

User's Manual

Template Building Guide

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Template Building Guide

Introduction

In order to facilitate the creation of patient reports and allow for automatic population of data, TouchType2 employs the use of Document Templates. A document template can range from something as simple as a blank page with a few margins set, to something as complex as a complete surgical procedure with multiple choice selections and 'fill in the bank' laboratory values.

Before learning to build templates it is important to understand what a document template is. A document template is a Microsoft word file saved with a '.dot' file extension. A template is the 'starting point' for all of your patient reports. Templates contain the typical formats, fonts, styles, and text that you would require for any transcribed report that you create. Templates can also contain starting points, stopping points, and bookmarks for data that you would like to automatically insert into your patient reports.

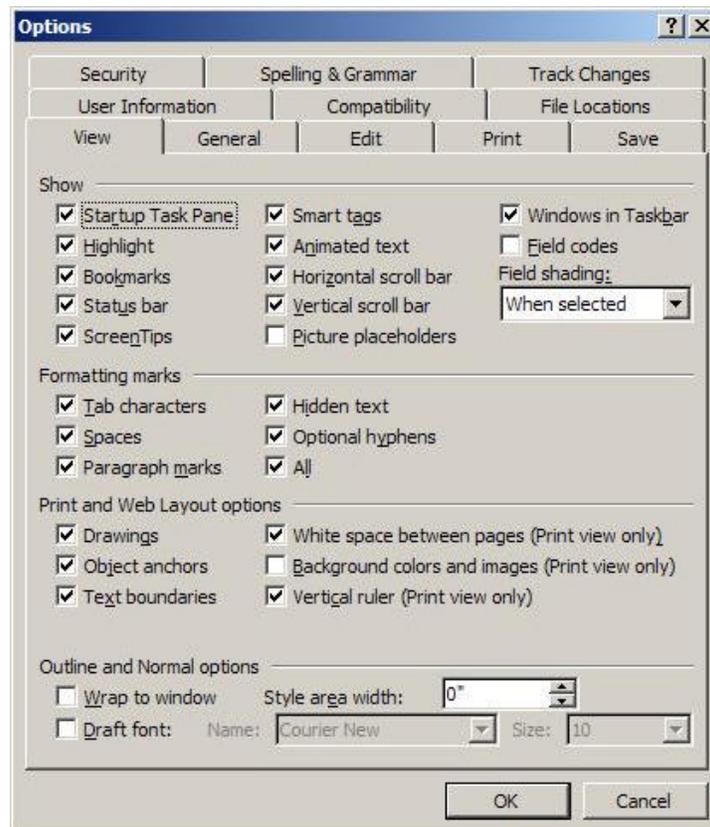
An MDinTouch document template can take advantage of almost any feature that Microsoft Word can offer. In addition to reading this user guide, you should have a good understanding of Microsoft Word before creating document templates.

Chapter 1 - Before You Start

Before you begin to create document templates for TouchType, it may be helpful to set a few view options in your Microsoft Word environment. By changing these options, you will be able to have a more detailed view of the layout of your template. In addition, you will be able to see hidden characters such as 'carriage returns', 'tabs', and 'spaces' which will save you a tremendous amount of time troubleshooting formatting problems.

In order to change your view options do the following:

1. Click **T**ools
2. Click **O**ptions
3. Click the **V**iew tab
4. In the *Show* section make sure to check the **B**ookmark option
5. In the *Formatting marks* section make sure to check the **T**ab characters, **S**paces, **P**aragraph marks, **H**idden text, **O**ptional hyphens, and **A**ll options
6. In the *Print and Web Layout options* make sure to check the **D**rawings, **O**bject Anchors, **T**ext boundaries, **W**hite space between pages
7. Click the **O**K button



Once you are back to the main Microsoft Word screen, you will notice many changes to the appearance of your Word files. You will see dots between all the words where spaces normally appear. You will see paragraph marks (like a backward P) where ever you pressed the return key. Don't worry, none of these formatting marks will appear on your printed report.

In order to see what the printed version of your report will look like, you can click the Print Preview icon (or File, Print Preview). At first, you may find it necessary to turn your viewing options on when creating templates, and then turn them back off when typing reports. But if you give it time, you may prefer to leave your formatting marks on permanently.

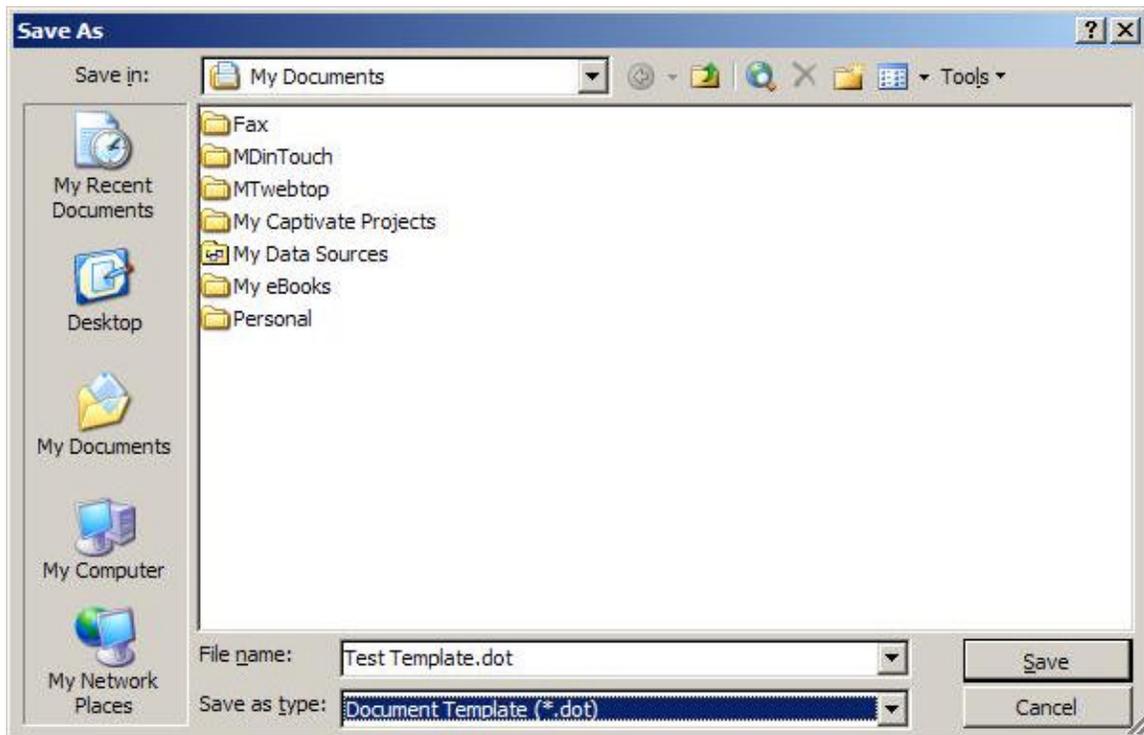
Chapter 2 - Creating and Formatting the Template

Obviously, you can not begin to do anything with a template if it does not exist yet. Therefore, the first step that you will have to take is to create the document template file (.dot file) in Microsoft Word.

