



Contents

MpLite Overview 2

 1.1. Trial, Registration, & License for Use Purchase 3

2. Quick Start 5

How To..... 11

 3.1. How do I...? 11

The Program Environment 15

 4.1. The Main Screen & Menus..... 15

 4.2. The Functions 15

 4.3. The Folders 17

5. The Transcription Features 18

 5.1. Facility Registration..... 18

 5.2. Session: Specify the Facility 25

 5.3. Document Information: Dictator 25

 5.4. Document Information: Patient..... 27

 5.5. Transcribing the Note..... 29

 5.6. Exit Procedures: Finalize the Note 31

 5.7. Locator: Find Dictations 32

 5.8. Invoicer: Invoices and Production Reports 33

 5.9. Transcriptionist Settings..... 35

 5.10. Document Properties 36

 5.11. Addresser 37

 5.12. Line Counting..... 38

 5.13. Sticky Notes..... 41

 5.14. PDF Files 42

 5.15. Empty Dual Folders 43

 5.16. Import Data 44

 5.17. Import Notes & Proofing..... 45

6. Formatting Templates 47

 6.1. Templates 47

 6.2. Codewords 50

7. Using MpLite with Other MTs 53

INDEX..... 55



MpLite Overview



simpleType© MpLite adds to what you already have while making no change to Microsoft Word®. It puts at your fingertips:

- ❖ A powerful template customization engine.
- ❖ A database for patients (self-created and maintained).
- ❖ Automatic file naming and saving, using the file name elements you specify.
- ❖ Unequaled accuracy in line-counting and simplicity in invoicing.
- ❖ Utilities to compare the line-counting methods, create Sticky Notes (compiles multiple documents into one), or PDF files.

If you are working with others who use MpLite you can share client registrations, templates, and import documents/reports to automatically update data stores and centralize invoicing.

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1.1. Trial, Registration, & License for Use Purchase

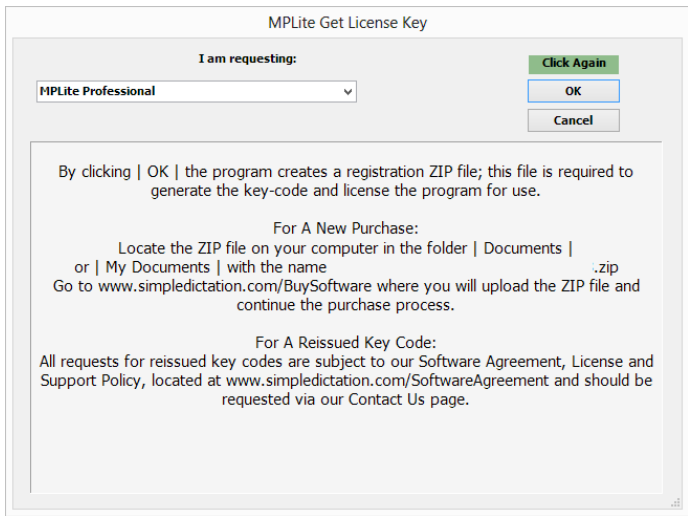
Thank you for installing Simple Dictation's MpLite® MpLite installs as a fully functional trial. We understand how easily a day fills up with "To Do's," so we've configured the trial period to count the number of different days you work in the program not sequential days on a calendar or the number of times you start the program; this will afford you more time to test your settings and the program's features and functions so you can be sure the application suits your needs, and performs optimally in your computing environment, *prior to purchasing a license for use.*

✂ You have ten (10) trial days to use program.

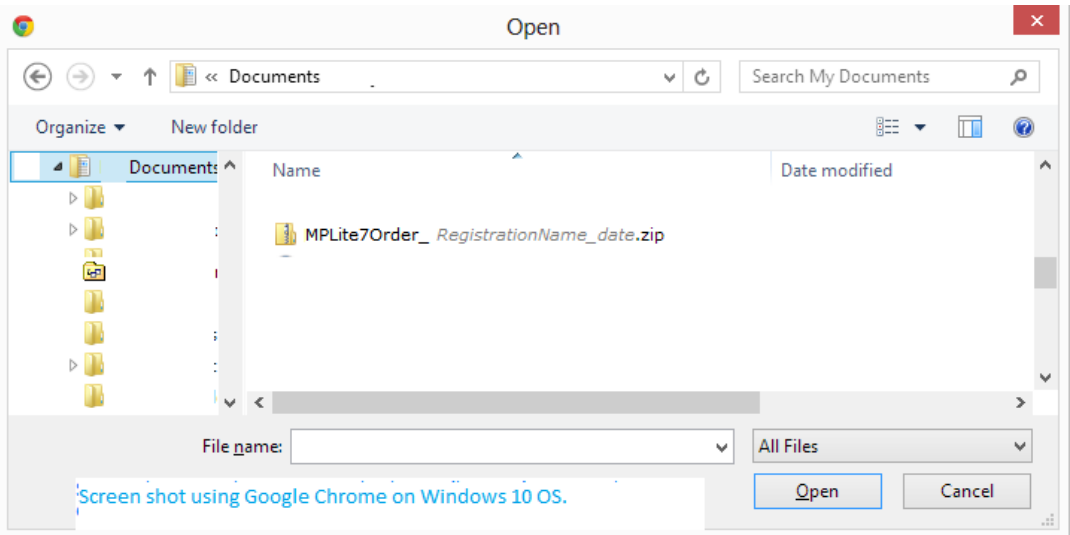
Registration and licensing is a semi-manual process that takes three simple steps.

(1) Generate your registration from within your newly installed MPLite application.

Open MPLite and from the main panel click HELP | Get Key Code. The “Get License Key” panel will be displayed, where you will simply follow the on-screen instructions; this will create an encrypted "zip" file and place it into your "Documents" or "Documents\MyDocuments" folder, depending on your operating system. ***Do not attempt to open the registration/order "zip" file as this is a machine readable only file.***



(2) Return to our website and navigate to the "[Buy Now | BuySoftware](#)" page accessible via the hyperlink in the website header. Enter your first name, last name, and email address. Next, you will click the orange button "*Click to Select File;*" this will open a locator window on your computer. You will need to locate, navigate to, the file named "MPLite7Order [...].zip" on your hard drive (this is the zip file created by the application in step 1). The file will be located within the ":[...]\Documents" folder for a Windows 10 or 8.1 or within the "[...]Documents\MyDocuments" folder for Windows 8 and older operating systems;

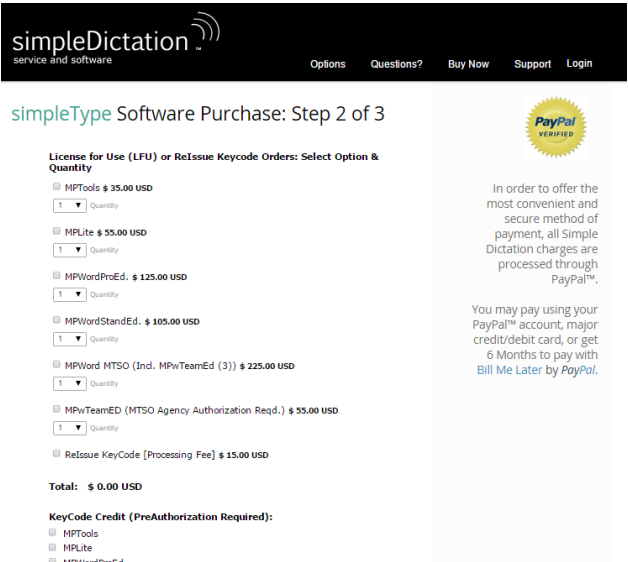


(Your window may look different)



(2a) From the OPEN window, click on the registration "zip" file **only once** to select/highlight it, then click the button labeled "Open" (bottom right hand corner of the dialogue window); this will start uploading the file to our website.

Give it a few moments to fully load, then click on the blue "Submit and Go to Next Step" button on the web-page, which will take you to Step 2 (see below) and is where you will choose **"MPLite"**, complete the required information, and be redirected to PayPal to make your payment.



(3) Once we receive the registration, and payment confirmation from PayPal, we will process the request and create a unique key-code.

The keycode is a simple text file that we will send to you via a secure URL, within an e-message, along with activation instructions. **It can take up to 24 hours for full processing.**

Common activation errors:

- Keycode file downloaded, or moved, to incorrect folder location:

If your browser did not give you the option to download the text file, into a folder of your choosing (this is a browser setting), you will need to manually move the key-code file. Simply do a "Cut and Paste"; cut the file you downloaded out of your "Downloads" folder, or whatever folder your browser placed it into, and paste it into the appropriate folder as noted above.

DO NOT attempt to place the key-code "txt" file into the registration/order ".zip" file; the zip file is a machine read only file.
- Cutting and pasting the wrong file:

Be careful not to cut and paste a short-cut to the file versus the actual text file itself.

If you have downloaded the key-code file multiple times, cut and paste ONLY the initial file downloaded, NOT one of the appended files (Ex."MPLiteKey[...].txt(1)") as the license will not be activated if an appended file is used.
- Opening the keycode file: DO NOT open the key-code text file once it has been downloaded.

PLEASE NOTE

Each registration file, and respective key code, is unique to each individual computer so be sure you generate the registration file from the computer you wish to license MPLite for use, or the application's user license will fail to activate.

Our software and support policy ["Software Agreement" \(EULA\)](#) is accessible in the footer of each Simple Dictation webpage.



2. Quick Start

The following is intended to get you up and running quickly. Please be sure to review the detailed HELP file topics to fully understand all MpLite's features and functions.

MpLite runs as a narrow, rectangular, window docked alongside Microsoft Word but makes no changes to it.

The process of transcribing with MpLite is simple. You start transcribing each report in MpLite and end each transcription via MpLite while you type in Microsoft Word.



This image can be found throughout the program. When clicked, it will open a dialogue box containing helpful hints and reminders.

MT Settings

When you start MpLite for the first time, the program will ask that you complete the MT (Transcriptionist) Settings or your profile; this information is needed internally by the program in order to generate a key code for licensing, creating invoices, and your identifier when sharing transcribed reports.

MPLite MT Settings

*Name:

Your Name

*Phone:

000-000-0000

*Initials:

init

Fax:

*Addr Line 1:

Address 1

*Email:

info@simpledictatic

Addr Line 2:

Misc:

Addr Line 3:

*City/State/Zip:

Anytown, US 12345

Items marked with *
(asterisk) are required.

Last Invoice Num:

24

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

☒ Run SpellCheck on Exit Note.

The last invoice will display as -1 on first showing.
If you want your next invoice number to be 25 then set the value here one
number below, ie. 24.

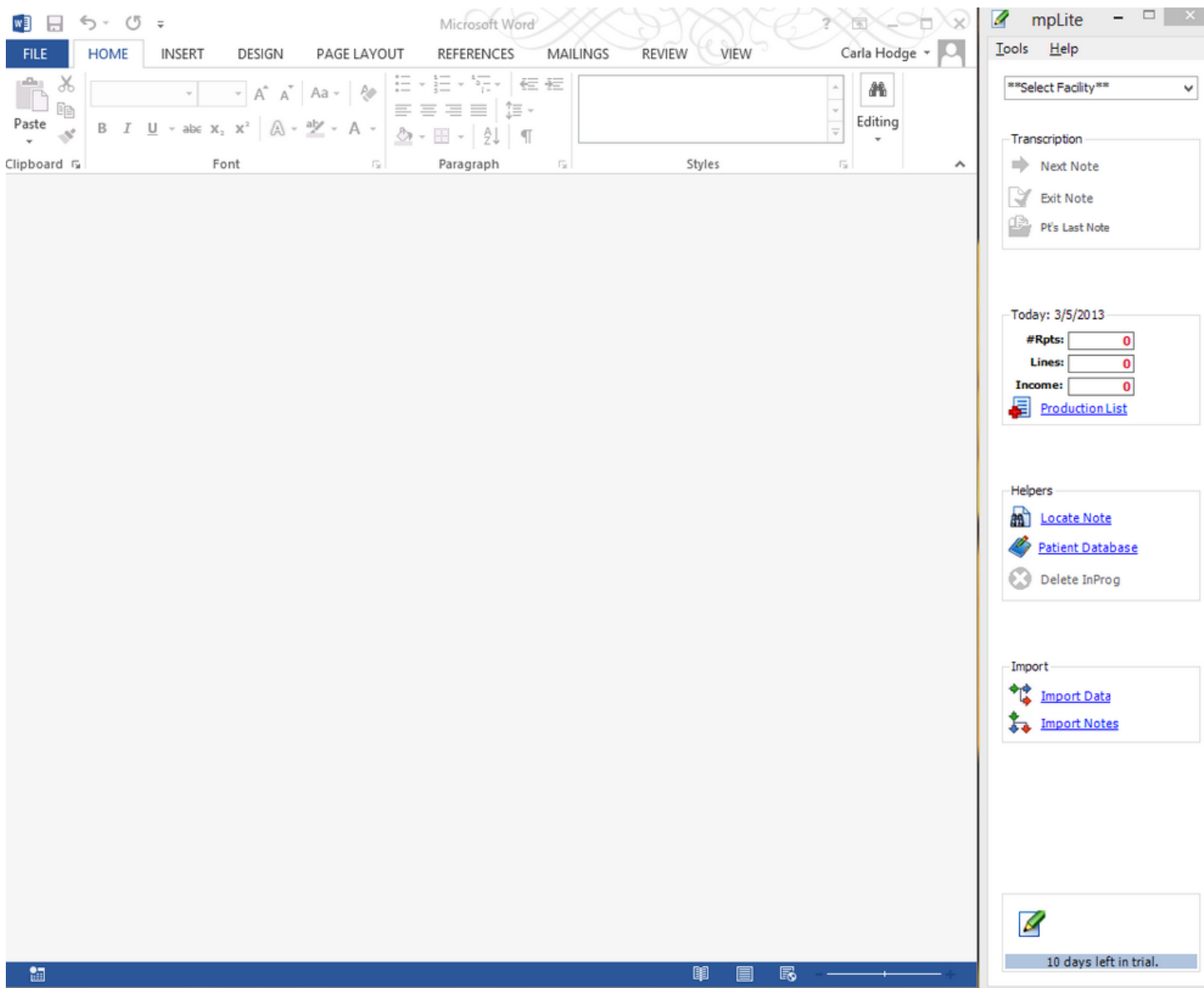
Okay

Cancel

- 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 and simply use Address Line 2, etc. for your address information.
- The last invoice number will read -1 on first showing. If you need the next invoice you do to be, say "25", then set this value to 24.



