

Making Medical Transcription Easier  
WordPerfect Magazine  
Tips

I'm a medical transcriptionist for five doctors, each of whom has "pet phrases" they use often. I've speeded up report generation by creating macros that assign each doctor ten variables. Because the variables disappear each time I turn off my computer, I recall them quickly with a macro.

For example, when I begin the afternoon work for Dr. A, I invoke the macro "VARDRA" and immediately I have access to his ten pet phrases by simply pressing (Alt-0) through (Alt-9). Later, "VARDRB" changes the (Alt-0 through 9) values to ten new phrases when I start Dr. B's work. Typing now goes faster and I seldom have to glance at the cheat sheet on my bulletin board where all 50 variables are listed.

The VARDRA.WPM macro is included with this tip. To customize it, go into the Macro Editor – press (Ctrl-F10), type "vardra" and press 2 – follow the instructions at the top of the macro and enter the stock words and phrases that your doctor (or whoever; this is not limited to doctors!) uses. Press F7 when done.

To invoke the macro, press Macro (Alt-F10), type "vardra" and press (Enter). To use the variables, press the Alt key and 0, 1, 2, etc. (through 9) simultaneously.

– Sandie Jarvis-Dye, Wenatchee, WA