs function from the file menu and save it with a new name. The filename should be short and descriptive and must have the extension of **.mpt**, which is MpWord's extension for a template and you will be able to edit it just like you have all your other MpWord templates.



# User Guide

We suggest running invoices and reports on some sample documents for a "test" registration so you can see what information is extracted from your produced documents and placed into the various Invoices and Reports created by these templates.

Next, you will open your new report or invoice template and begin making modifications. Enter the codewords that will comprise the details you want included on your custom report and/or invoice supplement. Be sure to separate each codeword from the next with a semicolon.

These are the codewords available for the "DetailStr\*"; codewords are *case sensitive*:

Template*	FacilityName*
CNT*	FacilityInitials*
CountMeth*	DDictShort*
CountLineLen*	DServShort*
CountChkCode*	DTransShort*
Last*	TimeServ*
First*	TimeDict*
Middle*	TimeTrans*
Sex*	Recipient*
MR*	CC1*
DOB*	CC2*
SSN*	Ufield1*
ACCT*	Ufield2*
PTMisc*	Ufield3*
NStation*	Ufield4*
MTInitials*	Ufield5*
DictInitials*	Ufield6*
DictName*	Ufield7*
DateDone*	<b>In MTSO only:</b>
MethDesc*	<b><i>MTCOUNT* FACCOUNT*</i></b>

***(These must be used in pairs, and will be ignored if both codewords do not appear in the custom detail string.)***



# User Guide

Invoices use these codewords for the placement of information, you may use all of them or some of them:

FromMT*	TotalCount*
ToCL*	InvNum*
NumReports*	PayPerUnit*
TaxRate*	PayPerEnv*
NumEnv*	AmtDue*
StartDate*	EnvDue*
ThruDate*	TotalDue*
DateInv*	TaxDue*
DateDone*	GrandTotal*

If you wanted change the "DetailStr" for a customized report and you wanted this report to reflect: Job number (we use Ufield1 for that), then dictator/author name, then patient name with last-comma-first, then transcribers initials, then line count for that file/report--your detail string section would look like this (both in the template and on the "MISC" tab in the facility registration:

**Ufield1\*;DictName\*;Last\*, First\*;MTInitials\*;CNT\***

*The program will replace the semicolons with tabs when it fashions the details for each report.*

Your facility registration entries, and customized report template entries, would look like this:

(Sample entries in Facility Registration "Misc" tab)



# User Guide

HDRStr\*

page: 1 of 1  
generated on DateDone\*

PATIENT NAME				
Job No.	Dictator Name	Last, First	Transcriber Int.	Line Count

DetailStr\*

(Sample Custom Report template with HDR Str\* used, page # of #'s, a date codeword, and hard-coded column headings and formatting which were modified to reflect the codewords used in the "DetailStr" )

**NOTE:** The codeword **DetailStr\*** is used to tell MpWord where to place your customized string of information, row after row. However, the **HDRStr\*** codeword is not modifiable and the string of information varies by report type. Please run some sample reports using the MpWord templates, located in the "Resource" folder, to determine if you wish to use the HDRStr and what information it will place on your report.

In your custom report and/or invoice template, you need to hard code the description for the columns that will represent the detailed string of information. Note that tabs are used to line things up. You'll need to fuss a little getting the spacing right and it is probably easiest doing it in the document itself, and then copying the line -- INCLUDING the final paragraph mark -- and pasting that into the header (and for production reports, into the first page header).



## 10. Abbreviations and Spell Check

### Abbreviations:

The use of abbreviations can significantly increase the speed at which you transcribe the note.

MpWord handles abbreviations in one of two fashions:

- ➔ Auto-Expand, similar to Microsoft Word's AutoCorrect, or
- ➔ SmartWords, similar to third party expanders, which allow you to select the expanded form from a list.

In either case, MpWord adds significant functionality to other implementations of expanding abbreviations:

- ➔ The expanded form of the abbreviations can be of unlimited length, from a single word to whole sentences, paragraphs, or pages.
- ➔ The expanded form may contain any formatting features you wish: bold, italics, numbered lists, tables, or anything else.
- ➔ You may use a limited set of codewords in the abbreviations, and the program will replace the codewords with the values.
- ➔ If you'll need to customize portions of the text after insertion, MpWord will place your cursor at the first @-sign it finds in the expanded form.

### Spellcheck:

MpWord contains its own spell check, including American English of 200,000 words, and medical terms, of 120,000 words. You may add any new words to the spell check with a click of a button. You may have the program check the spelling as you type it, or have the program run spell check on the document as part of the EXIT procedures.

We're honored that Stedman's makes their spellcheck installable into MpWord.

---

### 10.1. AutoExpand vs SmartWords

The choice of using AutoExpand or SmartWords is strictly a matter of preference, both with advantages and disadvantages.

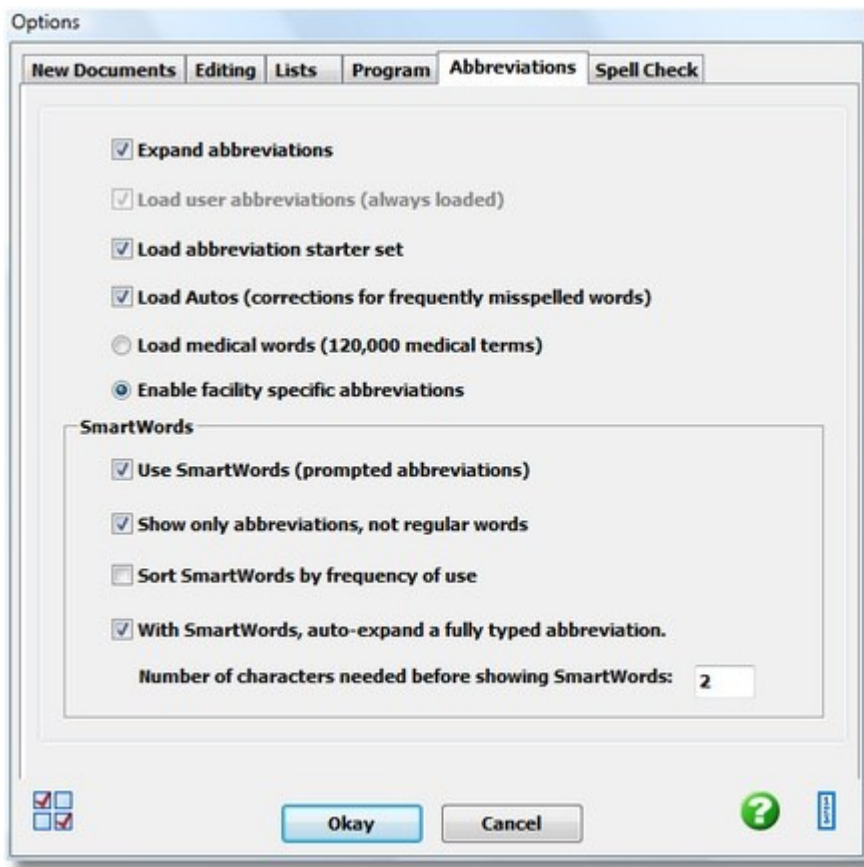
- ➔ **AutoExpand** requires you know what the abbreviations are. When you type the abbreviation and an end-of-word marker (space, period, comma, tab), the abbreviation expands out to the expanded form.
- ➔ The disadvantage of this type is that it requires you to know the abbreviations you'll use.
- ➔ The advantage is this method allows you to produce work faster, for you are not distracted by the act of selecting what you want from a list of possible choices.



- ➔ **SmartWords** requires no memorizing of abbreviations. It watches as you type, and presents possible expansions for you to select from.
- ➔ The disadvantage here is you are constantly watching the list for what you need, slowing your input.
- ➔ The advantage is there is nothing to memorize.

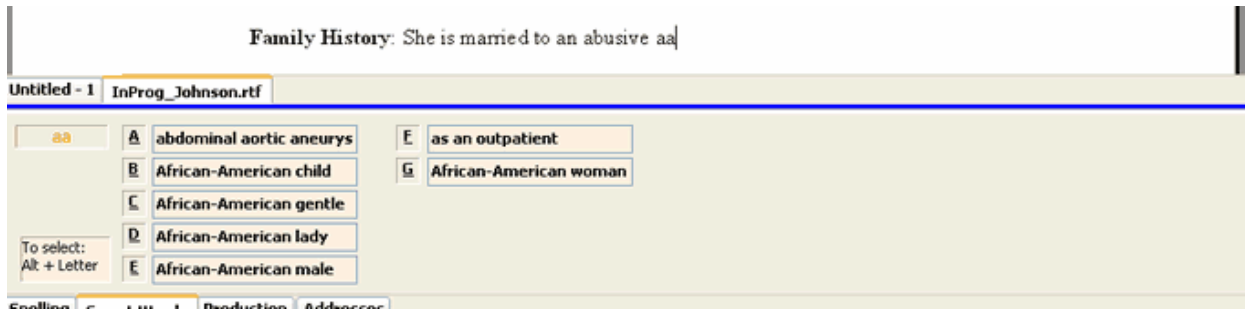
Which works better for you is strictly a matter of preference.

**Tools | Options**, Abbreviation tab, allows you set the style of abbreviation expansion you prefer.



- ➔ **Expand Abbreviations:** Turns expansion On or off.
- ➔ **Load [abbreviation starter set](#):** Approximately 200 starter abbreviations are included with the program.
- ➔ If you do not select **Show only abbreviations**, MpWord will present regular medical terms along with your abbreviations for you to select from. This is probably most helpful to novice MTs.
- ➔ **Sort by frequency of use:** Sorts the list of SmartWords from most frequently used to least frequently used. It is probably best to show then unsorted for the first week or two, and then after it has frequencies listed, to change the setting to sort by frequency.

The assistant, SmartWords, will activate whenever you have an abbreviation started. You make your selection by ALT+ letter, or by double-clicking the entry:



While entries show in the SmartWords tab, the program's main menu will be inaccessible. Why? Because Alt+letter (a to x) selects the expansion you need, and Alt+letter by default displays menus. So it was necessary to disable the menu selection via keystroke in order to enable the full alphabet in the SmartWords. As soon as you select an entry or type an end of word marker the program's menus will again be available.

## 10.2. Abbreviation Dialog

Abbreviation dialog is your gateway to adding, editing, removing or printing your abbreviations.

