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Need to get started dictating quickly?

1

Dictate



Via the smartphone app — see page 2

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2

Review/Approve



Reviewing/approving — see page 5

Dictation instructions



2



eScript One Smartphone app

Dictating with the eScript One smartphone app is convenient, secure and reliable.

iOS



- Install **eScript One** (Deliver Health) from the App Store
- Select region **(Australia) AUS** when prompted
- Enter your **Login, Password** and **Client**
(Select **Save Login** and **Save Password** when logging in and the application will remember your login credentials.)
- Click on the  icon then click the  icon to create a new dictation.




- Select a **DOCUMENT TYPE** and a **LOCATION** from the drop down lists
- Enter the **PATIENT UR**
- Select an Appointment Date



- Click  to record and  to upload the dictation.

- ◇ Wait for the  to confirm that the dictation has uploaded.
- ◇ Click on the  to obtain the *Receipt Code* and *TID* [Transcription ID] for your records. The TID can be used when contacting iMedX Support.

Android



- Install **eScript One** (Deliver Health) from the Play Store
- Select region **(Australia) AUS** when prompted
- Enter your **Login, Password** and **Client**
(Select **Save Login** and **Save Password** when logging in and the application will remember your login credentials.)
- Click on the **PATIENTS** tab then click the  menu, then **New Dictation** to create a new dictation.



- Select a **DOCUMENT TYPE** and a **LOCATION** from the drop down lists
- Enter the **PATIENT UR**
- Select an Appointment Date



- Click  to record and  to upload the dictation.

- ◇ Wait for the  to confirm that the dictation has uploaded.
- ◇ Click on the  (and then the Info) to obtain the *Receipt Code* and *TID* [Transcription ID] for your records. The TID can be used when contacting iMedX Support.

Dictation requirements

Please dictate in the following order.

- **Your name.**
- **Patient's name, DOB and UR** — please spell names.
- **Patient's appointment date or the date of the letter.**
- **All recipient names and addresses** — eg "Dr John Smith at the City Clinic in Bourke Street Melbourne".
- **Body of the letter.**

Dictation tips

To maximise turnaround time and accuracy, please;

- *Dictate in a quiet environment*
- *Dictate at talking speed, and avoid talking fast*
- *Dictate only 1 letter per dictation*
- *Spell out any unusual words — such as trial names and acronyms*
- *Spell out any name references mentioned in the body of the letter.*

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Dictation instructions

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eScription One Smartphone app—additional information

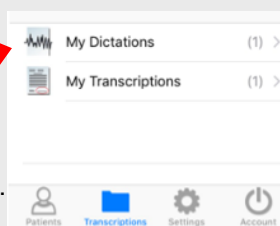
TRANSCRIPTIONS

The **Transcriptions** icon will display folders synced to OzeScribe with your pending dictations (**My Dictations**) as well as your typed dictations (**My Transcriptions**) which are awaiting review.



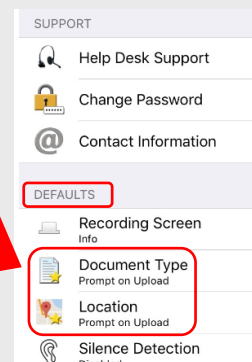
Has my dictation uploaded ?

You can check the **My Dictations** folder. Dictations will appear here in less than a minute after being uploaded.



SET DEFAULTS

Click on the **SETTINGS** icon to set a default **Document Type** and **Location**. The default will automatically load with new dictations, but can be changed per dictation as required.



LINK ACCOUNTS

To link accounts (for example, if you have accounts with more than one hospital), click the **Account** icon then click the **+** icon. You will then be prompted to enter your login details.

CANCEL A DICTATION

iOS — Click on the folder icon



Android — Click on Menu icon



PRIORITISE A DICTATION

Whilst dictating, click on the **STAT** icon



FURTHER INFORMATION

Links to the iOS and Android manuals can be found on the **Inquiry** homepage (log in at www.imedx.com/au/client-login)

Dictation requirements

Please dictate in the following order.

