

A Step-By-Step Guide to eScripton for

NetScript

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CUMMING SCHOOL OF MEDICINE



UNIVERSITY OF
CALGARY

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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

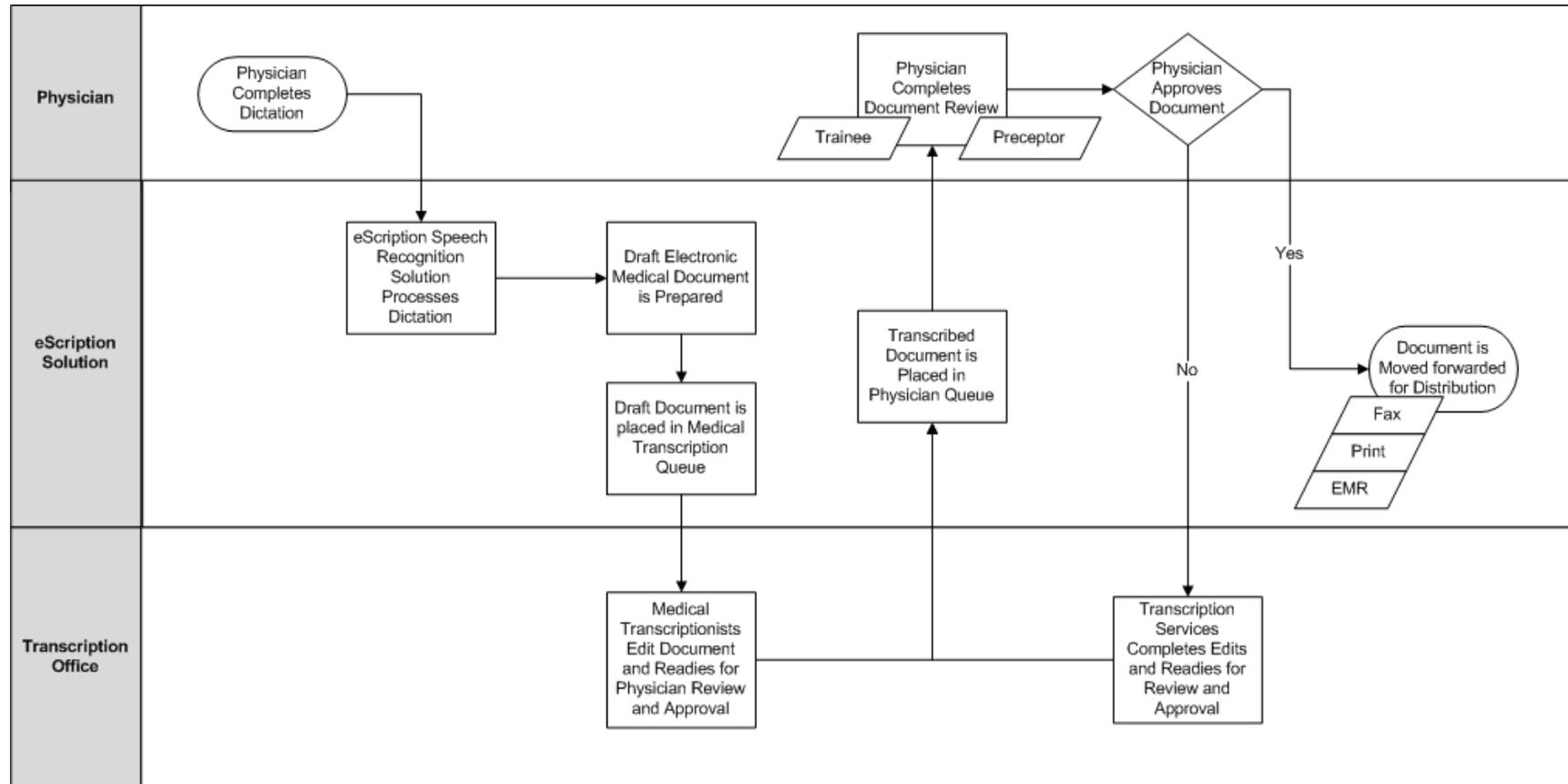
The purpose of this guide is to provide Clinicians with clear and easy-to-understand instructions and information required to complete patient dictation and ultimately approve the transcribed patient report in the eScription solution.