2.1 Creating the Template File

In order to create a new document template do the following:

1. Open Microsoft Word
2. Click **F**ile and then **N**ew
3. Click **F**ile and then **S**ave **A**s
4. Choose a meaningful file name
5. In the **S**ave **a**s **t**ype select *Document Template (*.dot)*
6. Choose the location where you would like to save the file
7. Click the **S**ave button

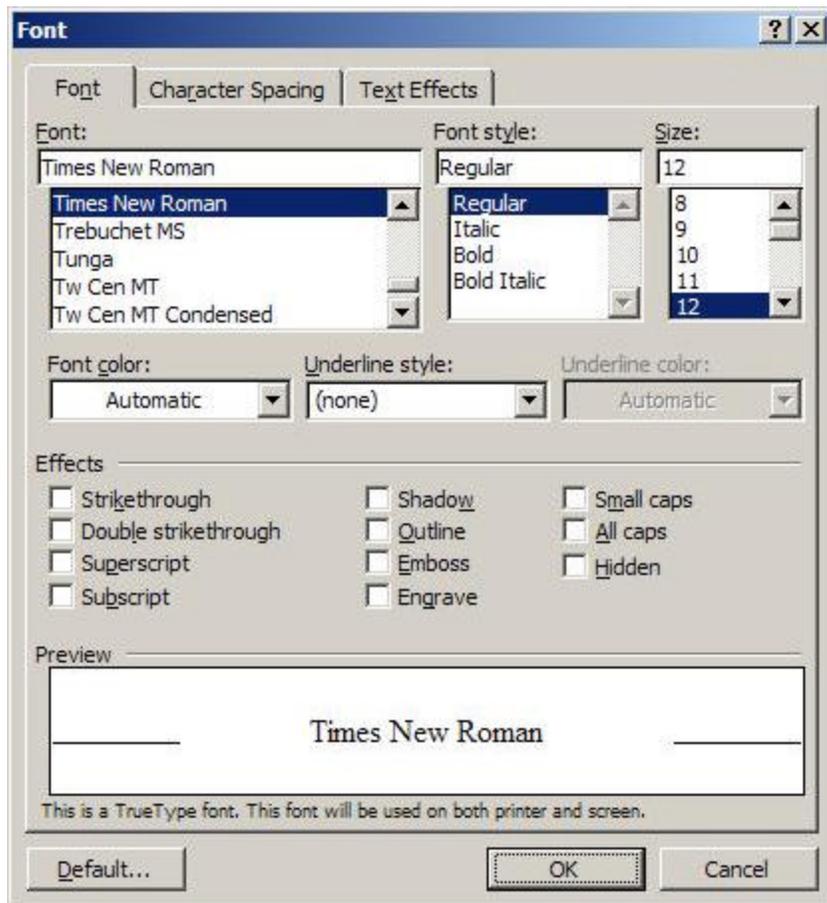


2.2 Setting the Formatting

After your template is created, there are a few simple formatting measures that you should take before even typing the first word on your template. Specifically, you should set the default font, default font size, page margins, and view.

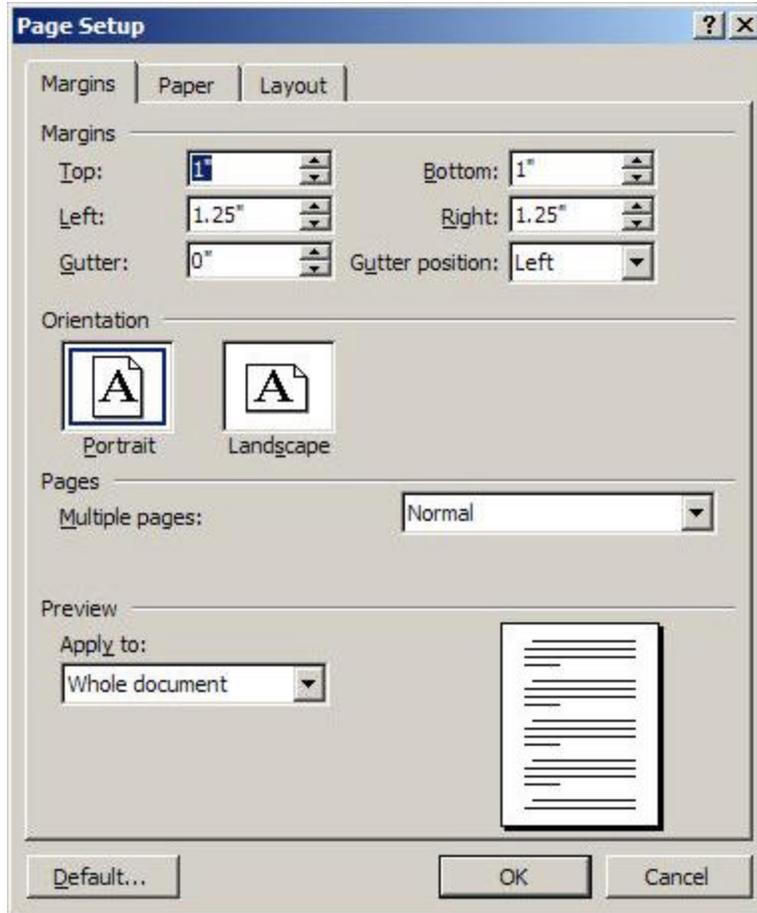
In order to set the default font and font size:

1. Click **F**ormat and then **F**ont
2. Select the font, style, and size you would like to be your default
3. Click the **D**efault button
4. Click the **Y**es Button



In order to set the margins:

1. Click **F**ile and then **P**age **S**etup
2. Set the Top, Bottom, Left, and Right Margins
3. Click the **O**K button



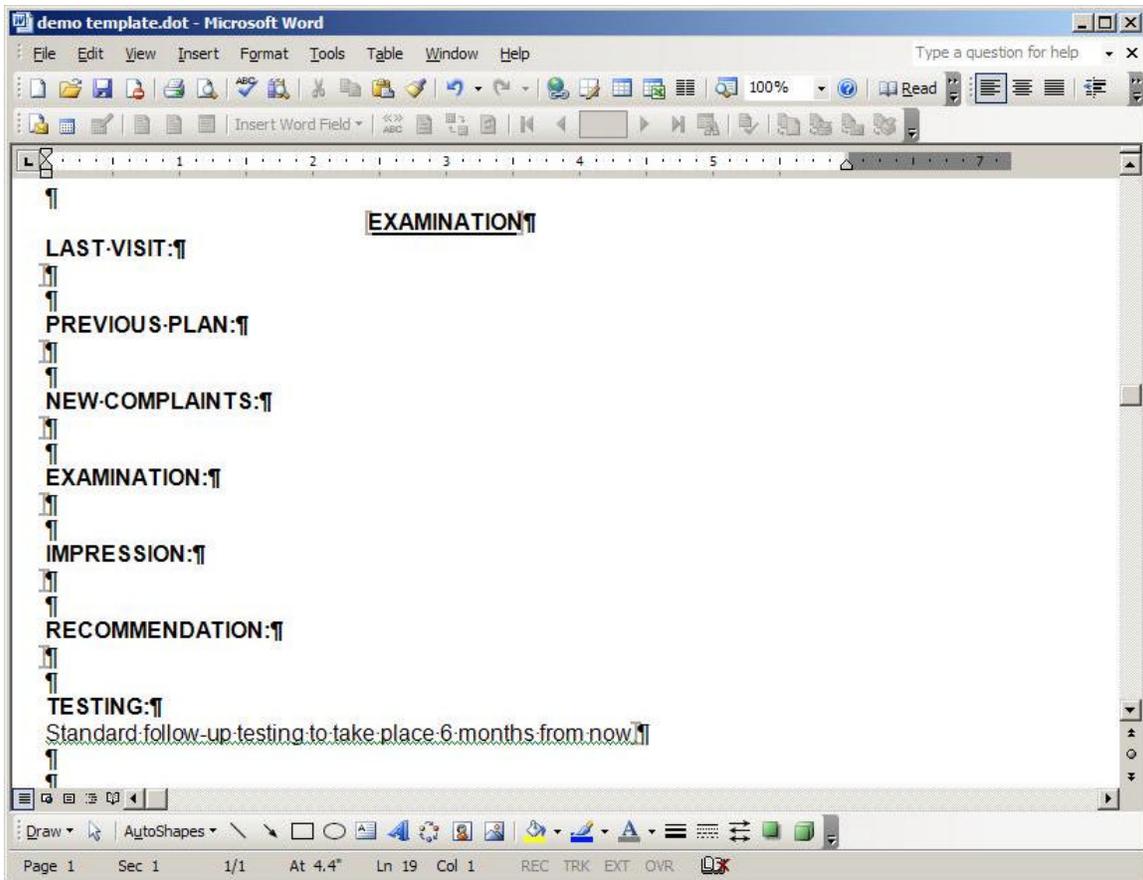
In order to set the view:

1. Click **V**iew
2. Click **P**rint Layout
3. This will switch the Word screen to a full page layout of the file

2.3 Enter the Content

Once your font and margins are set, you can begin to enter the basic content of your template. Most templates contain basic section headings such as: *Exam*, *Clinical History*, *Findings*, and *Impression*. Others may be as detailed to include standard text that the doctor includes in all his/her dictations.

In order to enter the content, simply type into your Microsoft Word Template just as you would when typing any other sort of document. See the example below.



Warning!

Make sure to save your template once you have finished making changes by clicking File and then Save in the menu toolbar.

You should also periodically save your template while you are in the process of making changes.

Chapter 3 - Using Bookmarks

One of the key benefits in using TouchType to create your medical reports is that TouchType can automatically insert demographic and clinical data into your report. In addition, TouchType, allows you to set 'stopping points' throughout the body of your document template which will allow easier navigation to specific areas of your report where you need to transcribe data. These benefits are achieved by utilizing *bookmarks*.

3.1 What are bookmarks?

There are actually two different types of bookmarks that are used by TouchType: auto-fill bookmarks, and place holder bookmarks.

Auto-fill bookmarks are used to automatically insert data into your report. There is a specific list of auto-fill bookmarks which are available when creating document templates. When inserting these types of bookmarks into your template, you must use the pre-defined naming convention for each bookmark (see appendix).

Place holder bookmarks are used to jump to specific sections of the document template where the Transcriptionist can begin typing. You can use an unlimited number of place holder bookmarks within your document template. There are no restrictions on the naming conventions of place holder bookmarks. Once your document template is complete, you can jump forward and backward from bookmark to bookmark by using the F5 and F6 keys respectively.

3.2 Why use bookmarks?

Not everyone chooses to use bookmarks, but there are several reasons why bookmarks can help you when transcribing patient reports. Bookmarks can speedup the production of your reports by automatically inserting patient names, dates of birth, and referring physicians. They can save you time by allowing you to jump to specific sections of your reports with the click of a single button (as opposed to repeatedly arrowing down through your document template). Using bookmarks can help ensure that transcriptionists follow the required format of a template and do not delete certain sections or inadvertently change the layout on the report.

3.3 Inserting Bookmarks into your document template

It is very simple to insert bookmarks into your document template. In order to insert bookmarks into a template:

1. Click on the location within the template where you would like to insert the bookmark.
2. Click on **I**nsert then **B**ookmark
3. Type in a *Bookmark Name* (when using Auto-Fill bookmarks you must use a pre-defined bookmark name)
4. Click **A**dd



Bookmarks are invisible on your printed report. However, if you have enabled the option to view bookmarks on screen (as described at the beginning of this guide), they will appear very similar to a capital **I**. (Please note: It is almost impossible to troubleshoot bookmarks without enabling the option to view.)

3.4 Using Text Prompts

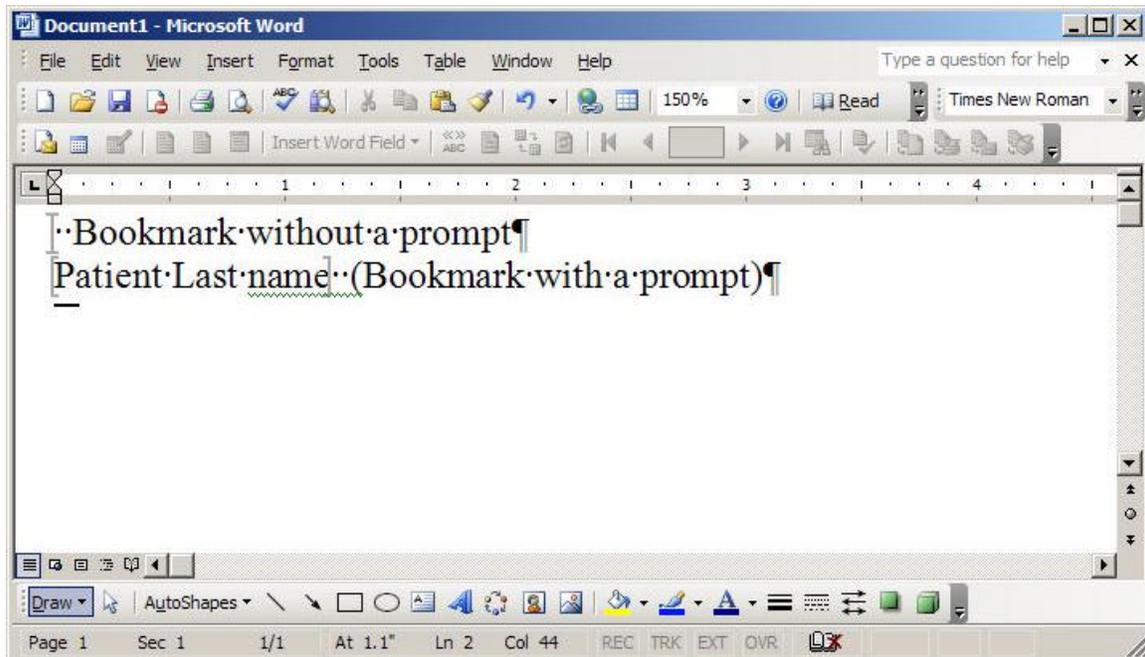
When inserting bookmarks, you can also choose to use a text prompt. A text prompt may be useful if you want to provide a 'hint' as to what data should be inserted at that bookmark. For example, assume you place a bookmark into the