- **Your name.**
- **Patient's name, DOB and UR** — please spell names.
- **Patient's appointment date or the date of the letter.**
- **All recipient names and addresses** — eg "Dr John Smith at the City Clinic in Bourke Street Melbourne".
- **Body of the letter.**

Dictation tips

To maximise turnaround time and accuracy, please;

- *Dictate in a quiet environment*
- *Dictate at talking speed, and avoid talking fast*
- *Dictate only 1 letter per dictation*
- *Spell out any unusual words — such as trial names and acronyms*
- *Spell out any name references mentioned in the body of the letter.*

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Dictation instructions

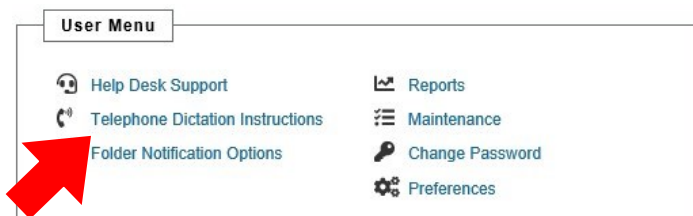
4



Telephone (landline)

Dictating via the telephone (landline) is quick and convenient via a local phone number.

To download your custom Telephone Dictation Instructions PDF, log on at www.imedx.com/au/client-login and click on the **Telephone Dictation Instructions** link on the Home tab.



Dictation requirements

Please dictate in the following order.

- **Your name.**
- **Patient's name, DOB and UR** — please spell names.
- **Patient's appointment date or the date of the letter.**
- **All recipient names and addresses** — eg "Dr John Smith at the City Clinic in Bourke Street Melbourne".
- **Body of the letter.**

Dictation tips

To maximise turnaround time and accuracy, please;

- *Dictate in a quiet environment*
- *Dictate at talking speed, and avoid talking fast*
- *Dictate only 1 letter per dictation*
- *Spell out any unusual words — such as trial names and acronyms*
- *Spell out any name references mentioned in the body of the letter.*



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Online editing and sign-off instructions

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REVIEWING ONLINE

NOTE FOR IF YOU ARE USING INTERNET EXPLORER: The first time you log in with Internet Explorer you will be required to install the Nuance runtime components (see page 11).

Log in



www.imedx.com/au/client-login

Review

- Click on the **My Transcriptions*** folder to display your letters awaiting review.
- Click on the **View**  icon to view the letter.
-
- Click on the **Edit**  icon if you would like to edit the letter.
- When viewing a letter, the green **Comment**  icon on the top menu bar will be animated if there is a query from the typist. Click on the icon to view the comment. Once the comment has been actioned, clear the text and press **Save**.

** Please note that depending on your account configuration the **My Transcriptions** folder may have a different name.*

Approve

- Click on **Complete**  to approve the letter or **Complete/Next**  to approve the letter and move to the next letter.
- Completing a letter will insert the words '**Electronically Approved by**' above your name and move the letter to the queue for delivery.

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Online editing and sign-off instructions

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FURTHER INFORMATION

MY TRANSCRIPTIONS FOLDER

The **My Transcriptions** folder contains your transcribed letters which you will need to review/approve.

Comment


A comment has been attached to the transcription.

View

View the transcription in the **Transcription Viewer**

Edit

Edit the transcription in the **Transcription Editor**



<input type="checkbox"/>								18725385
<input type="checkbox"/>	view	edit	cover	letter	envelope	comment	play	
<input type="checkbox"/>								18725386
<input type="checkbox"/>	view	edit	cover	letter	envelope		play	
<input type="checkbox"/>								18725387
<input type="checkbox"/>	view	edit	cover	letter	envelope		play	
<input type="checkbox"/>								18725387
<input type="checkbox"/>	view	edit	cover	letter	envelope		play	
<input type="checkbox"/>								18736513
<input type="checkbox"/>	view	edit	cover	letter	envelope		play	
<input type="checkbox"/>								18736528
<input type="checkbox"/>	view	edit	cover	letter	envelope		play	

TRANSCRIPTION VIEWER



14 October 2016

Preview

Preview the transcription on the letterhead.

Info

Shows the background data of the transcription.

Complete

Approves the letter and returns to the folder view.

Edit

Opens the transcription in the Transcription Editor (see following page).

Previous next

Move to the previous or next transcription.

Complete/next

Approves the letter and moves to the next letter.

Comment

The icon will be animated if there is a comment. Click to view.

Exit

Exit from the current view.

Dear John,

John Bond

I thanks again for your referral.

Yours sincerely

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Online editing and sign-off instructions

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FURTHER INFORMATION

TRANSCRIPTION EDITOR

Complete/next

Approves the transcription and moves to the next.