Position the Microsoft Word window to your liking and the slender MpLite screen to the right or left; Microsoft Word will remember its position so you won't have to do this again.

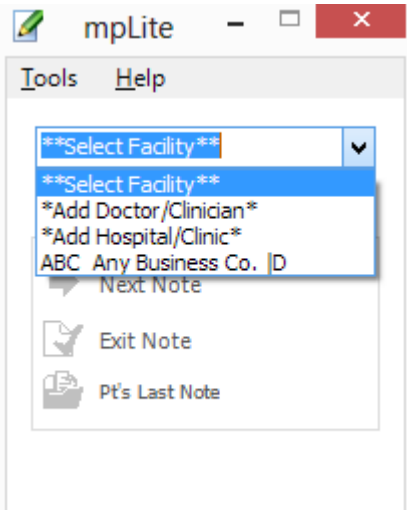


Facility Registration

The head honcho of MpLite is the Facility Registration (client profile). A "facility" is either a doctor/clinician with a single dictator or a hospital/clinic with multiple dictators. MpLite needs you to register a facility as you cannot transcribe with MpLite until you have registered at least one facility. When you do this, you tell MpLite the settings you need for that facility:

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

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



“*Add Doctor/Clinician*” will generate one invoice and you will not be presented with the "select dictator" window when you begin a session.

“*Add Hospital/Clinic*” will generate one invoice for all clinicians registered under the group and all templates are shared among the group. You will also be presented with the "Select Dictator" dialogue window, prior to entering the Document Information, where you will add each clinician you will be transcribing for, who is part of the registered group; this dialogue window is presented for each new note/report you transcribe under a group profile. If each clinician, within the Hospital/Clinic, needs a separate invoice then choose *Add Doctor /Clinician* and register each individually.

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		

Refer to [Document Information: Dictator](#) for details.

For now, we will just add a single clinician.

From **Select Facility** drop-down, choose *Add Doctor/Clinician* and the Facility Registration window appears.

New Office Registration:

FacilityFile NameFile ExtensionDatesLine CountUser FieldsAudio MapOptionsTab Order

Required:
Initials: JJS
Full name, including degrees: John J. Smith, M.D.
Specialty: Neurology

Optional:
Addr Line 1:
Addr Line 2:
Addr Line 3:
City/State/Zip:
Phone:
Fax:
Email:
Misc:
Folder: John_J_Smith_MD
Under: (Documents)\TransMP\

NEXT -->

Cancel

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

F12 navigates tabs

Settings for John J. Smith, M.D.

Fill in the "Required" section of the first tab. Our beta registration will be for **John J. Smith, M.D**, initials **"JJS"** and his specialty is **Neurology**.

Initially, you need only fill out the first page, the demographics, as all other fields have default values entered for you and you can always go back and edit them later (with the exception of the initials) as you become more familiar with the program and see how the program interacts with the



✂ All fields, with the exception of the **Initials** field, can be edited at a later time so choose this carefully. We suggest using three letters versus just two.

- 1. Set a session:** From the Select Facility drop-down box, click John J. Smith, M.D. | D
- 2. Enter patient demographics:** When you select a Doctor/Clinician "D" profile, MpLite immediately presents the Document Information screen for you to enter patient demographics. Each field on this screen represents a Codeword that you can use within your template so you need only enter this information once and MpLite will replace the respective Codeword contained in your template with the entries you have made here, when it creates your document.

At a minimum, you must enter the patient's last name and select a template; select JJS_FU.rft for this Quick Start. Note that the Date of Service in this screen defaults to one day before the date of transcription. If you are doing STAT work, say for an ER, you may change what the default DOS is within the Facility Registration located on the Options tab.



TEMPLATE	DOCUMENT
<p>When you press Enter, or click OK, in the Document Information panel, MpLite customizes your new document, from the selected template, for the current transcription and opens it in Microsoft Word.</p> <div><div>LAST?, FIRST? MR#: MR?</div><div>Follow-up Note</div><div>DictName? DServShort?</div></div> <p>First? Last? returns to the clinic today for follow-up of poss? @ Since last seen, pron? has @</p> <p>Current medications: @</p> <p>Physical examination: Temperature @° F; pulse @/min; respirations @/min; blood pressure @mmHg. @</p> <p>Plan: @</p> <div><div>DictName? DictInitials? minitials? T: DTransShort?</div><div>NOTE: the question mark, ?, is a vital part of the codeword and must be included when you place these in your template.</div></div>	<p>Using the default template, you can see (green text) how MpLite populates the document, created from the template with the patient's name, the dictator's name, the medical record number, pronouns, etc.</p> <div><div>CLOWNFISH, MARLIN MR#: 12345678</div><div>Follow-up Note</div><div>John J. Smi</div></div> <p>Marlin Clownfish returns to the clinic today for follow-up of her sciatic nerve pain. S seen, she has greatly improved.</p> <p>Current medications: Gabapentin.</p> <p>Physical examination: Temperature 98° F; pulse 10/min; respirations 18; blood pressu</p> <p>Plan: Follow-up as needed.</p> <p>John J. Smith, M.D. JJS/csh T: 4/3/13</p>

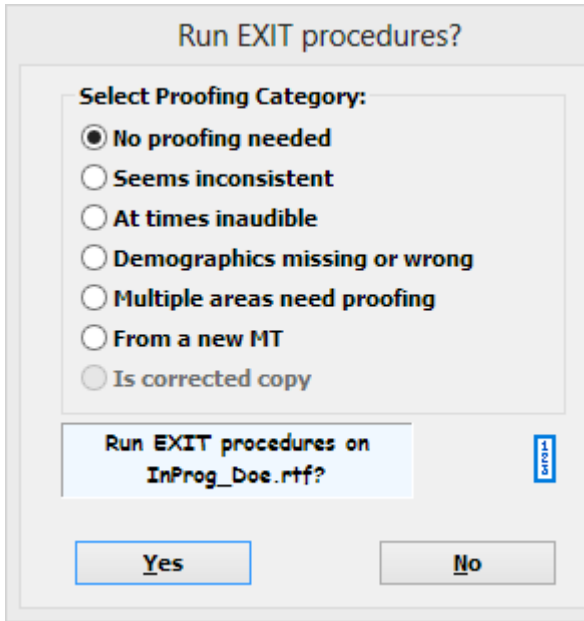
In all, up to 50 bits of information can be populated into your document by using MpLite's Codewords in your templates.

The default templates in MpLite are intended to give you a framework to start building your own creations. You may modify these templates, which are just Word documents saved in Rich Text Format ".rtf", and/or create new ones. See the [Templates](#) section for details.

3. Transcribe the dictation: MpLite uses the symbol "@" as a navigational marker. Pressing **Ctrl+Shift+J** will move the insertion point to the next "@" symbol in the document. If you are accustomed to using Word's jump field function, you may certainly edit your templates and use that instead.

- Go ahead and type a few notes so you can test the Invoice and Production Report functions as well.

4. Inform MpLite you are done transcribing the note



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

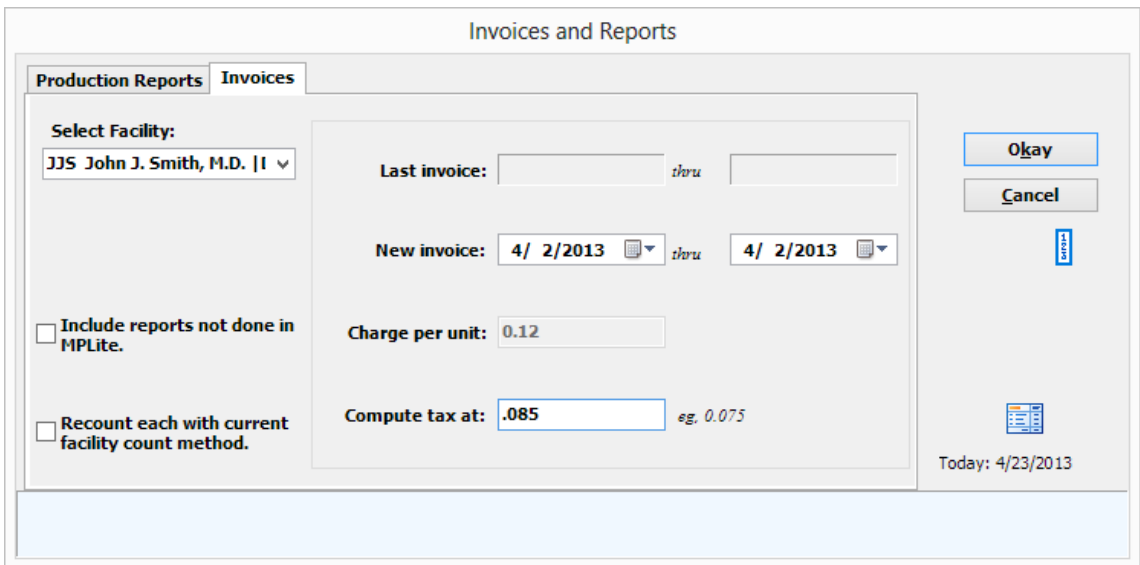
At this point MpLite:

- ✓ Runs spell check (if, in MT Settings, you have specified to run spell check).
- ✓ Takes line count.
- ✓ Names/saves the file.
- ✓ Lists the report in the Production list for your reference and displays the line count of the document at the bottom of the MpLite screen.

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

Create an Invoice

- Cancel the session by choosing ****Select Facility**** from the Main Panel drop-down box.
- Click **Tools** from the top menu then **Invoices** and click the Invoices tab.
- Select John J. Smith, 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 in MS Word.



*You can delete the Fictitious John Doe, M.D. from your facilities by clicking **Tools | Edit Registration**, and then Remove*

As you transcribe a note it is given a temporary name and is saved into the "InProgress" folder.

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

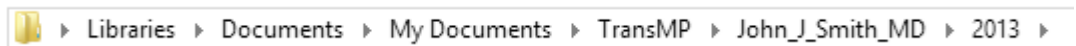


EXAMPLE

Windows 8 Operating System directory address

"C:\Users\SimpleDictation\Documents\TransMP\Any_Group\2013\04_13_13"

Windows 8 File Explorer Address Bar



You remain in a Session as long as the facility's name appears in the Main Panel's drop-down box. Should you need to break out of the sequential flow of transcribing and cancel out of the Document Information panel, clicking **"Next Note"** from the main MpLite docking panel, will return you to the Document Information screen/panel.

To cancel a session, either set the Main Panel's drop-down box back to read "Select Facility", or on the top menu, click **Tools | Cancel Session**.



How To

In this section you will find brief instructions for common tasks.

3.1. How do I...?

How do I transcribe with MpLite?

A whole page is given to this topic: [Quick Start](#).

Why are menu items not accessible or grayed-out?

MpLite 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 Tools menu Invoices will be unavailable if you are in a session. If you need to create an invoice, cancel the session:

Tools-> Cancel-> Session – or - set the Select Facility box to read ****Select Facility****.

Then you will be able to create an invoice.

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

This would depend on how you invoice your client.

- If each clinician in a group requires an individual invoice, then register each as a Doctor/Clinician.
- If the entire group receives one invoice, then register the group of clinicians as Hospital/Clinic.

I get paid 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 (refer to the "Misc tab"). When it's time to generate an invoice, you'll need to run an invoice for each facility. You can always merge the two files together, however, the facility will probably appreciate getting the clear demarcation and documentation.

How do I share the patient database among various facilities?

Click **Tools, Edit Registration** and click on the Options tab and specify the filename you wish to use ***PT Database filename:***

How do I delete a Facility Registration?

Click **Tools -> Edit Registration**. Select the facility and click **Remove**.

How do I close a dialog via keystroke?

Press the "Esc" key on your keyboard.

I run a File Backup weekly. What files should I include?

Backup this folder:

My Documents \ TransMP \ MPFiles (including all the sub-folders) for your program data.

You may also want to back-up the entire folder My Documents \ TransMP if you want to back-up the transcription as well.



I have a very small service, 4 transcribers. What files do I send them to set them up?

Send the files in the folders:

**TransMP \ MPFiles \ Data **

TransMP \ Formats

Sending the files in these two folders will set up your MT with facility registrations, databases for patients, dictators and addressees, and all the formatting templates. Your MTs would save these into the TransMP \ Setup folder and in the MpLite panel, click **Import Data**.

You may also want to look at the [suggestions](#) we offer for small agencies.

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

Tools Edit Registration. On the Options tab, put a check mark in the section "Prompt For".

Sometimes I select the wrong template, what is the best way to correct this?

