A Step-By-Step Guide to eScription for

NetScript

For Support, Contact:

UCMG TRANSCRIPTION SERVICES Phone: (403) 592-5200 Fax: (403) 270-0805

E-mail: UCMGTrans@ucalgary.ca

July 2014

CUMMING SCHOOL OF MEDICINE



Table of Contents

NetScript	1
Preamble	4
About this Step-by-Step Guide	4
The Dictation – Transcription Workflow	5
New Users - Onboarding Process	6
Transcribed Reports in eScription	7
Introduction to NetScript	7
The Anatomy of a Transcribed Report available in NetScript	
Using NetScript	9
Logging into NetScript	9
Step 1 – Open MS Internet Explorer	9
Step 2 – Log In	10
Changing your Password	11
Step 1 – Open MS Internet Explorer and Log into EditScript Online	11
Step 2 – Change your Password	12
NetScript: How eSignature Works for Authorized Signing Clinician	14
NetScript: How eSignature Works for Trainee with Signing Clinician/Preceptor	15
NetScript: Clinician Approval (eSignature) of a Transcribed Report	16
Step 1 – Open MS Internet Explorer and Log into eScription	16
Step 2 – Retrieving a Patient Report	17
Step 3 – Close NetScript	19
NetScript: Pend a Transcribed Report with a Note	20
Step 1 – Retrieve a Document	20
Step 2 – Pend with Note	21
NetScript: Add a CC to a Transcribed Report	22
Step 1 – Retrieve a Document	22
Step 2 – Add a CC Recipient	23
Step 3 – Search for a CC Recipient	24
Step 4 – Select a CC recipient	24
Step 5 – Save or Save & Sign	26
NetScript: Add a New Contact to a Transcribed Report	27
Step 1 – Retrieve a Document	27
Step 2 – Add a New Contact Recipient	28
Step 3 – Confirm New Contact Recipient	31
Step 4 – Understanding status of the Report	32

33
35
35

Preamble

UCMG Transcription Services provides the University of Calgary Medical Group (UCMG) members with necessary transcription services specific to capturing and translating a Clinician dictation, creating a transcribed medical report, and facilitating the distribution of the medical report to dedicated locations (including Sunrise Clinical Manager and Netcare) that are responsible for the collection and management of the patient legal record of care.

Transcription Services utilizes the dictation-transcription solution, Dragon Medical 360 | eScription from Nuance. The eScription solution is an industry leading platform for computer-aided speech-recognized medical transcription that is more efficient than traditional transcription; improving turnaround times, reducing transcription costs, and improving clinical workflow and efficiencies.

About this Step-by-Step Guide

The purpose of this guide is to provide Clinicians with clear and easy-to-understand instructions and information required to complete patient dictation and ultimately approve the transcribed patient report in the eScription solution.

The guide is best used in conjunction with the user having direct access to a phone (landline) for dictation and a computer for approval of completed patient reports.

If a user has any questions or concerns regarding this guide or eScription itself, please contact UCMG Transcription Services by phone at (403) 592-5200 or e-mail at UCMGTrans@ucalgary.ca.

The Dictation – Transcription Workflow

Outlined below is a high-level depiction of the complete UCMG Transcription Service process that takes a Clinician dictation from initial recording through transcription to approval and final distribution.



New Users - Onboarding Process

UCMG Transcription Services provides and manages UCMG Member Clinicians with dedicated "Speaker Codes" that will allow the Clinician to access the eScription dictation system. User Names and Passwords are also provided to allow Clinicians access to the online NetScript portal to review and approve transcribed medical reports.



The UCMG Transcription Services onboarding process is a formal process designed to provide new Clinicians and Trainees with timely and consistent access to its dictation-transcription services.

The first step in completing the onboarding process is to complete the UCMG eScription User Profile Form. The form is available for <u>Physicians</u> and <u>Residents</u> at the UCMG eScription website. Once the form is properly completed and submitted, your profile will be set up and you will receive instructions and credentials via your provided e-mail

All users will be required to acknowledge and follow the <u>University of Calgary password</u> policy.

If a user has any questions, concerns, or requires assistance with the onboarding process, please contact UCMG Transcription Services by phone at (403) 592-5200 or e-mail at <u>UCMGTrans@ucalgary.ca</u>.



Transcribed Reports in eScription

Introduction to NetScript

The UCMG eScription solution uses a web-based client that allows clinicians to review and listen to dictations, review, edit, pend, and electronically approve (sign) transcribed patient reports.

?	Printed copies of the patient's medical report may be obtained through Sunrise Clinical Manager or Netcare.
---	---

The eScription NetScript portal can be accessed from anywhere, at any time using Internet Explorer and an internet connection. The solution runs 24 hours a day, 7 days a week, 365 days a year.

The NetScript URL is: <u>http://www.escription.ca/</u>.

MS Internet Explorer is the only supported web browser used to access NetScript. **VERY IMPORTANT!** Entering the URL http://www.escription.ca will open the eScription home page In the CUSTOMER LOG IN field enter UCMG and select Log In button. See Logging into NetScript for instructions (following pages).

If a user has any questions, concerns, or requires assistance with the UCMG NetScript portal, please contact UCMG Transcription Services by phone at (403) 592-5200 or e-mail at <u>UCMGTrans@ucalgary.ca</u>.

The Anatomy of a Transcribed Report available in NetScript

				I Blanks
Hide Distation Header				
Status:	UNSIGNED	Dictation ID:	102222	
Patient Name:	PIEM UCMG eScription. Dharamshala	Speaker:	TST_TestDoctor7_DoctorRU (5000)	
Dictated Date:	2014/06/17 06:11:09 AM MDT	Procedure Date:	2014/03/12	
Account Number:	100041607787	Business Entity:	RRDTC-Rheumatology	Header
Medical Record Numbe	2160056863	Dusiness Entry:	Tele Tel Teleconnacorogy	
Work Type:	Letters (50)			
CC List	_			
DoctorMD TST_Tes	Doctor3 MD MRCFC FACP FCCP UCMG	Transcription Services 414	1011 Glenmore Tr. SW Calgary AB T2V 4	CC's
Doctoritz 131_Test	Doctor I MID MISE FREEPE DE. OF Hanschph	on services 414 1011 Gier	more 11. Sw Calgary AB 12V 4R0	
years. She typically for a few months befor asymptomatic for the Recently the problem September and remains hands. She does not or arms and has not appr injury. She cannot re Occasionally when sta both arms which lasts She is otherwise well medication. She has n Examination of her ar exception of some mil forearms bilaterally.	would develop the itch in October and re resolving completely. She would re rest of the year until the following has become more severe. It began last persistent. It is also moved to invo complain of any numbness or tingling i eclated any weakness. She has never s call when her last x-ray of the neck rtled, she develops a "lightening-lik for microseconds. with minimal problems and is current to medication allergies. ms and dorsal hands was essentially n d lichenification but no erythema inv	it would in r main October. year in lye her dorsal nyfored a neck was. e" shock down ly on no ormal with the olving the	Text	Action Buttons
Save Only	Save & Sign			
Listen	Pend with Note			

Header:	Provides information regarding the transcription relative to the patient, patient demographics, dates, clinic (Business Entity), speaker, and signing (approving) clinician. (Header information cannot be edited in NetScript.)	
Transcription Text:	Text specific to the patient report in the text box can be viewed and edited by the user.	
CC's:	Outlines a list of Carbon Copy recipients, including the name of the Addressee.	
Action Buttons:	Action buttons allow the authorized user to perform various actions on the transcribed medical report before it is approved and distributed (Save & Sign). Action Buttons are:	
	CC List button: Allows for the addition of additional CC recipients.	
	Save Only button: Following changes, the user can save changes.	
	Listen button: Allows user to listen to original dictation.	
	Pend with Note button: Allows user to 'pend' the report with notations to the Transcription Services Office.	
	Save & Sign button: Following review and completion of any edits selecting the Save & Sign button will move the report into the distribution process.	

Using NetScript

Logging into NetScript

NetScript is designed to operate using MS Internet Explorer (IE). A user may find that other internet browsers work; however, their functionality may be limited and any issues found will not be supported by UCMG Transcription Services.



Step 1 – Open MS Internet Explorer

Using the shortcuts or the main menu bar on the computer, open *MS Internet Explorer (i)*.

Enter the URL <u>http://www.escription.ca</u> The eScription home page will open.

In the CUSTOMER LOG IN field enter UCMG and select Log In button.



Step 2 – Log In

The UCMG eScription Windows Security window will open. In the appropriate fields enter:

- Your assigned UCMG eScription NetScript User name
- Your assigned UCMG eScription NetScript Password

Windows Security	×
The server www.e password. The se Group.	escriptiontest.ca is asking for your user name and rver reports that it is from University of Calgary Medical
	User name Password Remember my credentials
	OK Cancel

Select OK button

Note: To prevent unauthorized access of the application <u>**do not**</u> select the *Remember my credentials* check box.

The eScription EditScript Online page will open.

This page allows Clinicians to access NetScript. NetScript allows Clinicians to perform activities such as completing electronic signature, viewing and editing patient reports, as well as listening to dictations.



Changing your Password

All users will be prompted to change their password on their first log-in to the NetScript portal. Users will be required to create a password that complies with the <u>University of</u> <u>Calgary password policy</u>, which indicates that passwords must have a minimum size of 7 (seven) characters in length and meet at least three of the following complexity requirements:

- Must contain a minimum of 1 upper case alphabetic character.
- Must contain a minimum of 1 lower case alphabetic character.
- Must contain a minimum of 1 numeric character
- Must contain a minimum of 1 special character

You can always change your password anytime you wish, when your password expires, or if you feel your password has been compromised in anyway.



Step 1 – Open MS Internet Explorer and Log into EditScript Online

Follow Logging into NetScript instructions.

From the *EditScript Online* page. Select the *Clinicians* link.

Select the eSignature hyperlink.

C D C https://www.escriptiontest.ca/UCMG/	우 두 을 히 🦪 eScription: Streamline Medi ×		- 0 × A * 0
File Edit View Favorites Tools Help	ALC Colorisa - Linear 17 Value - Colorisa Mad		
38 Ind sign in to office soo in Alberta Health services -	" TAHS (C escription - Home M rando C escription streamine Mea		
I	EditScript Online	- hybri	Î
► EditScript Online			
Home	University of Calgary Medical Group		
> Clinicians	Welcome, University of Calgary Medical Group, to EditScript Online!		
> MTs	Through this secure website, clinicians, administrators and MTs can		
≻ Online Tools	obtain the information and tools they need to work productively with the EditScript TM solution. For example:		
> Change Password > Logout	Administrators can view reports, download software, and fill out trouble tickets.		
	Clinicians can access dictations and electronically sign documents.		
	MTs can download software and get information about editing and transcribing.		
	In the Online Tools section, users have access to a variety of interactive information sources to help them use EditScript more effectively. You can join forums, access a knowledgebase, download utilities, view service announcements, and more.		
	If you have any questions about EditScript Online, please contact your Transcription Administrator.		
		-hipi	~

Step 2 – Change your Password

Select the *Change Password* hyperlink.