section of your template where the Transcriptionist is supposed to type the patient's date of birth. You may want to use a text prompt of 'DOB'

In order to insert bookmarks with prompts:

1. Click on the location within the template where you would like to insert the bookmark.
2. Type the text that you would like to use for the prompt
3. Highlight the text
4. Click on **Insert** then **Bookmark**
5. Type in a *Bookmark Name* (when using Auto-Fill bookmarks you must use a pre-defined bookmark name)
6. Click **Add**

Bookmarks with prompts are displayed differently than 'empty' bookmarks. Rather than an **I**, bookmarks with prompts are displayed as brackets (e.g. [insert prompt here]). Whenever you use a text prompt, all the text within the bookmark will be replaced by whatever is typed by the Transcriptionist.

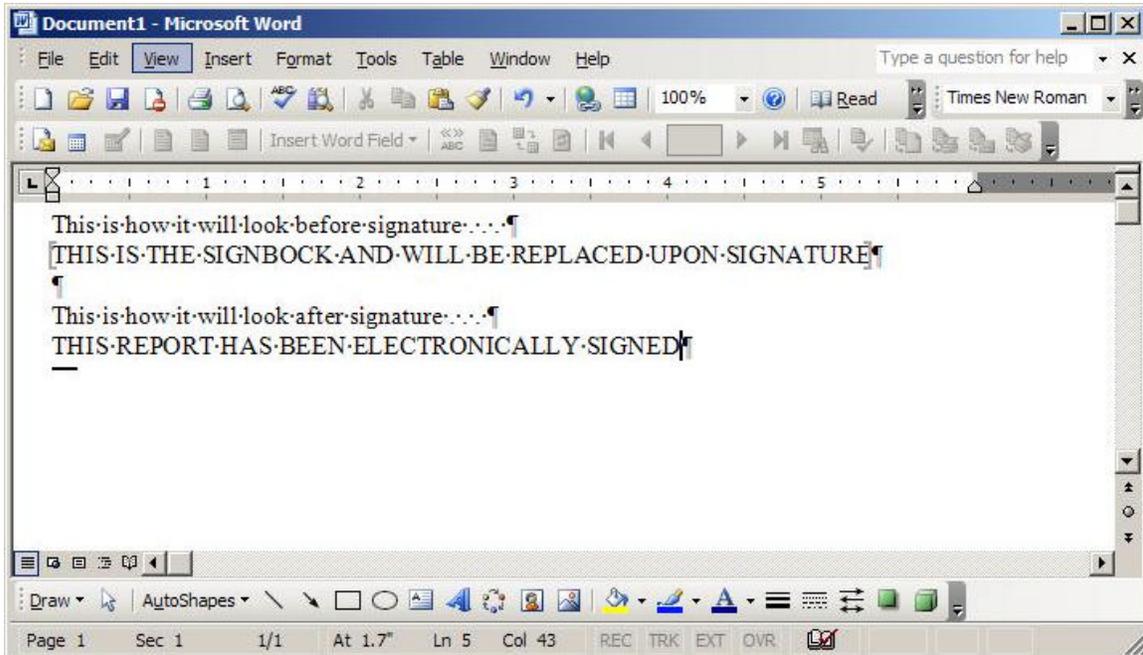


3.5 Special Bookmarks

There are two special bookmarks that can be used in TouchType. The first special bookmark is the DOCUMENT_START bookmark. When TouchType

opens a new report, the cursor will automatically jump to wherever the DOCUMENT_START bookmark is inserted.

The second special bookmark is the SIGNBLOCK. This bookmark is used for any template where the physician requires electronic signature. The SIGNBLOCK is usually placed at the bottom of the template, just above the physician's name. When the report is first created, the SIGNBLOCK displays whatever text is typed for the prompt. Once a report is electronically signed, the SIGNBLOCK is replaced with the text 'THIS REPORT HAS BEEN ELECTRONICALLY SIGNED.'



Note!

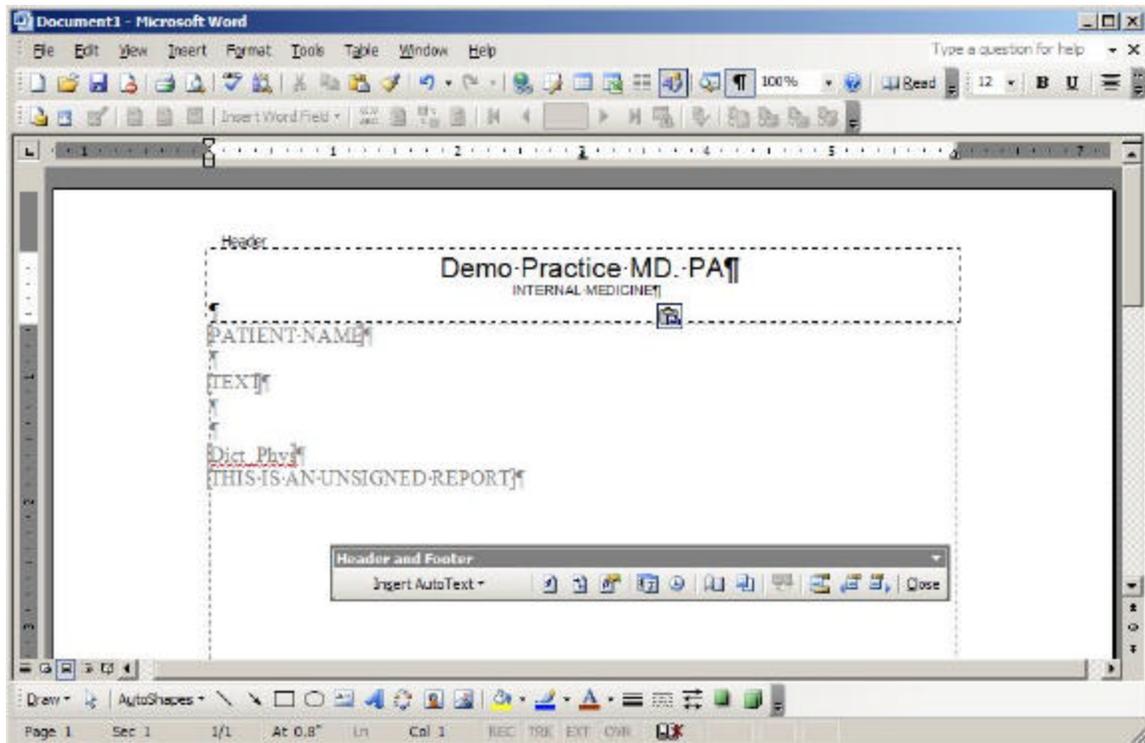
It is important to note that a bookmark can only be used once within a document template. However, MDinTouch does have a workaround for this (see inserting bookmarks in header and footer).