If you haven't begun typing, click **Delete InProg**, then click **Next Note** to start a new note.

If you have typed, select what you have typed and copy to the clipboard. Then click **Delete InProg**, then click **Next Note** to start a new note. When the template is on screen, paste the clipboard contents.

How do I edit a dictation I've already finished?

Open the document. Make the changes you need, run **Tools Recount**. Then save the file.

How should I delete a wrong CC I've put in?

Delete the text in the document, and, if you have used the addresser to insert the address, click **Tools Properties**, select the Contact tab and delete the CC there as well.

How do I select multiple files?

Two MpLite functions ask you to specify the files you want included.

Tools Sticky Notes

Tools Create PDF

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 **Tools Create PDF**
or **Tools Sticky Notes**



Create PDF creates a PDF file in the folder "TransMP/PDF Files". It requires the recipient to have a PDF Viewer such as Adobe to view or print. Preserves page margins, all headers/footers, numbered lists, etc.

Sticky Notes appends into one document all the files you've selected but does not maintain the headers and footers on each page just the first page. This file will be in the StickyNotes folder.

How do I use the Addresser?

You may insert addresses for the CC'd physicians into your document however you wish. Some MTs type them in, others use an abbreviation to insert the address and others use the Windows address book. MpLite also provides the MP Addresser.

You may want to use the MP Addresser:

1. If you have other MTs working with you. (You send the addr.txt file with the setup files and they have all the addresses.)
2. If you are doing work for an agency which uses MPWord MTSO and they will be dispatching the reports via email or fax.

Tools Addresser starts the addresser as a separate window. 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. After you have inserted the address, minimize the Addresser window for future use. (It will appear in the Windows task bar, and you can click it to activate it again.)

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. In the document use [Codewords](#) where you want document specific information placed: Last?, mtinitials?, MR?, etc.
2. Use any formatting you need in the template: bold, underline, numbered lists, tables, etc.
3. Save the document into the Formats folder, with the file format and extension of .rtf, and with the proper naming convention:
Facility Initials (as they appear in the Select Facility Box) + underscore + short descriptive word + .rtf
eg, GCS_Con.rtf
4. 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 .rtf,
 - 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.
3. Make the changes you need. Save and close.

After creating or editing a template, from the Document Information screen click Optimize Templates. This will shrink the size of the templates and speed the customization of the templates.



Line Counting

How can I include a few files done just in Microsoft Word?

MpLite 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 01_26_14, and in the Invoicer, select **Include reports not done in MpLite**. Having external files will necessitate that MpLite use a different template for the invoice. That template will list the path, the filename, the modified date and the count since the file(s) generated outside of MpLite will not contain the information MpLite collects for you (patient name, MR#, dictator, MT, date of service, date transcription, etc.). Since this information was not collected and stored, it cannot be extracted and transferred to the invoicing supplement.

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

If you select "Recount" when you do the invoice, MpLite 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 not available in MpLite but is implemented in MPWordMTSO (mpwMTSO). You could use MpLite in conjunction with MPTools and use MpLite for your MTs and then use MPTools for your clients or the other way around.



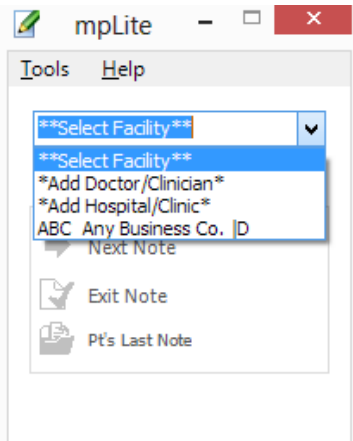
The Program Environment

4.1. The Main Screen & Menus

MpLite is an interactive application and features and functions will be enabled or disabled, depending on the current state of the program. There are two top menus, Tools” and “Help”, where you access different functions of the application.

4.2. The Functions

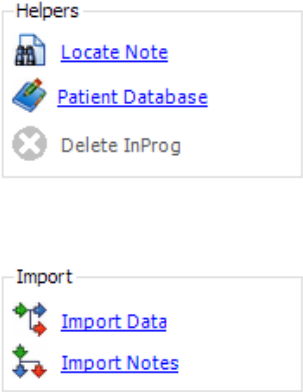
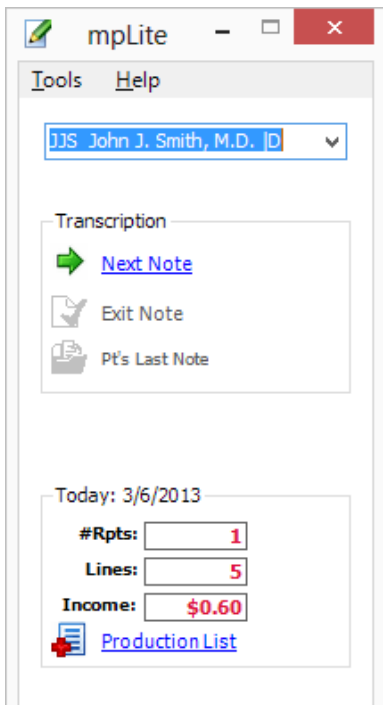
Main Panel



Select Facility ▼

Use the drop-down menu to

- Add a new profile.
- Set/Start a transcription session for any previously created profile. Cancel Session by setting this box to read "***Select Facility**"



Next Note: Present the Document Information screen to begin the next transcription (report) on selected facility.

Exit Note: Finalize the current "In Progress" note.

Patient's Last Note: Open the last note on the current patient in a separate window.

Production List: Show list of all notes done for this date of transcription.

Locate Note: Lists all notes that meet the specified criteria.

Patient Database Editor: For correcting a database entry or manually adding a new entry.

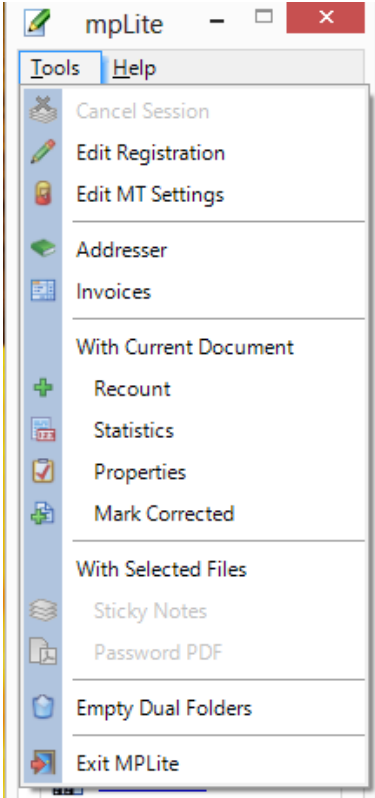
Delete InProg: Delete the current In Progress note. (Useful for when the wrong template is selected, or in testing new templates.

Import Data: Import facility registrations, patients, dictators, addresses and formatting templates.

Import Notes: Import finished notes done in another copy of MpLite.



Tools Menu



Cancel Session: Equivalent of setting the Select Facility back to read Select Facility.

Edit Registration: Edit or remove a facility registration.

Edit MT Settings: Edit your MT settings. (Note: whether or not Spell Check runs at the start of Exit procedure, is an MT setting.)

Addresser: Displays the addresser in a separate window.

Invoices: Opens the Production and Invoice Menu.

With Current Document:

Recount: Recount the current document following addenda or change in facility registration counting method.

Statistics: Shows the results of the different counting methods available in MpLite for the current document.

Properties: Shows the document properties stored in the current document.

Mark Corrected: Marks the document as corrected by changing the properties (removes the Need Proof symbol "#" from the filename).

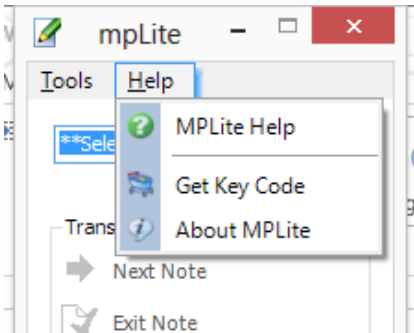
With Selected Files:

Sticky Notes: Assembles the notes you select, into one document, stripping out any headers and footers.

Create PDF: Create a PDF file from notes you select.

Empty Dual Folders: Delete to the Recycle Bin the contents of any Dual Folders specified in all facility registrations.

Help Menu



"Get Key Code" where you will generate the registration file necessary for purchasing/requesting a license for use key code.

"About MpLite" will display the location of the programs primary folders.





4.3. The Folders

MpLite creates and uses folders on your hard drive. Some of these folders are intended for your use and some for the program's use ONLY.

The Transcription folder and its subfolders are these and are created at the time of installation under the user's "My Documents" (on Vista "Documents").

- Documents or My Documents\
 - TransMP\
 - Invoices holds invoices and production reports
 - Formats holds templates
 - Setup\ holds facility setup files you receive from an agency (using MpLite, MPWord, or MTSO) prior to importing them
 - Done
 - StickyNotes (if needed)
 - PDFFiles
 - (Client folder)\ created for each client you register with MpLite
 - (Year folder)\ to make it easy to archive transcription
 - (DOT folder) created each day to hold that day's transcription
 - ImportNotes\ To place transcribed documents complete by coworkers or staff also using SimpleType MpLite, MPWord, or MTSO
 - \NeedAttn
 - \NeedProof
 - \Duplicate
 - \Logs
 - MPFiles\
 - Data holds the facility registrations, patient databases, dictator databases, addresser database
 - Logs
 - Resource
 - Temp

"About MPLite" accessible via the HELP menu, will displays your Transcription, Program Data, and Actual Program directories (folder paths).





5. The Transcription Features

MpLite puts at your fingertips, functionality that will shave hours off your transcription workday.

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

- Select the facility from the Select Facility box on the main screen
- Enter (or select) information in the Document Information screen and select the template you need
- Transcribe
- Tell MPLite you're done; when you are finished with the transcript, you inform the program of that by pressing Ctrl+Shift+X (or **Exit Note**).

Note what is missing in the process:

- You do not manually open a template and do not manually insert identifying information, all 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, that is done for you
- You do not take a line count on the document, that is done for you on Exit
- You do not keep records of your work; MpLite records detailed information on each document and will produce Production Reports and Invoices for you

The [Quick Start](#) section of this guide will walk you through a quick, mock set-up.

5.1. Facility Registration

At the core of MpLite is Facility Registration. This underpins everything else. *By definition a facility is either a doctor/clinician with a single dictator or a hospital/clinic with multiple dictators.*

Each "facility" (client profile) has settings specific to that client. These settings involve such things as date format, filename pattern, line count method, file format, etc. It is in Facility Registration where you specify the settings you need for the client, then, when you transcribe for the facility, the program reads these settings and executes accordingly; simply specify which facility you are transcribing "set a session" and MpLite handles the rest.

Facility Registration has multiple tabs for multiple settings. As outlined in the [Quick Start](#) section, initially you need only enter the required fields within the *Facility* tab, everything else has default values entered for you. When you know what you need you can edit the registration to suit your needs.

Note that the button navigates through the tabs until you reach the final tab "Tab Order". At that point, the button will read .

When you're editing settings, click on the Tab Order and then Finish to record your changes or use F12 to navigate the tabs.



Tab: Facility

New Office Registration:

Facility

File Name

File Extension

Dates

Line Count

User Fields

Audio Map

Options

Tab Order

Required:

Initials:

Full name, including degrees:

Specialty:

Optional:

Addr Line 1:

Addr Line 2:

Addr Line 3:

City/State/Zip:

Phone:

Fax:

Email:

Misc:

Folder:

Under: (Documents)\TransMP\

PDF Password: 123abc

NEXT -->

Cancel

Facility

File Name

File Extension

Dates

Line Count

User Fields

Audio Map

Options

Tab Order

F12 navigates tabs

Everything with the EXCEPTION of the initials can be edited at a later time. The tab contents are the same whether you choose to register a Doctor/Clinician or Hospital/Clinic.

NOTE: For a Hospital/Clinic registration, you will add clinicians after returning to the main docking panel and selecting the registered Hospital/Clinic from the drop down.