-		- 0 ×
(Shttps://www.escriptiontest.ca/UCMG/	, P = 音 d 🧉 eScription: Streamline Medi ×	
File Edit View Favorites Tools Help		
🐅 🅅 Sign in to Office 365 🌵 Alberta Health Services	🍁 AHS 🕝 eScription - Home 🔛 Yahoo 🧃 escription Streamline Med	
	Z die Contine On time	
	SaitScript Online	
> EditScript Online		
Home	University of Calgary Medical Group	
> Administrators		
≻ Clinicians	Welcome, University of Calgary Medical Group, to EditScript Online!	
> MTs	Through this secure website, clinicians, administrators and MTs can	
> Online Tools	obtain the information and tools they need to work productively with the EditScript TM solution. For example:	
> Change Password		
> Logout	Administrators can view reports, download software, and fill out trouble tickets.	
	Clinicians can access dictations and electronically sign documents.	
	MTs can download software and get information about editing and	
	transcribing.	
	In the Online Tools section, users have access to a variety of	
	interactive information sources to help them use EditScript more effectively. You can join forums, access a knowledgebase,	
	download utilities, view service announcements, and more.	
	If you have any questions about EditScript Online, please contact	
	your Transcription Administrator.	
		1000

The Change Password window will open.

A C A Street / www.ascriptionstates.com/Wildowssensor Q + A C A Street from Street State V	* 8
File Edit View Favorites Tools Help	
🀅 🎮 Sign in to Office 365 🌵 Alberta Health Services 🌵 AHS (@ eScription - Home 🕎 Yahoo 🗃 escription Streamline Med	
eScription	
EditScript Online	
s EditScrier Collina	
Home Change Password	
> Administrators Please enter your new password. Click Save when you're done.	
> Clinicians > MTs	
> Online Teels New password :	
> Change Password Re-type new password :	
> Lagout	
Save Clear	
h-h-i	
9971	

Enter your new password in both *New password* field and *Re-type new password* field.

Select Save when done.

The change password notification page will open acknowledging successful password change.

Select the *Clinicians* link to continue working.

	- 0 ×
🗲 💿 🧭 https://www.escriptiontest.ca/UCMG/changepassu 🔎 = 🗟 C 🧭 eScription: Streamline Med ×	
File Edit View Favorites Tools Help	
🙀 🎮 Sign in to Office 365 🌵 Alberta Health Services 🤹 AHS 🔞 eScription - Home 📓 Yahoo 💰 escription Streamlin	Med
eScription	
E litSeriet Orline	
EditScript Online	Autor -
EditScript Online Home The password has been changed.	
> Administrators	
> Clinicians	
> MTs	
> Online Tools	
≻ Change Password	
≻ Logout	

NetScript: How eSignature Works for Authorized Signing Clinician

The workflow below outlines a typical Patient Medical Report e-signature approval process for an authorized Clinician dictation.



With Clinician/Preceptor approval a Trainee may also be provided with authorized Signing Clinician permissions.

See NetScript: How eSignature Works for Trainee with Signing Clinician/Preceptor.

NetScript: How eSignature Works for Trainee with Signing Clinician/Preceptor

The workflow below outlines a typical patient medical report eSignature approval process for a Trainee and his/her supervising Preceptor (an authorized signing Physician).



The **Trainee** *Save and Review* process allows the Trainee to review, edit, save, pend, and acknowledge (Save & Review) his/her own dictated-transcribed patient medical reports.

The **Signing Clinician/Preceptor** *Save and Sign* process can be completed at any time (even without the Trainee approval process being completed). Upon *Saving and Signing* a medical report the report is sent into the distribution process.

NetScript: Clinician Approval (eSignature) of a Transcribed Report

Step 1 – Open MS Internet Explorer and Log into eScription

Follow Logging into NetScript instructions.

From the *EditScript Online* page. Select the *Clinicians* link.

		-	a ×
C 🛞 🦉 https://www.escriptiontest.ca/UCMG/	요 ~ 을 다 🖉 eScription: Streamline Med ×		A 🛠 🛱
File Edit View Favorites Tools Help			
🐅 🎮 Sign in to Office 365 🏩 Alberta Health Services	s 📲 AHS (e eScription - Home 🔛 Yahoo (e) escription Streamline Med		_
	EditScript Online	-	^
> EditScript Online			
Home > Administrators	University of Calgary Medical Group		
> Clinicians	Welcome, University of Calgary Medical Group, to EditScript Online!		
> MTs	Through this secure website, clinicians, administrators and MTs can obtain the information and tools they need to work productively.		
> Online Taols	with the EditScript [™] solution. For example:		
> Change Password > Logout	Administrators can view reports, download software, and fill out trouble tickets.		
	Clinicians can access dictations and electronically sign documents.		
	MTs can download software and get information about editing and transcribing.		
	In the Online Tools section, users have access to a variety of interactive information sources to help them use EditScript more effectively. You can join forums, access a knowledgebase, download utilities, view service announcements, and more.		
	If you have any questions about EditScript Online, please contact your Transcription Administrator.		
			~

Extended hyperlink options will be available. Select the *eSignature* hyperlink.

C () (S https://www.escriptiontest.ca/UCMG/c	Inicians.sht , P = @ C 👩 escription Streamline Medi X	- 0 <mark>×</mark> A * 0
File Edit View Favorites Tools Help	s 🤹 AHS (@ eScription - Home 🙀 Yahoo 🗃 escription Streamline Med	
©Scription		^
 EditScript Online Home Administrators Clinicians Glinicians Beard Guidelines for Doctaring Search for Dictations MTs Online Taols Change Password Legoot 	Clinicians Clinicians Clinician Information Clinician Information Clinician Information Clinicians can sign documents that are deficient of electronic signature, A Guidelines for Dictation section provides best practices in dictating using EdifScript. In addition, a Search for Dictations link helps you find dictations based on multiple criteria, including date, status and transcriptionist. If you have any questions, please contact your Transcription	λφοι
		~

Step 2 – Retrieving a Patient Report

A table of transcribed patient reports awaiting your approval will be visible.

By default, the check boxes selecting all reports are marked.

Select View/Sign button to open the reports. (Reports with check boxes selected will be brought forward for viewing.)

1.0	de unité sonice	Ser an estimation	Sectors (H	NED (D. 10)	odanie usua 14 is	1144 B	esciption	Streament of Care	2					
20	Castomer Cente	#												
ły	for Signa	ture												
: 	llowing 7 c	lacoments can be	signed by Dr	Doctors	TIP TST Teel	bactor?	MDP	lease select th	se document	e to he sinner	and then elick	the View	Sion batton	
2	dowing / c	socuments can be	signed by Dr.	Doctorr	CURCISI_Test	Joctor	MD. P	lease select if	se document	s to be signed	and then click	the view	sign button.	
į	(Sign													
A.	I - Clear All													
	Review	Clinician	Confirmation Number	Dictation ID	Patient Name	Work Type	Status	Medical Record Number	Patient	Dictated Date	Transcribed Date	Signature Date	Business Entity	Problem P
	Reviewed	TST_TestDoctor8, Doctor8R (2010)	000448	102218	PIEM UCMG eSiziption, Georgian	Letters (50)	Unsegned	2160036806	100043607756	2054/06/37 96:02:07 AM NSDT	2014/06/17 10:41:58 AM MDT		SHC-ALS	
	Outstanding	TST_TestDoctor8, DoctorSR (3010)	000447	102219	PIEM UCMG eScripton, Darjeeling	Letters (50)	Ussigned	2160056848	100041607795	2014/06/17 06:07:36 AM MDT	2014/06/17 09:12:28 AM MDT		RRDTC. Rheanatology	
	Outstanding	TST_TentDoctor8, DoctorSR (3030)	000448	102220	PIEM UCMG eScription, Cochie	Letters (50)	Ussigned	2160056822	100541607797	2014/06/17 06:08:40 AM MDT	2014/06/17 09:12:41 AM MDT		RRDTC- Otolaryogology	
		TST_TestDoctor7, DoctorRU (\$000)	000450	102222	PIEM UCMO eScription, Distranshila	Letters (50)	Ussigned	2160056863	100041607787	2014/06/17 06:11:09 AM MDT	2014/06/17 10:42:06 AM MDT		RRDTC- Rheumstology	
					PIEM UCMG	Letters	Ussigned	2100056897	100041607789	2014/06/17 06:12:55 AM MDT	2014/06/17 10:50:17 AM MDT		SHC-Monley	
	83 83	TST_TestDoctor7, DoctorRU (5000)	000451	102223	eScription, Goa	(20)								
	52 53 53	TST_TestDoctor?, DoctorRU (5000) TST_TestDoctor?, DoctorRU (5000)	000451	102223	eScription, Goa PIEM UCMG eScription, Goa	(50) Letters (50)	Ussigned	2160056897	100041607789	2014/06/17 06:14:06 AM MDT	2014/06/17 10:45:27 AM MDT		SHC-Mosley	

Note: Clinicians acting as Preceptors for Trainees may have color coded reports in their queue:

- **Green** Indicates that the Signing Resident has Reviewed the report and is now ready for the Preceptor to Review and Sign
- **Red** Indicates that the Signing Resident has not Reviewed the record. It is indicated as outstanding. However the Preceptor is still able to open to Review and Sign. (This will move the patient report into the distribution process.)

A New Dictation view will result

The Clinician can now review the transcribed report and complete various actions and/or activities.

Select Save & Sign button to move the report forward into the Distribution process.

~					- 0 ×	
(<	😑 🥖 https://www.escription	ntest.ca/UCMG/servlet/Scribs 🔎 👻 🔒 🖒 [🥝 Rea	dy for Signature 🧯	View Dictation ×		8
File	Edit View Favorites Tools	Help				
🐅 P	🖣 Sign in to Office 365 🌵 Alber	ta Health Services 🌵 AHS 🔞 eScription - He	rme 🕎 Yahoo 🧿 escription S	treamline Med		
					Highlight Control	П
					✓ Blanks	
	Hide Dictation Header					
1	Status:	UNSIGNED	Dictation ID:	102222		
1	Patient Name:	PIEM UCMG eScription, Dharamshala	Speaker:	TST_TestDoctor7, DoctorRU (5000)		
1	Dictated Date:	2014/06/17 06:11:09 AM MDT	Procedure Date:	2014/03/12		
	Account Number:	100041607787	Business Entity:	RRDTC-Rheumatology		
1	Medical Record Number:	2160056863				
1	Work Type:	Letters (50)				
	00111					
	CC LISt					
	DoctorMD TST_TestD	octor3 MD MRCPC FACP FCCP UCMG	Transcription Services 414	1011 Glenmore Tr. SW Calgary AB T2V 4R6		
5	Janu thanks for asking	we we see whic 57-year-old yours fo	r avaluation			
2	of severe episodic prur	itus involving her arms. This proble	em dates about 🔨			
1	10 years. She typically last for a few months b	would develop the itch in October a efore resolving completely. She would	and it would			
	asymptomatic for the re	at of the year until the following	Dotober. 🗸			
100	Recently the problem ha	s become more severe. It began last	year in			
	Save Only	Save & Sign				
	Listen	Pend with Note				
Retu	m to Document List		< Previous	1 of 1 Nast >		
						Y
						_

After reviewing and signing a report, the next available report will be made available to review and sign.