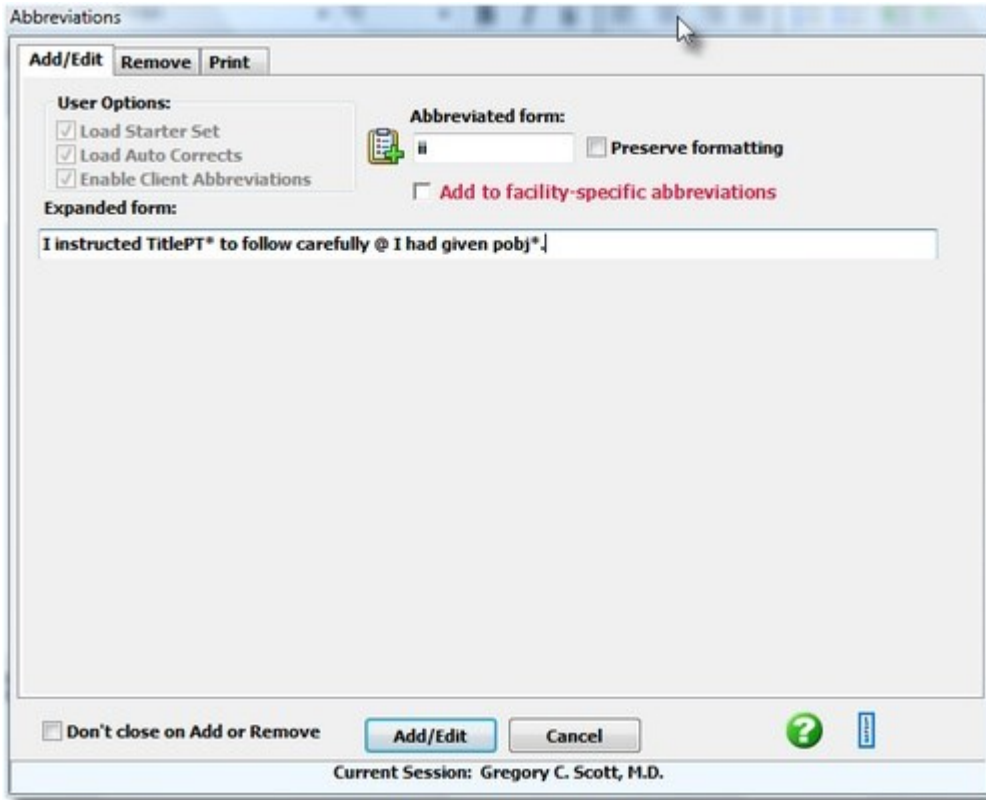
The Abbreviation dialog opens in one of two fashions, either with text showing or without. If you have text selected in your document, that text will appear in the expanded form box of the abbreviation dialog. Furthermore, if you have at least one hard return included in the selection, the formatted entry box will show; if no hard returns are selected, the plain text box will show.

It is generally easier to create the entry you need in a regular document -- then select it and summon the dialog -- than it is to create it from scratch here. An added consideration is in your document you can spell check it first. Misspellings you insert via abbreviation will not be picked up by Spell as I type (for you aren't typing them), but will be picked up in full spellcheck (⌘ Ctrl+D, or in EXIT).





# User Guide



➔ The abbreviated form of the entry must be at least 2 characters long, and may consist of digits and letters in lower case. The following would be valid abbreviations: aam, pe, pegcs (for Dictator GCS's Physical Exam), 5fu.

➔ Be careful with what is known as abbreviation collision: Don't make entries that are true words. For example don't enter **is** as an abbreviation for ischemic symptoms, instead enter it as **isx**.

➔ The "Preserve formatting" option will preserve all the text formatting, except for the font. When inserted, the abbreviation will take the font from the currently active font in your document.

➔ The formatted entry box always displays the non-printing control characters. If the expansion ends with a numbered list, then you need to have a blank paragraph at the end of the document.

➔ You may use a limited set of codewords in your abbreviations, as well as the navigational marker "@". These are the supported codewords, all case sensitive, so watch your capitalization.

TitlePT\*                      Mr. or Ms. + Last name

Last\*

First\*

Pron\*, pron\* (he, she)

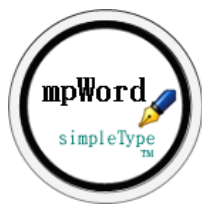
Pobj\*, pobj\* (him, her)

Poss, poss (his, her)

In a plain text entry, you may also use [HRT] and [TAB].

For example: ien, could be an abbreviation for "I encouraged First\* to continue with pron\* @"

➔ To change an abbreviation, enter the new expansion, and assign the same abbreviation to it. The program will ask if you wish to edit the abbreviation, answer "yes".



➔ To remove an abbreviation, select it in the list and click Remove. To facilitate selecting it, you may type the abbreviation in the abbreviated form box.

## 10.3. Abbreviation Starter Set

Below is the abbreviation starter set. You may exclude these from being loaded in Tools | Options, by deselecting Load Starter Set. You may edit or remove any of these you wish in the Abbreviation Dialog (Tools | Add Abbreviation).

aaa	abdominal aortic aneurysm
aac	African-American child
aaf	African-American female
aag	African-American gentleman
aal	African-American lady
aam	African-American male
aaop	as an outpatient
aaw	African-American woman
abdl	abdominal
abdx	abdomen
abib	abdomen is benign
abpa	abdominal pain
acch	acute cholecystitis
aclx	anterior cruciate ligament
adca	adenocarcinoma
aig	appetite is good
aisan	abdomen is soft and nontender
aiwm	an incision was made



# User Guide

aka	above-knee amputation
alkp	alkaline phosphatase
ams	altered mental status
anpe	angina pectoris
aore	aortic regurgitation
arf	acute renal failure
atpt	at the present time
att	at this time
avf	arteriovenous fistula
avg	arteriovenous graft
avm	arteriovenous malformation
ayk	as you know
b12s	B12 (subscript)
ca	carcinoma
caar	carotid artery
cabgx	coronary artery bypass graft
cad	coronary artery disease
caen	carotid endarterectomy
cas	culture and sensitivity
cbro	cannot be ruled out
ccat	cardiac catheterization
cce	clubbing, cyanosis or edema
chbr	chronic bronchitis
chch	chronic cholecystitis



# User Guide

chfx	congestive heart failure
cibh	change in bowel habits
cims	change in mental status
copdx	chronic obstructive pulmonary disease
cp	chest pain
crf	chronic renal failure
cs	cesarean section
cta	clear to auscultation
ctap	clear to auscultation and percussion
cvat	costovertebral angle tenderness
cvax	cerebrovascular accident
cx	chest x-ray
db	diabetes
doex	dyspnea on exertion
dsd	dry sterile dressing
eac	external auditory canal
ebi	estimated blood loss
egd	esophagogastroduodenoscopy
ercp	endoscopic retrograde cholangiopancreatography
eshy	essential hypertension
esrd	end-stage renal disease
eua	examination under anesthesia
exlas	exploratory laparoscopy
exlat	exploratory laparotomy



# User Guide

fh	family history
flsi	flexible sigmoidoscopy
fnd	focal neurologic deficits
ftsg	full-thickness skin graft
fua	follow-up appointment
fuas	further assessment
fuma	further management
gb	gallbladder
gcs	Glasgow Coma Scale
gea	general endotracheal anesthesia
gens	gastroenteritis
gerdx	gastroesophageal reflux disease
gib	gastrointestinal bleed
gns	guaiac-negative stool
goco	good condition
gps	guaiac-positive stools
gsw	gunshot wound
gtt	glucose tolerance test
h2os	H2O (subscript)
haho	has a history of
hbp	high blood pressure
hctzx	hydrochlorothiazide
heca	heart catheterization
hecz	hematochezia



# User Guide

hh	hemoglobin and hematocrit
hns	heme-negative stool
hotn	hypotension
hpb	hepatitis B
hpe	history and physical examination
hps	heme-positive stool
hsm	hepatosplenomegaly
htn	hypertension
hxo	history of
hych	hypercholesterolemia
ibd	inflammatory bowel disease
ibs	irritable bowel syndrome
ida	iron deficiency anemia
iddm	insulin-dependent diabetes mellitus
inad	in no acute distress
inhe	inguinal hernia
lach	laparoscopic cholecystectomy
lada	laboratory data
lade	labor and delivery
lae	left atrial enlargement
lari	lactated Ringer's
lftx	liver function tests
llq	left lower quadrant
loc	loss of consciousness



# User Guide

luq	left upper quadrant
lv	left ventricle
lvr	left ventricular
lynos	lymph nodes
mphr	maximal predicted heart rate
mrg	murmur, rub or gallop
mrsax	methicillin-resistant Staphylococcus aureus
myin	myocardial infarction
nede	neurologic deficit
nfe	no further evidence
ngt	nasogastric tube
nkda	no known drug allergies
nosa	normal saline
noste	nonsteroidal anti-inflammatory
nscc	non-small-cell carcinoma
nsr	normal sinus rhythm
nsrr	normal sinus rate and rhythm
nws	neck was supple
oppts	oriented to person, place, time and situation
o2s	O <sub>2</sub> (subscript)
pa	patient
pacx	premature atrial contractions
pafx	paroxysmal atrial fibrillation
patx	paroxysmal atrial tachycardia



# User Guide

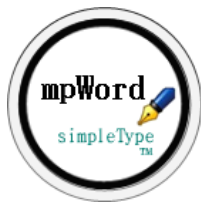
pblsm	peripheral blood smear
pbs	positive bowel sounds
pcph	primary care physician
pcx	portable chest x-ray
pdnh	please do not hesitate
pmh	past medical history
pmix	point of maximal impulse
rae	right atrial enlargement
rbcc	red blood cell count
rfa	reason for admission
rlq	right lower quadrant
rosx	review of systems
rrr	regular rate and rhythm
ruq	right upper quadrant
saco	satisfactory condition
sh	social history
slex	systemic lupus erythematosus
slsc	sliding scale
sob	shortness of breath
soo	salpingo-oophorectomy
sss	sick sinus syndrome
stco	stable condition
stsg	split-thickness skin graft
sutis	subcutaneous tissues





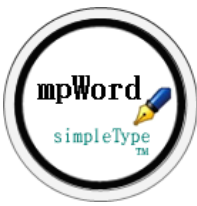
# User Guide

svd	spontaneous vaginal delivery
svg	saphenous vein graft
t3s	T3 (subscript)
t4s	T4 (subscript)
tcc	transitional cell carcinoma
tee	transesophageal echocardiogram
tftx	thyroid function tests
tha	total hip arthroplasty
thr	total hip replacement
tiap	this is a pleasant
tiax	transient ischemic attack
tigr	teeth in good repair
tkr	total knee replacement
tmjx	temporomandibular joint
tobi	total bilirubin
toch	total cholesterol
tp	the patient
ttc	to the clinic
tth	to the hospital
tto	to the office
twfc	three-way Foley
twne	there was no evidence
tyfr	thank you for referring
tyme	tympanic membrane



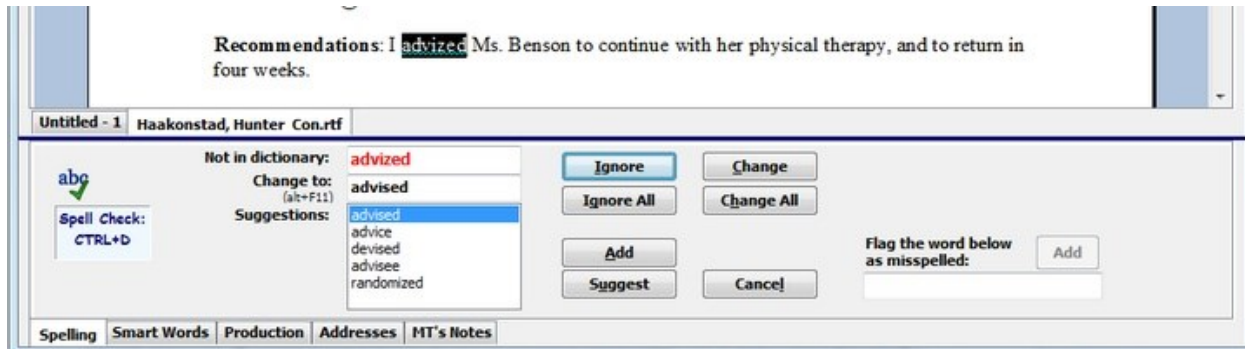
# User Guide

tyvm	thank you very much
ua	urinalysis
uap	unstable angina pectoris
ucd	usual childhood diseases
ui	urinary incontinence
umhe	umbilical hernia
urix	upper respiratory infection
usf	usual sterile fashion
ush	usual state of health
usm	usual sterile manner
utix	urinary tract infection
vbac	vaginal birth after cesarean section
vefi	ventricular fibrillation
vehe	ventral hernia
vrex	vancomycin resistant enterococcus
vss	vital signs stable
wbcc	white blood cell count
wdwn	well developed, well nourished
1yo	1-year-old
2yo	2-year-old
3yo	3-year-old
and so on...	through 100yo (100-year-old)



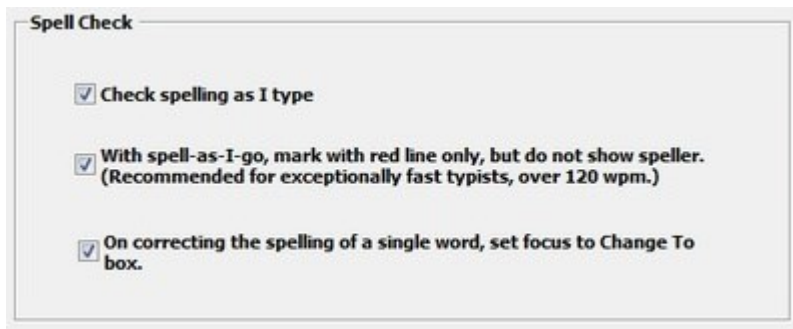
## 10.4. Spell Check

MpWord includes both American English and medical spellcheck. It uses the Spell tab on the Assistants to offer suggestions.