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 eScripton 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.

	<p>All UCMG Member Clinicians and Trainees must use their uniquely assigned Speaker Codes to access the eScripton dictation system.</p> <p>User Names and Passwords are required to access the online UCMG Transcription “NetScript” portal.</p> <p>Speaker Codes, User Names, and Passwords must NOT be shared at any time for any reason.</p>
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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 eScripton User Profile Form. The form is available for [Physicians](#) and [Residents](#) at the UCMG eScripton 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 [University of Calgary password 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 UCMGTrans@ucalgary.ca.

Transcribed Reports in eScripton

Introduction to NetScript

The UCMG eScripton 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.

	<p>Printed copies of the patient's medical report may be obtained through Sunrise Clinical Manager or Netcare.</p>
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The eScripton 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.

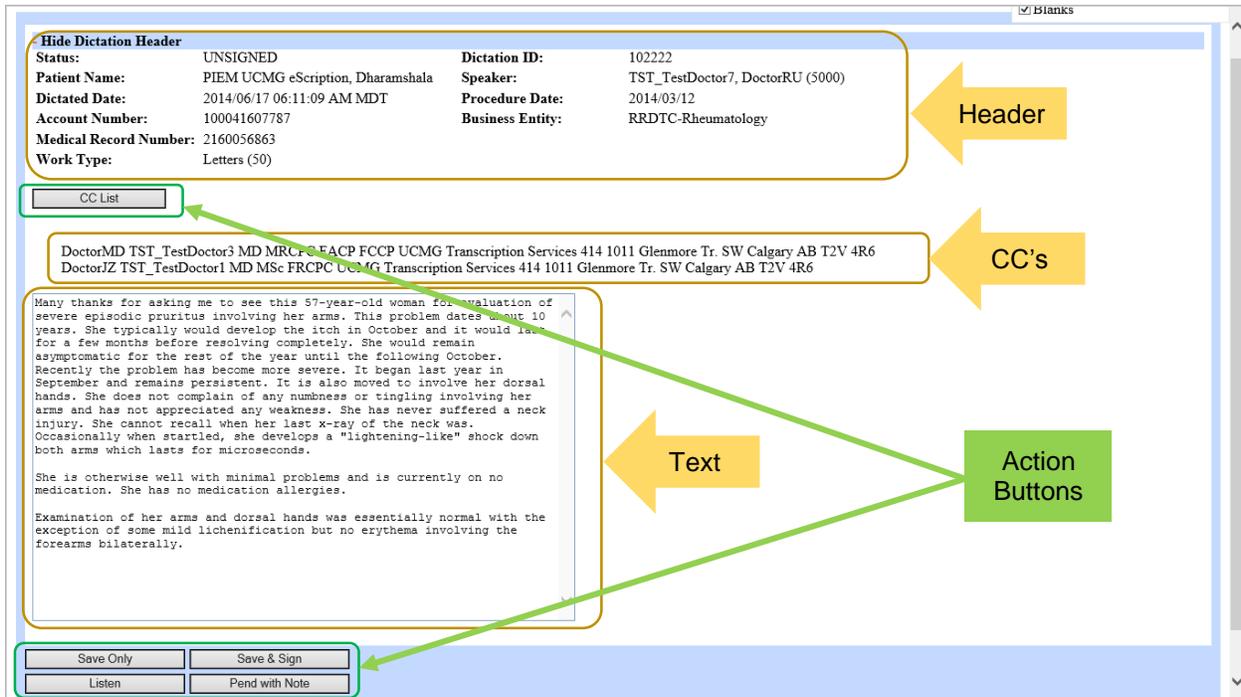
The NetScript URL is: <http://www.escription.ca/>.

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

The Anatomy of a Transcribed Report available in NetScript



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:	<p>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:</p> <p>CC List button: Allows for the addition of additional CC recipients.</p> <p>Save Only button: Following changes, the user can save changes.</p> <p>Listen button: Allows user to listen to original dictation.</p> <p>Pend with Note button: Allows user to 'pend' the report with notations to the Transcription Services Office.</p> <p>Save & Sign button: Following review and completion of any edits selecting the Save & Sign button will move the report into the distribution process.</p>

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.