Reports will continue to advance until all available reports are reviewed and signed.



Once a patient medical report is **Saved & Signed** it is considered complete and is automatically sent into the distribution process, including uploads to SCM and Netcare

If the medical report has any errors or omissions it can only be updated or corrected through a formal "Cancel" process requiring the signing Clinician/Preceptor to contact Transcription Services and once edited will require repeating the Clinician Approval (eSignature) process.

Step 3 – Close NetScript

When there are no further reports for review and signing you will receive "There are no documents available for signature" prompt.

Select Logout to ensure you properly close out of the system.

Close any remaining open Internet Explorer pages.



NetScript: Pend a Transcribed Report with a Note

A user can 'pend' any transcribed document before it is signed. Pending with a note for a transcribed report will provide information to Transcription Services.

Reasons for pending a medical report may be:

- Errors in Header information such as Patient name, incorrect MRN, Procedure dates, etc.
- A report text requiring extensive editing.
- Necessity to cancel the report (before it is signed).
- Requirement to add additional recipients not available in the CC distribution list.



Step 1 – Retrieve a Document

Follow the steps required to open and <u>retrieve a patient report</u>.

					- o	×
	https://www.escripti	ontest.ca/UCMG/servlet/Scribe 🔎 > 🔒 🖒 🌽 Read	ty for Signature 🤞	View Dictation ×		¢
File Edit	View Favorites Too	ls Help				
🖕 🅅 Sigr	n in to Office 365 📑 Alb	erta Health Services 🌵 AHS 🛞 eScription - Ho	me 🛐 Yahoo 🧿 escription S	treamline Med		
					Highlight Control	^
Hide	Dictation Header					
Statu	5:	UNSIGNED	Dictation ID:	102222		
Patie	nt Name:	PIEM UCMG eScription, Dharamshala	Speaker:	TST_TestDoctor7, DoctorRU (5000)		
Dicta	ted Date:	2014/06/17 06:11:09 AM MDT	Procedure Date:	2014/03/12		
Acco	unt Number:	100041607787	Business Entity:	RRDTC-Rheumatology		
Medi	cal Record Number	: 2160056863				
Work	t Type:	Letters (50)				
Many of se 10 ye last symp Recen	CCList DoctorMD TST_Test thanks for asking wars. She typicall for a few months tromatic for the r tly the problem h	Dector3 MD MRCPC FACP FCCP UCMG ' me to see this 57-year-old woman for ritus involving her arms. This probl y would develop the itch in October, before resolving completely, She wou est of the year until the following as become more severe. It began last	Transcription Services 414 r evaluation m dates about nd it would id renain Jorober. year in	1011 Glenmore Tr. SW Calgary AB T2V 4R6		
	Listen	Pend with Note				
Return to D	locument List		< Provious	l of 1 Next >		
						~

Step 2 – Pend with Note

Select the *Pend with Note* button.

				Highlight Control
				Blanks
Hide Dictation Heade	r			
itatus:	UNSIGNED	Dictation ID:	102222	
atient Name:	PIEM UCMG eScription, Dharamshala	Speaker:	TST_TestDoctor7, DoctorRU (5000)	
lictated Date:	2014/06/17 06:11:09 AM MDT	Procedure Date:	2014/03/12	
ccount Number:	100041607787	Business Entity:	RRDTC-Rheumatology	
ledical Record Numb	er: 2100006863			
ork Type:				
CC List				
CC List				
CC List				
CC List DoctorMD TST_Te	stDoctor3 MD MRCPC FACP FOCP UCMG	Transcription Services 41	14 1011 Glenmore Tr. SW Calgary AB T2V 4R6	
CC List DoctorMD TST_Te	stDoctor3 MD MRCPC FACP FCCP UCMG	Transcription Services 41	4 1011 Gienmore Tr. SW Calgary AB T2V 4R6	
CCList DoctorMD TST_Te any thanks for aski f severe episodic p	stDoctor3 MD MRCPC FACP FCCP UCMG ng me to see this 57-year-old woman fr yuritus involving her arms. This prob	Transcription Services 41	14 1011 Glenmore Tr. SW Calgary AB T2V 4R6	
CCList DoctorMD TST_Te any thanks for aski f severe episodic p 0 years. She typica	stDoctor3 MD MRCPC FACP FCCP UCMG ng me to see this 57-year-old woman fr ruritus involving her arms. This prob liy would develop the itot in October	Transcription Services 41 or evaluation lem dates about ^ and it would	14 1011 Glenmore Tr. SW Calgary AB T2V 4R6	
CCList DoctorMD TST_Te any thanks for aski f severe episodic p 0 years. She typico ast for a few month symptomatic for the	stDoctor3 MD MRCPC FACP FCCP UCMG ng me to see this 57-year-Old woman fr nutius involving her arms. This prob 111 would develop the itoh in October s before resolving completely. She wo rest of the year until the following	Transcription Services 41 or evaluation lem dates about and it vould ald remain October.	14 1011 Glenmore Tr. SW Calgary AB T2V 4R6	
OCList DoctorMD TST_Te any thanks for aski f severe spisodic p 0 years. She typica hat for a few month symptomatic for the conclusion for the	stDoctor3 MD MRCPC FACP FCCP UCMG mg me to see this 57-year-old woman fr uritus involving her arms. This prob lly would develop the itch in dottober s before resolving completely. She wo rest of the year until the following has become more severe. It began las	Transcription Services 41 or evaluation lem dates about and it would ald remain October. year in	4 1011 Gienmore Tr. SW Calgary AB T2V 4R6	
CCList DoctorMD TST_Te any thanks for solt f severe spinodic p 0 years. She typico solt for a few month symptomatic for the scently the problem	stDoctor3 MD MRCPC FACP FCCP UCMG ng me to see this 57-year-old woman fr ruritus involving her arms. This prob ily would develop the icot in October rest of the year until the following has become more severe. It began last	Transcription Services 41 or evaluation and it vould and it vould ald remain October. V year in	14 1011 Glenmore Tr. SW Calgary AB T2V 4R6	
CCList DoctorMD TST_Te any thanks for aski f severe epizodic p 0 years. He typica ast for a few month ast for a few month exertly the problem Save Only	stDoctor3 MD MRCPC FACP FCCP UCMG ng ne to see this 57-year-old woman fr vuritus involving her arms. This prob 119 would develop the itch in October s before resolving completely. She wo rest of the year until the following has become more severe. It began last	Transcription Services 41 or evaluation lem dates about and it vould laid remain October. v year in	14 1011 Glenmore Tr. SW Calgary AB T2V 4R6	
CCList DectorMD TST_Te any thanks for aski f severe spisodic p years, She typica years, she typica years, she typica years for the sentiy the problem Save Only Listen	exDoctor3 MD MRCPC FACP FCCP UCMG ng me to see this 57-year-Old woman fr unitus involving her arms. This prob 111 vouid develop the itoh in October s before resolving completely. She wo rest of the year until the following has become more severe. It began last	Transcription Services 41 or evaluation les distas about and it woold ald remain Outcoher. t year in	14 1011 Glenmore Tr. SW Calgary AB T2V 4R6	
CCList DoctorMD TST_Te any thanks for aski f severe episodic p 0 years. She typica ast for a few month symptomatic for the ecently the collem Save Only Listen	stDoctor3 MD MRCPC FACP FCCP UCMG ng ne to see this 57-year-old woman fi ruuitus involving her arms. This prob is before receiving in the form of the performance of the year uncil the following has become more severe. It began last Save & Sum Perd with Note	Transcription Services 41 or evaluation lem dates about and its vould di remain October. year in	14 1011 Gienmore Tr. SW Calgary AB T2V 4R6	
CCList DoctorMD TST_Te any thanks for aski f severe spisodic p o years. Ber typica ast for a few month somptomatic for the scently the problem Save Only Listen nto Document List	stDoctor3 MD MRCPC FACP FCCP UCMG ng ne to see this 57-year-old woman fr ruritus involving her arms. This prob 119 would develop the itch in October s before resolving completely. She wo rest of the year until the following has become more severe. It began last Sance & Sup Pend with Noie	Transcription Services 41 or evaluation lem dates about and it vould ald remain October. b year in vear in	14 1011 Glenmore Tr. SW Calgary AB T2V 4R6	

A Pending Page with text box will open. Enter the reason for pending the patient report.

	- 0 ×
C 🛞 🦉 https://www.escriptiontest.ca/UCMG/servlet/Scribe 🔎 + 🔒 d 🖉 Ready for Signature 🖉 Pending Page	× A * 0
File Edit View Favorites Tools Help	
🙀 [1] Sign in to Office 365 🧛 Alberta Health Services 🧛 AHS (@ eScription - Home 🛐 Yahoo @ escription Streamline Med.	
	^
Pending Note for document 102222; TST_TestDoctor7, DoctorRU R. MD (5000)	
~	
\checkmark	
OK Cancel	
	×

Select OK button.

The pending note for the document will upload.

The medical report will be removed from the Clinician eSignature queue and the status will be changed to *Pending*.

Once changes are made by Transcription Services, the updated patient medical report will be available in the Clinician's eSignature queue – *Ready for Signature*.

NetScript: Add a CC to a Transcribed Report

A User is able to add an additional CC to a medical report.

To be compliant with the Health information Act and Privacy and Security Legislation, all reports CC'd to a clinic must indicate a specific clinician.

Step 1 – Retrieve a Document

Follow the steps required to open and retrieve a patient report.

The current CC recipients are shown in the header area.

Note: An Addressee is always noted as a CC recipient.

<u> </u>					- 0 ×
(-) (-) S https://www.escriptionte	st.cs/UCMG/servlet/Scribs 🔎 = 🔒 🖒 🏑 🖉 Ready	/ for Signature	🙆 View Dictation 🛛 🕹		
File Edit View Favorites Tools	Help				
🐅 🎒 Sign in to Office 365 🌵 Alberta H	Health Services 🌵 AHS 🔞 eScription - Hor	ne 📔 Yahoo 🧿 escriptior	Streamline Med		
					Highlight Control
- Hide Dictation Header					
Status: U	NSIGNED	Dictation ID:	102222		
Patient Name: P	IEM UCMG eScription, Dharamshala	Speaker:	TST_TestDoctor7, DoctorRU (500	10)	
Dictated Date: 20	014/06/17 06:11:09 AM MDT	Procedure Date:	2014/03/12		
Account Number: 10	00041607787	Business Entity:	RRDTC-Rheumatology		
Medical Record Number: 2	160056863				
Work Type: L	etters (50)				
00154					
CCLISE					
DoctorMD TST_TestDoct	tor3 MD MRCPC FACP FCCP UCMG T	ranscription Services 41	4 1011 Glenmore Tr. SW Calgary AB T.	2V 4R6	
Manu abasha dan ashian an	an and able \$2 wars ald wars for				
of severe episodic prurity	us involving her arms. This proble	n dates about A			
10 years. She typically w last for a few months befo	ould develop the itch in October a ore resolving completely. She would	d remain			
asymptomatic for the rest	of the year until the following O	otober. 🗸			
secencily the problem has	become more pevere. It began last	Year in			
Save Only	Save & Sign				
Listen	Pend with Note				
Receive Received Line		- Devision	1		
Return to Document Last		< Previous	1 of 1 Naxi >		
					~

Step 2 – Add a CC Recipient

Select the CC List button.