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:

1. As you type in this box, highlight will appear on the first match in the dictator box.

2. When the correct dictator is selected, press Enter.

3. Alternatively, you may select the dictator by double clicking with the mouse.

4. You may Add, Edit or Remove dictators via the buttons on the right.

4. Edit and Remove require you highlight the dictator you will edit or remove.

MPLite

MT- Simple Dictation
CL- Memorial Surgery Center
DICT-
3/6/2013

Tools

Help

MEM Memorial Surgery Center

Transcription

Next Note

Exit Note

PI's Last Note

Today: 3/6/2013

#Rpts: 2

Lines: 17

Income: \$2.04

Production List

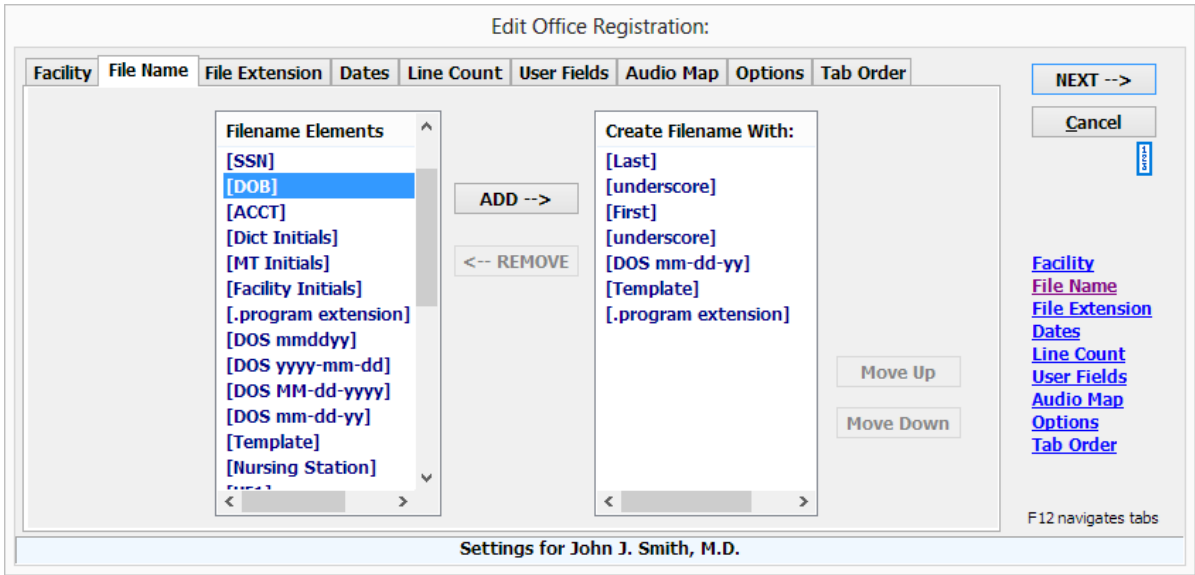
Helpers

Locate Note

Patient Database

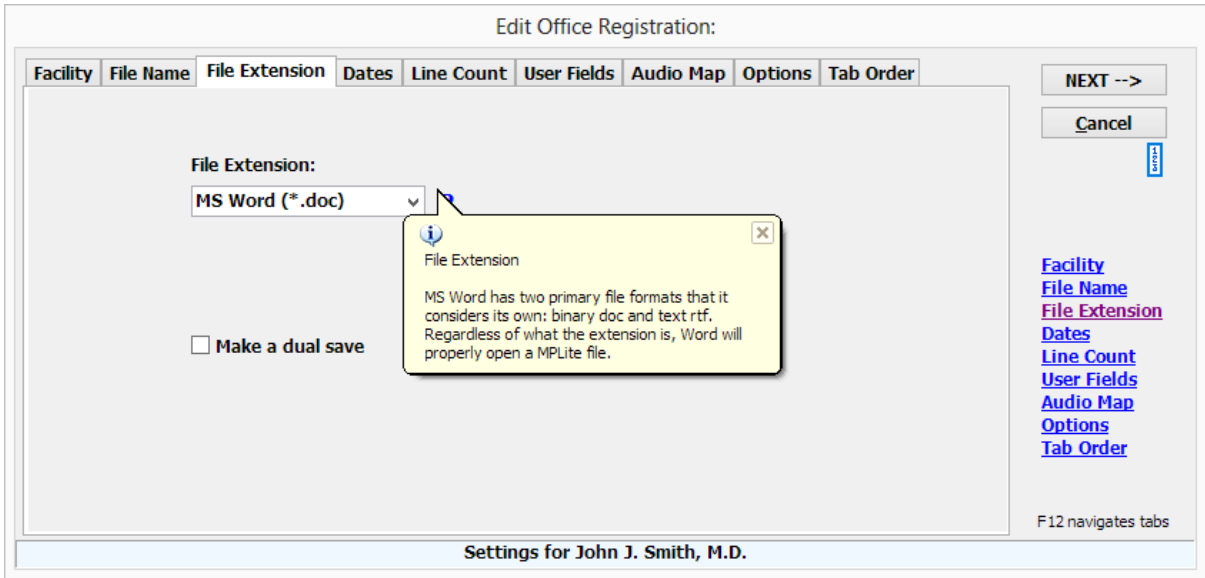
Delete InProg

Tab: File Name



If the facility does not request you use a specific naming convention for files they receive from you, put into the file name anything you may need to make locating a transcribed dictation easier for you, as the "Locator" feature finds files faster if it just needs to search the filename; it will take longer if it has to open each document to search the Document Properties.

Tab: File Extension



Making a "Dual Save" folder is often beneficial, for you then have one established place you go each day to send completed work to the client or central office. **Establish this folder with a simple, short name, and put it on your Desktop but not under the TransMP folder.**

Tools ➡ Empty Dual Folders will clear the dual save folder(s) for you after you have sent the files. NOTE: this function clears all Dual Save folders you have established, so, if you have several established, make sure you have sent things before using this function. (When it clears the folders, it puts the files into the Recycle bin, in case you need to restore them.)



Tab: Dates

These settings determine how dates and times will be formatted when they are inserted into the document.

Edit Office Registration:

Facility

File Name

File Extension

Dates

Line Count

User Fields

Audio Map

Options

Tab Order

Short Date Pattern:

M/d/yy

3/6/13

Time Pattern:

h:mm tt

11:11 PM

Long Date Pattern:

MMMM d, yyyy

March 6, 2013

Show Results

NEXT -->

Cancel

Facility

File Name

File Extension

Dates

Line Count

User Fields

Audio Map

Options

Tab Order

F12 navigates tabs

Settings for John J. Smith, M.D.

Tab: Line Count

Refer to the [Line Counting](#) section of this guide for a detailed breakdown of each method.

Edit Office Registration:

Facility

File Name

File Extension

Dates

Line Count

User Fields

Audio Map

Options

Tab Order

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

Pay Rate:

Pay per unit:

0.15

For example, enter:

0.09 for 9 cents

0.125 for 12.5 cents

0.14 for 14 cents

NEXT -->

Cancel

Facility

File Name

File Extension

Dates

Line Count

User Fields

Audio Map

Options

Tab Order

F12 navigates tabs

Settings for John J. Smith, M.D.



Tab: User Fields

Edit Office Registration:

FacilityFile NameFile ExtensionDatesLine CountUser FieldsAudio MapOptionsTab Order

Use Lists

User Field 1 Caption:Job Number (UF1):☐

User Field 2 Caption:Ref Physician (UF2):☒

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:☐

Create List

JJS_UF2.txt

Dr. J. Smith
Dr. K. Jones
Dr. S. Johnson
Dr. C. Roberts

Save User Field List
Delete User Field List

NEXT -->
Cancel

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

F12 navigates tabs

Settings for John J. Smith, M.D.

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 accommodate recurrent bits of information that a client/facility generally uses but are not widely used among all your facilities. These have corresponding input fields within the Document Information window and respective codewords (UField1?, UField 2?, etc.). For example, if a client does a lot of Workman Comp cases, you may want to caption a user field (say UF2) as Workman's Comp and then have the codeword "UField2?" in your template where you want that information to be displayed in your document.

Or say your facility is a radiologist who reads films from 3 locations. You could create a pick- list of those 3 locations (West Mall, Yonkers, Westchester Health Center) under User Field 2 and select the location where the dictation originates. (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. Currently, Audio Map is enabled for GearPlayer, Fusion Player, and Dataworxs Player only.

Edit Office Registration:

FacilityFile NameFile ExtensionDatesLine CountUser FieldsAudio MapOptionsTab Order

Map voice file header information to Document Info screen

Select Voice File Player:

NoneGearPlayerFusion PlayerDataworxs Player

NEXT -->
Cancel

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

F12 navigates tabs

Settings for John J. Smith, M.D.

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 (e.g. 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 any voice file header information and want this information to appear in the document, be sure to add the appropriate codewords in your template. 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 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.)

NOTE: Dataworxs Player offers the user options in the format of the header file; MpLite is enabled for the .trn format and is not enabled for the .xml format.

Tab: Options

Edit Office Registration:

Facility

File Name

File Extension

Dates

Line Count

User Fields

Audio Map

Options

Tab Order

Document Info Options:

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

Adjust fileN: None

PT Database filename: PTs_ABC.txt

☒ ACCT # is static and does not change with each encounter.

NEXT -->

Cancel

Facility

File Name

File Extension

Dates

Line Count

User Fields

Audio Map

Options

Tab Order

F12 navigates tabs

Settings for Any Business Co.

- Multiple options are available to customize how MpLite handles things like:
- ✓ Date of Service offset on first showing within the Document Information screen.
 - ✓ What numeric IDs to prompt for.
 - ✓ Special actions to take during Exit.



Tab: Tab Order

Edit Office Registration:

FacilityFile NameFile ExtensionDatesLine CountUser FieldsAudio MapOptionsTab Order

Reselect OrderReset Default Order

Last:First:Middle:Sex:MR:DOB:SSN:ACCT:Misc:DOS:DOD:DOT:TOS:TOD:TOT:Templates:UF1:UF2:UF3:UF4:UF5:UF6:UF7:OKCancel

LastFirstMiddleSexMRDOBSSNACCTMiscDOSSTOSMove UpMove Down

FinishCancel

FacilityFile NameFile ExtensionDatesLine CountUser FieldsAudio MapOptionsTab Order

F12 navigates tabs

Settings for John J. Smith, M.D.

This tab is laid out in a fashion similar to the Document Information screen and is where you would set the order in which pressing the **↓TAB** key navigates through the Document Information user input fields; take the time to think about how your author dictates as setting this navigation will increase efficiency.

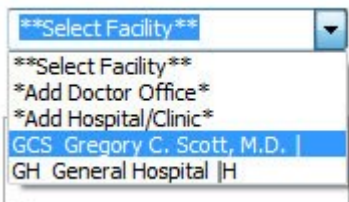
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24



5.2. Session: Specify the Facility

You specify to MpLite the facility you will be transcribing by selecting the facility from the Select Facility box (or **Transcription** ➡ **Set Session**).



At this point, MpLite reads the registration settings and creates the day's folder under "[...]TransMP". MpLite will name and save all the work you do, putting it into the each specific facilities DOT (date of transcription) Folder. Below is the pattern for the full path where MpLite will save the day's work and an example:

Path and pattern: Documents \ TransMP \ *facility-name* \ *year* \ *date of transcription*

IE: Documents \ TransMP \ John Doe, M.D. \ 2014 \ 03_01_2014

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 could upload an entire year's folder to a secure, online, storage repository.

You remain in a 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 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.

5.3. Document Information: Dictator

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

- ❖ A doctor/clinician is a single dictator to be transcribed and invoiced.
- ❖ A hospital/clinic has multiple dictators to be transcribed and will generate one combined invoice.

For a facility registered as a doctor/clinician, the program already knows who the dictator is but with a facility registered as a hospital/clinic, you have to select the dictator. If you are transcribing for a facility with multiple clinicians and each one is invoiced separately, then set each clinician up as an individual "doctor/clinician"



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



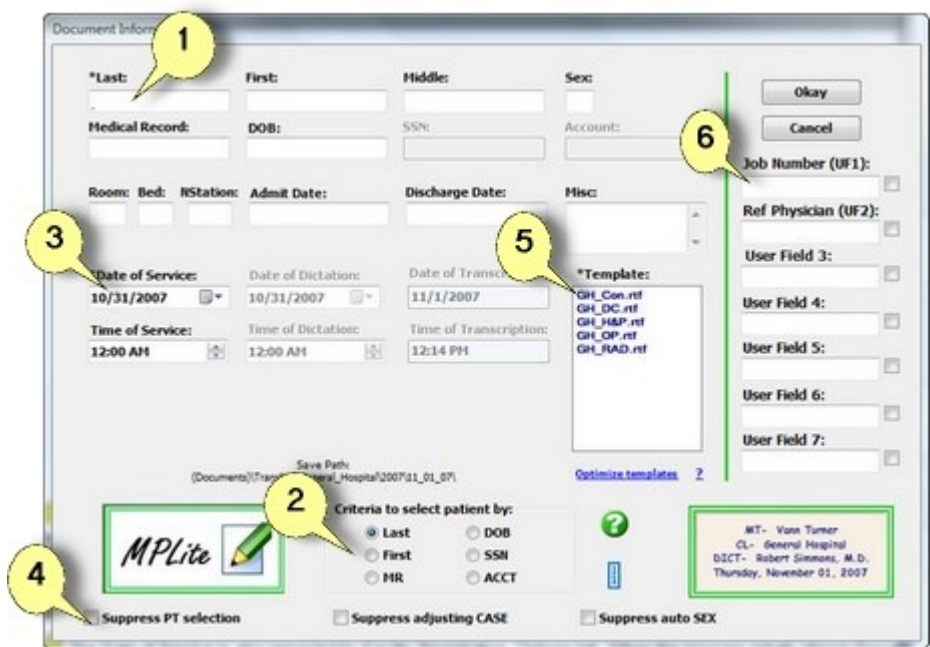
You may select the dictator via typing or via mouse.

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.

5.4. Document Information: Patient



The screenshot shows the 'Document Information: Patient' form. It contains various input fields for patient information, including Last, First, Middle, Sex, Medical Record, DOB, SSN, Account, Room, Bed, NStation, Admit Date, Discharge Date, Misc, Date of Service, Date of Dictation, Date of Transcription, Time of Service, Time of Dictation, Time of Transcription, and a list of templates. There are also checkboxes for 'Suppress PT selection', 'Suppress adjusting CASE', and 'Suppress auto SEX'. A preview box at the bottom right shows a sample patient record. Numbered callouts 1 through 6 highlight specific areas: 1 points to the Last name field, 2 points to the 'Criteria to select patient by' section, 3 points to the Date of Service field, 4 points to the 'MPLite' logo, 5 points to the templates list, and 6 points to the 'User Field' section on the right.

- 1 The Document Information user input window 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. 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", MpLite will change it to "Jones-Smith" when you move to the *first* name field; this works well for almost all names but there are names that don't follow normal capitalization rules, eg "de la Hoya". To preserve the capitalization, check the box **Suppress adjusting CASE** to disable auto-capitalization.
- 5 All templates you have established 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 pick-lists. 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 may remain static for all dictations in a day.



