

## Dictionary

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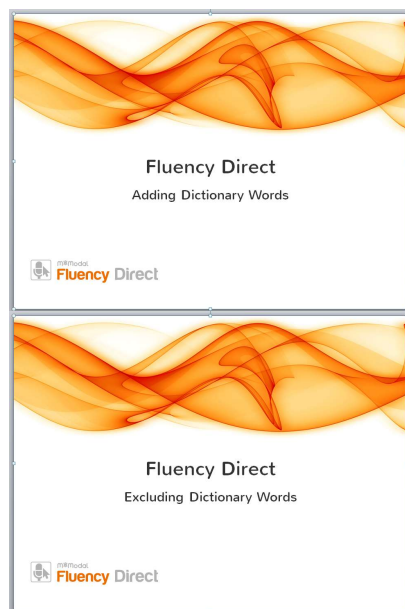
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# Dictionary

**Watch the Videos here for Adding and Excluding Words!**



[\(/direct/index.php/fd-training-resources/videos/video/2\).]((/direct/index.php/fd-training-resources/videos/video/2).)

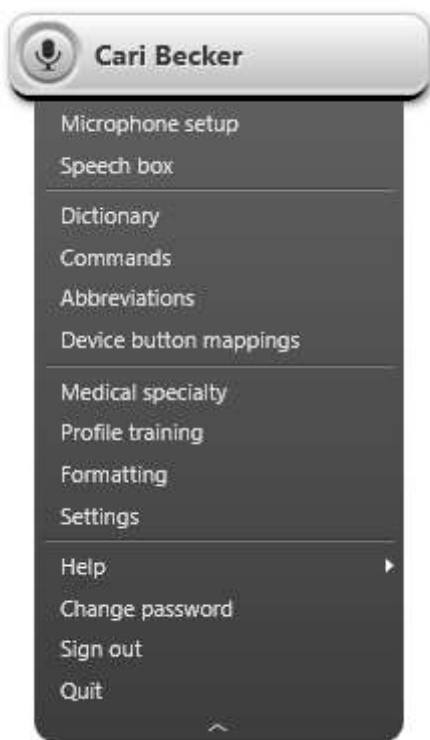
[\(/direct/index.php/fd-training-resources/videos/video/3\).]((/direct/index.php/fd-training-resources/videos/video/3).)

The Fluency Direct Dictionary allows you to create a custom dictionary of Names, Locations, Medications, Procedures, Diagnoses, and Excluded Words that you use often to ensure recognition each time.

The Dictionary should only be used to add words which would **not** be in the baseline dictionary. It is not necessary to add general terms such as “purulent” or “atelectasis”. These types of terms already exist in the M\*Modal dictionary.

**NOTE: Adding basic words impedes the recognition effectiveness of other clinical words and locations that have been added. Avoid entering small words to the dictionary, such as “a”, “the”, “one”, “then.”**

To open the Dictionary, open Dictionary in the Control Bar drop-down menu. The Dictionary window will appear.



*Version 10.0.500*



*10.0.400 and below*

## First Time Use

The first time you open the Dictionary dialog, you will see one of the two screens below. To begin using the dictionary, you will click the +Add button.

# Manage dictionary

## Categories

### Name

Physicians, patients, etc.

### Location

Hospitals, regions, etc.

### Medication

Ex. temazepam

### Procedure

Ex. hysterectomy

### Diagnosis

Acute, chronic, etc.