Chapter 4 - Using Headers and Footers

Headers and footers can be an important part of formatting your document template. Headers and footers can be used for creating physician's letterhead, inserting patient names at the top of each report, inserting page numbers on each page, as well as many other useful formatting features.

4.1 Creating the Header and Footer

To create a header or footer for your template click **View** and then **Header and Footer**. Insert any text and graphics that you would like to appear on your template.

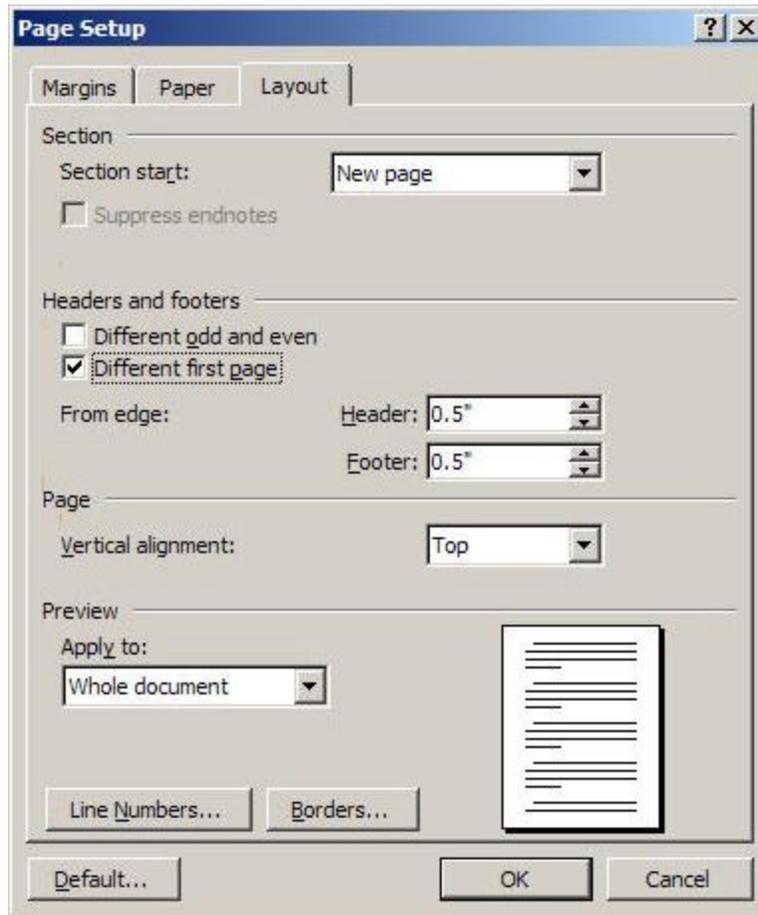


In most cases, the first page of your template should have a different header and footer than the rest of the template. For example, you may want traditional letterhead on the first page, and then a simple header containing patient name and date of service on the second page.

In order to accomplish this,

1. Click the *page setup* icon on the *Header and Footer* toolbar

2. Click the *Layout* Tab
3. Check the **Different first page** checkbox



Where is my second page header?

When creating your templates, many times the header and footer of the second page will not be visible because the template is only one page long. In these cases, it may be useful to insert a page break (Ctrl - Enter) to force a second page. This will then allow you to view and make changes to the second page header or footer of your template.

4.2 Inserting Bookmarks in Headers and Footers

All auto-fill bookmarks are available for use in both the headers and footers of your templates. Many times you will find that you need to insert the same data in your header or footer that you have already inserted into the body of your template. In order to address this, MDinTouch provides multiple copies of each bookmark. By prefixing any bookmark with either 'HEADER_' or 'FOOTER_' you can reuse bookmarks that have already been used in the template.

Although for simplicity, it is good practice to use 'HEADER_' bookmarks in the header and 'FOOTER_' bookmarks in the footer, this is not required. You can actually use any bookmark, with any prefix, anywhere in the template.

Why can't my doctors see the headers and footers?

It is important to note that the Headers and Footers are not displayed on the MDwebtop view of the report. When a physician views a report for editing or signature, they will only see the body text of the report.

Chapter 5 - Using Tables

5.1 Why use Tables?

There are several ways to create well formatted, professional looking templates. Many times, when formatting a document template, the end-user will use spaces, tabs, and carriage returns to properly align text. While this formatting looks great on a blank template, once the Transcriptionist starts to type, all that beautiful formatting usually goes out the window.

One simple way to keep your templates looking crisp is through the use of tables. Tables allow you to line up your data in a more effective and permanent way. Tables are simple grids that are inserted into a template that contain columns and rows. The columns and rows retain their formatting no matter what is typed in the template, and the text within the tables is always perfectly aligned. Tables are most frequently and effectively used for patient demographics at the beginning of document templates (see example below).

Patient Name:	Edward Smith	Patient MRN	1234567
Date of Service:	January 1, 2000	Date of Birth	01/01/2000
Referring Physicians:	John Brown, MD Jane Brown, MD		

5.2 Creating Tables

In order to insert a table into your template:

1. Place the cursor in the desired location for your table
2. Click **T**able and then **I**nsert
3. Select the number of rows and columns that you would like for your table.
4. Click **OK**

Once you have inserted a table into your template, you can resize the table by using your mouse to 'drag' the column widths or the row heights to a new position. Before dragging, make sure that your mouse is positioned directly over the border of the cell. (You will know that your mouse is in the appropriate position because the image will change from a pointer to a set of parallel lines.)