The CC List page will open.

-		= 0 ×
🗲 💿 🧭 https://www.escriptiontest.ca	/UCMS/servlet/Scribi D = 🔒 C 🙆 Ready for Signature 🧔 CC List 🛛 🛪	
File Edit View Favorites Tools Help		
👍 🎮 Sign in to Office 365 🏚 Alberta Healt	h Services 🤹 AHS 🔞 eScription - Home 🎇 Yahoo 🙋 escription Streamline Med	
CC List For Dictation 102222		^
Search		
New Contact Cancel OK		
Current CCs		
	Ĵ	
CC Name	Address	
 1 Field Ambulance Detachment, 	General Sir Arthur Currie Bldg. 4225 Crowchild Tr. SW Calgary AB T3E 1T8	
Aaron, Shawn	Ottawa General Hospital 501 Smyth Rd. Ottawa ON K1H 8L6	
Aaron, Stephen	107 HMRB University of Alberta Edmonton AB T6G 2S2	
Aasman, Edward	PO Box 99 Rocky Mountain House AB T4T 1A1	
Abbas, Tahir	Saskatoon Cancer Centre 20 Campus Dr. Saskatoon SK S7N 4H4	
Abbasi Dezfouly, Nader	9912 - 107 St. N.W. Edmonton AB T5J 285	
Abbasi, Marjan	16940 - 87 Ave. NW Edmonton AB T5R 4H5	~
I milater a	T3 50 1 100 - 00 C, 3 751 C 1 - 4 D T331 3T0	

The list of current clinicians receiving a carbon copy will be identified in the *Current CC's* box.

A list of available clinicians and their delivery demographic is preloaded into eScription. Clinician names are in alphabetic order. A CC recipient can be added by adding a check mark beside their name.

Because the list of clinicians is extensive, it is best to use the search function to find a CC recipient.

Step 3 – Search for a CC Recipient

In the **Search** field type the last name of the clinician. (Partial letters may be used.)

Select the Search button.

A summary of possible clinician names will result.

		- 0 🗾
🔶 🕘 🧭 https://www.escriptiontest.c	a/UCMG/servlet/Scribs 🔎 = 🔒 C 🧭 Ready for Signature 🧭 CC List 🛛 🛛	
ile Edit View Favorites Tools He	P	
🛊 🎮 Sign in to Office 365 🌵 Alberta Hea	th Services - 💷 🎍 AHS 🏾 (e eScription - Home 🔛 Yahoo 🧧 escription Streamline Med	
CC List For Dictation 102222		
TST Search		
New Contact Cancel OK		
Current CCs		
IST TestDoctor3, DoctorMD		
	~	
CC Name	Address	1
TST_TestDoctor1, DoctorJZ	UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	
TST_TestDoctor2, DoctorSA	414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	
☑ TST_TestDoctor3, DoctorMD	UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	
TST_TestDoctor4, DoctorWH	414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	
TST_TestDoctor5, DoctorJS	010 HSC 3330 Hospital Dr. NW Calgary AB T2N 4N1 Canada	
TST_TestDoctor6, DoctorAG	UCMG Transcription Services 010 HSC 3330 Hospital Dr. NW Calgary AB T2N 4N1 Canada	
□ TST_TestDoctor7, DoctorRU	414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	

Step 4 – Select a CC recipient

Place a check mark in the box beside the desired name by clicking the in box.

The clinician's name will appear in the *Current CC's* box.

÷	🕘 🍯 https://www.escriptiontest.c	FUCMG/servlet/Scribi , P + ≜ 0 🧭 Ready for Signature 🛛 🖉 CC List 🛛 🗙	
ile	Edit View Favorites Tools Hel	,	
s P	Sign in to Office 365 🌵 Alberta Hea	th Services 🌵 AHS 🕜 eScription - Home 🞇 Yahoo 🗿 escription Streamline Med	
cc	List For Dictation 102222		
TOT	Saarch		
101	- Courter		
N	ew Contact Cancel OK		
Cur	rent CCs		
157	TestDoctor3, DoctorND		
1.91	TestDoctor1, DoctorJZ		
		~	
		\sim	
		~	
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~	7
cc	Name	Address	1
CC	Name TST_TestDoctor1, Doctor7Z	Address UCMG Transcription Services 414 1011 Gleamore Tr. SW Calgary AB T2V 4R6 Canada	
	Name TST_TestDoctor1, Doctor/Z TST_TestDoctor2, Doctor5A	Address UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	
	Name TST_TestDoctor1, Doctor7Z TST_TestDoctor2, Doctor8A TST_TestDoctor3, DoctorMD	Address UCMG Transcription Services 414 1011 Gleamore Tr. SW Calgary AB T2V 4R6 Canada 414 1011 Gleamore Tr. SW Calgary AB T2V 4R6 Canada UCMG Transcription Services 414 1011 Gleamore Tr. SW Calgary AB T2V 4R6 Canada	
	Name TST_TestDoctor1, Doctor/Z TST_TestDoctor2, DoctorSA TST_TestDoctor3, DoctorMD TST_TestDoctor4, DoctorWH	Address UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	
	Name TST_TestDoctor1, Doctor/Z TST_TestDoctor2, Doctor5A TST_TestDoctor3, DoctorMD TST_TestDoctor4, DoctorWH TST_TestDoctor5, Doctor/S	Address UCMG Transcription Services 414 1011 Glemmore Tr. SW Calgary AB T2V 4R6 Canada 414 1011 Glemmore Tr. SW Calgary AB T2V 4R6 Canada UCMG Transcription Services 414 1011 Glemmore Tr. SW Calgary AB T2V 4R6 Canada 414 1011 Glemmore Tr. SW Calgary AB T2V 4R6 Canada 010 HSC 3330 Hospital Dr. NW Calgary AB T2N 4N1 Canada	
	Name TST_TestDoctor1, Doctor/Z TST_TestDoctor3, Doctor&A TST_TestDoctor4, Doctor/WH TST_TestDoctor4, Doctor/S TST_TestDoctor6, Doctor/S	Address UCMG Transcription Services 414 1011 Gleannore Tr. SW Calgary AB T2V 4R6 Canada 414 1011 Gleannore Tr. SW Calgary AB T2V 4R6 Canada UCMG Transcription Services 414 1011 Gleannore Tr. SW Calgary AB T2V 4R6 Canada 414 1011 Gleannore Tr. SW Calgary AB T2V 4R6 Canada 010 HSC 3330 Hospital Dr. NW Calgary AB T2V 4N1 Canada UCMG Transcription Services 010 HSC 3330 Hospital Dr. NW Calgary AB T2N 4N1 Canada	

**Note**: To remove a name from the CC list deselect the check mark by clicking the box beside the name.

The check mark will be removed and the name in the *Current CC's* box will also be removed.

When finished editing the CC List select **OK** button.

-		- 0 ×
🗲 🕘 🏼 https://www.escriptiontest.c	a/UCMG/serviet/Scriter 🔎 = 🗎 🖒 🏈 Ready for Signature 🛛 🍯 CC List 🛛 🗙	
File Edit View Favorites Tools He	b	
🎪 🅅 Sign in to Office 365 🌵 Alberta Hea	ith Services 🌵 AHS 🏾 c eScription - Home 🕎 Yahoo 🔠 escription Streamline Med	
CC List For Dictation 102222		^
TST Search		
New Contact Cancel OK		
Current CCs		
TST_TertDoctor3, Doctor80 TST_TertDoctor1, Doctor32		
CC Name	Address	
✓ TST_TestDoctor1, DoctorJZ	UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	
TST_TestDoctor2, DoctorSA	414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	1
TST_TestDoctor3, DoctorMD	UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	1
TST_TestDoctor4, DoctorWH	414 1011 Gleannore Tr. SW Calgary AB T2V 4R6 Canada	
TST_TestDoctor5, DoctorJS	010 HSC 3330 Hospital Dr. NW Calgary AB T2N 4N1 Canada	
TST_TestDoctor6, DoctorAG	UCMG Transcription Services 010 HSC 3330 Hospital Dr. NW Calgary AB T2N 4N1 Canada	
TST_TestDoctor7, DoctorRU	414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada	~

The patient medical report will be visible and the new or adjusted CC List will be displayed accordingly.