Document Information:

*Last:
S

First:

Middle:

Sex:
☐

Medical Record:

DOB:

SSN:

Account:

Misc:

Job Number (UF1):
☐

Ref Physician (UF2):
☐

User Field 3:
☐

User Field 4:
☐

User Field 5:
☐

User Field 6:
☐

User Field 7:
☐

Last:	First:	Middle:	Sex:	MR:	DOB:	SS
Doe	Jane		F			
Mouse	Mickey	Disney	M	505	05/05/1965	00
Ocean	Billy		M			
Ohara	Scarlet		F	112233		
Peterbuilt	Mac	Truk	M	8850123	04/24/1960	00
Sprat	Jack	Johnson	M	H34-45-15	04/26/1960	00

Save Path:
(Documents)\TransMP\John_J_Smith_MD\2014\

Optimize templates 2

Criteria to select patient by:

☒ Last

☐ DOB

☐ First

☐ SSN

☐ MR

☐ ACCT

☐ Suppress PT selection

☐ Suppress adjusting CASE

☐ Suppress auto SEX

Document Information window with patient database displayed.

You select from the patient database by pressing Enter or by double clicking the patient you need. If the patient you need has not yet been entered into the database, manually type in the information. As you press the Tab key, the database will automatically hide and the program will add the patient to the database for the next showing.

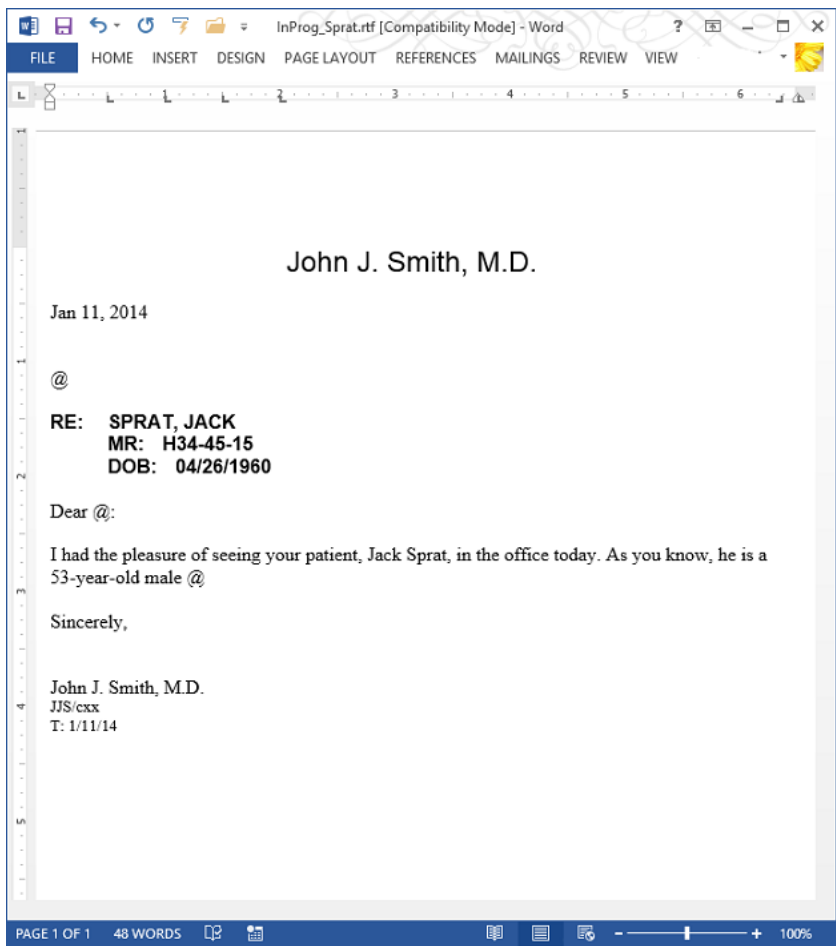
When you have entered all the necessary data and have chosen a template, press Enter or click Okay to begin [Transcribing the Note](#)




5.5. Transcribing the Note

When you press “Enter” or click “Okay” from the Document Information window, MpLite takes the information entered in the Document Information fields, uses your template for formatting and fixed text, and replaces codewords with actual field entry data.

Your new document, formatted and populated, opens in Microsoft Word with your insertion point at the top of the page.



Jump To

Pressing  Ctrl+Shift+J will move the insertion point to the first @ sign (if applicable) in the document or you can place fields in your documents to tag insertion points and use Microsoft Word's jump field function instead of the @ sign.

Last Note

Using **Patient's Last Note** is a convenient way to refer back to a previous transcription for the same individual. The previous note will open in a separate window and NOT into Microsoft Word. This helps you can keep track of the current and last note and makes it convenient to copy and paste shared or duplicate information from the previous note into the current note..

How MpLite locates the last note

MpLite stores the last date of transcription in the patient data store; this date corresponds to a "date of transcription (DOT)" folder within each facility's folder set. The program searches the folders, first looking at filenames and then document properties of those files with the patient's last name in the filename. These are inspected for a match to either MR, DOB, SSN or ACCT. If it finds several files that match both in the last name and in the numeric identifier, it then compares the date and time of transcription to locate the last note done on that patient. **Note:** *If the file naming convention you are using does not contain the patient's last name or if you do not use numeric IDs (MR, DOB, SSN or ACCT number), Last Note function will never find the last note, for it can't be certain of an exact match. Use the Locator instead.*



In Progress

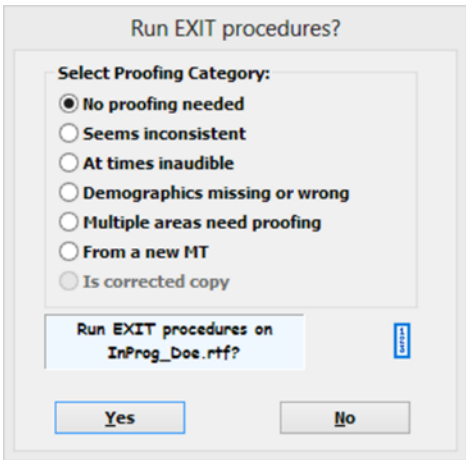
While you are transcribing a note, the program gives it a temporary name and a temporary location in the folder **TransMP \InProgress**. You can have only one note in progress at a time.

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 Jack Sprat, the program will increment the filename:

Sprat, Jack_LET (2).rtf

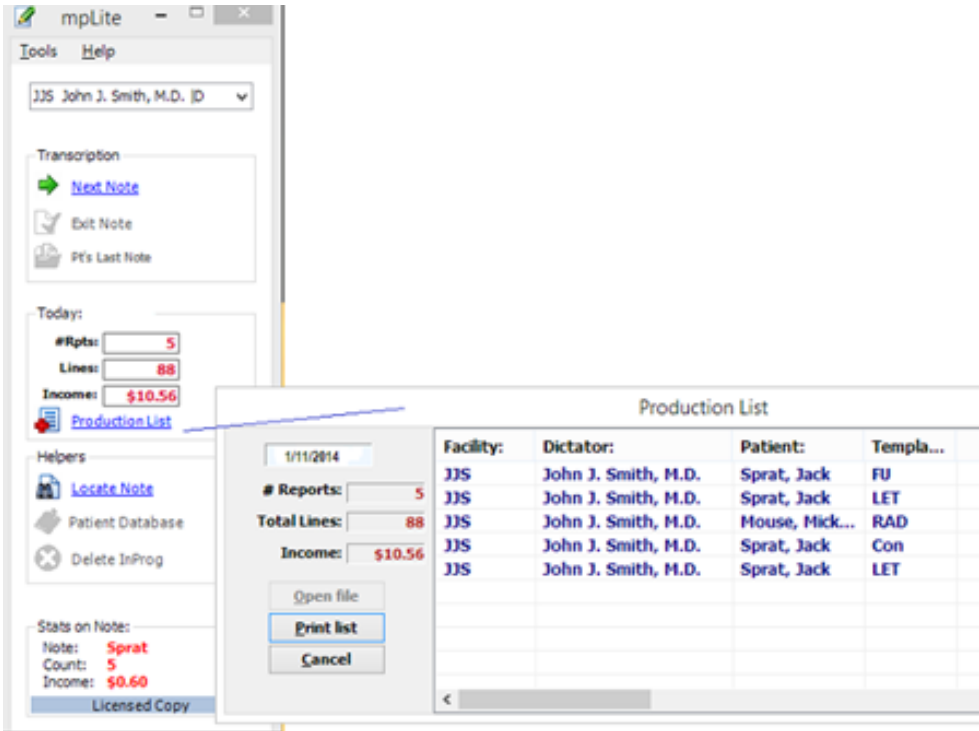
Finalizing the note

When you have completed the transcription, you inform MpLite of that by pressing the key combination **Ctrl+Shift+X** or by selecting **EXIT Note** from the docked panel. Refer to the [“Exit Procedure”](#) section of this guide for details.



Production List

MpLite displays many bits of information on the document transcribed. You can select and open a document directly from the Production List panel.





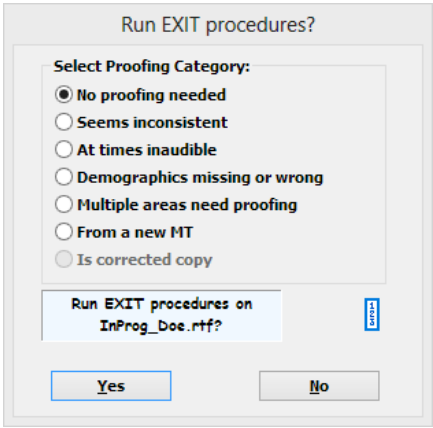
Recounting

If you need to make a change to a completed transcription, run a recount on it by navigating to the menu **Tools** and selecting **Recount**, then Save the document; this recounting will not change the entry in the production list but will edit the line count property stored in the document. This way, when you run invoices or production reports you'll get accurate results without needing to recount each one before invoicing.

✂ **NOTE:** Depending on how and if you utilize the Dual Save option, you may need to do a SaveAs into the Dual Save folder after recounting and saving a modified transcription file as MpLite will not do this automatically.

5.6. Exit Procedures: Finalize the Note

When you have completed the transcription, you inform MpLite of that by pressing the key combination **Ctrl+Shift+X** or by selecting **EXIT Note** from the docked panel.



On exit, the program will:

- 1. Ask if you indeed wish to run the Exit Procedures and gives you a chance to specify any proofing needs
- 2. Run any exit settings you have in place (as configured within facility registration and transcriptionist settings)
- 3. Count lines in the method specified in the client registration and records this information in the document properties and updates the daily production totals.
- 4. Name and save the file in the primary folder set **TransMP** and in the dual save folder (if established) for each facility transcribed. Documents are saved within the **TransMP** folder structure and placed into the "date of transcription (DOT)" folder for each facility.

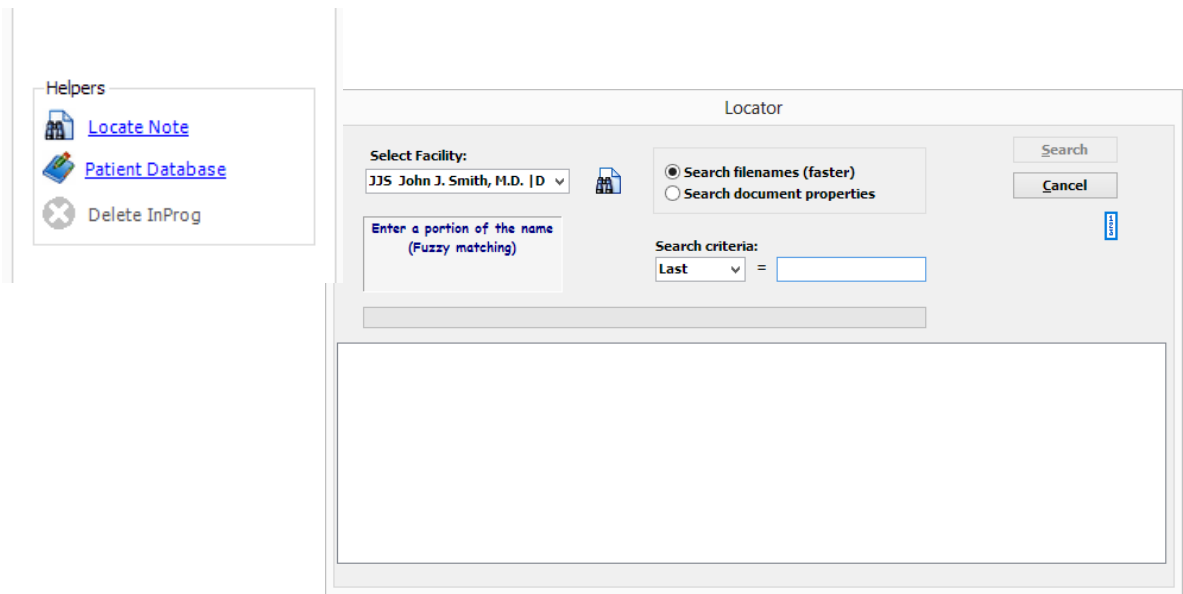
For example:

```
C:\Users\username\Documents\TransMP\John_J_Smith_MD\2014
01_11_14\
Sprat, Jack_LET.rtf
```

- 5. Then brings you back to the Document Information input window to begin your next note.

5.7. Locator: Find Dictations

To locate transcriptions you have completed, click Locate **Note** from the Main Panel.