After you have set your table to the proper size, you may want to hide the gridlines of your table for a cleaner look (see below)

Patient Name:	Edward Smith	Patient MRN	1234567
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Date of Service: January 1, 2000
Referring Physicians: John Brown, MD
Jane Brown, MD

Date of Birth 01/01/2000

In order to hide the gridlines on your tables:

1. Click anywhere inside the table
2. Click **T**able, then **S**elect, and then **T**able
3. Click **F**ormat and then **B**orders and **S**hading
4. On the *Borders* tab click the *None* icon
5. Click **OK**

Depending on the viewing preferences set in your Microsoft Word options (see *Before You Start*), guidelines for the table may still be displayed on your screen. Don't worry, these guidelines will not appear on your final printed document. In order to see how your template will look in its printed form, use the *Print Preview* tool in Microsoft Word.

Fine tuning your skill with tables may take some time, however it will be well worth the effort. For more information on how to create tables, please consult Microsoft word help.

Chapter 6 - Making Text Editable

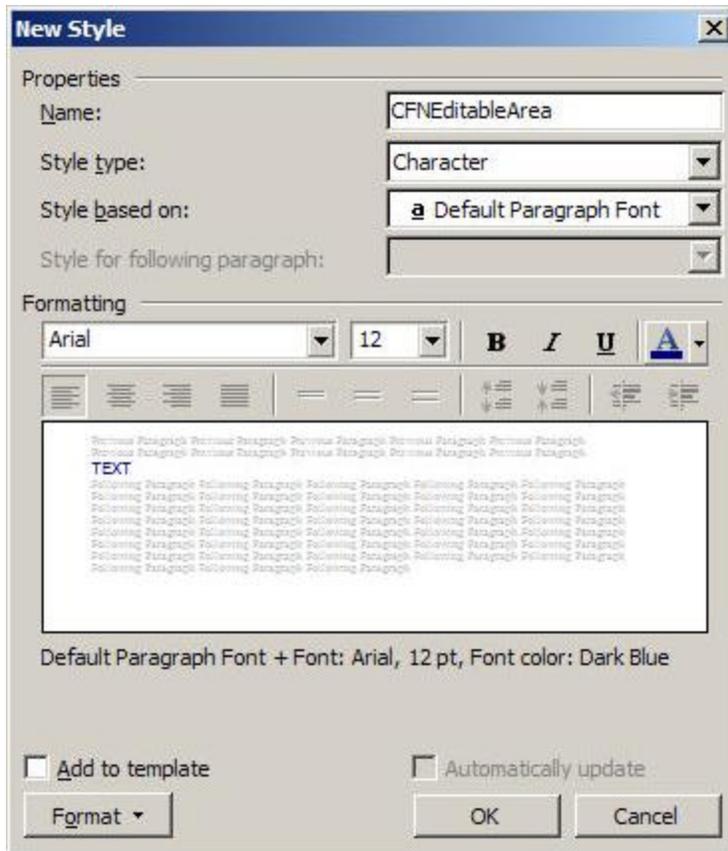
One of the key benefits in using TouchType, is that all the reports you submit into the system are editable by your dictating physicians. Furthermore, as a template designer, you have complete control over which areas of your template are editable and which areas are 'read-only'. This is accomplished through the use of Microsoft Word *styles*.

A *style* is a combination of formatting characteristics that can be created and applied to your templates. MDinTouch has defined a specific style called CFNEditableArea (note the upper and lowercase). Whenever this style is applied within your template, that text will be editable by your physicians.

6.1 Creating the Editable Style

The first step in making your templates editable is to create the CFNEditableArea in your template.

1. Click Format and then Styles and Formatting
2. Click New Style
3. Type CFNEditableArea for the Style Name
4. Choose Character for the Style Type (NOTE: it is very important not to forget this step)
5. In the Formatting section, select the font and size for the style (this is usually the same as the default font that you use for your template)
6. In the Formatting section, select the font color to use for the style. (One trick commonly used in template creation is to set the font color on editable areas to dark blue. This allows editable areas to be visually distinguished on screen, while appearing indistinguishable on the printed document.)



6.2 Applying the Editable Style

Applying styles to your text is extremely simple. In fact, it is no more difficult than changing the font or size of text in your template. Simply highlight the text that you would like to be editable. Select the *CFNEditableArea* style from the *Style* dropdown box in the formatting toolbar at the top of your Microsoft Word Window.

It is important to note that any formatting, done to the text after applying the editable style will be lost once the physician edits the patient report. For example, making editable text bold, underlined, or italics will not carry over after the report has been edited.

Chapter 7 - Images, Text Boxes, and Graphics

Any images, text boxes or graphics that are available for use in Microsoft Word are also available for use in TouchType. There are a few considerations when using any kind of graphic in your TouchType templates.

First of all, images will not be displayed in the webtop. Instead of the image, a 'missing image' link will be displayed. For this reason, it is best to insert any images in the Header or Footer of the template (which are omitted from the webtop display). Sometimes circumstances require that images are inserted into the body of the report. Although this is not the preferred method for building templates, it will not 'break' anything and is supported by TouchType.

Another consideration when using graphics is the image size. Many times, template authors will try to insert large images into their templates. The image size, in this context, does not mean the actual dimensions (length and width), but rather the file size (in KB). It is always recommended to use compressed image formats such as .JPG or .GIF files. Because the maximum file size allowed for TouchType templates is 80KB, it is recommended that your images be less than 25 KB in total.

It is also important to note that the use of Text boxes, while allowed in TouchType, should be done at a minimum. The content within a text box will be displayed both on the webtop and the final version of the Microsoft Word document. However, none of the text will be included in any of the productivity accounting statistics for your account.

For more information on how to use images, text boxes, and other graphic features consult the Help documentation for Microsoft Word.

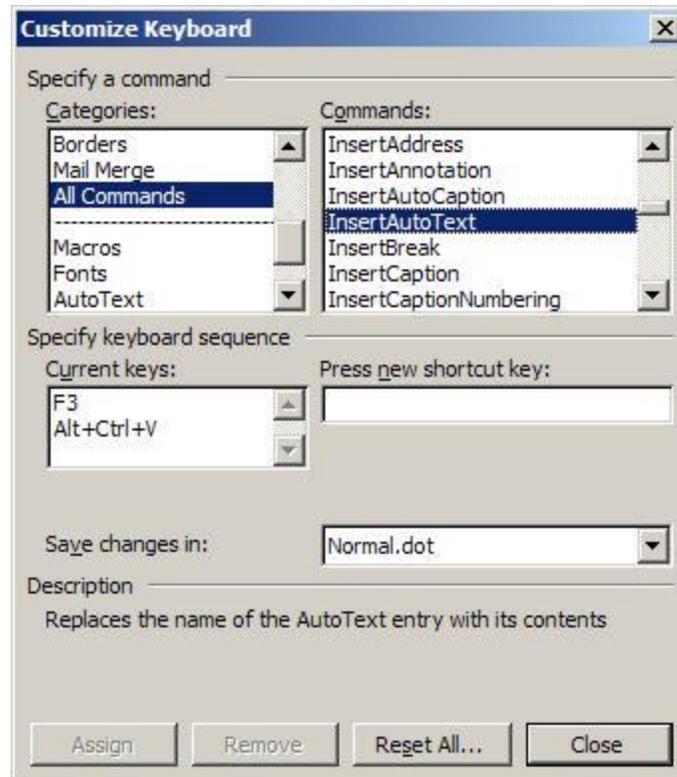
Chapter 8 - AutoText

All of the Auto Text and Auto Correct features of Microsoft Word are compatible with TouchType and can be used as an effective method of improving productivity during transcription. Many times, these features are more commonly referred to as 'shortcuts', 'macros', or 'word expanders'. Whatever the name, they all basically perform the same function. They allow you to type a word or a set of words, which can then expand into a sentence, a paragraph, or even an entire report.