							-		Ľ
Aff Ware Fronder Tank Heig   Spin to Office 38 A Abart Altable Marken A A A G & Gringting Share B angle in State Altable Altab	🕘 🥭 https://w	ww.escriptiontest.ca/UCMG/serviet/Scr	ibi 🔎 = 🔒 C 🦪 Read	y for Signature 🍊 View D	lictation ×				
<form><form>  Spin to differ all building and building and</form></form>	Edit View Favor	ites Tools Help							
Belander inder in UNSIGNED       Biszine ID: 10222       Printer Name: PEN/UC300 offerigine, Dassenabale         eduer: INT Jr. Endocurel, Dockall/ (5000)       Biszine ID: 2022       Printer Name: PEN/UC300 offerigine, Dassenabale         ower Name: INT Jr. Endocurel, Dockall/ (5000)       Biszine ID: 2022       Printer Name: PEN/UC300 offerigine, Dassenabale         ower Name: Latter: (3)       Biszine ID: 2022       Printer Name: 21000/0463         Determ       Determine ID: 2022       Biszine ID: 2022         Determine ID: 2022       Printer Name: PEN/UC300 offerigine, Dassenabale         Determine ID: 2022       Biszine ID: 2022       Printer Name: 21000/0463         Determine ID: 2022       Determine ID: 2022       Printer Name: 21000/0463         Determine ID: 2022       Determine ID: 2022       Determine ID: 2022         Determine ID: 2022       Determine ID: 2022       Determine ID: 2022         Determine ID: 2022       Determine ID: 2022       Determine ID: 2022         Determine ID: 2022       Determine ID: 2022       Determine ID: 2022         Determine ID: 2022       Determine ID: 2022       Determine ID: 2022         Determine ID: 2022       Determine ID: 2022       Determine ID: 2022         Determine ID: 2023       Determine ID: 2022       Determine ID: 2022         Determine ID: 2024       Determine ID: 2024	Sign in to Office 36	i5 🤹 Alberta Health Services 🧃	AHS (@ eScription - Ho	me 🕎 Yahoo 🦉 escription Streamlin	ne Med				
							Highlight Control	_	
Market Barber   Bar							10 Blanks		1
	ide Dictation Header	UNSIGNED	Dictation ID:	102222	Patient Name:	PIEM UCM0 eScription. Dharamahala			
Control     Description       There     Addition         Description     Addition <td>enker:</td> <td>TST_TertDoctor7, DoctorRU (5000)</td> <td>Dictated Date:</td> <td>2014/06/17 06:11:09 AM MDT</td> <td>Procedure Date:</td> <td>2014/03/12</td> <td></td> <td></td> <td></td>	enker:	TST_TertDoctor7, DoctorRU (5000)	Dictated Date:	2014/06/17 06:11:09 AM MDT	Procedure Date:	2014/03/12			
in type: Limit (2)          Bottom       See 0 Ar         Sec 0 Ar       Sec 0 Ar	count Number:	100041607787	Business Entity:	RRDTC-Rheumatology	Medical Record Number	: 2160056863			
Club   Description       Description   Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description Description <pdescription< p=""> Description Description <pdescriptio< td=""><td>ork aype:</td><td>Lener (50)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></pdescriptio<></pdescription<>	ork aype:	Lener (50)							
been at 151, Tan Backet 1 JD Mar FECK UXM0 Transcription Service 414 1011 Giessawa Tr. 5W Odjpy AB TXV 426 been at 151, Tan Backet 1 JD Mar FECK UXM0 Transcription Service 414 1011 Giessawa Tr. 5W Odjpy AB TXV 426 sy that a for a sing and a rase that 1 ¹⁷ Tear-risk wann for exclusion of the for any sing and a rase that 1 ¹⁷ Tear-risk wann for exclusion of the for any sing and a rase that 1 ¹⁷ Tear-risk wann for exclusion of the for any sing and a rase that 1 ¹⁷ Tear-risk wann for exclusion of the for any sing and a rase that 1 ¹⁷ Tear-risk wann for exclusion of the for any sing and sing and the formation of the formation of the formation of the sing and the formation of the formation of the formation of the sing and the formation of the formation of the formation of the sing and the formation of the formation of the formation of the sing and the formation of the formation of the formation of the sing and formation of the formation of the formation of the sing and formation of the formation of the formation of the formation of the sing and formation of the formation of the formation of the formation of the sing and formation of the formation of the formation of the sing and formation of the formation of the formation of the formation of the sing and formation of the formati	CCList								
Detected ISI_TERDetect ISI_TERDETUCENT Transcription Berview 414 1011 Glemanor IL: SW Calgary AB TIV 486         up that is for easies one of the second provide the second is events 414 1011 Glemanor IL: SW Calgary AB TIV 486         up that is for easies one of easies the second provide th									
Parka for aching mu to see this N°-parcular woon for exclusion of exclusion of the special power of the special	Doctor/Z TST_TestE Doctor/JD TST_Test	Octor1 MD MSc FRCPC UCMG Transer (Dector3 MD MRCPC FACP FCCP UCM	iption Services 414 1011 Gie IG Transcription Services 414	umore Tr. SW Calgary AB T2V 48.6 I 1011 Glennaure Tr. SW Calgary AB T2V	426				
There is the statisty of the state is the fully interpretent of the state state of the state is the state									
b. the spectral process of which is the full control and is not spectral process of which is the burber of and is not spectral process. The basis laws previous is the state of the spectra which is half in the basis of the spectra which is half in the spectra most is the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the spectra which is half in the basis of the spectra which is half in the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the spectra which is half in the basis of the basi	res spinodie proci	g me to see this of year out woman tue Lovelring her arms. This public	m dates about 10						
promotion for a de mens of the pare sould be following Constant; weeken all results provided. It is allow mend to include her formal is. The der not semplice of any underer to static formal is. The der not semplice of any underer to be of the sector is constanting which is allow mends to a constant. is constanting which is allow mends to a constant, is constanting which is allow mends to any of the sector is constanting which is allow mends to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to any of the sector is constanting which is allowed to allowed to any of the sector is constanting which is allowed to allowed t	a few months bedu	would develop the itch in October a re resolving completely. The would	end in would last penain						
where and remains preserves, is is also work to involve the future is of har an engreenized as yr means of the second second preserves the data on a special work for involves. The har are not been as a involve well with initially problems and is concretely on no statistics of her runs and forcal hards preserve in statistics of her runs and forcal hards preserve in the statistic of the runs and forcal hards preserve in statistics of the runs and forcal hards preserve in statistics of the runs and forcal hards preserve in the statistic of the runs and forcal hards preserve in statistics of the runs a	utly the problem i	has become more severe. In began la	og Cousker. An ynar in						
and has no approximated any variances. The has more reflected a math The free control of the first service of the decision. The solution for an intermemendation is the solution of the service of the solution was selected by a solution of the service of the s	amber and remains a. The down not up	persistent. It is also moved to in sepirit of any summers or tingling	volve her dormal g invelving her						
See Orly See 8 Sep Interest Mark Loss of Loss developed a loss of the arrest of the second	and has not appr ry. She cannot pe	eclated any weakness. She has never call when her last array of the neo	r suffered a neck						
is otherwise well with mining publies and is currently on no variate. The has an endiatable strangers. Ministra of the set and decial has senentially sorral with the prior whisership. See Only See 8 Sym Lase Pand with Name Second 1 of 1 Facts	sionally when sta areas which lasts	riled, she develops a "lightening") for microscouds.	like" shock down						
And the first and forest hand was executedly acread with the prior of twee and forest hand was executed by the prior of twee and forest hand was expressed in a second of the prior of the	is otherwise well	with minimal problems and is curre	enty on no						
Aparties of her area and include the seventially somal with the same bilewestler:	ingtion. The has n	a medination allergies.							
See Ody See 8 Spr Lase Pard with Nois Descent Lat Pard with Nois Descent Lat Pard with Nois	singtion of her an system of some mil-	ms and docual hands was essentially d linhemification but no esythema i	y normal with the involving the						
See Only See 8 Sept Listes Pard with Nase Document Lief 1 Find 1	same bilaterally.								
Sama Only Sama & Saga Listans Pland with Natas Processed List + Provinces 1 of 1 Proces									
Sees Only Sees & Sign Lase Product Note Proceed Life * Previous 1 of 1 Proce			~						
Sees Only         Sees 8. Sign           Lisse         Pend with Nose           Converse List         * Providual: 1 of 1									
Later Prediver Note Prediver Later Prediver 1 of 1 Precis	Save Only	Save & Sign							
*Provinan 1 of 1 France	Listen	Pend with Nate							
	to Decement Ltd.			< Previous 1 of 1	Next P				

# Step 5 – Save or Save & Sign

Once editing of CC List is complete the User is able to Save the edits by selecting the **Save Only** button.

If the medical report is now ready to move into distribution the User can select the **Save** & **Sign** button.

							-	×	l
•	🔁 🕣 🧭 https://www	« escriptiontest.ca/UCMG/serviet/Scribe	요 - 육 C 🎯 Ready!	for Signature 🦪 View Di	ctation ×				l
Fi	le Edit View Favorit	es Tools Help							l
ŵ	Sign in to Office 365	📫 Alberta Health Services 🌵 A	HS (@ eScription - Horn	e 🙀 Yahoo 🍓 escription Streamline	Med				
							Highlight Control 28 Blanks	-	1
	- Hide Dictation Header							т	
	Status: Speakur: Account Number: Work Type:	UNBIONED TST_TerfDoctor?, DoctorRU (5000) 100041607787 Letters (50)	Dictation ID: Dictated Date: Business Entity:	102222 2014/06/17 06:11:09 AM MDT RRDTC-Rheamatology	Patient Nume: Procedure Date: Medical Record Number	PIEM UCMO eScription, Distrumbals 2014/03/12 2160056863			
	Dector/Z TST_TextDo Dector/JD TST_TextD	etori MD MSe FRCPC UCMG Transcripti Seerer3 MD MRCPC FACP FCCP UCMG 7	on Services 414 1011 Gienz Transcription Services 414 1	ore Tr. SW Calgary AB T2V 48.6 011 Gleanace Tr. SW Calgary AB T2V 4	R6				
	Becoming the two solutions of the solution means againstic grantwise parts. Be synchrisis provide the solution of the solution and the solution of the solution source of the solution source and has not appear and has a solution of here are the solution of here are discontained by foreasons bilanceally.	Next and setting the setting the source of the setting and the set and the	reviewsion of investion of investigation of and investigation of years in years in years in years in years in the second of the investigation of the second of the investigation of years of ye						
ſ	Same Only	Serve & Sign Pend volt Hose	v						
5	tere in Decement List			* Posiciant 1 of 1	Panet *			_	

#### NetScript: Add a New Contact to a Transcribed Report

A User is able to add any clinician currently not in the UCMG clinician database, and the added CC recipient will receive a copy of the patient medical report as part of the report distribution.



When adding a new Contact recipient the patient record will be pended allowing Transcription Services to validate the recipient and the recipient's address to add to the database.



#### Step 1 – Retrieve a Document

Follow the steps required to open and retrieve a patient report.

The current CC recipients are shown in the header area.

**Note:** An Addressee is always noted as a CC recipient.



# Step 2 – Add a New Contact Recipient

Select the *CC List* button.

_				- 0 ×	
(a) (b) (b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c	liontest.ca/UCMG/servlet/Scribs 🔎 = 🔒 🖒 🏼 🙆 Res	ady for Signature	View Dictation ×		
File Edit View Favorites Tor	ols Help				
🁍 🎮 Sign in to Office 365 🍁 Alb	erta Health Services 🤹 AHS ( eScription - H	lome 🛐 Yahoo 🧃 escription	Streamline Med		
- Hide Dictation Header					^
Status:	UNSIGNED	Dictation ID:	102222		
Patient Name:	PIEM UCMG eScription, Dharamshala	Speaker:	TST_TestDoctor7, DoctorRU (5000)		
Dictated Date:	2014/06/17 06:11:09 AM MDT	Procedure Date:	2014/03/12		
Account Number:	100041607787	Business Entity:	RRDTC-Rheumatology		
Medical Record Number	m 2160056863				
Work Type:	Letters (50)				
CC List					
DoctorMD TST Test	Doctor3 MD MRCPC FACP ECCP LICMG	Transcription Services 41	4 1011 Glenmore Tr. SW Calgary AB T2V 4R6		
DoctorJZ TST_TestD	octor1 MD MSc FRCPC UCMG Transcript	tion Services 414 1011 Gle	mmore Tr. SW Calgary AB T2V 4R6		
Many thanks for asking	p me to see this 57-year-old woman fo	or evaluation of			
years. She typically w	would develop the itch in October and	i it would last			
for a few months befor	re resolving completely. She would re	main			
Recently the problem h	has become more severe. It began last	t year in			
September and remains bands. She does not or	persistent. It is also moved to invo	olve her dorsal			
arms and has not appre	colated any weakness. She has never a	suffered a neck			
injury. She cannot rea Occasionally when star	call when her last x-ray of the neck	was. ke [*] shock down			
both arms which lasts	for microseconds.				
She is otherwise well	with minimal problems and is current	tly on no			
medication. She has no	medication allergies.				
Examination of her arr	as and dorsal hands was essentially :	normal with the			
exception of some mild	i lichenification but no erythema inv	volving the			
forearms dilaterally.					
		~			Y

The CC List page will open.