Complete

Approves the transcription and returns to the folder view.

Add authenticator

Adds an additional reviewer to the letter.

Comment

The icon will be animated if there is a comment. Click to view.

Play

Play the audio for the transcription.

Patient Info

Approves the letter and returns to the folder view.

Add associate

Add an associate (recipient) to the transcription.

Primary

Makes the recipient appear at the top of the transcription (as opposed to being a CC).

Delete

Delete the associate (recipient).

Search

Search for an associate (recipient).

The screenshot shows the Transcription Editor interface with several sections highlighted by yellow boxes and red arrows pointing to callout boxes:

- Top Menu:** Includes icons for save, add associate, save & close, play, Complete/next, Complete, add authenticator, comment, patient info, edit, and approve.
- DEMOGRAPHICS:** Fields for Patient ID (1111), Birthdate (15/09/2010), Gender (M), Order Num, Clinician (Robert Rash), Location (Default Location), Document Type (Letter - Letter), Appt Date (14/10/2016 12:00 AM), and Dictation Date (14/10/2016).
- Transcription Content:** A text area with the content "Thanks again for your referral." and a toolbar with various formatting options.
- RECIPIENTS (ASSOCIATES):** A list of recipients with fields for Associate Code, Associate Name, Greeting, Business Name, Specialty, Address Line 1, Address Line 2, Address Line 3, City, State, ZIP, Phone Number, and Fax Number. It also includes checkboxes for "Primary", "Add/Update in Database", "Autofax Associate", and "Patient's PCP".

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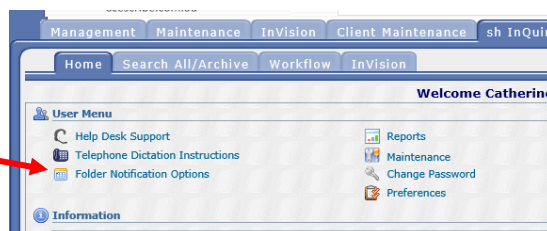
Online editing and sign-off instructions

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FURTHER INFORMATION

NOTIFICATION OPTIONS

The Folder Notification Options can be managed from the Home tab of InQuiry. By default, you will receive a notification email daily whenever there are transcribed letters waiting for you to review/approve.



* Please note that depending upon your account configuration, folder names may differ.

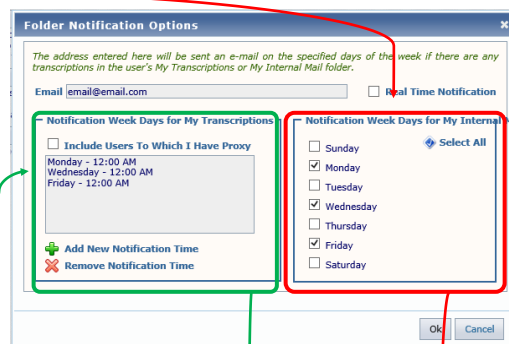
* **Internal Mail** may or may not be active depending upon your client account configuration.

The **Notification Week Days for My Internal Mail** corresponds to notifications for your **My Internal Mail** folder.

Internal mail is simply electronic correspondence received from other OzeScribe users and does not require any further action.

The **Notification Week Days for My Transcriptions** corresponds to notifications for your **My Transcriptions** folder.

My Transcriptions contains your transcribed letters which require review and must then be marked as completed.



Workflow Summary		Total
My Dictations		0
Comments and Queries		1
My Transcriptions		16
My Internal Mail		10
Awaiting Print		0
OzePost		0

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Online editing and sign-off instructions

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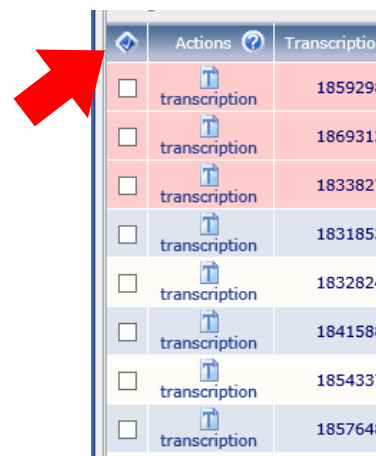
FURTHER INFORMATION

NOTIFICATION OPTIONS (continued)

1

To stop the email notifications for your [My Internal Mail](#) folder, you will need to archive the letters.