When your first summon the Locator ➡ **Locate Note**, the screen will be mostly blank until you select the facility. If you anticipate needing to look up previous transcriptions often, take advantage of the file-naming feature in Facility Registration and incorporate into the filename the criteria that you'll be searching by, as it is much faster for the program to search for a filename than reading the document properties stored within each file to find matches.

To open a file within the locator, highlight it and you will see that the "Open" button becomes active. To open multiple files, keep the Ctrl key pressed as you click on the ones you want opened then click the Open.



5.8. Invoicer: Invoices and Production Reports

MpLite produces invoices and production reports. The difference between the two is an invoice has a summary first page, followed by a detailed supplement page, and a Production Report omits the summary page.

Production Reports:

You can generate the following production reports:

- ❖ A daily or range report for a facility
- ❖ A daily or range report for all facilities

Invoices and Reports

Production ReportsInvoices

☐ Daily report for facility

☒ Range report for facility

☐ Daily report (all facilities)

☐ Range report (all facilities)

Report Information:

From:

2/11/2013

thru

2/24/2013

Select Facility:

☐ Include reports not done in MPLite.

☐ Recount each with current facility count method.

Okay

Cancel

Print

Today: 3/11/2013

John J. Smith, M.D.

Range Report 1/08/2014 thru 1/12/2014

Simple Dictation

1 Internet

Anytown, US 12345

Total Reports = 5

Total Count = 88

page: 1 of 1

generated on 1/11/2014

PATIENT	ID	TYPE	DOS	DOT	MT	JOB	CNT
Mouse, Mickey	505	RAD	1/09/2014	1/09/2014	cxx		5
Sprat, Jack	H34-45-15	Con	1/10/2014	1/10/2014	cxx	T12345	66
Sprat, Jack	H34-45-15	LET	1/11/2014	1/11/2014	cxx	T12222	5
Sprat, Jack	H34-45-15	FU	1/11/2014	1/11/2014	cxx		7
Sprat, Jack	H34-45-15	LET	1/11/2014	1/11/2014	cxx	T12345	5
							88

Counting Method Used: Characters Extended
Counts all letters, numbers, symbols, punctuation, spaces, tabs and hard returns in the body of the document and divides that total by 65.

If you need to include files not done in MpLite, select **Include reports not done in MpLite**. Also, be sure you have put those extra files in one of the dated folders falling within the date range you have selected for the range report.

For example, if you had documents you created outside of MpLite, you would place them into the appropriate DOT folder and they would be included in that production report run.

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

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33



Invoices:

MpLite will remember the last invoicing dates and increment them for the new invoice. To run all invoices for all facilities, select "Each Facility" from the drop-down.

Invoices and Reports

Production ReportsInvoices

Select Facility:

ABC Any Business Co. |D

Last invoice:

2/20/2014

 thru

2/22/2014

New invoice:

2/23/2014

 thru

3/ 8/2014

Charge per unit:

0.12

Compute tax at:

0

 eg. 0.075

☐ Include reports not done in MPLite.

☐ Recount each with current facility count method.

Okay

Cancel

Print

Today:

Production ReportsInvoices

Select Facility:

* Each Facility *

ABC Any Business Co. |D

AG Athena Greeko, M.D. |D

DBG David B. Gremlin, M.D. |

GRP Any Group |H

JJS John J. Smith, M.D. |D

LAS L. Adam Smyth, M.D. |D

MB Mandy Butterscotch, MD

MM Mitch Marks, M.D. |D

NP Neurology Practice |H

SS Sean Stobell, M.D. |D

INVOICE

<div>FROM:</div> <div>Simple Dictation 1 Internet Anytown, US 12345</div>	<div>TO:</div> <div>John J. Smith, M.D. 1 Internet Hwy Anytown, US 12345</div>
-----------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

Date: 4/13/2014

Invoice number: 2014-8

Count	Description	Rate	Total
88	Transcription 1/08/2014 thru 1/12/2014 (5 reports)	0.12	\$10.56
		Subtotal:	\$10.56
		Tax (0):	
		Amount Due:	\$10.56

You can always edit the formatting of the invoice once it is generated: change fonts, font color, add your logo, etc.

✖ Reminder
In order to have your business name placed on the invoice rather than just your name, in **MT Settings**, enter your business name in Address Line 1 and in Address Line 2 enter your address.

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34



5.9. Transcriptionist Settings

MPLite MT Settings

*Name:

Your Name

*Initials:

init

*Addr Line 1:

Simple Dictation, In

Addr Line 2:

1 Internet Hwy

Addr Line 3:

*City/State/Zip:

Anytown, US 12345

*Phone:

904 419 9410

Fax:

*Email:

info@simpledictatic

Misc:

TID#

Items marked with *
(asterisk) are required.

*Recipient password:

pdf007

*Creator password:

pdf007

Last Invoice Num:

-1

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

☒ Run SpellCheck on Exit Note.

Your demographic information is required by the program for invoicing
and program licensing.

Okay

Cancel

As outlined under ["Quick Start"](#), when you start MpLite for the first time, the program will ask that you complete the Transcriptionist Settings. All the fields preceded by an asterisk are required.

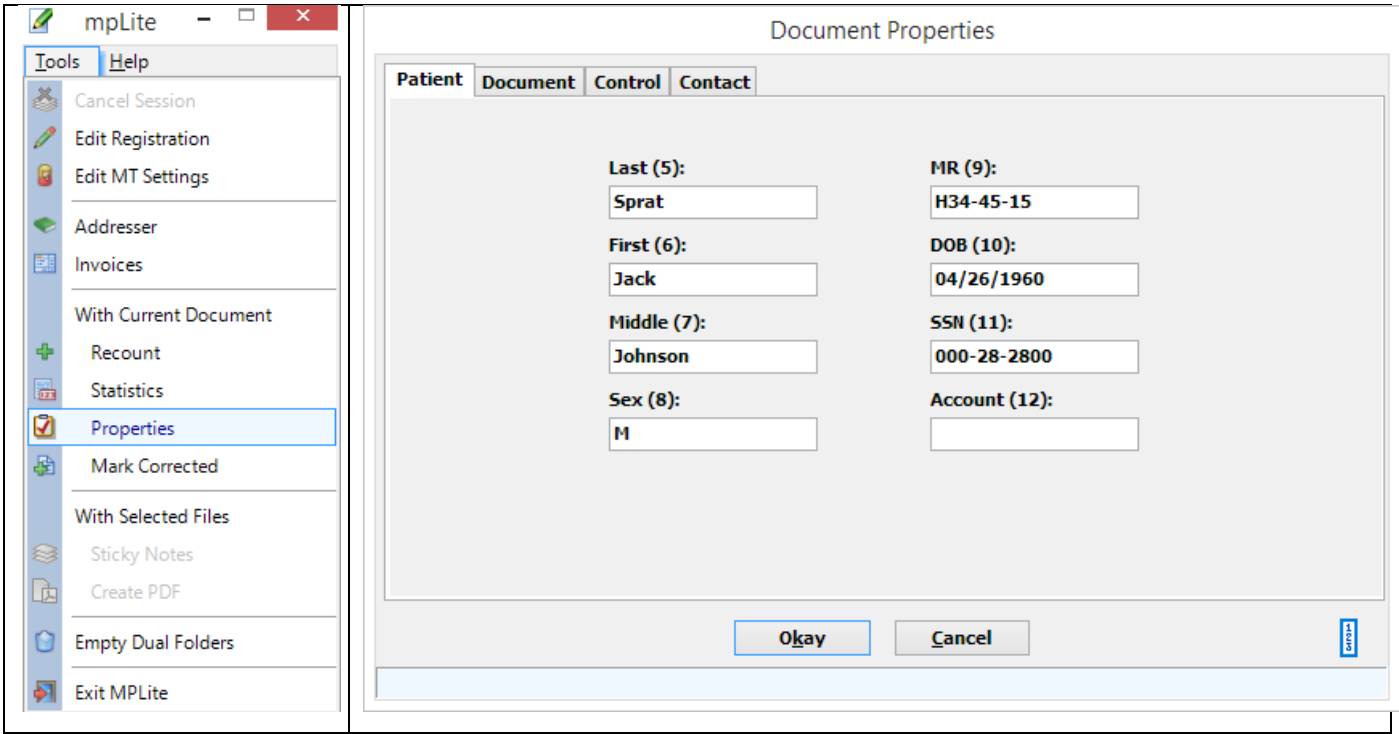
The last invoice number will read -1 on first showing. If you need the next invoice you do to be 35, then set this value to 34.

In order to have your business name placed on the invoice rather than just your name, enter your business name in Address Line 1 and in Address Line 2 enter your address.

5.10. Document Properties

MpLite stores multiple bits of information on each document; each file is therefore self-documenting and it is exceptionally easy for other programs to retrieve this information. .

To review the documents properties of an open file, access the Tools menu with MpLite and select "Properties".



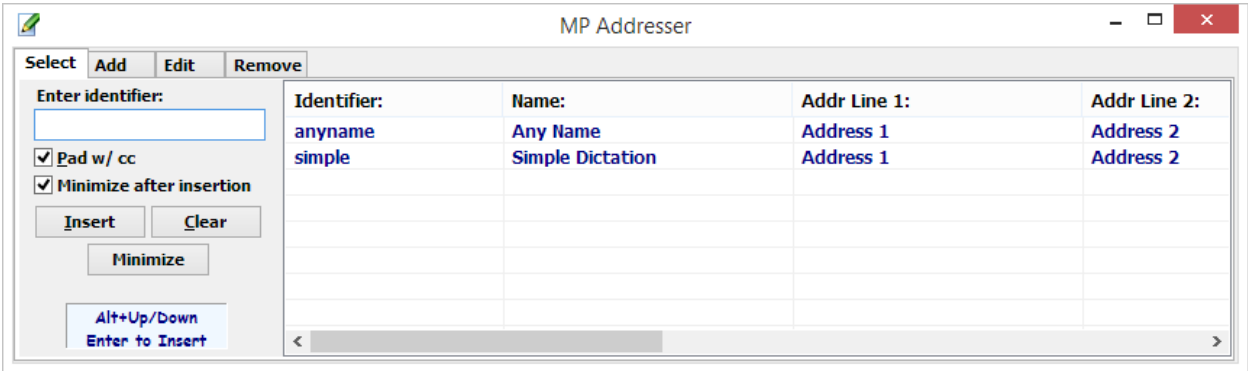
For programmers and the adventurous:

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 within the Document Properties.



5.11. Addresser

You may insert addresses for the CC'd physicians into your document however you wish. Some MTs type them in, others use an abbreviation to insert the address, and still others use the Windows address book. MpLite also provides the MP Addresser.



You may want to use the MP Addresser if you have other MTs working with you; you send them the "addr.txt" file, they Import it, and they have all the addresses.

Tools ➡ Addresser starts the addresser as a separate window. 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. After you have inserted the address, minimize the Addresser window for future use. (It will appear in the Windows task bar, and you can click it to activate it again.)



5.12. 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*
- ❖ 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.

MpLite offers multiple line counting methods but before you set your rates, please spend some time with MpLite's Document Statistics. Document Statistics will show you what the counts for various things are for the document on screen. (While this dialog is shown, you may open Microsoft Word's Word count or Properties dialog to compare the counts. Open the Word function after this dialog is displayed. If you have the Word dialog displayed when you summon MpLite's statistics, you'll get an error message (**see below for how Microsoft Word's counts and MpLite's counts will differ**). Given the information presented here, and a little time and thought, you will be able to compute what your various line rates would have to be for the various line counting methods. Forearmed with this knowledge, you'll be able to negotiate well.

Document Statistics

Methods not impacted by font size, etc:

Characters Strict

207

4

Characters Extended (with spaces)

271

5

Chars Ext PLUS Function Keys

278

5

Byte size, IF in ascii

292

5

Show results for division by:

65

Words

48

Show results for division by:

9

Methods impacted by font size, etc:

Lines Strict

13

Lines Extended (with blanks)

23

Pages

1

Add Header/Footer counts.

Contains headers/footers.

Okay

Cancel



Line Counting Methods

MpLite provides multiple line counting methods. The count is taken automatically for you during the EXIT procedure 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.

The MpLite 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.

If and/or when you need to change a facility's counting method, do it at the start of a billing cycle. You may also recount files from the Invoices dialog window by selecting "Recount document," which will force the program to recount all the documents using the current counting method for the facility.

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.
- **Characters Extended w/Spaces** counts all printable characters as well as spaces, tabs and hard returns. This varies a little from MS Word's character with spaces, for that count does not include the tabs and hard returns.
- **Characters Extended PLUS Function** keys counts Characters Extended plus various formatting function codes. Counts all font attributes changes (bolds, italics and underline), line spacing changes, center, indent, font changes, subscripts, and superscripts
- **Words** counts what the human eye/mind sees as a word. ⓘ *For example, I.V. is one word.*
- **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. Byte size is generally a bit larger than Characters Extended as hard returns in a "Notepad" document consist of a pair of character, not just one.
- **Lines Strict** (Gross Line) counts the number of lines, excluding blanks, with typing on them.
- **Lines Extended w/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.
- **Pages** counts the actual number of pages in the document.
- **Characters Strict + Words** counts the characters without spaces and adds to that total the number of words. Although this count generally generates the same value as Characters Extended (unless the document has been padded with extra spaces), it is included to accommodate governmental agencies (e.g. VA), who have traditionally used this method.