### Other

Words that do not fit elsewhere

### Excluded

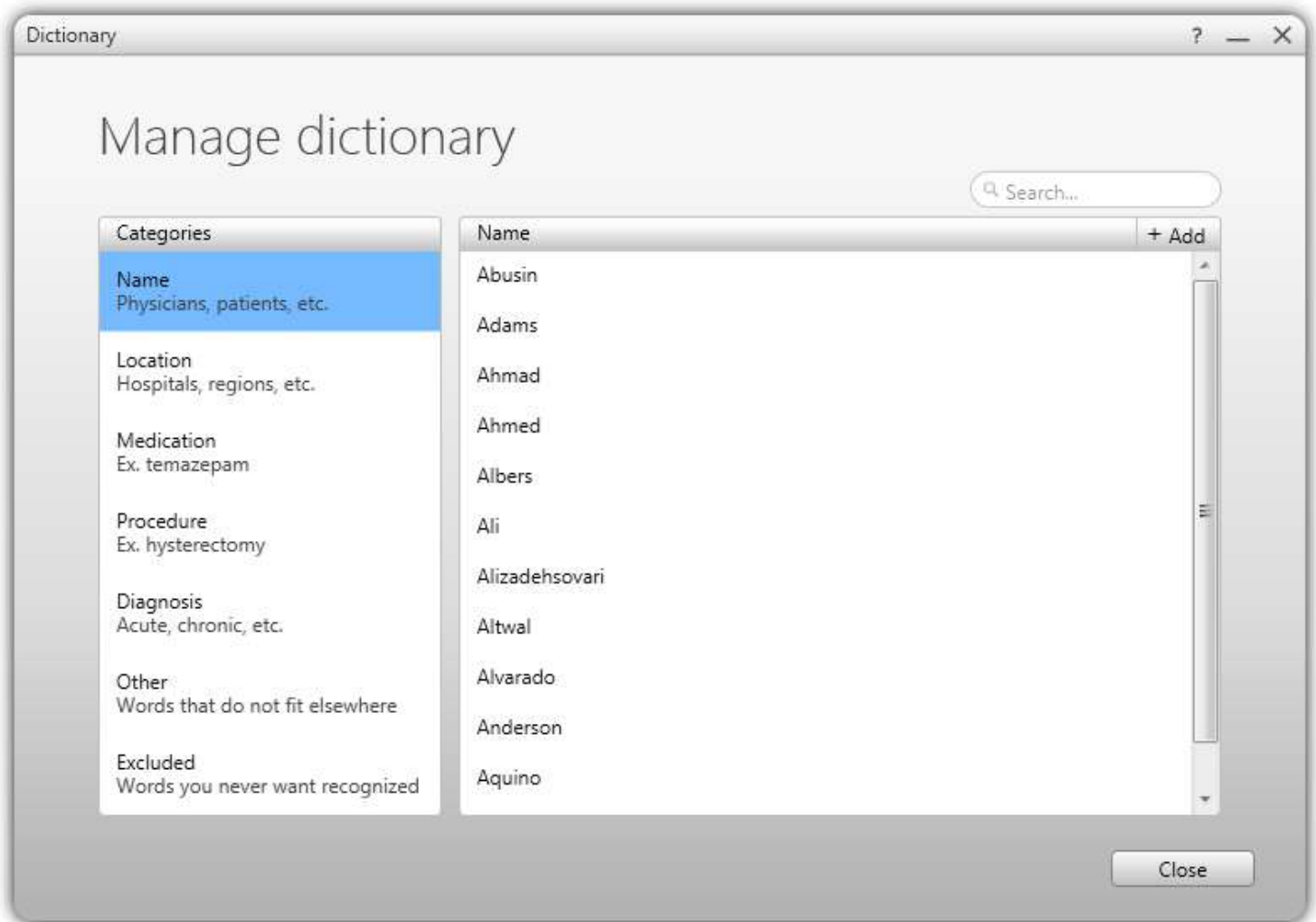
Words you never want recognized

## Name

[+ Add](#)

Click here to add a name.

[Close](#)



## Published Dictionary

Published Dictionary terms are those words or terms that have been published by an administrator for use across a company or facility.

These items will be available in the Dictionary dialog but will contain a lock symbol to the right of them.



