



# Medical Transcription

Techniques, Technologies, and Editing Skills

Third Edition

Document Checker User Guide



<http://MedTrans3e.emcp.com>

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Welcome to SNAP Document Assessment! With SNAP, you will get the chance to practice the medical transcription skills you are learning in your course. SNAP is a web-based product that delivers template reports and MP3 audio to your desktop. After completing practice transcription exercises, you will upload these exercises to the SNAP Document Assessment system for error checking and evaluation. This User Guide serves as an introduction to the SNAP interface and features.

## **What You Need on Your Computer to Run SNAP**

The following are the minimum system requirements for using SNAP on your computer:

- **Operating System:** Windows XP or Windows Vista
- **MP3 Audio Player:** Preferably Start Stop Universal Transcription System, © HTH Engineering, Inc.
- **Word Processor:** Microsoft Word 2007
- **Web Browser Settings:** Internet Explorer 6 or 7
- **Screen Resolution:** 1024x768 (or higher) with 16-bit color
- **Internet Access:** Simple dial-up connection (or higher)

## **Preparing Internet Explorer for SNAP**

In order to view SNAP in Internet Explorer, you must:

1. Allow any firewalls installed on your computer to transfer data between your computer and <http://MedTrans3e.emcp.com>.
2. Enable scripts and cookies.

**Note:** *The following steps are for Internet Explorer 7. They will vary somewhat for Internet Explorer 6.*

To enable scripts and cookies, follow these steps:

1. In Internet Explorer, click Tools and then click *Internet Options*.
2. Click the Privacy tab.
3. Select *Medium* on the Privacy slider.
4. Click OK.

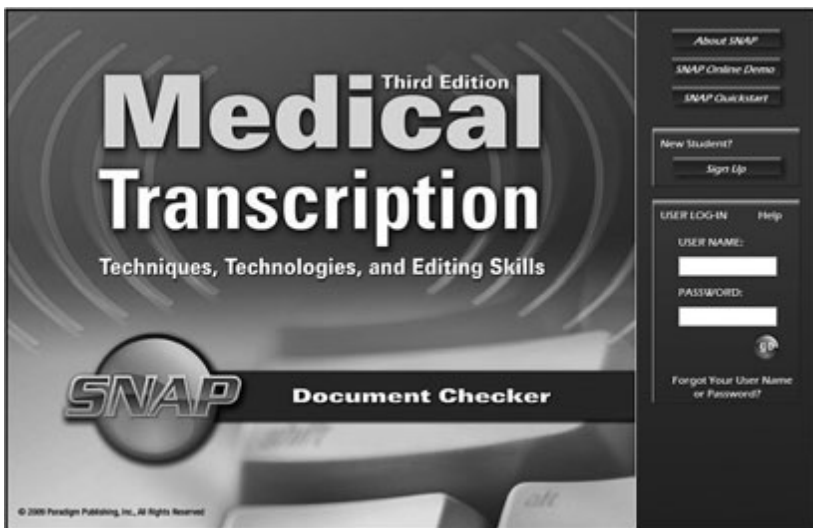
To ensure that SNAP can communicate with your computer:

1. Click Tools and then click *Internet Options*.
2. Click the Security tab.
3. Click *Trusted Sites*.
4. Add <http://MedTrans3e.emcp.com> as a trusted site using the Sites button. You may have to uncheck the *Require server verification (https:)* for all sites in this zone checkbox.