Where to count ☺

Where to count:

☒ Document body only

☐ Include headers/footers

- **Document body only:** Counts the body (text) of the report *excluding* headers/footers.
- **Include headers/footer:** If you have a header of 4 lines appearing on pages 2, 3 and 4 of the document, then MpLite multiplies 4 lines x 3 occurrences for a total of 12.



Divide By ▼

Specifies what number to use in calculating the characters per line (i.e. 65 characters on a line, 60 characters on a line, etc.); the program default is 65.

A screenshot of a software interface showing a 'Divide by:' label, a dropdown menu with '65' selected, and the text '(line length)' below it.

✂ **NOTE:** *MpLite always rounds up, in the transcribers favor, any remainder in division. If the character count for a document is 61, when MpLite divides by 60, it will report the line count as 2 (because there is a remainder of 1 in the division). If this rounding up is unacceptable to the facility then you would need to set the division to 1 (equivalent to no division) and manually calculate it on the invoice.*

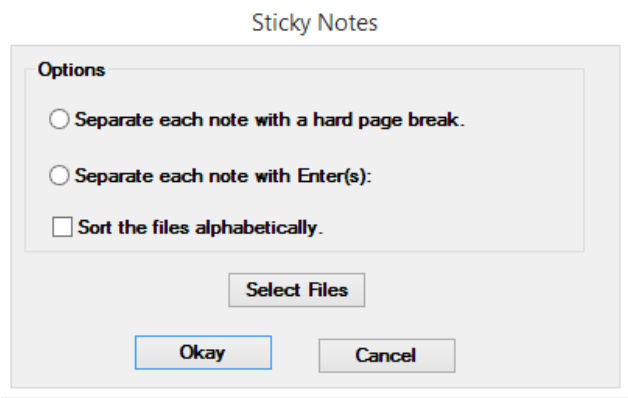
Microsoft Word Statistics vs MpLite

- If a document contains tables, Word will count each cell as a separate line. For example if you have a table with 5 columns and 4 rows, Word will report this table as 20 lines, not as 4 lines. MpLite makes the appropriate adjustments in such cases, accurately reporting the number of lines.
- Word has no provision for only lines with typing on them (Lines Strict).
- Word has no provision for including the headers/footers in the counts.
- Word has no provision for including formatting codes.
- Word's Characters with spaces, means just that: it counts the spaces. MpLite adds to this the tabs and hard returns as well.
- In an auto-numbered list, Word counts the numbers (1., 2.) in its character count while MpLite does not include these.



5.13. Sticky Notes

MpLite requires each note you do be saved separately. However, some facilities request transcribed documents be compiled into one file; the **Sticky Notes** function facilitates this. You will specify some options, such as sorting the files alphabetically, and select the documents to be included.

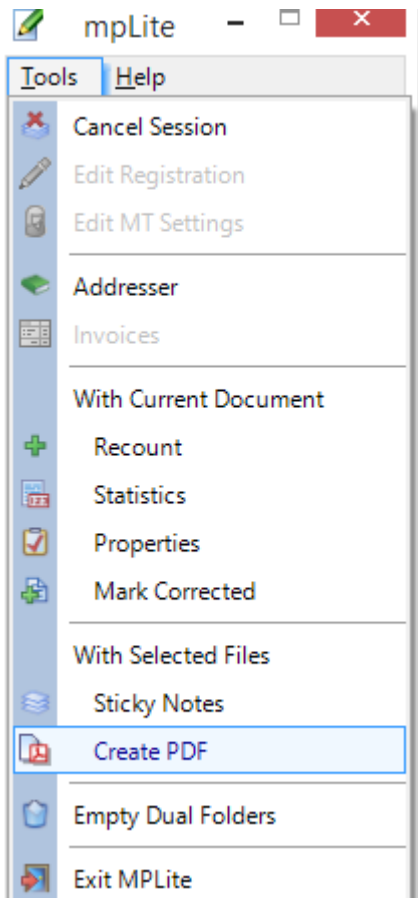


- ✓ All selected documents will be consolidated into one file
- ✓ All headers and footers, if present, will be removed
- ✓ The new consolidated file is saved into the folder **TransMP \ StickyNotes** with a distinct filename.

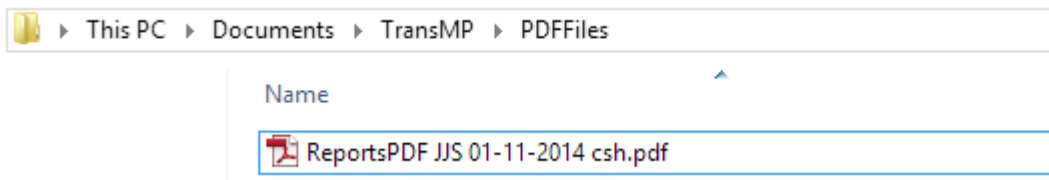


5.14. PDF Files

The Create PDF function converts your document into a single PDF containing either multiple documents or a single document, based on your file selection; the Create PDF option is only available while in-session.

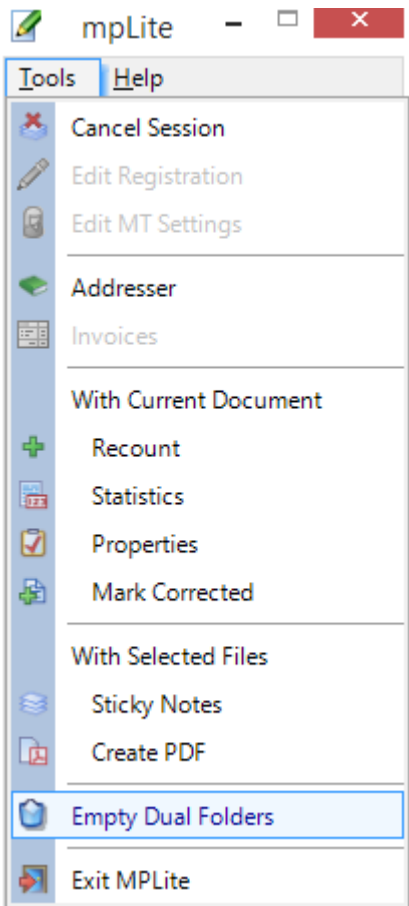


The created PDF file is placed into the folder TransMP \ PDFFiles with a distinct filename.



5.15. Empty Dual Folders

If you have specified any Dual folders in facility registration, you probably did this to have a fixed location to go to at the end of the day to get the work to send in to the facility or agency.



After you have sent the day's work, the Empty Dual Folders function will delete the contents of any Dual Folder you have set up. In case you make a mistake using this function when you shouldn't, the files are deleted to your Recycle bin so you can restore them if you need to.

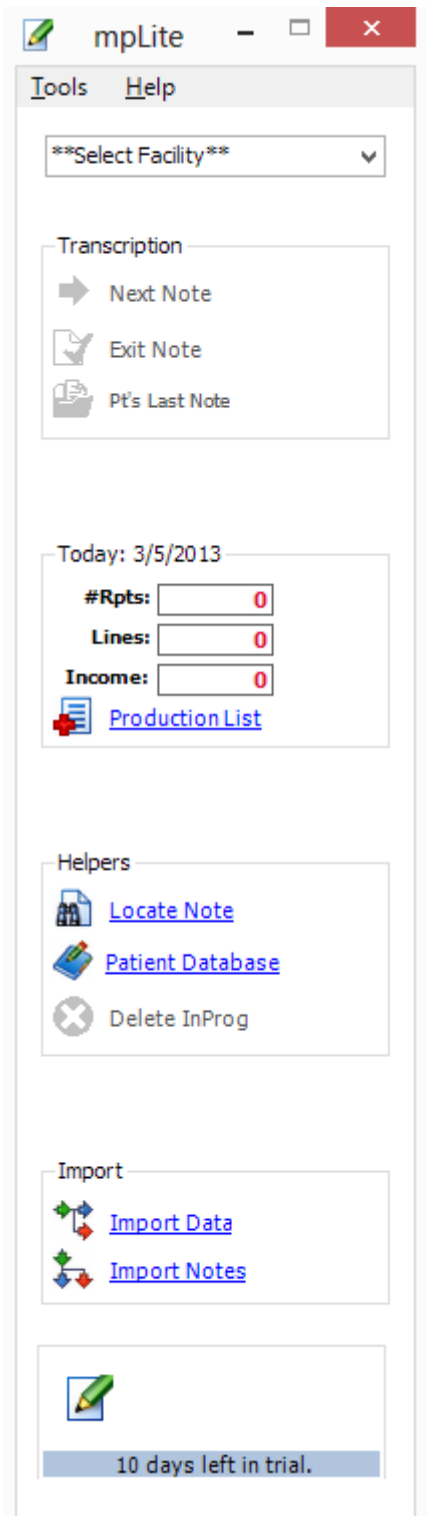


5.16. Import Data

Import Data function on the main panel brings into your copy of the program, the data store files (facility registrations and patient database) and templates sent to you by another MpLite or MPWord user.

To use this function:

- 1. Place the files created within MpLite or MPWord, into the folder **TransMP \ Setup**. These files must be loose files and not zipped (MTSO zips these files unless otherwise specified) as MpLite cannot unzip them. The appropriate files will have the following file extensions: .txt, .xml, .rtf or .mpt.
- 2. Click ➡ **Import Data** on the main panel.



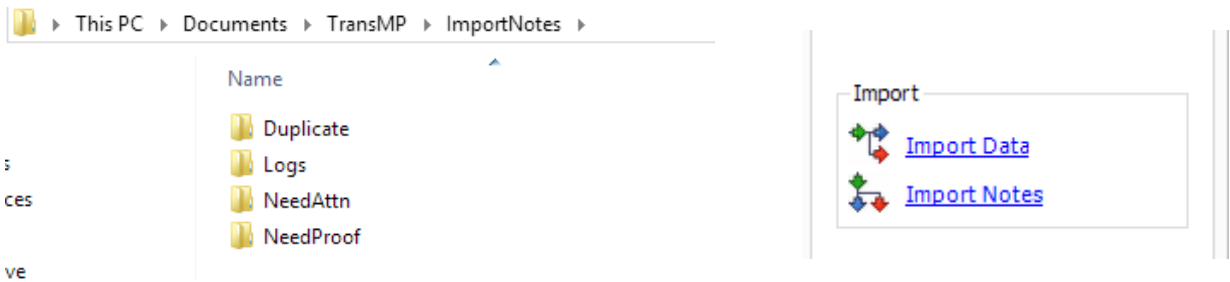


5.17. Import Notes & Proofing

Assuming you have already imported, or have established, the appropriate facility registration(s). **Import Notes** takes transcription completed in MpLite or MPWord and populates the appropriate **date of transcription** folders and adds any new patients, found within the imported documents, into the appropriate facility's patient database. It also generates a report of what was imported and displays the report in Microsoft Word.

To Import Notes (documents)

Simply place the MpLite or MPWord created documents (notes) to be imported, into the "[...]TransMP\ImportNotes" folder and click the Import Notes option on the main panel.

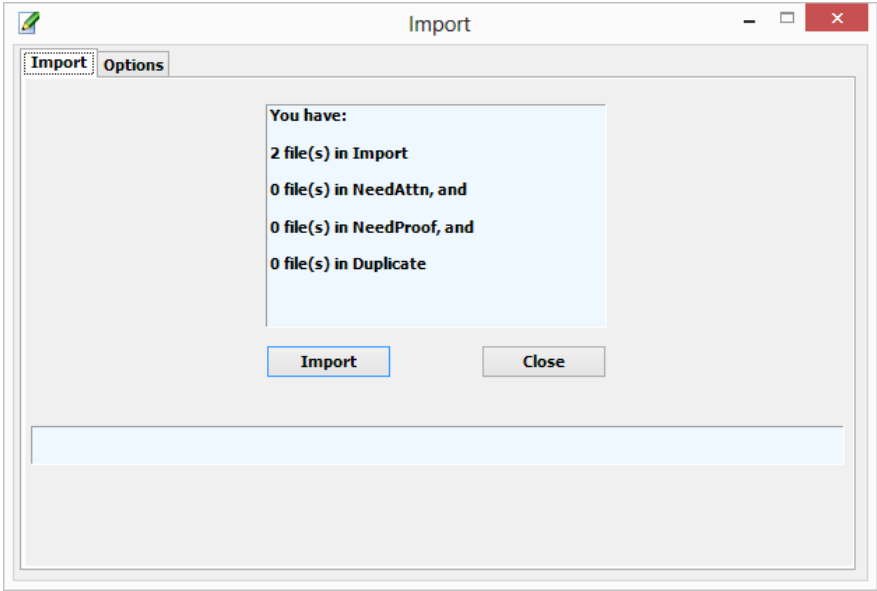


Proofing Imported Notes

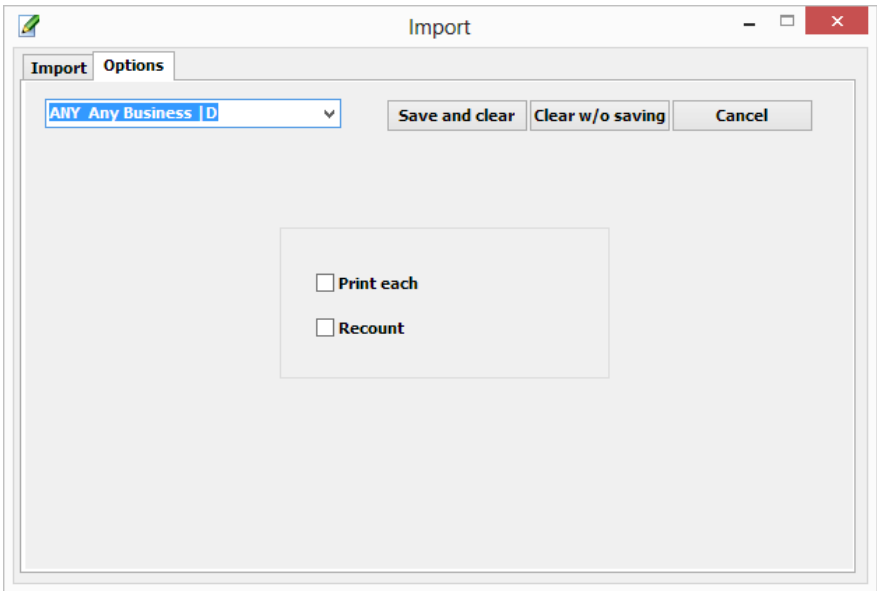
Any notes transcribed in MpLite or MPWord and marked as "Needs Proofing" during the Exit Procedure, will not import but are moved into a folder under ImportNotes named NeedProof.