The list of current clinicians receiving a carbon copy will be identified in the *Current CC's* field.

			- d 💌	
🗲 🕘 🍯 https://www.escriptiontest.ci	a UCMG/service/Scribe 🔎 = 🔒 🖒 🎯 Ready for Signature 🦉	CC List ×		8
File Edit View Favorites Tools Hel	P			
🎪 🅅 Sign in to Office 365 🌗 Alberta Hea	th Services - 💷 🌵 AHS 🔞 eScription - Home 🙀 Yahoo 🕘 escription St	treamline Med		
CC List For Dictation 102222				^
Search				
New Contact Cancel OK				
Current CCs				
TST_TestDoctor3, DoctorMD	~			
CC Name	Address			
1 Field Ambulance Detachment	, General Sir Arthur Currie Bldg. 4225 Crowchild Tr. SW Calga	ary AB T3E 1T8		
<ul> <li>Aaron, Shawn</li> </ul>	Ottawa General Hospital 501 Smyth Rd. Ottawa ON K1H 8L6	5		
Aaron, Stephen	107 HMRB University of Alberta Edmonton AB T6G 2S2			
Aasman, Edward	PO Box 99 Rocky Mountain House AB T4T 1A1			
Abbas, Tahir	Saskatoon Cancer Centre 20 Campus Dr. Saskatoon SK S7N 4	IEE4		
Abbasi Dezfouly, Nader	9912 - 107 St. N.W. Edmonton AB T5J 285			
🗆 Abbasi, Marjan	16940 - 87 Ave. NW Edmonton AB T5R 4H5			~
Les laure a	T3 F0 5 103, 00 0, 3001 0 1, 10 0031 000			

-			- 0	5 I.
🗲 🕘 🧉 https://www.escriptiontest.ci	a/UCMG/servlet/Scribx 🔎 * 🔒 🖒 [ 🍊 Ready for Signature	🥌 CC List 🛛 🕹	× 6 *	Ø.
File Edit View Favorites Tools Hel	P			
🎪 🎮 Sign in to Office 365 🍁 Alberta Hea	lth Services - 💷 🌵 AHS 🔞 eScription - Home 📓 Yahoo 🦉 escriptio	on Streamline Med		
CC List For Dictation 102222				^
Search				
New Contact Cancel OK				
Current CCs				
IST_TertBottor3, DoctorMD	Ĵ			
CC Name	Address			
1 Field Ambulance Detachment	General Sir Arthur Currie Bldg. 4225 Crowchild Tr. SW Co	algary AB T3E 1T8		
Aaron, Shawn	Ottawa General Hospital 501 Smyth Rd. Ottawa ON K1H 8	8L6		
Aaron, Stephen	107 HMRB University of Alberta Edmonton AB T6G 2S2			
Aasman, Edward	PO Box 99 Rocky Mountain House AB T4T 1A1			
<ul> <li>Abbas, Tahir</li> </ul>	Saskatoon Cancer Centre 20 Campus Dr. Saskatoon SK S7	N 4H4		
Abbasi Dezfouly, Nader	9912 - 107 St. N.W. Edmonton AB T5J 285			
🗆 Abbasi, Marjan	16940 - 87 Ave. NW Edmonton AB T5R 4H5			~

#### Select the New Contact button.

The New Contact screen will open.

The user is required to add the recipient's name, title, and address in the associated fields to the best of their ability.

Note: The more accurate and complete, the less time the patient report will spend in a "pending" state as incomplete information will need to be validated.

Please enter new contact informa Prefix [Dr. First Name John Middle Initial K Last Name Jamison Suffix [MD FRCPC Street ] Street ] Street ] Calgary State [Albertn Zip T2P 1X9 County Consda Phone [407-555-5555 Department [ritarnal Medicine meeticine	ion Please select how new contact should get the copy None ● Fax 403-555-1234 × ○ Email ○ Print none ▼	
nsertionText3		

#### Important:

To ensure proper distribution, select a radio button under the, *Please select how new contact should get the copy* section.

The only options are *Fax* and *Print*.

*Email* is <u>not</u> a current distribution option.

When selecting *Fax*, please be sure to include the current facsimile number for the recipient.

rbease enter ne	ew contact information					
Prefix [	Dr.					
First Name	John					
Middle Initial	K					
Last Name	Jamison					
Suffix 1	MD FRCPC	Play	ase select how new contra	ct should get the corry		
Street	56743 4th Ave	1.65	ase select non nen conta	er snousa get the copy		
Street 2		0 1	None			
City C	Calgary	• 1	Fax 403-555-1234	×		
State /	Alberta	0 1	Email			
Zip	T2P 1X9	0 1	Print none 🗸			
Country (	Canada					
Phone	403-555-5555					
Department [	Internal Medicine					
sertionText1						
sertionText2						
sertionText3						

When complete select the **OK** button.

# Step 3 – Confirm New Contact Recipient

Once the user selects the **OK** button to accept the addition of the New Contact recipient, the patient medical report will go into a "Pend" state at this time and until the record is updated by Transcription Services it cannot be signed and moved into the distribution process.

Confirm the addition of the New Contact recipient.

Note the new recipient is added to the *Current CC's* field.

Image: Search       Search         Image: Search       Search	n + a
Fie Edit View Favorites Tools Help Fie Edit View Favorites Tools	^
[P] Sign in to Office 365 statutes statute	^
CC List For Dictation 102222 Jamison Search	^
Jamison Search	
New Contect Cancel OK	
Current CCs	
TST TestDoctor1, DoctorND TST TestDoctor3, DoctorND Jamison, John	
CC     Name     Address       ✓     Jamison, John     56743 4th Ave Calgary Alberta T2P 1X9 Canada	

Select the **OK** button.

### Step 4 – Understanding status of the Report

Once accepting a New Contact recipient, the report is in a "Pend" state.

Transcription Services will validate the New Contact recipient, adding the recipient to the database for future use.

At this time, a user can still edit the report, add additional CC's, and edit text; however, it cannot be moved forward for distribution until the New Contact recipient is confirmed.

00-					- 0 ×
Ella Edit View Ex	www.escriptiontest.ca/UCMG/s	ervlet/Scribi , 🖓 👻 🗎 🗿 🙆 Ready for Sign	vature 🥭 View	Dictation ×	n * 9
👍 🎮 Sign in to Office	365 🥵 Alberta Health Service	s 🔥 AHS (@ eScription - Home 🛐 )	/ahoo 🧃 escription Stream	ine Med	
	Wide Distation Hander				
	Status:	PENDING	Dictation ID:	102228	^
	Patient Name:	PIEM UCMG eScription, Dharamshala	Speaker:	TST_TestDoctor7, DoctorRU (5000)	
	Account Number:	2014/06/17 06:11:09 AM MDT 100041607787	Procedure Date: Business Entity:	2014/05/12 RRDTC-Rheumatology	
	Medical Record Number:	2160056863			
	Work Type:	Letters (50)			
	CC List				
	DoctorJZ TST_TestDo John Jamison MD FRC	ctor1 MD MSc FRCPC UCMG Transcript PC 56743 4th Ave Calgary Alberta T2P 13	ion Services 414 1011 Gler X9	imore Tr. SW Calgary AB T2V 4R6	
	DoctorMD TST_TestD	loctor3 MD MRCPC FACP FCCP UCMG	Transcription Services 414	1011 Gleamore Tr. SW Calgary AB T2V 4R6	
	Hany thanks for asking	me to see this 57-year-old woman fo	r evaluation of		
	years. She typically wo	uld develop the itch in October and	dates about 10		
	asymptomatic for the re	at of the year until the following	October.		
	September and remains p	ersistent. It is also moved to invo	lve her dorsal		
	arms and has not apprec	plain of any minimess of tingling i clated any weakness. She has never s	infered a neck		
	Occasionally when start	ild, she develops a "lightening-lik	e" shock down		
	Due is otherwise well w	oth minimal problems and is current	ly on an		
	medication. She has no	medication allergies.			
	Examination of her arms exception of some mild	and dozsal hands was essentially n lichenification but no erythema inv	cornal with the		
	forearms bilaterally.				
			$\sim$		
	Save Only				~
	Listen				

Selecting the **Save Only** button will keep the patient medical report in your eSignature queue. It will not move the report forward for distribution.

NetScript: Add Text to a Transcribed Report

A User is able to edit the transcribed report to correct errors, complete blanks, or edit as required.

# Step 1 – Retrieve a Document

Follow the steps required to open and retrieve a patient report.

The editable text area is directly under the header of the displayed medical report.

The text area is the only area of the medical report that is editable. The header information cannot be edited by the user.

		~					_	-	8 ×	
	÷	🕤 🤔 https	//www.escriptiontest.ca/UCMG/servlet/Sc	ribe 🔎 👻 🔒 🖒 🎯 Ready	r for Signature 🥭 View D	ictation ×				\$
	File	Edit View	avorites Tools Help							
	🚖 Î	Sign in to Offi	ce 365 📲 Alberta Health Services 🧃	AHS (e eScription - Hom	ne 🍸 Yahoo 🧃 escription Streamlin	e Med				
ſ								Highlight Control		~
			•					(K) DURING	_	-
	St Sp	eaker:	UNSIGNED TST_TestDoctor7, DoctorRU (5000)	Dictation ID: Dictated Date: Business Extitus	102222 2014/06/17 06:11:09 AM MDT REDUC Researching	Patient Name: Procedure Date: Medical Record Number	PIEM UCMG eScription, Dharamshala 2014/03/12 - 21606863			
	w	ork Type:	Letters (50)	Duraness Entry:	Kith I C-Alkinatology	Struical Record Multiver	1 210000000		_	
		CC List								
	L	DoctorJZ TST_ DoctorMD TST	TestDoctor1 MD MSc FRCPC UCMG Transc _TestDoctor3 MD MRCPC FACP FCCP UCM	iption Services 414 1011 Gien 13 Transcription Services 414	more Tr. SW Calgary AB T2V 4R6 1011 Gienmore Tr. SW Calgary AB T2V 4	IR.6				
	На 54 54 60 83	ny thanks for a vere episodic y ars. She typics r a few months ymptomatic for	shing me to see this 87-year-old woman ruritus involving her arms. This probl- lly would develop the inch in October ; hefore resolving completely. She would the rest of the year until the follow:	for evaluation of em dates about 10 and it would last remain ng October.						
	Re Be ha in Or	cently the prob ptember and res nds. The does r ms and has not jury. The canno casionally when	lam has known more serve. It began 1 ains persistent. It is also moved to it ot complain of any makness or tinglin appreciated any weakness. She has neve t recall when har last x-ray of the me- startled, she develops a "lightening".	at year in molve her dorsel g involving her r suffered a nech ik was. like" shock down						
	5h	th arms which 3 e is otherwise dication. She )	asts for microseconds. well with minimal problems and is curr as no medication allergies.	antly on no						
	Es es fo	emination of he emption of some rearms bilaters	r arms and dorsal hands was essentially mild lichenification but no erythema 117.	y normal with the involving the					_	
	L									
	Ŀ			Ŷ					_	
		Save Only Listen	Save & Sign Pend with Note							
	Return	to Document List			< Previous 1 of 1	Next >				

# Step 2 – Editing Text

Using the mouse, place the cursor in the desired area in the text box.