**Full spell check,** ⌨ Ctrl + D or **Tools** ➡ **Spellcheck**.

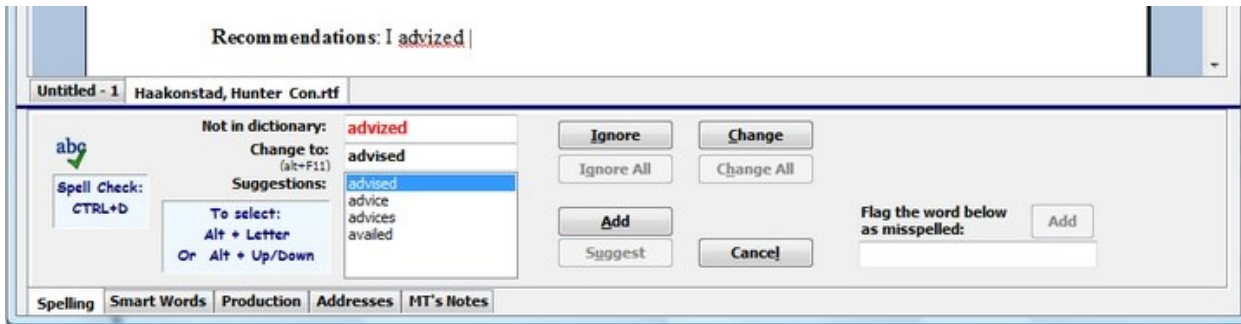
- ➡ Press ⌨ Alt + up or down arrow to change the selected suggestion.
- ➡ Press ⌨ Alt + F11 to move to the Change To box.
- ➡ Press ⌨ Alt + underlined letter to Ignore, Change, Add or Cancel.



**Check spelling as I type:**

**Tools** ➡ **Options**, Spell check tab, presents three choices.

- ➡ If you have the option turned on to check the spelling as you type, the program will underline in red a word it doesn't recognize.
- ➡ If you do not check **With spell-as-I-go, mark with red line only...**, then the speller will automatically display when a misspelled word is typed.
- ➡ The preferable way of changing a red underlined word is via the Change To box. If you check **On correcting the spelling of a single word...**, then when you double-click a red underlined word, the focus is set on the Change To box. You can manually change the spelling there, or use ⌨ Alt + the arrow keys to navigate through the suggestions. Pressing ⌨ Enter or Alt+C will change the word in your document to the current contents of Change To box, and take off the red underline.



To change a red underlined word, double-click it or -- with your insertion point in the word -- press the Application key on your keyboard. (The Application key is on the right side of the keyboard, next to Ctrl, and looks like a menu and mouse pointer.) Either method will activate the Spelling assistant.

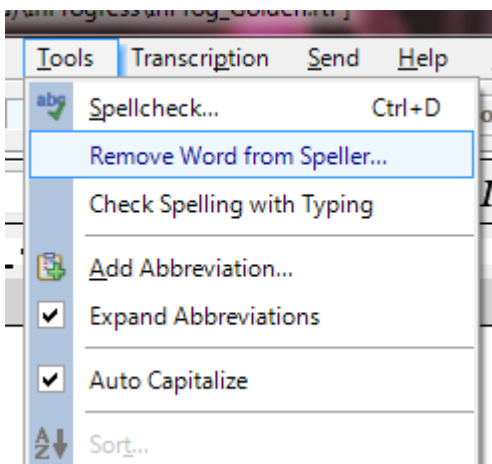
## About the red, wavy, underline.

The red wavy underline is applied with a font attribute, similar to the **bold** attribute. Now, you know, if you are in a bolded word and press space and keep on typing the additional words you type are also bolded. For MpWord's Spellchecker, the implications are this: If you misspell a word, then backspace to correct it, MpWord will still display the red underline and the red line will not disappear until you run the Spellchecker. If you manually go to the word and manually change it, you must then double click the word. If the corrected word is found to be valid, MpWord will take off the red underline. For this reason, we strongly recommend you change the word in the Change To box. If it is changed from that location, regardless whether the word is in the dictionary, the red underline will be removed.

The red underline is never saved with the document, and is never printed, so having the patient's name underlined does no harm.

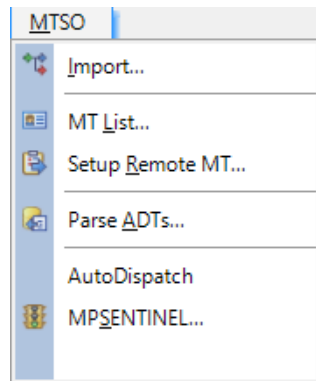
The spell check in MpWord is effective but updating the bank of spelling words, especially drug names, is not our primary activity and we generally do this just once a year. Stedman's, however, can be installed into MpWord.

To remove a word you mistakenly added, simply navigate to the tools menu and choose **Remove Word from Speller**, begin typing the word and MpWord will jump to the keyed entry.



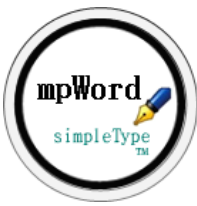


## 11. MTSO ONLY Features



The MTSO edition of MpWord organizes all of your clients and typists at your fingertips by adding the following functions:

- Import
- MTList
- Setup Remote MT
- Parse ADTs
- Auto Dispatch
- And a simple file mover program "MPSentinel".



## 11.1. MTList

MT List

Transcriptionists Add Edit Remove

ID:	Name:	PayRate:	IsRemote:	IsVersion5/6:	Facilities:	Addr Line 1:
dj	Dawn Johnson	0.09	True	True	DD~EMC~GCS~	
rr	Robin Richards	0.08	True	True	BMC~DD~DFP~EMC~	
rr2	Rachel Royale	0.08	True	True	EMC~GCS~	
vjt	Vann Joe Turner	0.08	True	True	BMC~DD~DFP~EMC~GCS~V...	

Save and Close Close w/o Saving

Build: 6.0.1.0

The information you enter into the MT List is used in two places:

- ➔ In the Invoice function, to allow you to generate production reports for any MT, and
- ➔ In SetupMT, to know which files to generate for the MT and in what format.

MT List

Transcriptionists Add Edit Remove

\*ID: dj

\*Name: Dawn Johnson

\*Pay Rate: 0.09

\*Is Remote: True

\*Uses Version 5/6: True

Add

\*Facilities:

- ☐ BMC Bayfront Medical Center |
- ☒ DD Don Ducke, M.D. | D
- ☐ DFP Dfp Clinic | H
- ☒ EMC Eastgate Medical Clinic | H
- ☒ GCS Gregory C. Scott, M.D. | D
- ☐ VAPA Virginia Adult & Pediatric

Addr Line 1:

Addr Line 2:

Addr Line 3:

City, State, Zip:

Phone:

Fax:

\*Email: vjoet@attglobal.net

Items marked with \* (asterisk) are required.

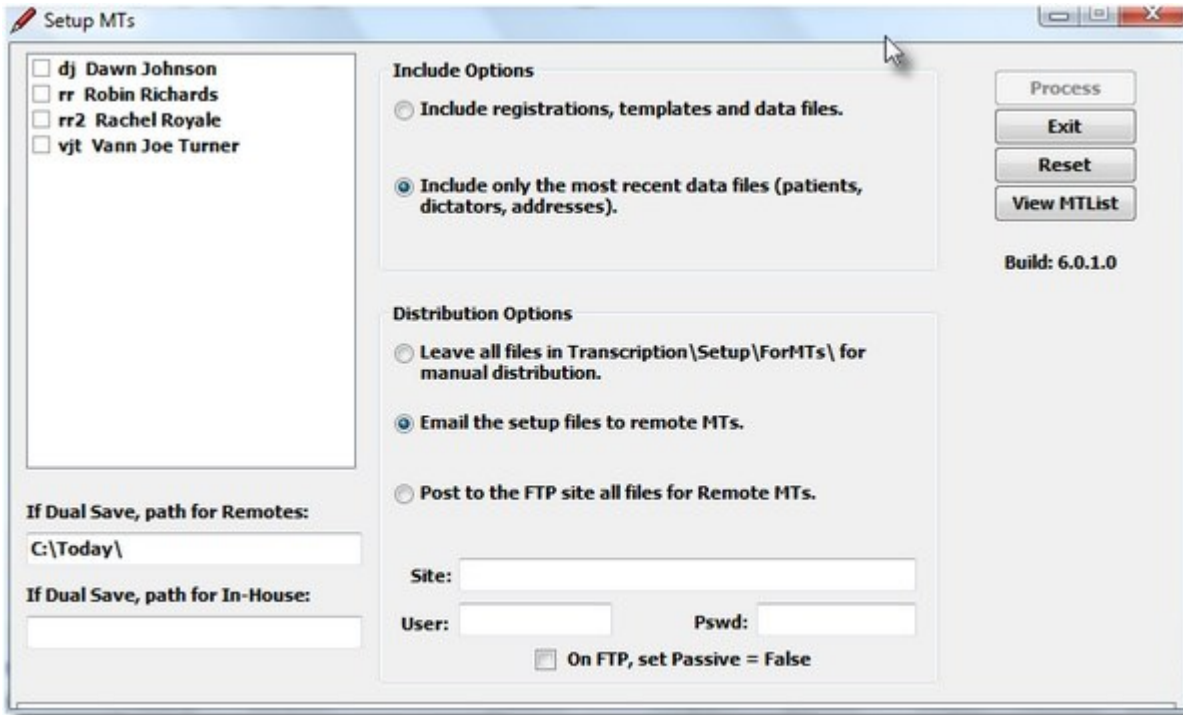
Save and Close Close w/o Saving

Build: 6.0.1.0

The required fields on the Add tab are marked with both the asterisk and in pink. If you leave out a required field the results are unknown.



## 11.2. Setup MT



➡ SetupMT knows, based on your previous profile entries, who your MTs are, what facilities they work on, whether they are in-house or remote, and what version of MpWord they use from the information you entered in MTList. SetupMT generates a password protected zip file and either emails, FTP's, or leaves the file on your computer.

➡ Your MTs using version 5 or 6 need to download the zip from the FTP site or from their email into the folder:

(My Documents)\Transcription\Setup

Then click **Tools ➡ Import Data + Settings**

There is no need for them to restart MpWord after data import.