8.1 Mapping AutoText to your Keyboard

Before you can use auto text entries in your templates, you have to make sure that your computer is configured to use AutoText.

1. Click on **T**ools and then **C**ustomize
2. Click on the **K**eyboard button at the bottom of the window.
3. In the *Categories* option box, scroll down and select *All Commands*
4. In the *Commands* option box, scroll down and select *InsertAutoText*
5. Click in the *Press New Shortcut Key* text box and press the F3 key on your Keyboard
6. Click the **A**ssign button
7. Click **C**lose



8.2 Inserting Auto Text

Creating and inserting auto text entries for your word templates is quite simple.

1. Type the 'normal' text that you would like displayed for your auto text entry.
2. Using your mouse, highlight the text on your screen.
3. Click **Insert** and then **AutoText** and then **AutoText** again.
4. On the *AutoText* tab, type the abbreviation that you would like to use for your auto text entry (for example, you could use *np* for *normal physical*)
5. Click **Add**



8.3 Creating AutoText Templates

By default, all of your AutoText entries are saved in your Global Template (normal.dot). While this is fine if you are creating auto text for your own personal use, your normal.dot template is not shared with other transcriptionists who may work on your account.

In the event that multiple Transcriptionists will be working with a particular account, it is possible to save your auto text entries directly in your template so that they will be available for others to use. In order to do this,, make sure to change the *Look in* drop down option to your template before saving your Auto Text entry.

If you have more than a few auto text entries, you may find that the best way to manage and distribute your Auto Text entries will be through use of a 'designated auto text template'. This template will be used solely to hold all of your auto text entries. .

In order to use a designated auto text template, you will first need to know the location of the 'Startup Directory' for your Microsoft word installation.

1. Open Microsoft Word
2. Click Tools and then Options
3. Click the File Locations Tab
4. Note the full file path of the Startup File Location line item

Once you have noted the file path, create a new blank template called autotext.dot. Create all of your auto text entries in this new template. Once you are finished, you must copy this template to the Startup File Location for your Microsoft Word (as noted above). You can then distribute this template to other transcriptionists. They will then need to save this file to their Startup File Location as well.

As an alternative to locating and copying the autotext.dot to your startup directory you may find it easier to copy the autotext.dot to the *c:\program files\mdintouch\touchtype2\include* directory. (If you do not see this directory you can create it at this location by right clicking and then selecting new/folder.)

The next time TouchType loads, your autotext template will automatically be copied to your Microsoft Word Startup Directory.

For more information on how to use Auto Text, please consult the help documentation for Microsoft Word.

Chapter 9 - Editing Existing Templates

Whenever editing an existing document template in Microsoft Word, there are a few factors of which you should always be aware. First, always make a backup of your template before making any changes to the original. You can do this by simply right clicking on the template icon, and selecting copy. Then navigate to a preferred location on your computer, right click and select paste.

Once you have made a backup of your document template and you are ready to edit, it is necessary to RIGHT click on the template icon and select open. You can NOT double click on the icon to edit a document template. If you double click on the icon, Microsoft Word will simply open up a new word document based on your template. *If you make changes in a Word Document, none of your changes will be saved in the document template.*

Chapter 10 - Template Library

MDinTouch offers a unique tool which allows you to share your templates with any transcriptionists who work on your accounts. This tool is referred to as the Template Library. After creating a new template or modifying an existing template you can upload the changes to the Template Library. Every time a Transcriptionist logs in to TouchType, the software will automatically detect any changes in the templates and will download the most current version.

In order to load a new template into the template library:

1. Log in to the Webtop
2. Click the Template Library link at the top of your webtop screen
3. In the drop down box, select the transcription account
4. Click the Browse button
5. Navigate to the location where your template is saved
6. Select your template
7. Click the Open button
8. Click the Upload File(s) button

After loading your templates, the next time you log in to TouchType your local templates will automatically be verified against the templates in the template library. If the system determines that you do not have the most current version of the template, it will automatically download the newer template.

NOTE: If you or any of your transcriptionists have made changes to the local copy of your templates, and would like to keep these changes, you should save your version of the templates with a different name than what is used in the template library. Otherwise, each time you log in to TouchType, the software will automatically overwrite your modified templates with the templates that are loaded in the template library.

Conclusion

We are sure that this Template Building Guide will provide you with all the knowledge that you will need to create your own templates. In addition to this guide, Microsoft has numerous resources which will help you learn and understand how to create Microsoft Word Templates.