	User must have the eScription web page set up in MS Internet Explorer internet Options as a trusted site. See Installing ActiveX reference for instructions on setting up MS Internet Explorer.
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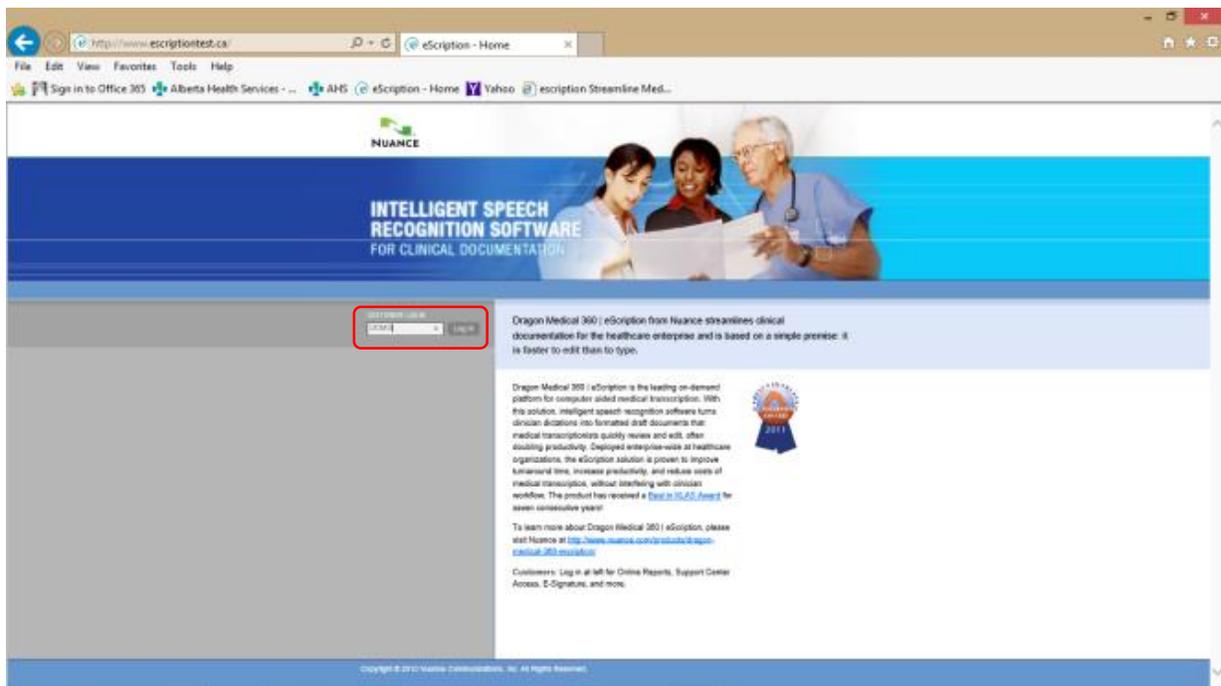
Step 1 – Open MS Internet Explorer

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

Enter the URL <http://www.escription.ca>

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 eScripton Windows Security window will open. In the appropriate fields enter:

- Your assigned UCMG eScripton NetScript **User name**
- Your assigned UCMG eScripton NetScript **Password**



Select **OK** button

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

The **eScripton 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 [University of Calgary password policy](#), 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.