Getting a new registration for an existing facility will wipe out any setting the production MT has established for mapping the audio header file to the Document Information screen. Since the central office may have one of the supported players (GearPlayer, Fusion Player, and Dataworxs Player) and the MT a different one, it was necessary to exclude audio map information from the Setup MT feature.

Team edition does not have access to Facility Registrations but has a separate feature **Tools ➡ Team: Set Audio Map**. This is only available while in a session, and allows the Team MT to set the path to the audio header file, and specify what bits of information she would like mapped. If the central office looked at each of the players in Facility Registration, and notated what the map for each should be for their clients, this would probably help the novice MT in setting it up.





## 11.3. Import

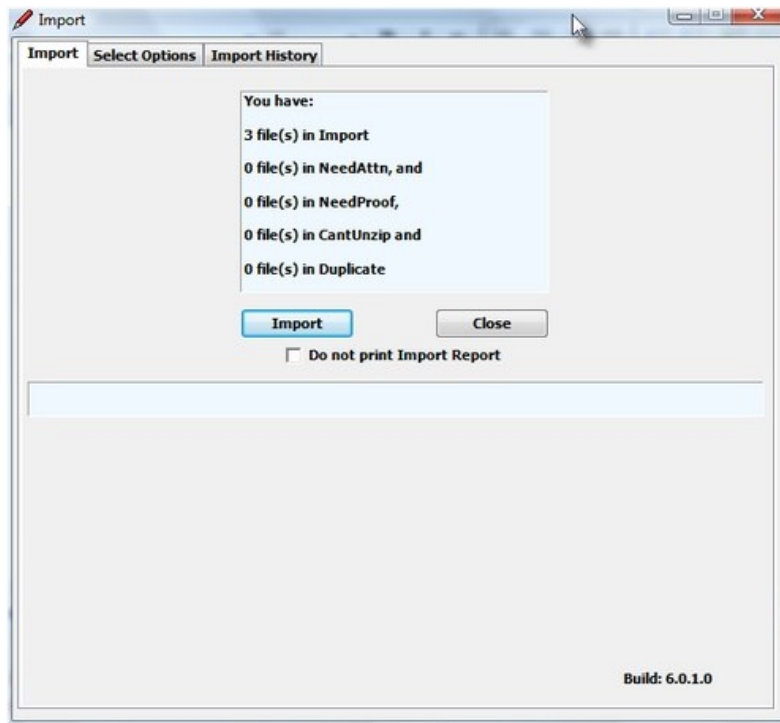
### Basic Operation

To import files produced by remote transcribers using MpWord, into MPwMTSO, place the files into the Transcription\Import folder. These can be loose "\*.doc" or "\*.rtf" files, or "\*.zip" files containing many reports. The files can be produced by MpWord 4, 5 or 6. When the import function starts, it first unzips any zip files, and shows you the number of files it will import. Because it may be unzipping many files, it may take a moment for the dialog to display. You can set MPSentinel to run the Import process automatically [[see MPSentinel](#)].

The program will create under the Import folder additional folders:  
Transcription\Import

#### Name

- CantUnzip
- Duplicate
- Logs
- NeedAttn
- NeedProof
- Unzipped



The Import process:

- ➔ Moves the files to the appropriate folder (creating the folder if necessary),
- ➔ Updates the address database with any new ones found in the CC's in the document properties; this is compared to your current listing then adds to the "Addresser" any entries not found (new). The "Addresser" should be reviewed regularly to remove any entries that are near duplicates.
- ➔ Updates the facility's patient database with any new ones found in the import files,
- ➔ Creates version 6 extended properties for any MpWord 4 files that are imported,
- ➔ Applies any options you have selected to the Import process, and





➔ Generates a comprehensive report about the import; each report is generated as an ".rtf" document and placed in the "Import | Logs" folder for reference.

Be sure to check the box "Do not print Import Report" if you do not wish to do so, as the default is for the "Import Report" to be sent to your default printer. We suggest using OneNote or other e-print application as your default printer thereby creating a digital print only.

## Sample Import Report: 8 files queued for "Import"

*Header shows import date and time (24 hour clock hh:mm format)*

**Transcription Imported:** 2 files

**Envelopes Imported:** 0

**Moved to Invoices:** 2 files (a production report and an invoice)

**Moved to NeedAttn:** 3 files: if the file type is not ".rtf" or ".doc", MPwMTSO they cannot be imported and are placed into the "NeedAttn" folder.

**Moved to Duplicate:** 0

**Moved to NeedProof:** 1; the file has been flagged and the proofing need is viewed in the document properties under the "Control" tab under the field "Doc Category".

**Moved To CantUnzip:** 0

**Files Unzipped:** 0

**Addresses Added:** 0

**Patients Added:** 1; database updated.

# Import Report

04/17/2013 09:45

**Transcription Imported:**

Any_Business_Co\2013\04_14_13	12345	1.06	csH	Quality, Tester 04-13-13	FU.rtf
Any_Business_Co\2013\04_17_13	0001	1.06	csH	Dicta, Simple 04-16-13	LET.rtf

**Envelopes Imported:**

**Moved to Invoices:**

Inv Any Business Co 4-16-2013 csH.rtf  
Rpt Any Business Co 4-16-2013 csH.rtf

**Moved To NeedAttn:**

Apr24_Summary.pdf	File type unsupported for import
Expenses 2013.xlsx	File type unsupported for import
Invoice KV0221.docx	File type unsupported for import

**Moved To Duplicate:**

**Moved To NeedProof:**

Quality, Terse 04-16-13 FU #.rtf

**Moved To CantUnzip:**

**Files Unzipped:**

**Addresses Added:**

**Patients Added:**

PTs\_ABC.txtDicta|Simple||m|5555|6/17/1960|||||

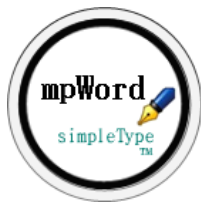
Proofing Legend:	
1	No Proofing Needed
1.01	Inconsistent
1.02	Inaudible
1.03	Demographics
1.04	Multiple Areas
1.05	From New MT
1.06	Corrected Copy
4.#	Version 4, Proofing
4.0	Version 4, No Proofing

**MPWord Report**

MPWord Report

In the section Transcription Imported, the report lists each file under the folder into which it was imported, and the following data

- ➔ The job number
- ➔ The Proofing code
- ➔ The MTs initials



## ➡ The file name

You may want to review each “Imported” report to verify that the new addresses are not just a slight variation from an address already entered. If your addresser has an address for John B. Smith, M.D., and the transcriptionist created new entry for the same addressee using the name as John Smith, M.D., to a program those are different entries. If the addition is actually the same, remove it by highlighting the address, and click the remove tab on the addresser.

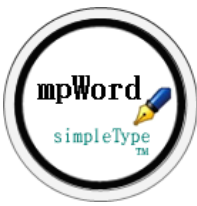
✂ ***It is important to note that MpWord uses the "Name" field in the addresser to find a "match" and will compile either the document or PDF so the recipient receives only one transmission, when sending reports and/or using the Dispatch function (ProEd and MTSO versions). Therefore, you must use caution to see that you do not have exact entries in the name field.***

***MTSO users: When importing transcribed documents, is important to note that MpWord will overwrite any existing entries addresser entries where the "name field" is an exact match.*** In addition, the "Identifier" field in the addresser is not stored in the document properties. Therefore, when reports are imported the identifier field is created for you by MpWord using the following configuration:

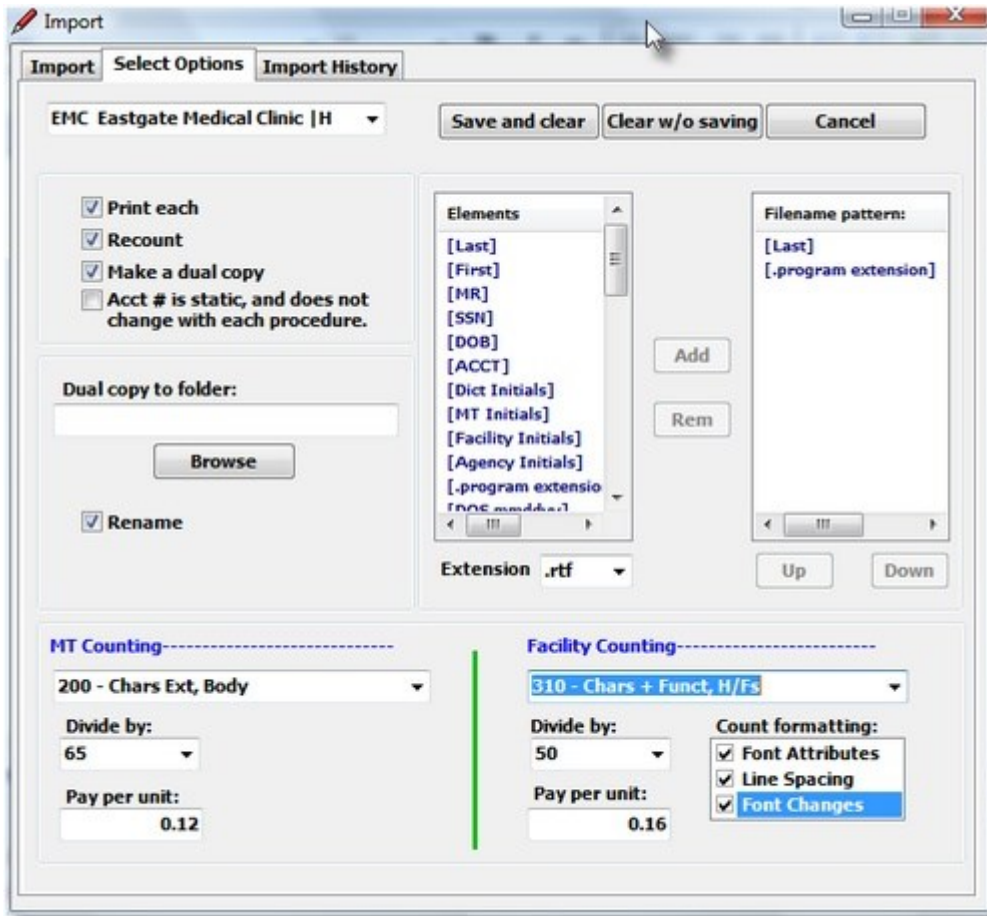
lastname+firstname and will ignore any text following a comma.

For example: a name entry of "John Smith, MD" will create the identifier "smithjohn".