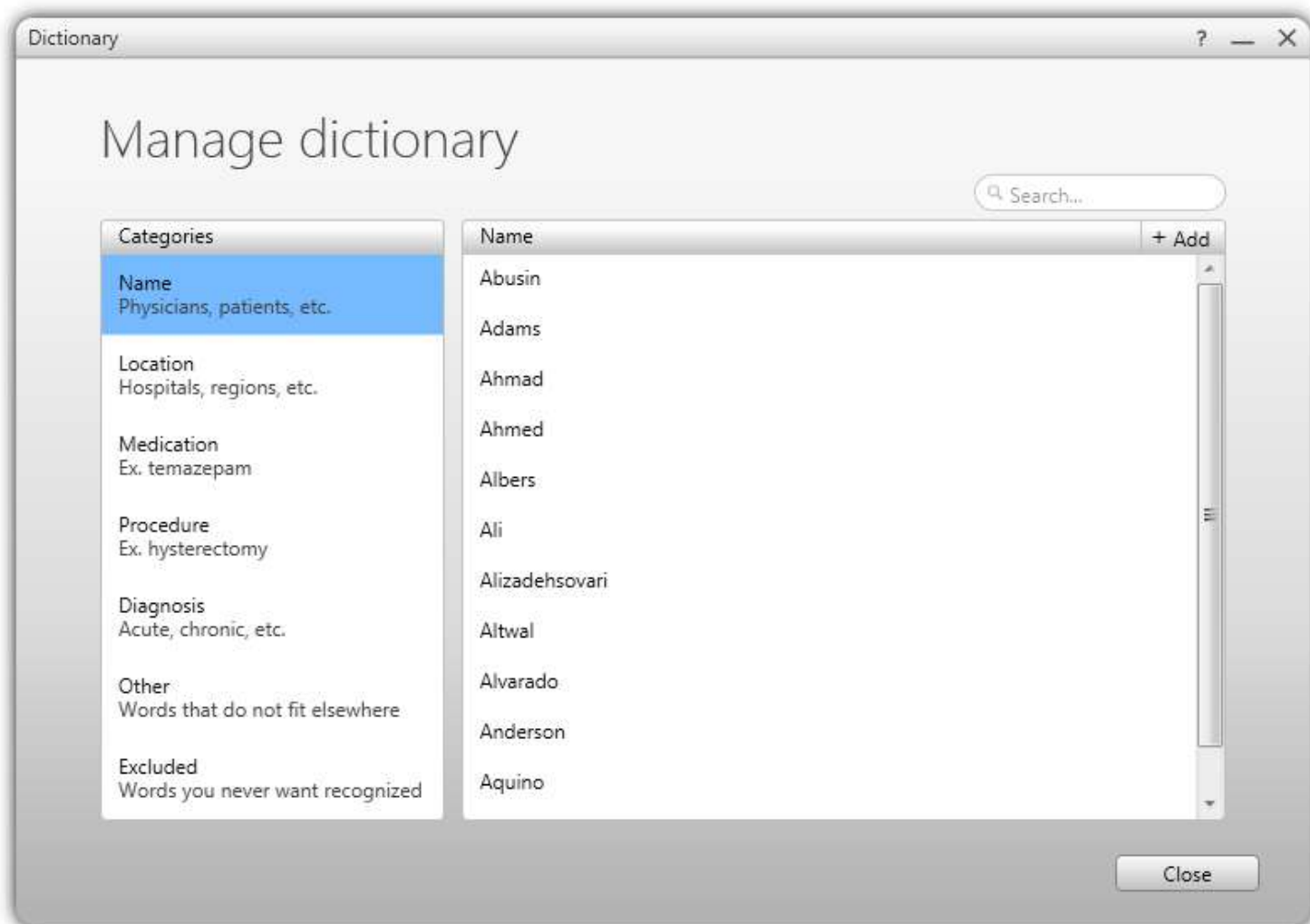
Published Dictionary terms can be recorded for Pronunciation or you can adjust the Spoken Form. You can change the pronunciation and spoken form as you would one of your normal terms. The Name field and the Category buttons will be disabled for editing.

When a dictionary term, word, etc. has been published, it is locked from both editing and deleting. Only an administrator can remove published items.

**Note:** For some published items such as Dictionary Items, Device Button mappings, and Data Set Items it is possible to modify them to a certain degree, For example, you can give your own pronunciation to a dictionary item. In some cases, you might want to revert that modification to the previous, published state. You can now do this via the **"Revert to Published Version"** context menu item available via right click.

## Managing your Dictionary

After you have populated your dictionary, when you open it, it will open to the screen below. From here you can select your category and add or edit your dictionary as needed.



## Adding a Dictionary Entry

To watch a video tutorial of how to [Add a Dictionary Entry \(/direct/index.php/fd-training-resources/videos/video/2\)](/direct/index.php/fd-training-resources/videos/video/2).

To add a dictionary entry, you can select the category and click the Add button in the top right. Note that the tooltip will change depending on the type of entry you are adding (Name, Medication, etc).

**Note: Adding Categories to all dictionary entries is an important step! Each item will default to "other", changing it to the appropriate category of Medication, Name, or Location will significantly improve your recognition results of that term.**



The Add a New word window will appear.