**Note:** *If you have a third-party firewall software program, such as Norton Protection Center, you will need to set it to allow data transfer between <http://MedTrans3e.emcp.com> and your computer. Consult your product's Help menu for instructions.*

## Using Your SNAP Account

To set up your SNAP account, follow these steps:



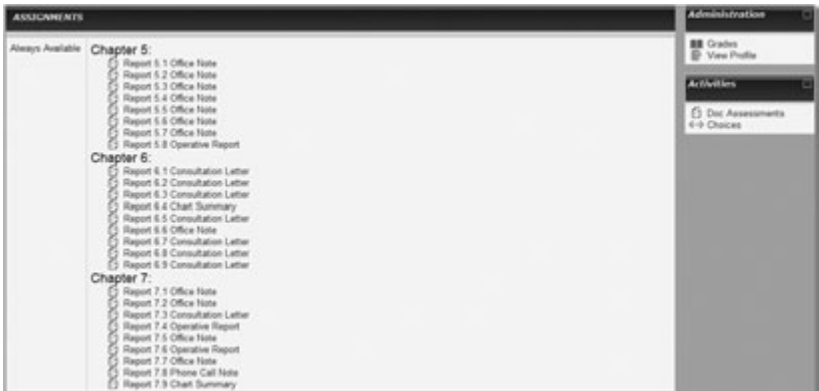
1. Go to <http://MedTrans3e.emcp.com>.
2. Click Sign Up in the *New Student?* section.

The image shows the account creation form on the SNAP Document Checker website. The form is titled "Choose your username and password" and is divided into several sections. The "Choose your username and password" section has fields for "Username\*" and "Password\*". The "More details" section has fields for "Email address\*", "Email (agent)\*", "First name\*", "Last name\*", "City/Town\*", "State/Province\*" (a dropdown menu showing "Select a State"), "Zip Code\*", and "Timezone\*" (a dropdown menu showing "Central Time"). The "Course Enrollment" section has fields for "Enrollment Key\*" and "Activation Code\*". At the bottom, there are "Create my new account" and "Cancel" buttons. A note at the bottom right says "There are required fields in this form marked\*". The top right of the page shows "GUEST" and "Back | Log Out | Help".

3. At the New Account page that appears, create a user name and password for yourself.
4. In the *More Details* section, enter the required information.
5. In the *Course Enrollment* section, enter the following information:
  - Enrollment Key: snapmedkey
  - Activation Code: You will find the code printed on page 2 of this User Guide.

**Note:** You will need to enter the Enrollment Key and Activation Code only this one time.

6. Click the Create My New Account button.
7. A Confirm Course Information page appears. If the information is correct, click Confirm Account. If it is not correct, click Go Back to return to the New Account page, or click Cancel to return to the SNAP home page.
8. After clicking Confirm Account, you will be returned to the SNAP home page.
9. Enter the user name and password you created in Step 3. This will bring up your Assignment page.



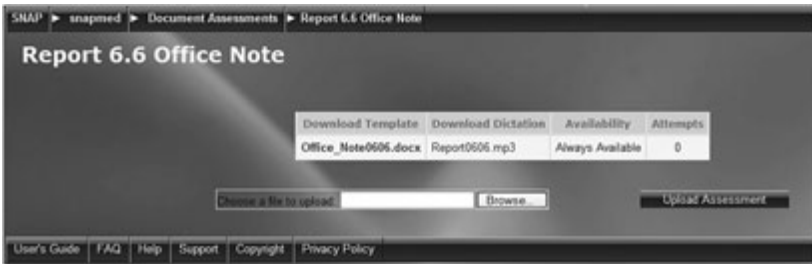
It is from the Assignment page that you will use your SNAP account.

## Downloading and Completing a Document Assessment

The *Medical Transcription: Techniques, Technologies, and Editing Skills, Third Edition*, course includes many exercises with which you can practice or demonstrate your transcription skills. Some of these **document assessments** can be done through SNAP.

Log into the SNAP Document Assessment system using the user name and password you created. The main Assignments page lists the reports available by chapter.

To go to a specific document assessment, click the name of the document assessment in the document assessment list or click the name of the document assessment on the Document Assignment page within the Activities block.



When you click the document assessment name, the page for that assessment appears.