Complete text editing as required.

					_	-	a x
(=) (2) https://www	wescriptiontest.ca/UCMG/servlet/Scribe	,오 두 📾 🖒 🍊 Read	ly for Signature 🥖 View	Dictation ×			↑ ★ ¤
File Edit View Favoriti	es Tools Help						
🀅 🎮 Sign in to Office 365	Alberta Health Services	HS (@ eScription - Ho	me 🕎 Yahoo 👩 escription Streaml	ne Med			
						Blanks	~
- Hide Dictation Header							
Status: Speaker: Account Number: Work Type: CC List	UNSIGNED TST_TeatDector7, DoctorRU (5000) 100041607787 Letters (50)	Dictation ID: Dictated Date: Business Entity:	102222 2014/06/17 06:11:09 AM MDT RRDTC-Rheumatology	Patient Name: Procedure Date: Medical Record Number	PEN UCMG eScription, Dharannahala 2014/03/12 ~ 2160056865		
DoctorJZ TST TestDo DoctorMD TST_TestD	ctor1 MD MSc FRCPC UCMG Transcripti Notor3 MD MRCPC FACP FCCP UCMG	on Services 414 1011 Gle Transcription Services 414	amore Tr. SW Calgary AB T2V 4R6 1011 Gienmore Tr. SW Calgary AB T2V	48.6			
beview upperside points years. He typically we far a few menths before Reproducts the second second Reproduct and second second second second second second second second second second second second second second constants which lasts of She is exhercise well w	and develop the icid in Ocrober and remelving completely. He would en- ure of the year until the following is become more werear. It heaps last printeres. To is also moved to invo printeres. To is also moved to invo taken and the second second second is a second second second second list when her last array of the meet list, when her last array of the meet list, when her involves and is current the minimum and is current	integration in main main Vertober. year in tre her dormal unalving her differed a mech res. " shoel down					
medication. She has no Examination of her arms exception of some wild forearms bilsterally.	medication allergies. s and dorsal hands was essensially n lichemification but no erythema inv	ormal with the living the					
Save Only Listen	Save & Sign Pend with Note						
Return to Document List			< Previous 1 of 1	Next >			
							~

# Step 3 – Save or Save & Sign

Once editing is complete the User is able to Save the edits by selecting the *Save Only* button.

If the medical report is now ready to move into distribution, the User can select the **Save** & **Sign** button.

<pre>a fat Yew Favenite Tools Help</pre>		www.escnpbonbest.ca/UCMG/serviet/Scr	🗄 💭 🕶 🛍 🖸 🎑 Rea	dy for Signature 🧧 View D	ictation ×			
	Edit View Fave	orites Tools Help						
Highlight Carl       Highlight Carl       Harris Harr	Sign in to Office	365 🤹 Alberta Health Services 🧃	AHS @ eScription - H	ome 🛐 Yahoo 🗿 escription Streamlir	e Med			
Heikerise UNKNYED   min: UNKNYED   Mair: UNKNYED   Distaise Dar: 2014/04/17/6.11.09 AMI.MDT   Distaise Dar: 2014/04/17/6.11.09 AMI.MDT   Minise Dar: 2014/04/17/6.11.09 AMI.MDT   Cuture Bailess Eady:   PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: Bailess Eady: PEDIT/C-Rammatology: <							Highlight Control @Blanks	
<pre>http:::::::::::::::::::::::::::::::::::</pre>	ide Dictation Heade	r						
The matrix       T	eaker: count Number: ork Type:	UNSIGNED TST_TestDoctor7, DoctorRU (5000) 100041607787 Letters (50)	Dictation ID: Dictated Date: Business Entity:	102222 2014/06/17 06:11:09 AM MDT RRDTC-Rheumatology	Patient Name: Procedure Date: Medical Record Num	PIEM UCMO eScription, Dharamshala 2014/03/12 260056863		
DeckedZ ISI _ resDecked IMD MSc FRCPC UCMO Transcription Services 444 1011 Clemenore Tr. SW Calpury AB T2V 485 DeckedD ISI _ resDecked IMD MSC FAC FRCPC UCMO Transcription Services 444 1011 Clemenore Tr. SW Calpury AB T2V 485 The far a first and target to the set with a first evaluation of the evaluation of the second to the far a first evaluation of the second to	CC List							
y thanks for stills of the stores whis for year-old some for evaluating processing in the typically wail develop the star in O tabase and is multiple to the store regulated to the two ide reactions for a for evaluating regulated to the store is and reactions have some reference is a store to the store is and reactions have some reference is and reaction of the store resonance is an evaluation of the store resonance is an	Doctor/Z TST_Tes Doctor/MD TST_Tes	tDoctor1 MD MSc FRCPC UCMG Transcri estDoctor3 MD MRCPC FACP FCCP UCM	ption Services 414 1011 Q0 O Transcription Services 41	enmore Tr. SW Calgary AB T2V 4R6 4 1011 Glenmore Tr. SW Calgary AB T2V	iR6			
ministion of laws area and downl hands was executively someal with the second bilinearification but no scrythems involving the second bilinearification but no scrythems involving the users bilinearification but no scrythems involvi	aptomatic for the ently the problem tember and remain de. The does not me and has not app jury. The cannot r canionally when at h arms which last	a rest of the year until the followin is permission more severa. It heges is a septimizer, it is also moved to in anophic of any meakness. Both has never recally done has larts array of the nec- martied, she develops a "lightening" is for microseconds.	g October. es year in volve her dormal involving her suffered a nech k vas. ike" shock down					
Sava Coly Sava & Saya Lizen Perd with None EPoconent List Connent List	is otherwise wel Mostion. She has new Text anywher	ll with minimal problems and is curre no medication allergies. re desired	ntly on no					
th Decommitted CPrevious 1 of 1 Not >	a is otherwise well mination. She has id new Text anywher amination of her a comption of some mi rearms bilaterally	ll with minimal problems and is curre membinistion allergies. Te desired eres and destal hands was essentially all destification but no exytheme i f.	normal with the notifying the					
	e is otherwise wel dication. The has di new Text anywhen amination of her a coption of hor a rearms bilaterally Same Only Usten	13 with minimal problems and is ourse an embination silengies. The second series of the second silengies in the second second second silengies is a second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s	ntly on no normal with the molving the					
	a is otherwise wel disaution. He has disaution. He has disaution of her a supplies of some mi supplies of	11 with minimal problems and is ourse an embination silengies. To desired every end descel hands was exercisely id lichemification but so exytheme i r. Same & Say Pand with Nam	normal with the moving the	<pressa 1="" 1<="" of="" td=""><td>Next 9</td><td></td><td></td><td></td></pressa>	Next 9			

#### NetScript: Listen to a Dictation

!

The Listen function is only available using MS Internet Explorer. No other web browser supports this function. The ActiveX control must be added to the computer, see – <u>Installing ActiveX</u> section for instructions or contact UCMG Transcription Services for assistance.

There are two ways of listening to a dictation in eScription:

- 1. From the Ready for Signature queue.
- 2. From the open patient medical report view.

**Before Proceeding:** Your computer must be equipped with speakers/headset in order to listen to audio recordings.

### Option 1: Step 1 – Retrieve a Document

Access the Ready for Signature queue (see retrieve a patient report).

	automer Cente	-												ī	Low
		-													
f	for Signat	ture													
sī	lowing 7 d	locuments can be	signed by Dr.	DoctorF	UR. TST_TestI	Doctor	7 MD. P	lease select th	se document)	s to be signed	and then elick	the View	Sign button.		
ā	sign														
	- CHAP HE			-											
	Review Status	Clinician	Confirmation Number	Dictation ID	Patient Name	Work Type	Status	Medical Record Number	Patient Account	Dictated Date	Transcribed Date	Signature Date	Business Entity	Problem Pr Note	rie
	Rettened	TST_TestDoctor8, Doctor6R (5010)	000448	102218	PIEM UCMG eScription, Growings	Letters (50)	Unique	2160056806	100041607756	2054/06/37 06:02:07 AM MDT	2014/06/17 10:41:58 AM MDT		SHC-ALS		2
	Dutitunding	TST_TestDoctor8, DoctorSR (5010)	000447	102219	PIEM UCMG eScription, Darjeeling	Letters (50)	Ussigned	2160056848	100043607795	2014/06/17 06:07:36 AM MDT	2634/06/17 09:12:38 AM MDT		RRDTC. Rheamatology		2
-	Dunitanding	TST_TestDoctor8, DoctorSR (3030)	000448	102220	PEIM UCMG eScription, Cochin	Letters (50)	Ussigned	2360056822	100943607297	2014/06/17 06:08:40 AM MDT	2014/06/17 09:12:41 AM MDT		BRDTC- Otolaryngology		24
	**	TST_TertDoctor?, DoctorRU (2000)	000450	102222	PIEM UCMQ eScription, Dharamshala	Letiers (50)	Ussigned	2160056865	100041607787	2014/06/17 06:11:09 AM MDT	2014-06-17 10-42-06 AM MDT		RRDTC- Rheumatology		34
	**	TST_TestDoctor7, DoctorRU (5000)	000451	102223	PIEM UCMG eScription, Goa	Letters (50)	Ussigned	2160056897	100341607789	2014/06/17 06:12:55 AM MDT	2014/06/17 10 50:17 AM MDT		SHC-Moniley		-
	**	TST_TestDoctor?, DoctorRU (2000)	000452	102224	PIEM UCMG eScription, Goa	Letten (50)	Usugued	2160056897	100041607789	2014/06/17 06:14:06 AM MDT	2014/06/17 30:45:27 AM MDT		SHC-Moniley		34
										5514.06.97					

# Option 1: Step 2 – Listen

Select the audio icon ( 4) next to the desired patient report.