---



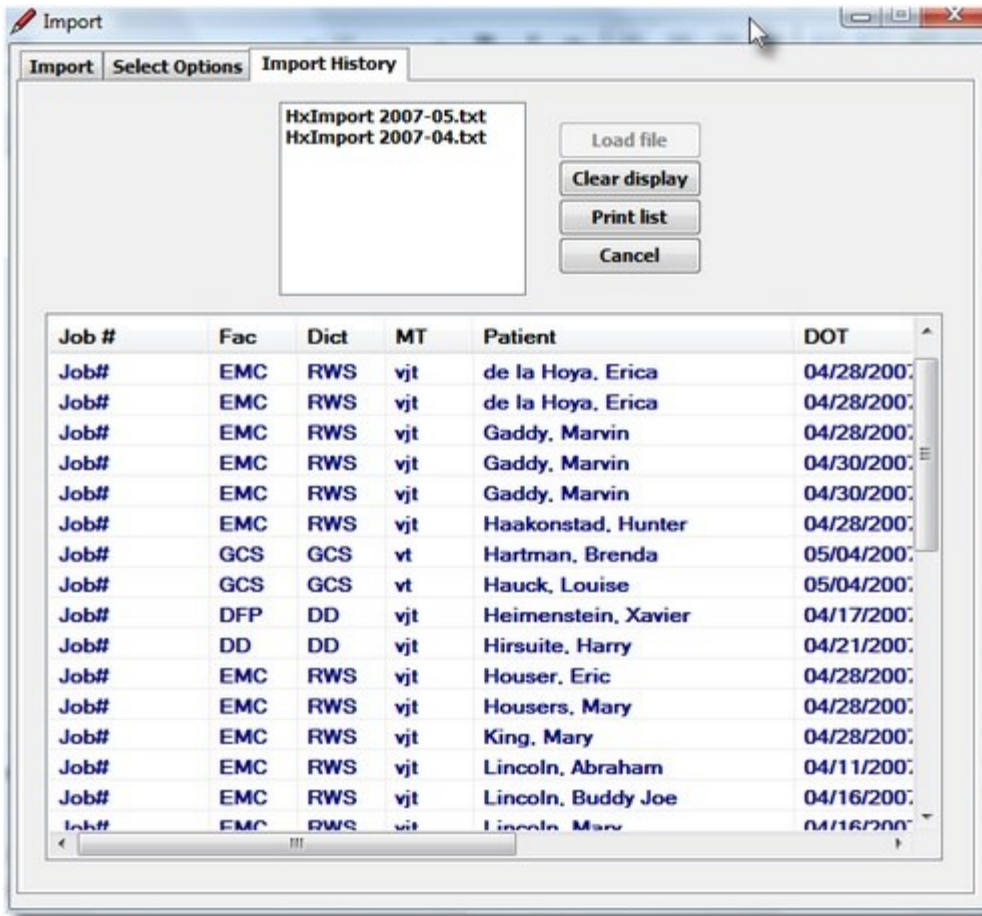
## Options



- ➔ **Print Each:** Prints one copy of each document imported for that facility
- ➔ **Recount:** This option should always be selected as this will update the document properties with the correct counting for creating invoices and generating production reports and works in conjunction with the Recount option in the Invoice dialogue window.
- ➔ **Make a Dual Copy:** Puts a copy of the documents into the folder you specify. This is very handy to use for creating a "ReadyToSend" folder as you will know these files are ready for distribution and can easily "Dispatch" the entire folder or program Sentinel to watch, then upload the entire folder to an FTP site. *Note: Empty Dual Folders does not impact this folder and should be different from the dual folder into which EXIT procedures puts a copy.*
- ➔ **Rename:** If the facility needs a particular filename pattern, use this option to generate the new name. The filename pattern in your primary document copy should contain abundant information so that the Locator can find the file you need faster.
- ➔ **Account # is static...:** Some hospitals assign a different account number for each procedure or encounter with the patient. The information in this box is used to know whether the program should ignore account number in determining if the patient is already in the facility's list of patients.
- ➔ **Facility Counting:** This is the only place to enter and to view what your billing rate is for the facility since the rate contained in the Facility Registration is the "Pay per Unit" for your transcription staff NOT the Per Unit Billing Rate.



## Import History



➔ The import process keeps a record of files imported. The records you have on hand are listed in the top box, HxImport yyyy-MM.txt. You may load as many of these as you wish into the details box. Clicking on any of the headers will sort by that column. You can also use the Import History function to locate and open any file you need. Clicking on the field headers will sort by that field.

➔ **MTSO** ➔ **Import History** shows the same information, but also includes an Open It button.







## 11.4. QA/Editing

There are numerous ways agencies handle proofreading. MPwMTSO, on "Import", will place any report the MT has flagged (appending the file name with a "#" symbol) for review, into the folder "NeedProof" folder.



# User Guide

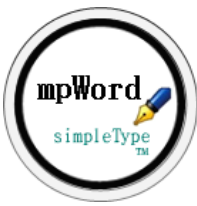
## Name

-  CantUnzip
-  Duplicate
-  Logs
-  NeedAttn
-  NeedProof
-  Unzipped

1. QA/Editing is performed by opening each file using the File | Open function.
2. "Document Properties" is opened in order to reference each "Proofing Code".
3. Once corrections to the document and document properties (if applicable) are made, the "Marked Corrected Copy" function is selected [Transcription menu].
4. Repeat Steps 1 through 3 until you have processed all files that require Proofing.
5. Navigate to the NeedProof folder using Windows Explorer, select all the documents you have marked as corrected (filenames will no longer contain the # designation), "cut" the files from this folder and place them back in the main Import folder.
6. Manually rerun Import or wait for Sentinel to automatically run the Import process, if you have configured Sentinel to automatically run Import.

Be sure your transcribers know that it is their responsibility to flag any report that has proofing needs.

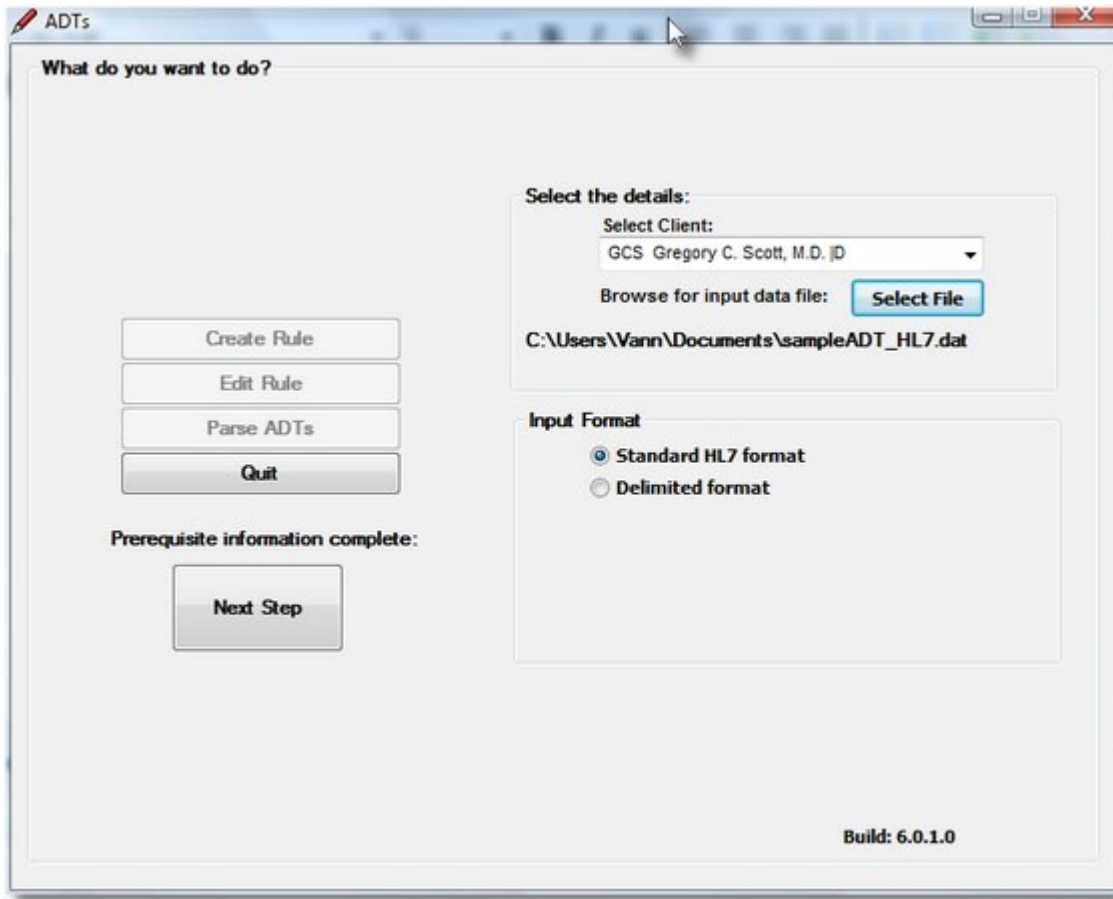
"Office Notes" is a good place to jot down repeated errors, helpful hints, or new processes you wish to convey and have available to your team for future reference.



## 11.5. Parse ADTs

The purpose of the Parse ADT function is to allow you to update your facility patient database with input from the hospital / clinic's Admit-Discharge-Transfer report (or Census). You then distribute the updated database to your MTs, and everyone is working with current information.

You receive the hospital's ADT once or twice a day as a file in ASCII / ANSI format. In it are multiple records. These records can be in standard HL7 format, or as a delimited string, one record per line.



➡ The first screen asks what you want to do: Create Rule, Edit Rule, or Parse ADTs. You must first create the rule before you can parse the data, but the program remembers the settings so creating a rule is just a one-time step. If the source information is in HL7 format, the program already knows where to find things. You just need to test a few records to make sure HL7 format you've received parses accurately with the default settings.

➡ Note: If the format of the source file is delimited, you may use -100 to indicate that the source files does not contain the information for the field.





# User Guide

Field	Component	Test Results	
Last	21	0	Test
First	21	1	Carla
Middle	21	2	C.
Sex	24	0	F
MR	19	0	9371
DOB	23	0	8/24/1968
SSN	35	0	321368888
ACCT	34	0	0009905084
Admit date	91	0	4/7/1999
Discharge	92	0	
NStation	50	0	E55

- ➔ Note that in a multi-component field, the first bit of information is component 0, the second 1, etc.
- ➔ Also note that the information you entered in Import settings for "Acct Number is static, and does not change with each procedure" is used in the parsing to know whether to include the account number in the data added or not. Some hospitals assign a new account number to each and every procedure or patient contact. They do this for accounting purposes. If the dietician sees the patient, that encounter is assigned an account number. When a phlebotomist draws blood, that is a new account number. But how will your transcribers know which of the multiple listing for Minnie Mouse to select, if Mouse is entered numerous times, each with just a change in account number? She won't know. Therefore the program leaves out the account number from the patient demographics if you have not selected "Acct Number is static" in Import.

Two sample files, in HL7 format, and delimited format, were installed with the program in the LocalAppData \ Resource folder, so you can see how the feature works:

Sample\_HL7.dat  
Sample\_Delim.txt



## 11.6. Auto Dispatch

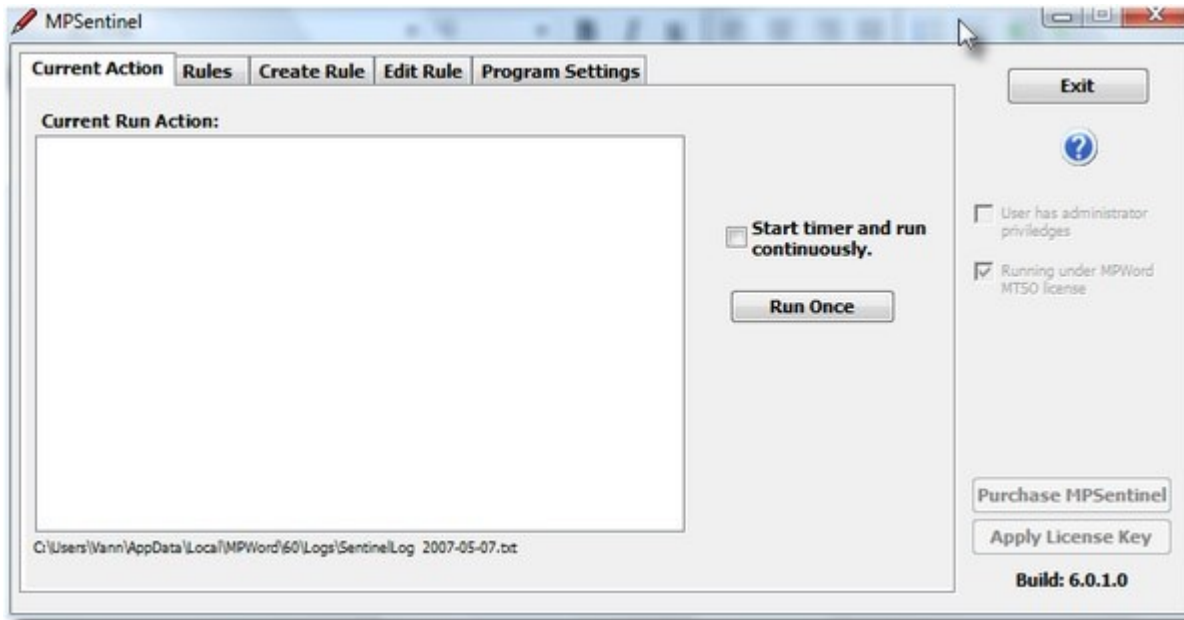
The Auto Dispatch menu option will run the "[Dispatch Folder](#)" function automatically on a timer.