Always let MpLite sort out the files for you. Then correct the files that need proofing by opening them from the NeedProof folder, doing the correction, and then mark them as corrected **[Tools ➡ Mark Corrected]**. Once corrected, move the document out of the NeedProof folder and back to the ImportNotes folder to be re-import so the corrected notes are added to the appropriate transcription folders and the patient database appropriately updated.

MpLite cannot import transcription done only in Microsoft Word for it needs the document properties to know who the facility is, who the MT is, what the date of transcription is, etc. If you need to include reports done only in Microsoft Word in your invoice, put them into the facility's folder under your TransMP folders and into one of the date of transcription folders. Then, in the Invoices function, specify **"Include reports not done in MpLite."**



The options tab allows you to recount each report on import (recommended) and an option to print each.



✂ **NOTE:** You can test what the import function does without having another MT send you reports. Cut (not copy) from a client's folder the reports and paste them into the ImportNotes folder, then run this function. It's pretty nifty ;-)



6. Formatting Templates

MpLite templates are not templates in the sense that Microsoft Word's normal.dot is a template. MpLite produces documents with the exact formatting you need by using templates you construct.


You will edit and create MpLite templates right in Microsoft Word, which are simply documents in Rich Text Format (*.rtf) with a specific file naming convention stored in a specific folder. So, have fun with it and make the most of them by using MpLite's clever codewords and as much repetitive and predictable text as possible.

6.1. Templates

MpLite templates are not templates in the sense that Microsoft Word's normal.dot is a template. MpLite templates are simply documents that you construct with the formatting features you need and helpful MpLite codewords. You will edit and create MpLite templates right in Microsoft Word, which are simply documents in Rich Text Format (*.rtf) with a specific file naming convention so, have fun with it and make the most of them and use the codewords.

When you register a facility with MpLite, the program creates five basic templates for you. 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 and you can have any number of templates.

Document Information:					
*Last:	First:	Middle:	Sex:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Medical Record:	DOB:	SSN:	Account:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
			Misc:		
			<input type="text"/>		
*Date of Service:	Date of Dictation:	Date of Transcription:	*Template:		
3/ 4/2013	3/ 4/2013	3/5/2013	JJS_Con.rtf JJS_FU.rtf JJS_LET.rtf JJS_RAD.rtf JJS_SOAP.rtf		
Time of Service:	Time of Dictation:	Time of Transcription:			
12:00 AM	12:00 AM	11:24 PM			
Save Path: (Documents)\TransMP\Any_Business\2013\03_05_13\					
			Criteria to select patient by: <input checked="" type="radio"/> Last <input type="radio"/> DOB <input type="radio"/> First <input type="radio"/> SSN <input type="radio"/> MR <input type="radio"/> ACCT		
<input type="checkbox"/> Suppress PT selection			<input type="checkbox"/> Suppress adjusting CASE		
			<input type="checkbox"/> Suppress auto SEX		
			<div> <div>MT- Simple Dictation</div> <div>CL- John J. Smith, M.D.</div> <div>3/5/2013</div> </div>		

 **NOTE:** The program gets the list of available templates when you start a session. If you are in a session and create a new template then that new template will not appear with the other templates until you reset the session.



ALL MpLite templates *must* start with the facility's initials, which represent the initials you specified when you registered the facility in MpLite, use the following filename pattern, and be saved the formats folder [...\TransMP\Formats] :

Filename pattern for templates = facility-initials + underscore + descriptive-phrase + .rtf

Using our sample registration from the [Quick Start](#) section of this guide, the five program generated templates for **John J. Smith, M.D, initials "JJS"** are:

- JJS_Con.rtf (An initial consultation template)
- JJS_FU.rtf (A follow-up template)
- JJS_LET.rtf (A standard letter template)
- JJS_RAD.rtf (A simple radiology report)
- JJS_SOAP.rtf (A simple SOAP note)

The program generated templates have a header that will appears starting on page 2. To edit that header in Microsoft Word, it may be necessary to temporarily insert a hard page break (Ctrl+Enter) into the template so we can get to the header on page 2. After you have edited the header contents, remember to take out that temporary page break before saving and closing the file.

OPTIMIZE

After creating or editing a template, close it, for MpLite cannot access a template if it is currently open in Microsoft Word.
Then, on the Document Information screen, click the *Optimize templates* link.

This is an important step as this process reduces the size of the templates by removing unneeded RTF tokens that Microsoft Word may have inserted. If you don't optimize after editing or creating a template, MpLite may not be able to replace the codewords.

For example: If MpLite is looking for the codeword **Last?**, and instead finds **Last\insrsid5596149 ?** no replacement will occur as Microsoft Word has inserted an unneeded RTF token between the base-word and the question mark. So, use (one time) the Optimize templates function after editing or creating a new template.

As outlined in the [Quick Start](#) section of this guide, below is a before and after of the program generated follow-up template (JJS_FU.rtf)

TEMPLATE

LAST?, FIRST?
MR#: MR?

Follow-up Note

DictName?
DServShort?

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?;mininitials?
T: DTransShort?

NOTE: the question mark, ?, is a vital part of the codeword and must be included when you place these in your template.

DOCUMENT

CLOWNFISH, MARLIN
MR#: 12345678

Follow-up Note

John J. Smith, M.D.
4/3/13

Marlin Clownfish returns to the clinic today for follow-up of her sciatic nerve pain. Since last seen, she has greatly improved.

Current medications: Gabapentin.

Physical examination: Temperature 98° F; pulse 10/min; respirations 18; blood pressure 120/80

Plan: Follow-up as needed.

John J. Smith, M.D.
JJS/csh
T: 4/3/13

In all, up to 50 bits of information can be populated into your document by using MpLite's codewords.



WHAT TO INCLUDE

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 and transcribing, you'll know it too so enter the repeated phrases or paragraphs into your templates.

Additionally, many dictators start all letters the same way or conclude them with the same phrases or 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 MpLite initially customizes the template.



6.2. Codewords

You may want to print this page to use as reference when you design templates.

MpLite uses the placement of codewords when you construct your formatting templates, in order to know where you want the various bits of information placed throughout your documents.

For example, wherever MpLite finds the codeword "First?", it replaces the codeword and populates the new document with the patient's first name as entered into the Document Information window, if it finds the codeword "SSN?", it will populate the document with the Social Security as entered in the Document Information window, etc.

✖ The question mark "?" is a vital part of the codeword and must be included.

Patient-related codewords:

First name	First?	
	FIRST? for all CAPS	
Last name	Last?	
	LAST? for all CAPS	
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.
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	
Possessive pronoun (his/her)	poss?	
	Poss? for capitalized	
Objective pronoun (him/her)	pobj?	
	Pobj? for capitalized	
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?	
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?

To Test A Template:

From the Document Information screen select any patient and select the template and review the results. If you have a header or footer start on page 2, you may want to put a hard page break in to view those. After you inspect the document, click ➡ **Delete InProg** so that this test document does not get saved and ultimately billed to your client.

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 a question mark.

Misspelling or lack of the question mark is the usual cause, however, if it is spelled correctly and terminates with a question mark, from the Document Information screen, click "Optimize templates". If the issue still persists, remove the entire codeword line and retype it.



7. Using MpLite with Other MTs

We designed MpLite not only to speed along the workday of the MT but to also help the small agency setup remote MTs and import their transcription.

To set-up another user: Ask your transcriber(s) to download and install MpLite and send them these files:


Your data store files from the folder: **TransMP \ MPFiles \ Data:**

CL_ xxx.xml	(the facility registrations)
Pts_ xxx.txt	(the facility's patient database)
DICT_ xxx.txt	(the facility's dictator database)
XXX_ UF1.txt	(the optional dropdown lists for the user fields)
Addr.txt	(the address database)

Your formatting templates from the folder: **TransMP \ Formats:**

XXX_ ?.rtf.

Your MTs will save these files into the folder **TransMP \ Setup** and in the MpLite panel, click **Import Data**. The data store files and templates will become part of their MpLite configuration and they are ready to transcribe for you.

 *You may want to zip these files and have the Mt's unzip them into the Setup folder as some email programs do not properly save a text file from email and may place extraneous html code into the saved file.*

- If you take on a new MT on trial basis, ask him/her to click "**On new MT status**" in **Tools** ➡ **Edit MT Settings**; this will set a flag that will not allow MpLite to import their work until each file is reviewed and you have approved it.
- At the end of the pay cycle, have your MTs run a **Range Report (all facilities)** for the time frame and send this on to you for payment. MpLite does not contain a function to generate production reports on an MT by MT basis (as MPWord MTSO does).
- Make sure your MTs know that it is their responsibility to flag any report that has any proofing needs.
- You may want to send the MTs working with you the facilities' patient databases several times a week so that they have new additions.

Billing:

Try to get all your facilities on the same billing cycle, and in the invoice function select Each Facility. The program will generate an invoice for each.

Locating reports:

Use the filename elements to create filenames that are truly telling. 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.



Addresses:

When MpLite imports transcription it cannot add to the address database any new addresses used. The reason for this is the restriction Microsoft Word puts on the length of the built-in document properties (255 characters), which simply isn't long enough to store the information. So, to update your address database with any additions your MTs have encountered we'd suggest this: Weekly ask each MT to send you the file:

TransMP \ MPFiles \ Data \ Addr.txt

One by one put each into the **Setup** folder, and ➡ **Import Data** on each. (After you have done this, you may want to look at ➡ **Addresser** to scan through the list. The **Import Data** takes out duplicates but to a computer an entry for John Smith at 123 Home Street is not the same as John B. Smith at 123 Home Street.) Then send to each MT your compiled file and have them place this into their **Setup** folder and run ➡ **Import Data**. Now your whole team is working from the same updated information.



INDEX

@ - navigational marker, 28	How to\:change counting method in billing cycle, 13
Addresser, 36	How to\:close dialog via keystroke, 10
Backup files, 10	How to\:correct wrong template selection, 11
Codewords, 49	How to\:decide to register as office or clinic, 10
Codewords\:list of codewords, 49	How to\:delete a wrong CC, 11
Codewords\:misbehaving, 49	How to\:delete facility registration, 10
Dataworxs Player, 17	How to\:edit a finished document, 11
Dialogs, 17, 26, 32, 34, 35, 36	How to\:files to backup, 10
Dialogs\:Addresser, 36	How to\:files to send to remote MTs, 11
Dialogs\:DocumentInformationDialog, 26	How to\:select multiple files, 11
Dialogs\:DocumentPropertiesDialog, 35	How to\:setup for different pay rate for STAT reports, 10
Dialogs\:FacilityRegistrationDialog, 17	How to\:share patient database among facilities, 10
Dialogs\:InvoiceDialog, 32	How to\:transcribe with MPLite, 4
Dialogs\:TranscriptionistDialog, 34	How to\:use the Addresser, 12
Document Information, 24, 26	Import Data & Settings, 43
Document Information\:Dictator, 24, 26	Import Notes, 44
DocumentInformationDialog, 26	InProgress notes, 24
Dual Save Folder, 17	InvoiceDialog, 32
Dual Save Folder\:Empty Dual Save Folders, 17	Invoices, 32
Dual Save Folder\:where to put, 17	Job Numbers, 17
Empty Dual Folders, 42	Last Invoice Number, 34
Exit Note, 30	Main Screen, 14
Exit Note\:no overwrite of files, 30	Menu item, 10
Exit Note\:what it does, 30	Menu item\:not available, 10
Facilities Dr Office vs Hospital/Clinic, 24	MTSettings, 4
Facility, 4, 17, 24	Optimize templates, 46
Facility\:definition, 4, 17, 24	Overview, 2
FacilityRegistrationDialog, 17	Patient's Last Note, 28
Filenames, 17	PDF Files, 41
Filenames\:what to include, 17	Production Reports, 32
Functions (list), 14	Program Folders, 16
Fusion Player, 17	Proofing, 44
GearPlayer, 17	Purchase, 3
Help Menu, 14	QA, 44
How do I..., 10	QuickStart, 4
How to, 4, 10, 11, 12, 13	Recount, 30
How to\:activate Acct Num field in Doc Info, 11	
How to\:assemble files into one document, 11	



Session, 4, 24	Tools Menu, 14
Session\definition, 4	Transcription, 17
SetUp, 4	Transcription Folder, 24
STAT reports, 10	Transcription\Process, 17
Sticky Notes, 40	Transcription\Steps, 17
Templates, 46, 49	Transcription\What you don't do, 17
Templates\Codewords, 49	Trial, 3
Templates\folder for, 46	User fields, 17
Templates\naming convention, 46	Vista, 16
Templates\optimize templates, 46	