The 'Add a word' dialog box has a title bar with a question mark and a close button. It contains a 'Written form' text field with 'Murthy' entered. Below it, the 'Pronunciation (generated from written form)' is shown as 'm · er · th · ee' with a blue 'Change' link. A 'Category' section has six radio buttons: Name, Location, Diagnosis, Medication, Procedure, and Other. At the bottom are 'Save' and 'Cancel' buttons.

Type in the word to be added to the dictionary. Below, you will see a phonetic pronunciation generated.

**NOTE: The Written Form pronunciation is often very accurate, so it is recommended to check it before deciding to Change the pronunciation.**

You can change the pronunciation by clicking the blue Change link.

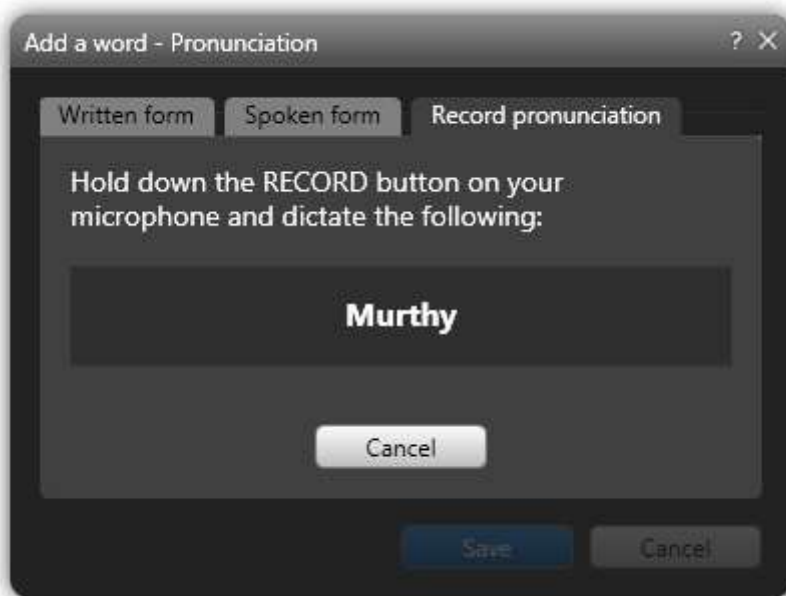
The Pronunciation dialog will then appear. From here, you can view the Written Form and choose to change the Spoken Form or Record a Pronunciation by selecting the different tabs.

The 'Add a word - Pronunciation' dialog box has a title bar with a question mark and a close button. It features three tabs: 'Written form', 'Spoken form', and 'Recording'. The 'Written form' tab is active, showing 'Murthy' in the text field and 'm · er · th · ee' in the 'Pronunciation' field. At the bottom are two sets of 'Save' and 'Cancel' buttons.





The Spoken Form is a way to change the pronunciation through typed text. For example, a name might be spelled Nguyen is pronounced "win" so typing *win* into the Spoken Form will generate the appropriate pronunciation.