1.0	2-10-12-501948	and the contrast former	and the second s		adventer and and the		see quan	Acres (194) (Acres							_
10 (	Dastomet Cente	×.													La
fo ew	for Signa llowing 7 o Bign	ture socuments can be	signed by Dr.	DoctorF	U.R. TST_Test	Octor7	' MD. P	lease select th	se document	s to be signed	and then elick	the View/	Sign button.		
	Review Status	Clinician	Confirmation Number	Dictation ID	Patient Name	Work Type	Status	Medical Record Number	Patient Account	Dictated Date	Transcribed Date	Signature Date	Buriness Entity	Problem Pr	hie
8	Rettered	T&T_TestDoctoril, Doctor&R (2010)	000448	102218	PIEM UCMG «Sciption, Gurvalian	Letters (50)	Usegned	2160056806	100041607756	2054/06/17 96:02:07 AM NSDT	2014/06/17 10:41:58 AM MDT		SHC-ALS		-
_				10000	PERMUCING	Lenes	Unsuged	7160056828	100043607795	2014/06/17 06:07:36 AM	2634/06/17		REDTC.		
8	Outstanding	TST_TestDoctor8 Doctor5R (3010)	000447	102219	eScription, Darjeeling	(30)	10800		COLUMN TO A	MDT	99-12-28 AM MDT		Rheamstology		
8	Outstanding Outstanding	TST_TestDoctor8, Doctor5R (3010) TST_TestDoctor8, Doctor5R (3010)	000447	102219	eScription, Darjeeling PEOM UCMG eScription, Coches	(30) Letters (30)	Ussigned	2160056822	100641607797	MDT 2014-06-17 06-08-40 AM MDT	99-12-28 AM MDT 2034/06/17 99-12-41 AM MDT		Rheamatology RRDTC- Otolaryagology		ALC: NOT
0 0 0	Outstanding Outstanding 1678	TST_TerDoctor8. Doctor5R (5010) TST_TerDoctor8. Doctor5R (5010) TST_TerDoctor7. Doctor7RU (5001)	000441	102219 102220 102222	eScription, Darjeeling PIEM UCMG eScription, Cockie PIEM UCMG eScription, Dharmshila	(30) Letters (30) Letters (50)	Ussigned	2160056822 2160056863	100641607797	MDT 2014/06/17 06:08/40 AM MDT 2014/06/17 06:11:09 AM MDT	2014-06-17 2014-06-17 59-12-41 AM MDT 2014-06-17 10-42-06 AM MDT		Rheamatology RRDTC- Otolaryagology RRDTC- Rheamatology		ALC: NOT ALC: NOT
8 8 8	Oshtanlag Oshtaslag n-k n-k	TST_TertDoctord, DoctorSR (2010) TST_TertDoctorR, DoctorSR (2010) TST_TertDoctor?, DoctorRU (2000) TST_TertDoctor?, DoctorRU (2000)	000417 000450 000450	102219 102229 102222 102223	eScription, Darjeeling PIEM UCMG eScription, Cockin PIEM UCMG eScription, Dharamabala PIEM UCMG eScription, Goa	(30) Letters (30) Letters (50) Letters (50)	Unsigned Unsigned Unsigned	2160054822 2160054863 2160054897	100641607797 100641607787 100941607789	MDT 2014/06/17 96/98/40/AM MDT 2014/06/17 06/12/95/AM MDT	59-12-38 AM MDT 2034-06-17 59-12-41 AM MDT 2034-06-17 10-42-06 AM MDT 2034-06-17 10-50-17 AM MDT		Rheimstology BRDTC- Otolaryugology BRDTC- Rheimstology SHC Monley		1 1 1
8 8 8 8	Outstanding Outstanding alk alk alk alk	TST_TestDoctord, DoctorSR (2010) TST_TestDoctord, DoctorSR (2010) TST_TestDoctord, DoctorRU (2000) TST_TestDoctord, DoctorRU (2000) TST_TestDoctord, DoctorRU (2000)	000417 000448 000430 000431 000452	102219 102229 102222 102223 102223	eScoption, Derjeding PEDM UCMG eScoption, Cocken PEM UCMG eScoption, Goo PEM UCMG eScoption, Goo PEIM UCMG eScoption, Goo	(10) Letters (10) Letters (50) Letters (30)	Unsigned Unsigned Unsigned	2160036822 2160036863 21600368897 2160036897	1006416077#7 1009416077#7 1006416077#9 1006416077#9	MDT 2014-06-17 96/08-40 AM MDT 2014-06-17 06-11-08 AM MDT 2014-06-17 06-12-35 AM MDT 2014-06-17 06-18-06 AM MDT	59-12-18 AM MDT 2014-06-17 59-12-41 AM MDT 2014-06-17 10-42-06 AM MDT 2014-06-17 10-50-17 AM MDT 2014-06-17 10-45-27 AM MDT		Risematology BRDTC: Otolaryugology BRDTC: Rheamatology SHC Mosiley SHC Mosiley		3

"Downloading audio file" window will open, the Windows Media Player will start, and the dictation audio recording will play.

8 Bomgar Representative Console - remote.ucalgary.ca - Transcription		
Eile Support Present Help		
Sessions (1:1) 💮 jtousignant @ IT-JV2DZQ1		
Screen Sharing File Transfer System Info Summary		_ 🗟 & & & & [] 🖬 🔤 🏹
	🛓 🖦 😅 🔳 🔜 🥫 🛯 🛤 🔍 🔄	-
		jtousignant @ IT-JV2DZQ1 (174.0.185.127)
🖉 Mitzes//www.escriptiontest.cs/?requests:3158/scrtisriD:5998/utteranceD:1001588/uniques.eu/do100158 - Windows Internet E., 💿 🗉 😨	Ø Vew Dictation × û û û û	(09:59:23) Transcription has stopped viewing the customer's file system.
R		(09:59:28) Transcription has stopped viewing the customer's
	Google Highlight Control	screen. (09:59:30) itousignant is online.
	Blanks	(09:59:30) Transcription can now view and control the
Downloading audio fie		(10-01-01) Transcription is now viewing the customer's file
		system.
	006.30.00	* itousignant
		Send File
		Nudae
■ 1ee (1) >> +> +> -		Push I Pl
		Section Tafe
		Time in this quarter 0/22/24
		Time in the system: 0:33:24
		IP Address: 174.0.185.127 Customer Namer itousignant
		Computer Name: IT-JV2DZQ1
		Platform: Windows 7 Enterprise x64
and the bage y		Details:
Print Liston		
🚯 🔀 🏉 😹 🧐 🖪 🔊	<ul> <li>▶ ≅ € 5/28/2014</li> </ul>	
Mouse: Transcription Keyboard: Transcription		BOMGAR'

#### UCMG Transcription Services – eScription Solution

### Option 1: Step 3 – Close Patient Report

Close the Windows Media Player window Close the "Downloading audio file" window



# Option 2: Step 1 – Retrieve a Document

Follow the steps required to open and retrieve a patient report.

						- 8 ×	
(¢	) 🕘 🥑 https://www.escriptio	ntest.ca/UCMG/servlet/Scribx 🔎 = 🔒 C 🏼 🍊 Rea	dy for Signature	View Dictation ×			
File	Edit View Favorites Tools	s Help					
*	🕅 Sign in to Office 365 🌵 Alber	rta Health Services 🏚 AHS 🔞 eScription - Ho	ome 🛐 Yahoo 🗿 escription	Streamline Med			
					Highlight Control		^
	Hide Dictation Header						
	Status:	UNSIGNED	Dictation ID:	102222		_	
	Patient Name:	PIEM UCMG eScription, Dharamshala	Speaker:	TST_TestDoctor7, DoctorRU (5000)		_	
	Dictated Date:	2014/06/17 06:11:09 AM MDT	Procedure Date:	2014/03/12		_	
	Account Number:	100041607787	<b>Business Entity:</b>	RRDTC-Rheumatology		_	
	Medical Record Number:	2160056863				_	
	Work Type:	Letters (50)				_	
	CC List DoctorMD TST_TestDoctor3 MD MRCPC FACP FCCP UCMG Transcription Services 414 1011 Glemmore Tr. SW Calgary AB T2V 4R6 Many thanks for asking me to see this 67-year-old woman for evaluation of severe septodic puritur involving her arms. This problem dates about 10 years. The typically would develop the itch in October and it would last for a few months before resolving completely. She would remain asymptomatic for the rest of the year until the following October. Recently the problem has become more severe. It began last year in						
Ľ	Save Only Listen	Seve & Sign Pend with Note					
Re	turn to Document List		< Previous	1 of 1 Next >			
							~

# Option 2: Step 2 – Listen

Select the *Listen* button

~						*
(+) (-) (=) https://www.escripti	iontest.ca/UCMG/servlet/Scribe 🔎 = 🔒 C 🛛 🙆 🗛	dy for Signature 🧳	View Dictation ×			
File Edit View Favorites Too	is Help					_
👍 🎮 Sign in to Office 365 🌵 Albe	erta Health Services 🌵 AHS 🔞 eScription - Ho	ene 🛐 Yahoo 🗿 escription	Streamline Med			
				Highlight Control		^
Hide Dictation Hander						
Status:	UNSIGNED	Dictation ID:	102222			
Patient Name:	PIEM UCMG eScription, Dharamshala	Speaker:	TST_TestDoctor7, DoctorRU (5000)		_	
Dictated Date:	2014/06/17 06:11:09 AM MDT	Procedure Date:	2014/03/12		_	
Account Number:	100041607787	<b>Business Entity:</b>	RRDTC-Rheumatology		_	
Medical Record Number	1 2160056863				_	
Work Type:	Letters (50)				_	
CC List DoctorMD TST_TestDoctor3 MD MRCPC FACP FCCP UCMG Transcription Services 414 1011 Gleannore Tr. SW Calgary AB T2V 4R6 Nany thanks for asking me to see this 57-year-old woman for evaluation of serves epicodic puritue involving her arms. This problem dates about a lapst for a few months before resoluting completely. The would remain sayptoceasie for the rest of the year until the following doctober. Recently the problem has become more severe. It began last year in						
Listen	Pend with Note					
Return to Document List		< Previous	1 of 1 Next >			
						~

"Downloading audio file" window will open, the Windows Media Player will start, and the dictation audio recording will play.

B Bompar Representative Console - remote ucalgary.ca - Transcription		
Eile Support Present Help		
Sessions (1:1) S jtousignant @ IT-JV2DZQ1		
Screen Sharing File Transfer System Info Summary		🚍 & & & & 🖪 🔤 🕅
	🛀 🖦 🖼 📕 🔜 🖏 🖏 🔜 📢 🖏 🗸	
		jtousignant © IT-JV2DZQ1 (174.0.185.127)
🖉 🖉 https://www.escintiented.co/innards-3155/actionDi-1990/attranerDi-1991/Auniours.au/a/010139 - Windows Interest E., 👘 🖉 🖾	S View Dictation × の☆®	(09:59:23) Transcription has stopped viewing the customer's file system.
FI		(09:59:28) Transcription has stopped viewing the customer's
*	Coople	screen. (09:59:30) its urigeant is going
	✓ Blanks	(09:59:30) Transcription can now view and control the
Downloading audio file.		customer's screen.
		system.
	TANK ROL IC	• iterational
	000-30-00	Jousignant
		Selid File
■ (tet (11) bb) dt -		Node
		Push URL
		Session Into
		Session Information
		Time in this queue: 0:33:24 Time in the system: 0:33:24
		IP Address: 174.0.185.127
		Customer Name: jtousignant Computer Name: IT-JV2DZ01
		Platform: Windows 7 Enterprise x64
		Company Name: Details:
		o como
Print Listen		
😚 🌐 🏉 🙉 👳 🖪 🗉	- Pr Co 40 5004.044	
Mouse: Transcription Keyboard: Transcription	The second se	BOMGAR

#### UCMG Transcription Services – eScription Solution

Option 2: Step 3 – Close Patient Report

Close the Windows Media Player window.

Close the "Downloading audio file" window.