Appendix

Bookmark Library

NAME	CATEGORY	DESCRIPTION
COMMENTS	GENERAL	Tag field in TouchType
DOCUMENT_START	GENERAL	Cursor placement for new document
DICT_PHYS_ADDRESS1	DICTATING_PHYSICIAN	Address
DICT_PHYS_CITY	DICTATING_PHYSICIAN	City
DICT_PHYS_DEGREE	DICTATING_PHYSICIAN	Suffix
DICT_PHYS_FAX	DICTATING_PHYSICIAN	Fax
DICT_PHYS_FIRSTNAME	DICTATING_PHYSICIAN	First Name
DICT_PHYS_FULLNAME	DICTATING_PHYSICIAN	Full Name
DICT_PHYS_INITIALS	DICTATING_PHYSICIAN	Initials
DICT_PHYS_LASTNAME	DICTATING_PHYSICIAN	Last Name
DICT_PHYS_MIDDLENAME	DICTATING_PHYSICIAN	Middle Name
DICT_PHYS_PAGER	DICTATING_PHYSICIAN	Pager
DICT_PHYS_PHONE	DICTATING_PHYSICIAN	Business Phone
DICT_PHYS_PHYSICIANID	DICTATING_PHYSICIAN	MDinTouch ID
DICT_PHYS_STATE	DICTATING_PHYSICIAN	State
DICT_PHYS_SUFFIX	DICTATING_PHYSICIAN	Suffix (MD, PhD)
DICT_PHYS_ZIP	DICTATING_PHYSICIAN	ZIP Code
DICT_CREATION_DATE	DICTATION	Dictation Creation Date
DICT_DATE_COMPLETE	DICTATION	Dictation Complete Date
DICT_DATE_TIME_COMPLETE	DICTATION	Dictation Complete Date (yyyy/mm/dd)
DICT_DOC	DICTATION	Dictating Physician ID
DICT_EXT_CREATION_DATE	DICTATION	Dictation Original Create Date
DICT_JOB_NUM	DICTATION	Dictation Voice File Number
DICT_ORIG_ID	DICTATION	Dictation Original File Number
DICT_WORK_TYPE	DICTATION	Dictation Work Type
ADMIT_DATE	ORDER	Admit Date Month dd, yyyy
ADMIT_DATE_TIME	ORDER	Admit Date Month dd, yyyy HH:MM
ASSIGNED_LOCATION_BED	ORDER	Assigned Bed
ASSIGNED_LOCATION_BUILDING	ORDER	Assigned Building
ASSIGNED_LOCATION_DESCRIPTION	ORDER	Assigned Location Description
ASSIGNED_LOCATION_FLOOR	ORDER	Assigned Location Floor
ASSIGNED_LOCATION_POC	ORDER	Assigned Location Point of Care
ASSIGNED_LOCATION_ROOM	ORDER	Assigned Location Room
DATE_OF_SERVICE	ORDER	Date of Service Month dd, yyyy

DOS	ORDER	Date of Service MM/dd/yyyy
ORDER_DATE_OF_TRANSACTION	ORDER	Date of Service yyyy-mm-dd
ORDER_DATE_TIME_OF_TRANSACTION	ORDER	Date of Service mm/dd/yyyy or yyyy-mm-dd hh:mm:ss.s if time exists
ORDER_DOT	ORDER	Date of Service mm/dd/yyyy
ORDER_ENTERED_BY	ORDER	Order Entered By
ORDER_ENTERERS_LOC	ORDER	Order Entered Location
ORDER_ENTERING_ORG	ORDER	Order Entered Organization
ORDER_ORDERID	ORDER	Order Id
ORDER_ORDERING_PROVIDER	ORDER	Ordering Physician ID
ORDER_STUDY_DESCRIPTION	ORDER	Order Study Description
ORDER_PHYS_ADDRESS1	ORDERING_PHYSICIAN	Ordering Physician Address
ORDER_PHYS_CITY	ORDERING_PHYSICIAN	Ordering Physician City
ORDER_PHYS_FAX	ORDERING_PHYSICIAN	Ordering Physician Fax
ORDER_PHYS_FIRSTNAME	ORDERING_PHYSICIAN	Ordering Physician First Name
ORDER_PHYS_FULLNAME	ORDERING_PHYSICIAN	Ordering Physician Fullname
ORDER_PHYS_LASTNAME	ORDERING_PHYSICIAN	Ordering Physician Last Name
ORDER_PHYS_MIDDLENAME	ORDERING_PHYSICIAN	Ordering Physician Middle Name
ORDER_PHYS_PAGER	ORDERING_PHYSICIAN	Ordering Physician Pager
ORDER_PHYS_PHONE	ORDERING_PHYSICIAN	Ordering Physician Office Phone
ORDER_PHYS_PHYSICIANID	ORDERING_PHYSICIAN	Ordering Physician MDiT ID
ORDER_PHYS_PREFIX	ORDERING_PHYSICIAN	Ordering Physician Prefix
ORDER_PHYS_STATE	ORDERING_PHYSICIAN	Ordering Physician State
ORDER_PHYS_SUFFIX	ORDERING_PHYSICIAN	Ordering Physician Suffix
ORDER_PHYS_ZIP	ORDERING_PHYSICIAN	Ordering Physician ZIP
PATIENT_AGE	PATIENT	Patient Age
PATIENT_DATE_OF_BIRTH	PATIENT	Patient DOB yyyy-mm-dd
PATIENT_DATE_TIME_OF_BIRTH	PATIENT	Patient DOB yyyy-mm-dd hh:mm:ss.s
PATIENT_DOB	PATIENT	Patient DOB mm/dd/yyyy
PATIENT_FIRSTNAME	PATIENT	Patient First Name
PATIENT_FULLNAME	PATIENT	Patient Full Name
PATIENT_ID_EXTERNAL	PATIENT	Patient External ID
PATIENT_LASTNAME	PATIENT	Patient Last Name
PATIENT_MIDDLENAME	PATIENT	Patient Middle Name
PATIENT_MOTHERS_ID	PATIENT	Patient Mother's ID
PATIENT_MOTHERS_MAIDEN_NAME	PATIENT	Patient Mother's Maiden Name
PATIENT_NATIONALITY	PATIENT	Patient Nationality
PATIENT_PATIENTID	PATIENT	Patient ID
PATIENT_RELIGION	PATIENT	Patient Religion
PATIENT_SEX	PATIENT	Patient Sex
PATIENT_SSN	PATIENT	Patient SSN

REFER_PHYSICIANS	REFERRING	Routing Slip, Referring Physicians
REF1_PHYS_ADDRESS1	REFERRING	First Referring Physician Address
REF1_PHYS_CITY	REFERRING	First Referring Physician City
REF1_PHYS_FAX	REFERRING	First Referring Physician Fax
REF1_PHYS_FIRSTNAME	REFERRING	First Referring Physician First Name
REF1_PHYS_FULLNAME	REFERRING	First Referring Physician Fullname
REF1_PHYS_INITIALS	REFERRING	First Referring Physician Initials
REF1_PHYS_LASTNAME	REFERRING	First Referring Physician Last Name
REF1_PHYS_MIDDLENAME	REFERRING	First Referring Physician Middle Name
REF1_PHYS_PAGER	REFERRING	First Referring Physician Pager
REF1_PHYS_PHONE	REFERRING	First Referring Physician Office Phone
REF1_PHYS_PHYSICIANID	REFERRING	First Referring Physician ID
REF1_PHYS_STATE	REFERRING	First Referring Physician State
REF1_PHYS_SUFFIX	REFERRING	First Referring Physician Suffix
REF1_PHYS_ZIP	REFERRING	First Referring Physician ZIP
TRANS_FIRSTNAME	TRANSCRIPTIONIST	Transcriptionist First Name
TRANS_INITIALS	TRANSCRIPTIONIST	Transcriptions First Initial Last Initial
TRANS_LASTNAME	TRANSCRIPTIONIST	Transcriptionist Last Name
TRANS_TRANSID	TRANSCRIPTIONIST	Transcriptionist MDiT ID
WORK_TYPE_DESCRIPTION	WORKTYPE	Worktype Description
WORK_TYPE_NAME	WORKTYPE	Worktype ID