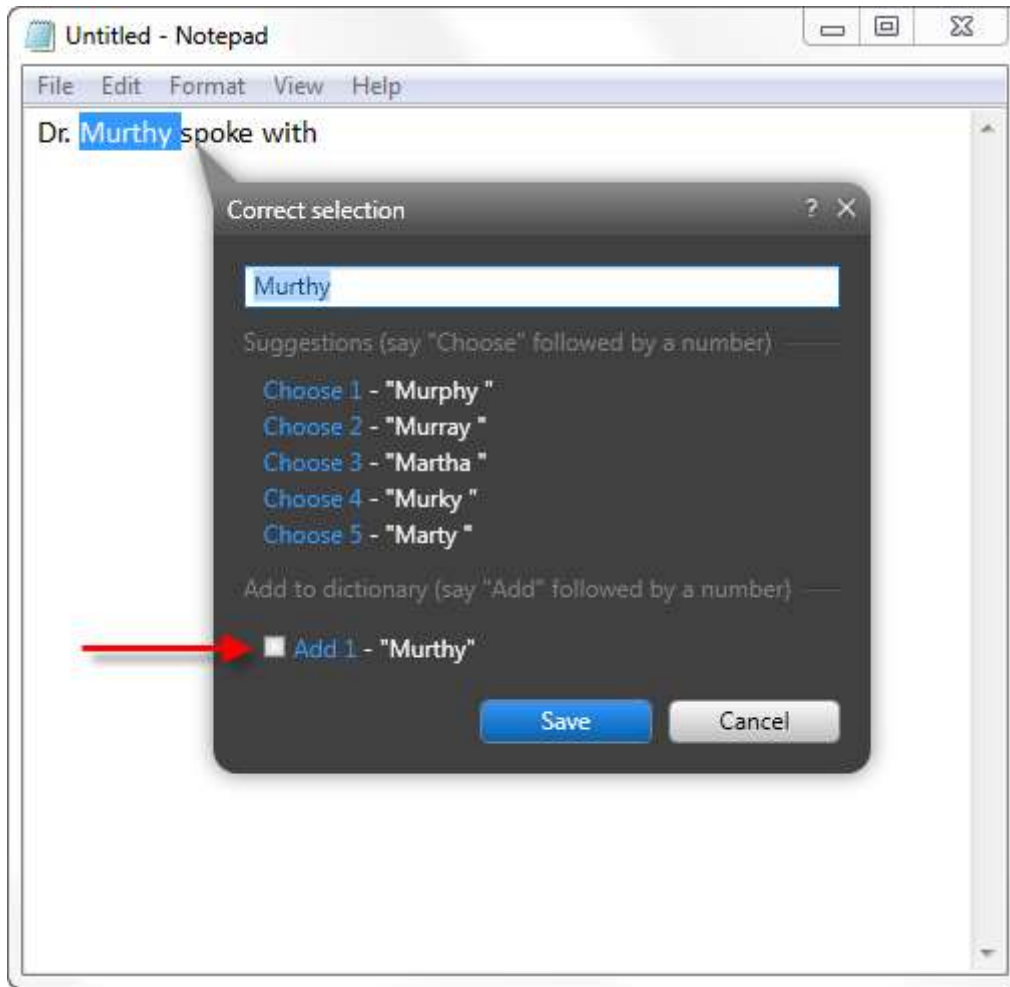
After changing your pronunciation, you will be returned to the Add a Word dialog. From here you can select the category for the dictionary entry. If you want to assign it to a different category, select the category here. Click Save to finish.

#### Adding While Dictating

You can add a dictionary entry during the dictation process using the dictation command, "Add to Dictionary". The Add a Word window will appear, as described above. Just like adding the word from the Dictionary window, you can review the word and choose to record the pronunciation again, if needed.

#### Adding While Correcting

You can also add a dictionary entry using the dictation command, "Correct That". When the correction dialog appears, if the word is not a common word, the Add to Dictionary checkbox will be available. Once you check the box, click Save and follow the steps above.



## Excluded Words

Click to watch a video tutorial on how to [Exclude a Word \(/direct/index.php/fd-training-resources/fd-training-videos/videos/video/3\)](http://direct/index.php/fd-training-resources/fd-training-videos/videos/video/3).

The excluded words will not appear in the categories for Adding a New Word. Excluded Words are words that have been specified to never appear in the dictation, for a variety of reasons.

To add an excluded word, you MUST select the Excluded Words category and then click the Add button.



Enter the word that you wish to exclude and click Save.

## Edit Dictionary Entry

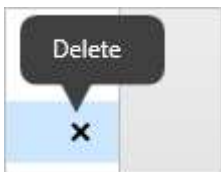
Dictionary entries can be edited by clicking on the item to open it. Make your changes and click OK to save and close the dialog.

## Move Dictionary Entry

If you have created a dictionary entry and discovered that it is in the wrong category, you can click the dictionary entry and change it to the correct category.