- The timer is set using 30 minute increments.
- All files placed into the "ToAutoDispatch" folder will be processed via the *Dispatch Method*, based on the dispatch settings within each Facility Registration.
- Before each cycle runs, the program will review the Email Files folder (eMessage Outbox) for any files still in queue, or files that previously failed to process, and ReProcess these before each cycle; this is to assist those with limited internet bandwidth, email host server lags, etc.
- Once MPwMTSO completes the Auto Dispatch cycle, the files you've placed into the ToAutoDispatch folder will be moved into the "Dispatched" folder so you can use these for additional processing, delete them, or move them.
- The Send menu option "[Dispatch Folder](#)" will be disabled while Auto Dispatch is engaged. The "Dispatch Folder" option will also act as a PUSH to force a dispatch of all files located in the "ToAutoDispatch" folder, while Auto Dispatch is enabled and running; in essence-- Run Now.





## 11.7. MPSentinel



**MPSentinel is on duty around the clock so you don't have to be and was designed to facilitate the following file operations:**

- Copying
- Moving
- Deleting
- FTP - Upload and Download
- Zipping
- Unzipping
- Emailing
- Printing

### **MPSentinel benefits:**

- Creating rules in other similar software can be a most cryptic process, you'll find it easy in MPSentinel--as easy as 'fill-in-the-blanks'.
- Similar programs limit the number of rules you can create to monitor and process your files. In MPSentinel, you can have an unlimited number of rules.
- Unzip files, even password protected zip files.
- Print documents using Microsoft Word (if you have Microsoft Word installed).
- Email files to the address you specify and with the body message you specify.



## 11.7.1. Program Settings

**MPSentinel**

Current Action | Rules | Create Rule | Edit Rule | **Program Settings**

Execute rules every: 30 minutes.

On startup, delay auto-processing: 60 seconds.

Your initials: csh

Your name: Simple Dictation

**How you connect to the internet:**

I have broadband internet connection: ☒

Your SMTP (outgoing mail server): smtp.ch3.comcast.net

Your email address: mpwdemo@simpledi

On FTP, set Passive = False: ☐  
(Occasionally needed if server has firewall.)

**If you will be printing with MS Word:**

Path To WinWord.exe: Browse

**SAVE SETTINGS**

Enter here any passwords that opening zip files may require:

Add Pswd Remove

☐ User has administrator privileges

☒ Running under MPWord MTSO license

**Purchase MPSentinel**

**Apply License Key**

**Build: 6.0.1.0V2**

Execute rules every:	Specifies the interval in minutes between running the rules. This is activated only if you have a check mark in the box on the Current Action tab captioned "Start timer and run continuously."
On startup delay auto-processing:	When you start the program, it will display the main panel to give you time to turn off the auto-execution in case you need to edit the rules. If you have a check in "Start timer...", after the number of seconds has passed, the program will minimize onto the task bar, and run continuously.
Your initials:	Used as a portion of the filename for zipped files.
Your name:	Used in emailing.
I have broadband internet connection:	Used to know if the program should display the "Please connect to internet" message box.
Your SMTP:	Used in FTP and E-mail.
Your Email address:	Used in E-mailing.
(Passwords for unzipping)	The program unzips zip files, even password protected zip files. The program will try each password you've entered to find the one that works. If none of them ultimately works, the zip file is moved to the (WatchFolder)\CantUnzip folder.

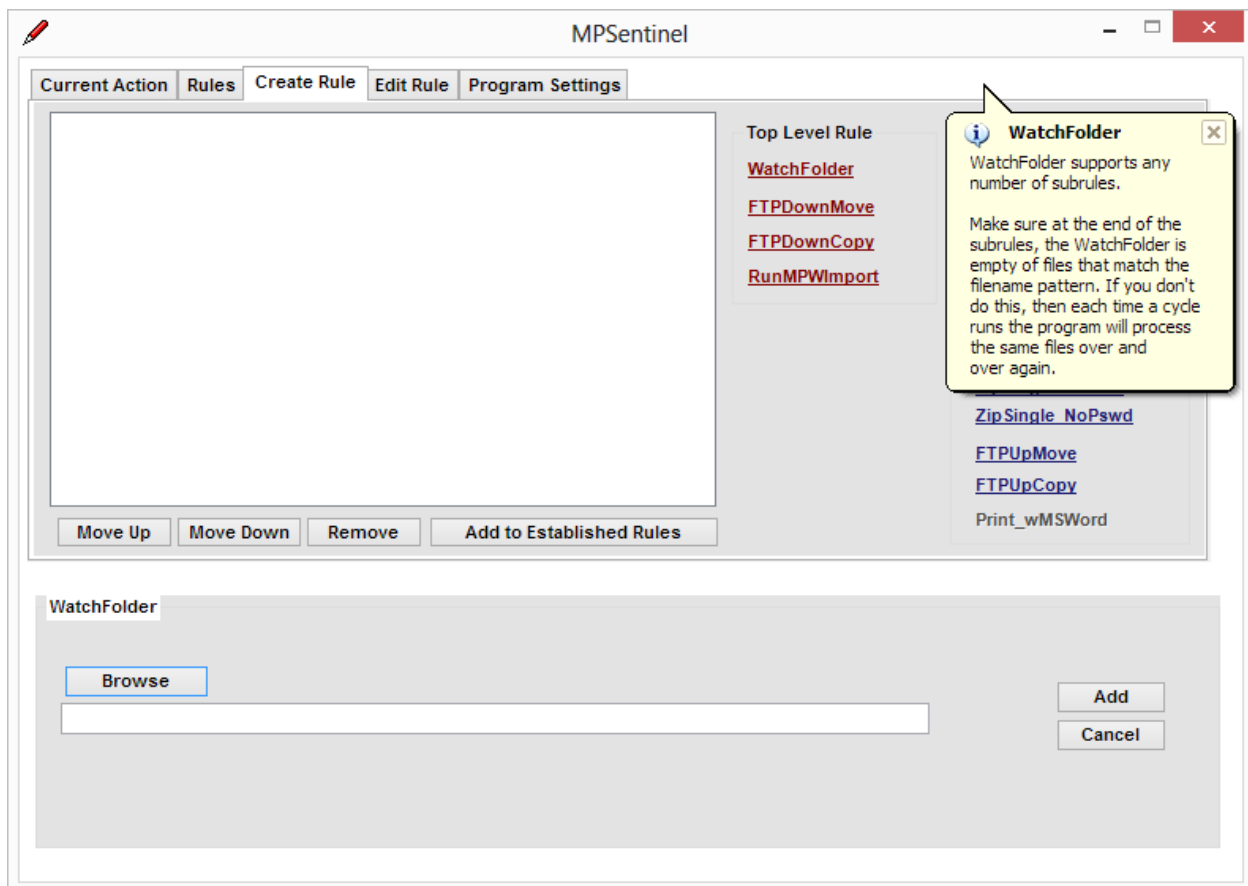


## 11.7.2. Creating and Editing Rules

MP Sentinel works on the basis of executing the file manipulation rules you have created.

You write the rules the program is to execute and you have to determine the order in which they should execute. This may seem like a tall order but if you have been doing it manually for a while, you'd simply recreate the manual steps as "Rules".

Each time you select a Top Level and/or Sub-Rule a pop-up will open with helpful tips. In the screen shot below, the WatchFolder Top Level Rule was selected.



It is just a fill-in-the-blanks type of thing: simple and straight forward. There are templates--such as the one above--for the 17 operations the program supports. In each of them you specify the particulars. In



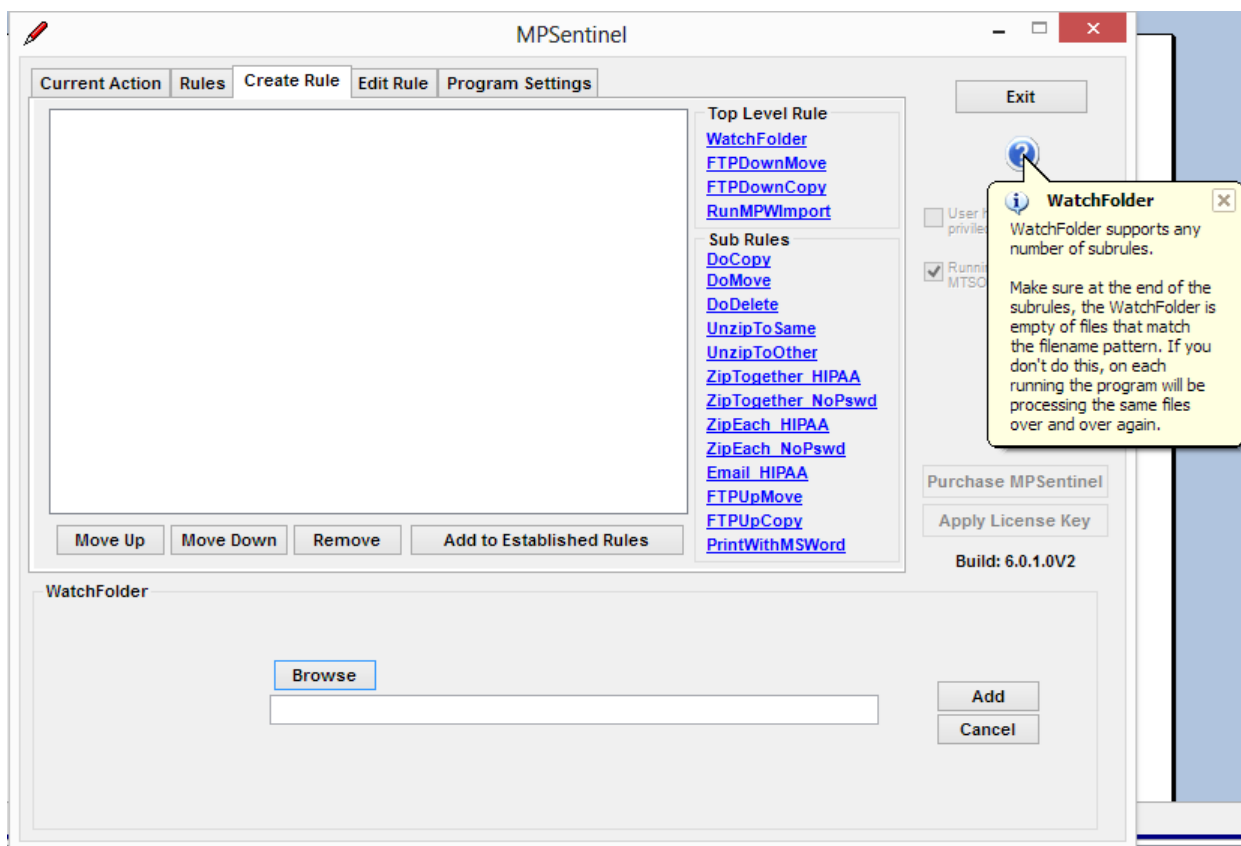
all except the rule WatchFolder (which defines the folder on which the SubRules will operate), there is a Test button that will run the rule as it currently appears. You can then use Windows Explorer to navigate and view the folders and the files, to see if what you intended has actually occurred. After you have tested your rule, you can click on the current action tab to see what the program reports about the test.