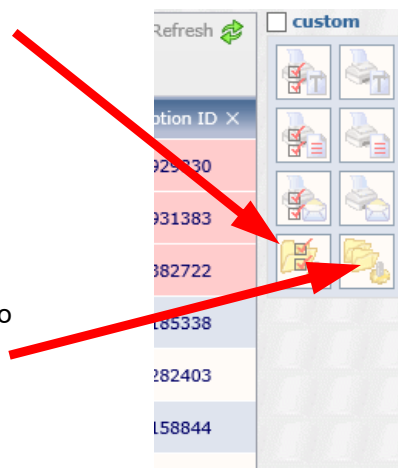
Open the folder and select all letters (You can select all letters by clicking on the blue diamond icon).



2

Click on the [Archive Selected](#) icon to archive the letters.

Note that you can also click on the [Archive All](#) icon to archive all letters without selecting them first.



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FURTHER INFORMATION

DELETING (INVALIDATING) LETTERS



1

In the **Transcription Viewer** (viewing the letter), click the **Info** icon



2

Select **Invalidated** from the **Change To** drop-down. Then click **save & close**.



3

Back in the **Transcription Viewer**, click **next** or **exit** (do not click **Complete** or **Complete/Next**).

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Installing the Nuance runtime components for Internet Explorer

A note regarding logging in to the InQuery website using Internet Explorer.

The first time you log in on a new computer using Internet Explorer, you will be prompted to install the *Nuance Updater Component*.

Please follow the 5 steps below to install the *Nuance Updater Component*. If you have trouble installing these components, please contact iMedX Support on **1300 727 423** or **au-support@imedx.com**

1

Log in at **www.imedx.com/au/client-login** with the details provided in your *iMedX User Credentials* email.

username:

password:

client name:

2

Click on the **click here** link (see image below).

InQuery
ELECTRONIC MEDICAL DICTATION AND TRANSCRIPTION
Username
Password forgot password?
Client

Note: The user, password, and client fields on this login page have been temporarily disabled. The Emdat Updater component has not been installed on this PC. In order for Emdat software to run properly, all users must install the Emdat Updater component. Please [click here](#) to install this software and select Open or Run (depending on your version of Windows) in the two dialog boxes that follow. After the installation is complete the user, password, and client fields will be enabled to allow you to log in. If you experience any difficulty, please contact the Emdat helpdesk at 608-270-6400.
© COPYRIGHT 2001-2018. ALL RIGHTS RESERVED

3

When prompted, click **Run** (or **Open**) (see image below). The components will then install. This should take less than 1 minute.

Do you want to run or save EmdatComponents.exe (2.23 MB) from emdat.com?

4

When prompted, click **Retry** (see image below).

Windows Internet Explorer

⚠ To display the webpage again, the web browser needs to resend the information you've previously submitted.
If you were making a purchase, you should click Cancel to avoid a duplicate transaction. Otherwise, click Retry to display the webpage again.

5

The components have been successfully installed when you see the login box pictured below, without the yellow text underneath it. If you are unable to successfully install the components, please contact iMedX Support on **1300 727 423** or **au-support@imedx.com**.

InQuery
ELECTRONIC MEDICAL DICTATION AND TRANSCRIPTION
Username
Password forgot password?
Client

1300 727 423

iMedX Support

au-support@imedx.com

Dictation Tips

- Please try to dictate as clearly as possible.
- To avoid confusion, try to not converse outside the dictation.
- Please do not eat whilst dictating.
- Please ensure all essential fields are dictated.
 - Your name.
 - Patient's name, DOB, UR and address.
 - Patient's appointment date, or the date of the letter.
 - All recipient's names and addresses—eg “Dr John Smith at the City Clinic in Bourke Street Melbourne”.
 - The body of the letter.
- Dictate in a quiet environment.
- Dictate at talking speed (avoid talking fast)
- Start a new dictation for each new letter (ie do not dictate multiple letters on the one dictation file.
- Spell out any unusual words such as trial names and acronyms
- Spell out any name references mentioned in the body of the letter.
- You can also dictate comments to be left for staff with details of special instructions or attachments,

eg “Please enclose most recent EEG report”.

The more information you can provide the better, regardless of the data available to our transcriptionists. This will decrease turnaround time of the letter, increase accuracy and reduce the editing work for you and your administrators when typed.

Order of Dictation

- Simply visualize how the letter looks and dictate the required fields from top to bottom.

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