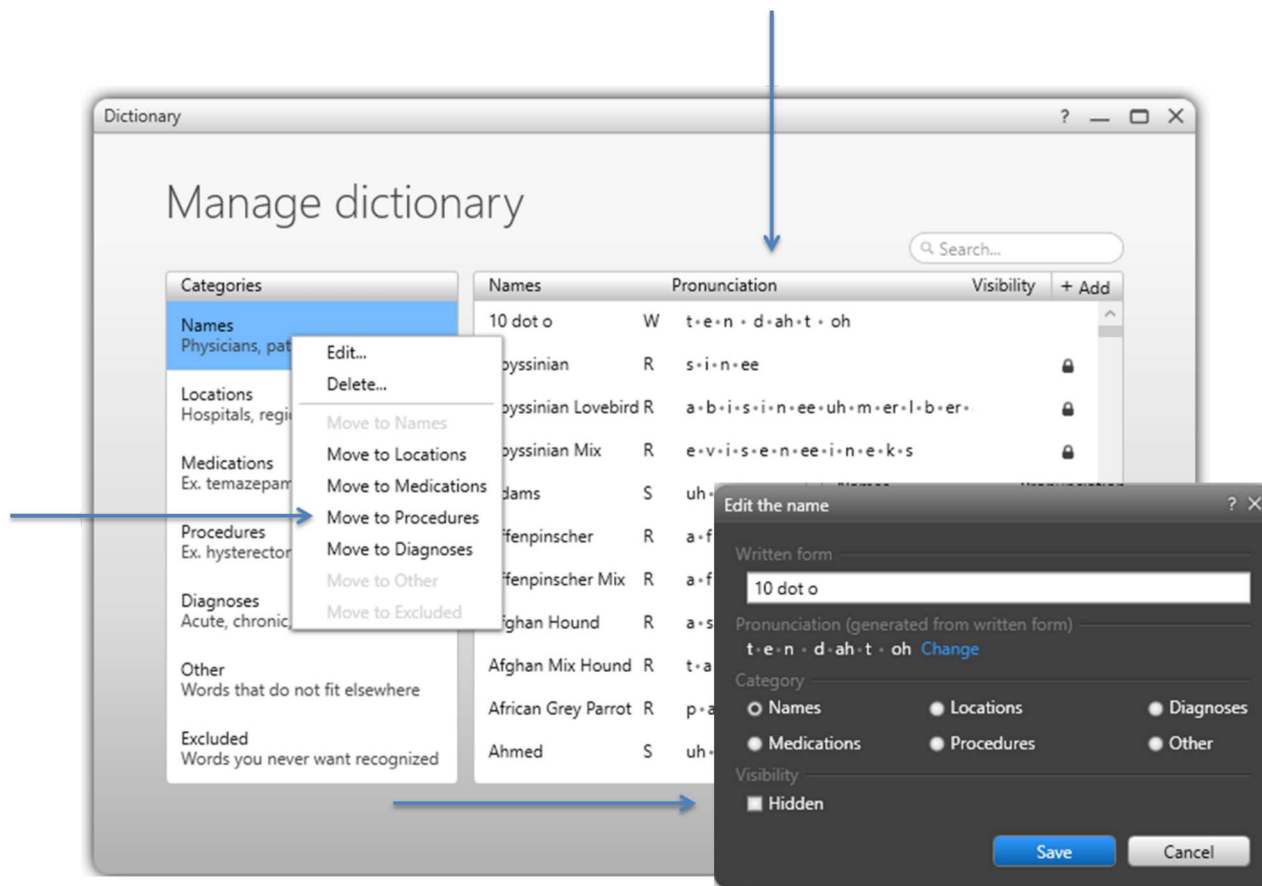
## Delete Dictionary Entry

To delete a dictionary entry, select the word and click the Delete icon to the far right.



## Bulk Review

By Accessing the Manage Dictionary Dialog via Shift+Click users can now review pronunciations in bulk. New Context Menu items also exist to make it easier to re-categorize dictionary entries.



## Search

The search option is available for you to search through your dictionary terms (including categories). As you type in the search term, the dictionary will automatically filter out the terms that don't match.

As the filter is applied, if your search term is not available in a category, that category is also filtered out.



## How to Enter Multiple Word Phrases in the Dictionary

Multiple word phrases that are dictated together should be added to the dictionary as one phrase. If the individual words are uncommon to the general vocabulary, and will potentially be dictated separately, the individual word should also be entered.

### **Example, Name with multiple words, Hospital Facility name**

- University of Wichita Medical Center would be added as a Phrase, and Wichita would be entered separately also

### **Example, Physician Name, first and last name, common**

- John Smyth would have two entries
- Enter "Smyth", John would be a common name that would be recognized, so there is no need to enter it into the dictionary
- Also Enter "John Smyth"

### **Example, Physician Name, first and last, non-common**

- Arvil Constance would have two entries considering a typical physician practices
- Full name dictation – Arvil Constance
- Dr. followed by the last name only – adding only Constance

### **Do NOT include commands or command words in the dictionary**

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📅 Last Updated: 26 September 2019