Once you have rules established, you can execute them by clicking the Run Once button or by checking the box, "Start timer and run continuously."

## 11.7.2.1. Create New Rule

**You create your rules, one by one, and add them to the established Rules.**

1. A rule must start with a top level rule. Only WatchFolder supports subrules under it.



2. The template for the rule you have selected appears at the bottom. Fill in the blanks and click either add or test. (After test, if it checks out okay, be sure to ADD the rule you've created.

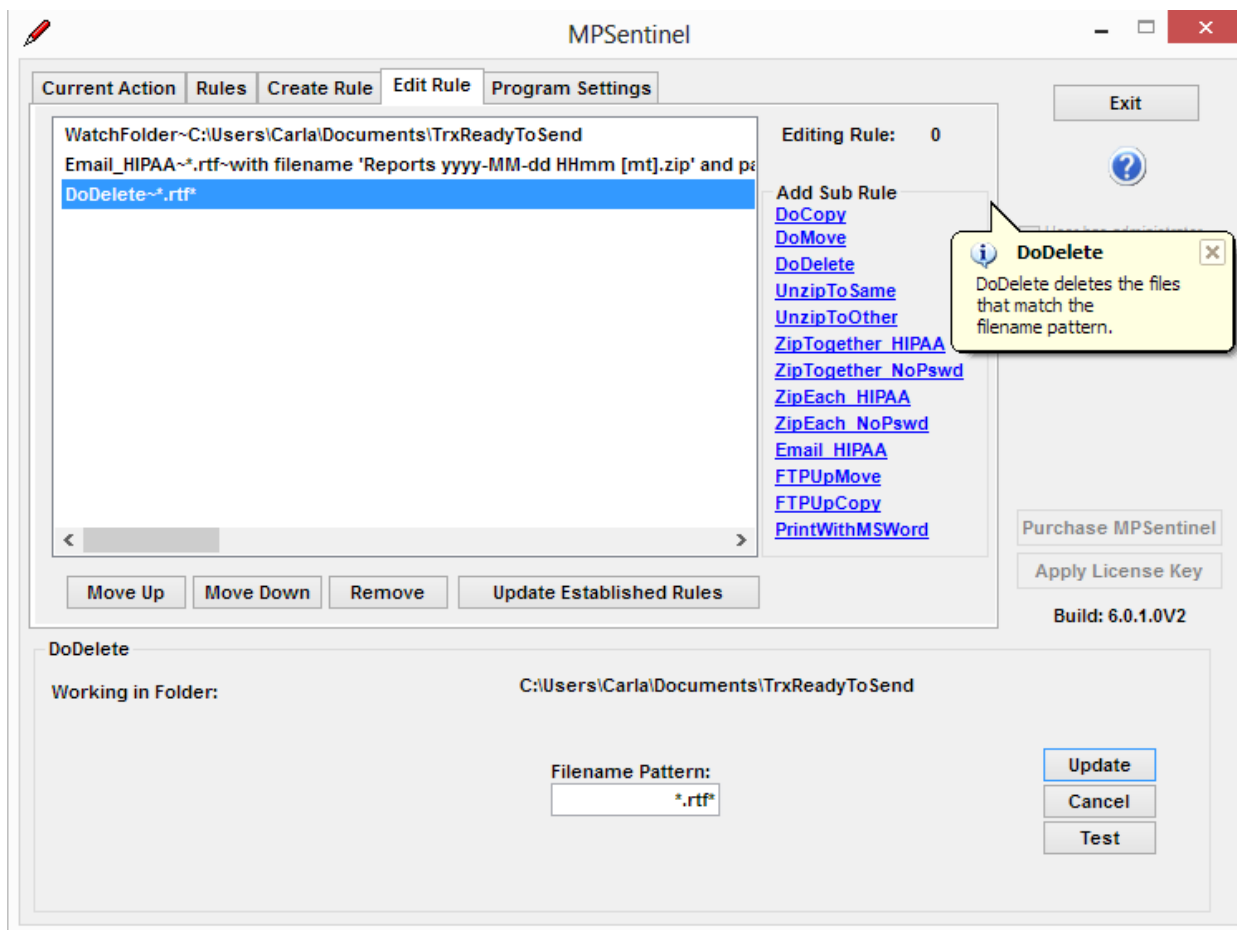
You can put as many subrules as you need under WatchFolder.



3. When the rule is done, click the Add to Established Rules button.

## 11.7.2.2. Edit Rule

**Selecting a rule in the established rules box automatically fills the Edit Rule tab with that rule.** Editing a rule works just like creating a rule except the template displays with the current setting filled in.



The update button incorporates your changes into the rule as it is displayed on this tab. To update the Established Rule with the changes, you must click Update Established Rules.



## 11.7.2.3. List of Rules

### Top Level Rules

#### WatchFolder

- Used to specify the folder on which the subrules will execute.
- **At the end of the subrules, you want to have the WatchFolder empty of any files that match the filename pattern used in subrules. If you don't do this, you'll be processing the same files in your subrules over and over again.**

#### FTPDownMove

- Moves files from the specified FTP site into the specified folder on your computer. Files are therefore deleted from the FTP site.

#### FTPDownCopy

- Copies files from the specified FTP site into the specified folder on your computer. The copied files remain on the FTP site.

#### RunMPWImport

- In conjunction with MpWord 5, MTSO or Facility editions, runs the Import function in silent mode (no user interface).

### Sub Rules

#### DoCopy

- Copies files, that meet the specified filename pattern, to another folder.
- It will never overwrite a file in the destination folder with the same name, but will increment the filename.
- Leaves the files in the WatchFolder.

#### DoMove

- Moves files that meet the filename pattern into another folder, overwriting files with the same name in the destination folder.
- The files no longer exist in the WatchFolder.

#### DoDelete

- Deletes all files that meet the filename pattern.
- They are permanently deleted and are not in the Recycle Bin.



## UnzipToSame

- Unzips zip archives into the WatchFolder.
- Replaces existing files with the same filename.
- Moves the zip archive into (WatchFolder)\Unzipped or (WatchFolder)\CantUnzip.

**NOTE: Zip files can contain instructions to be used in unzipping. If the zip file has the instruction "Include Subfolders" [WinZip's terminology], then the resultant files may be put into subfolders of the specified name under the WatchFolder. This is generally not what is wanted. If you get such a zip, ask the creator not to use the option to "Include Subfolders", but rather add all the files needed directly to the zip. This way all the unzipped files will go directly into the WatchFolder for processing.**

## UnzipToOther

- Unzips zip archives into the specified folder.
- Replaces existing files with the same filename.
- Moves the zip archive into (WatchFolder)\Unzipped or (WatchFolder)\CantUnzip.

## ZipTogether\_HIPAA

- Zips and password protects the specified files into the zip archive, with the filename in the pattern "Reports\_YYYY-MM-dd HHmm [mt].zip"
- Resultant zip file is in the WatchFolder

## ZipTogether\_NoPswd

- Zips the specified files into the zip archive, with the filename in the pattern "Reports\_YYYY-MM-dd HHmm [mt].zip"
- May or may not be HIPAA compliant.

## ZipEach\_HIPAA

- Zips and password protects the specified files into a zip archive in the WatchFolder, with the same filename as the original file, but a .zip extension.

## ZipEach\_NoPswd

- Zips the specified files into a zip archive, with the same filename as the original file, but a .zip extension.
- May or may not be HIPAA compliant.

## Email\_HIPAA

- Zips and password protects the specified files into an archive with the filename in the pattern "Reports\_YYYY-MM-dd HHmm [mt].zip".
- Emails the zip archive to the SendTo address, with the body text you specified.
- Moves the zip archive after emailing to (WatchFolder)\Emailed

## FTPUpMove

- Moves the specified files to the FTP site, and put copies of those files into (WatchFolder)\FTPMovedUp.
- The files no longer exist in the original WatchFolder.



## FTPUpCopy

- Copies the specified files to the FTP site.
- The files still exist in the WatchFolder

## PrintWithMSWord

- Prints the files using Microsoft Word, and then moves them into (WatchFolder)\Printed.
- If there is a possibility that both .doc files and .rtf files will be in the WatchFolder, call the PrintWithMSWord twice, once for .doc and again for .rtf.
- A log is kept of all the files printed, in \Printed\SentinelLog.txt.
- You can specify any printer on the network to use for the printing. This is especially useful in a hospital setting where reports need to be printed on the nursing station.
  - You may call PrintWithMSWord several times on the same WatchFolder, provided you have specified how the program is to filter which files need printing by some telling factor in the filename. If you include the nursing station in the filename, you can use that, as in the filename pattern \*\_PCU\*.doc. In that case, it'll print only those files with \_PCU in the filename, and will print it to the printer specified (on the Progressive Cardiac Unit).

**NOTE:** Because Word will open as text ANY file with ANY extension, do not use \*.\* for the filename pattern. Instead use \*.doc and then \*.rtf. You see, if you have -- for example -- a .gif graphics file in the folder and you use \*.\* , Word will open it, but it won't be a graphic image, it'll be several hundred pages of gibberish. So if you don't want several hundred pages of garbage printed, use \*.doc and then \*.rtf to avoid this problem.

The program keeps a daily log of all its operations (except for Test operations). You will find this log in:

c:\program files(x86)\MpWord\60\logs

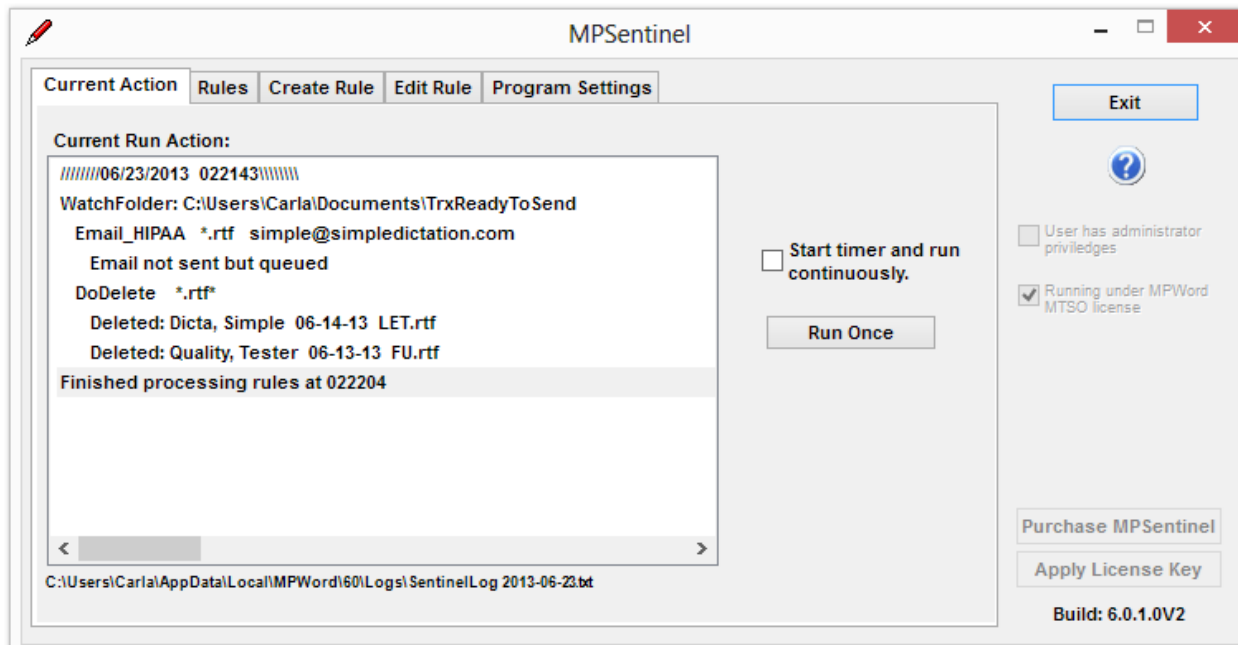
The log file is named in this pattern: SentinelLog yyyy-MM-dd.txt and the Current Action tab always displays the full path and name of the file in use.