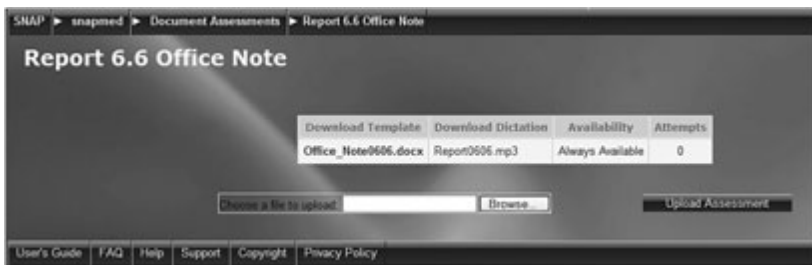
Each document assessment starts with a student file. **Note:** *When you download a document for a document assessment, you MUST use that particular document to complete the assignment. You cannot use a document downloaded in SNAP by someone else or a document from the student CD that came with your book.*

To complete the document assessment, follow these steps:

1. Click the name of the student file in the *Download Template* column.
2. Save the file to an easily accessible location on your computer using any document name you like.
3. Right Click on the associated MP3 file in the Download Dictation column, and save the file to an easily accessible location on your computer.
4. Open the MP3 file using audio dictation software or a standard audio media player.
5. Open the student document using Microsoft Word 2007. Confirm the Word jump-to point locations are visible, then toggle using the keyboard command Alt-F9.
6. Navigate Word's jump-to points by pressing F11. Using medical transcription best practices, transcribe the dictation, replacing the jump-to points.

## Uploading a Document Assessment and Viewing Scores and Results

When you have finished your document assessment, you can submit it to SNAP for scoring and correcting. To submit a document assessment for scoring and results, follow these steps:



1. Click the name of the document assessment in the document assessment list or click the name of the document assessment on the Document Assignment page within the Activities block.
2. Use the Browse button to locate your edited, renamed student document.
3. Click the Upload Assessment button to upload your assessment.

The Document Assessment results page appears.

A value in the *Score* column indicates that the file was uploaded and scored successfully by SNAP. Your score, shown as a percentage, is shown in the *Score* column. A document maybe uploaded and scored up to five times.

PATIENT NAME: Wang, Julia

Date: 7/2/XX

#### SUBJECTIVE

The patient is complaining of ~~2 to 3~~ **3 months** of snoring. She denies ever having this problem in the past. She denies any change in house pets, smoking or other allergens that might be causing this problem. She also complains of a chronic drainage in the throat for several months. No runny nose, just all postnasal drainage. She has a mother who has sleep apnea and is on machines at home for sleeping.

~~-3 months~~ of snoring. She denies ever having this problem in the past. She denies any change in house pets, smoking or other allergens that might be causing this problem. She also complains of a chronic drainage in the throat for several months. No runny nose, just all postnasal drainage. She has a mother who has sleep apnea and is on machines at home for sleeping.

#### OBJECTIVE

HEENT: Tympanic membranes are clear bilaterally. Nasal mucosa reveals some clear drainage.

Throat: Slightly erythematous, with no postnasal drainage noted.

LUNGS: Clear to auscultation bilaterally.

HEART: Regular.

- **Result:** This file is an annotated version of your document assessment, showing what you did correctly and what you did wrong. Text shown without any color background is prepared correctly. Text shown with a light red background is incorrect in some way. In that instance, the document also shows what the correct text would look like, shown with a light green background. Occasionally, light red background text appears with no apparent errors. This usually occurs because of insignificant differences between the submitted document and the answer key.
- **Submitted File:** Clicking *Submitted File* allows you to open the file that you submitted to SNAP.

## **Getting and Using Help**

SNAP provides you with a variety of sources to get help and information.

- You can view the Help menu for SNAP by clicking Help in the upper right corner of the page.
- In many cases, you can view Help information about a particular section or function on the page by clicking the question mark icon.
- You can view a comprehensive *Student User Guide* by clicking the Student User Guide button at the bottom of the page.