MPSentinel is respectful of your files on your computer and does not delete things on its own. Instead it moves opened zipped files to /Unzipped, printed files to /Printed, etc. The one exception is it does delete the files it has fashioned for emailing but the files being sent are still in the original location. **A consequence of this is you need to periodically browse the Watch Folders you've specified, and periodically delete the files MPSentinel has put into the holding folders (/Unzipped, /Printed, /FTPUp etc).**





## 11.7.2.4. Running Rules



### RunOnce

Runs the rules immediately upon clicking the button.

### Start timer and run continuously

Executes the rules when the check mark appears in the box and starts the timer to run ALL rules at the interval specified in Settings.

### Test

On each rule template is a Test button. You can use this function to perform an action one time and then discard the rule:

- Create Rule
- Define the rule
- Click "Test"
- Instead of clicking Add, click Cancel. The rule you just created and tested is discarded.



## 11.7.2.5. FTP Considerations

- You may enter the site to connect to either an IP address or a URL address.
- You must include the target folder/directory in the path. For example, if you want to access the folder/directory named "download", which resides directly off the root directory...

https://serveraddress/ will not access the download folder for this server example; this path is missing the correct directory

https://serveraddress/download will access the download directory as the directory "download" has been named download

- Remember that FTP usernames and passwords are case sensitive.
- Do not add spaces in the path to a folder as no connection will be made.
- Folder/directory names should be all lowercase to avoid any locator issues.
- To troubleshoot FTPing: use the test button and look at the Current Action tab of the program after it has finished testing. If you see a message like "Remote path not found", then the chances are good that your server address and path are incorrect.



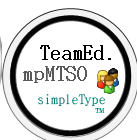
## INDEX

- @ - navigational marker, 106
- Abbreviation precautions, 31
- AbbreviationDialog, 119
- Abbreviations, 117, 119
- Abbreviations\:\AutoExpand vs SmartWords, 117
- Abbreviations\:\avoid collision, 119
- Abbreviations\:\Starter Set, 117
- Automation, 143
- Backup files, 21
- Barcodes, 89
- Billing, 80
- Billing rate, 58
- Center Text Vertically, 50
- Codewords, 32, 92, 107
- Codewords\:\email messages, 92
- Codewords\:\in abbreviations, 32
- Codewords\:\list of codewords, 107
- Codewords\:\misbehaving, 107
- Control Characters, 106
- Create PDF (Assemble), 84
- Create Sticky Notes .rtf (Append), 84
- Current Document dialog, 92
- Daily Sent Log dialog, 92
- Data-tech.com for modems, 97
- Dataworxs Player, 58
- Dialogs, 53, 54, 56, 58, 71, 79, 80, 82, 85, 86, 92, 119
- Dialogs\:\AbbreviationDialog, 119
- Dialogs\:\CurrentDocumentEmail, 92
- Dialogs\:\DailySentLog, 92
- Dialogs\:\DocumentInformationDialog, 71
- Dialogs\:\DocumentPropertiesDialog, 85
- Dialogs\:\FacilityRegistrationDialog, 58
- Dialogs\:\FileSentHistory, 92
- Dialogs\:\InvoiceDialog, 80
- Dialogs\:\LocatorDialog, 79
- Dialogs\:\OptionsDialog, 53
- Dialogs\:\PageSetupDialog, 54
- Dialogs\:\StatisticsDialog, 86
- Dialogs\:\TableDialog, 56
- Dialogs\:\TranscriptionistDialog, 82
- Dispatch, 58, 143
- Dispatch Folder, 92
- Dispatch in EXIT, 92
- Dispatch\:\Automation, 58
- Dispatch\:\e-Faxing, 58
- Dispatch\:\Emailing, 58
- Document Information, 69, 71
- Document Information\:\Dictator, 69, 71
- Document Properties, 85
- Document Properties\:\truncated if saved in MS Word, 85
- DocumentInformationDialog, 71
- Dual Save Folder, 58
- Dual Save Folder\:\Empty Dual Save Folders, 58
- Dual Save Folder\:\where to put, 58
- Editions, 4
- Editions\:\MTSO, 4
- Editions\:\Professional, 4
- Editions\:\Standard, 4
- Editions\:\Team, 4
- E-Fax, 143
- Email, 92, 96, 143
- Email\:\troubleshoot, 96



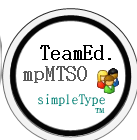
# User Guide

- Encryption, 35, 58
- Envelopes, 89
- Envelopes\barcode, 89
- Envelopes\set print bin, 89
- F10, 8
- Facilities Dr Office vs Hospital/Clinic, 69
- Facility, 8, 58, 69
- Facility Registration, 62
- Facility Registration\audio map, 62
- Facility\definition, 8, 58, 69
- FacilityRegistrationDialog, 58
- Fax, 97
- Fax\configuring, 97
- Fax\requirements, 97
- Fax\www.data-tech.com for multi-modems, 97
- File Sent History dialog, 92
- Filenames, 58, 79
- Filenames\what to include, 58, 79
- Find, 79
- FTP, 58, 102
- FTP considerations, 153
- FTP\automatic, 102
- FTP>manual, 102
- FTP\no spaces in FTP path, 58
- FTP\security features, 102
- FTP:Set Passive=False, 58
- Fusion Player, 58
- GearPlayer, 58
- Graphics, 27, 28
- Graphics\huge file size, 28
- Graphics\logos, 27
- Headers/Footers, 27
- Headers/Footers\create, 27
- HIPAA, 35
- Horizontal Line, 50
- How to, 8, 17, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28, 29, 31, 32, 33
- How to\abbreviation precautions, 31
- How to\activate Acct Num field in Doc Info, 22
- How to\assemble files into one document, 24
- How to\assign keyboard shortcuts, 18
- How to:center letter on page, 29
- How to:change counting method in billing cycle, 33
- How to:check spelling of single word, 20
- How to:close dialog via keystroke, 21
- How to:configure my firewall, 17
- How to:correct wrong template selection, 22
- How to:covering for another MT, 21
- How to:create header / footer, 27
- How to:create horizontal line, 29
- How to:decide to register as office or clinic, 20
- How to:delete facility registration, 20
- How to:delete word left or right of insertion point, 23
- How to:edit a finished document, 22
- How to:ensure compatibility with Word, 23
- How to:files to backup, 21
- How to:files to send to remote MTs, 21
- How to:get help on a feature, 18
- How to:import Auto-Corrects from MS Word, 33
- How to:import data from MPW 4 or 5, 21
- How to:import data from previous version of MPWord, 19
- How to:increase number of PTs shown in Doc Info, 25
- How to:increase screen real estate, 17
- How to:insert logo, 27
- How to:insert page number, 27
- How to:keep heading with discussion, 28
- How to:LocalAppData folder, 20
- How to:move between assistant tabs, 23
- How to:move between open documents, 23



# User Guide

- How to\:move to top of document, 23
- How to\:populate separate data store, 19
- How to\:reduce file size, 28
- How to\:select multiple files, 24
- How to\:set default date of service, 22
- How to\:set screen colors, 18
- How to\:setup for different pay rate for STAT reports, 20
- How to\:share patient database among facilities, 20
- How to\:specify how I want abbreviations handled, 32
- How to\:specify printer bins, 29
- How to\:specify type of list needed, 29
- How to\:transcribe with MPWord, 8
- How to\:use client-specific abbreviations, 32
- How to\:use one abbr for male or female, 32
- How to\:use the Addresser, 25
- How to\:verify emails and FTPs went out, 24
- How to\:what is the LocalAppData folder, 20
- Import Data, 102
- Import Data + Settings, 102
- InProgress notes, 68
- Invoice codewords, 113
- InvoiceDialog, 80
- Invoices, 80
- Invoicing, 80
- Job Numbers, 58
- Keep Next, 50
- Keyboard, 18
- Keyboard\:assigning, 18
- Last Note on (name) function, 79
- Licensing, 4
- Line Counting, 86
- Lists, 29, 53
- Lists\:ending, 53
- Lists\:sequence of numbers, 53
- Lists\:specify type, 29
- LocalAppData Folder, 39
- LocatorDialog, 79
- Main Screen, 37
- Menu item, 19
- Menu item\:not available, 19
- Menus, 38
- MPSentinel, 139, 144
- MTList, 133
- MTSO, 133, 134, 141
- MTSO\:MTList, 133
- MTSO\:Parse ADTs, 141
- MTSO\:SetupMT, 134
- Non-Printing characters, 106
- Options, 42
- Options\:check spelling as I type, 42
- Options\:curly quote, 42
- Options\:local medical words, 42
- Options\:on local network, 42
- Options\:recommended tabs, 42
- Options\:red underline only, 42
- Options\:set focus ChangeTo, 42
- Options\:use default tabs, 42
- Options\:widow/orphan, 42
- PageSetupDialog, 54
- Paragraph, 50
- Paragraph Formatting, 50
- Paragraph\:Border, 50
- Paragraph\:Formatting inherited, 50
- Parse ADTs, 141
- Passwords, 35
- Passwords\:avoid confusion, 35
- Passwords\:HIPAA, 35
- Pay per unit, 58
- Pay rate, 58



# User Guide

Periodically delete holding folder files, 149

Printer Bins, 29

PrintWithMSWord, 149

PrintWithMSWord\avoid \*.\* , 149

Production, 80

Production Reports, 80

Program Folders, 39

Proofreading, 139

Purchasing, 4

QuickStart, 8

Red wavy underline, 130

Rules, 147, 148, 149

Rules\all supported, 149

Rules\create new, 147

Rules\editing, 148

Search, 79

Send, 58

SentinelLog file, 149

SentinelPrinted file, 149

Session, 8, 68

Session\definition, 8

Setup, 8

SetupMT, 134

SmartWords, 117

SmartWords\overview, 117

SMTP, 92

Spell Check, 130

Starting, 8

STAT reports, 20

Stedman's, 130

Sticky Notes, 84

Sticky Notes\create numbered lists as you go, 84

Suggestions, 139

Tables, 56

Tabs, 50

Tabs\adding, 50

Tabs\removing, 50

Team: Set Audio Map, 134

Templates, 104, 106, 107, 113

Templates\Codewords, 107

Templates\example, 106

Templates\folder for, 104

Templates\Invoice codewords, 113

Templates\Invoices, 113

Templates\naming, 107

Templates\naming convention, 104

Templates\what to include, 107

Transcription, 57

Transcription Folder, 68

Transcription\Process, 57

Transcription\Steps, 57

Transcription\What you don't do, 57

Trial, 4

User fields, 58

Vista, 39

Zip files and Include Subfolders, 149