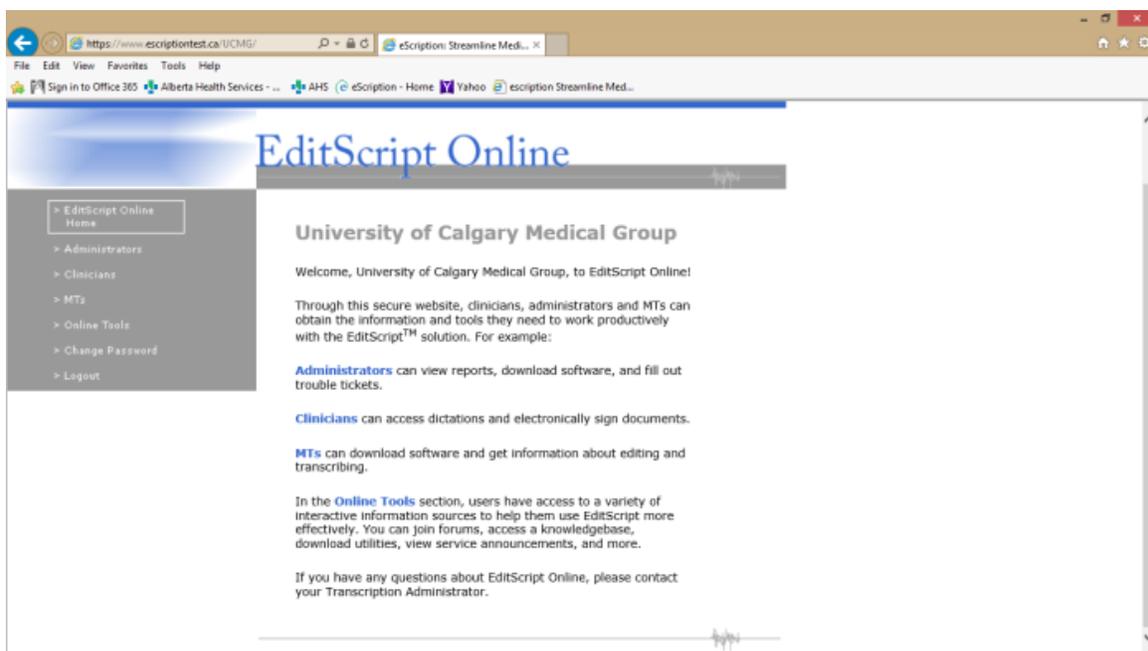
	If your password has expired you will not be able to access the eScripton solution until it is reset.
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Step 1 – Open MS Internet Explorer and Log into EditScript Online

Follow [Logging into NetScript](#) instructions.

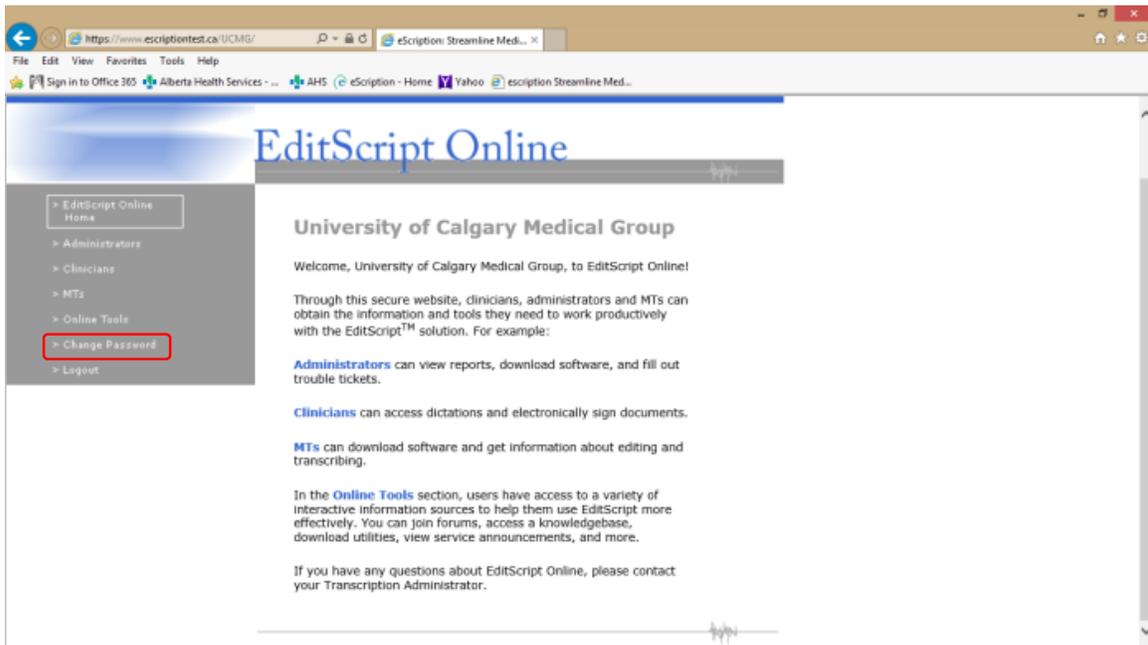
From the **EditScript Online** page.
Select the **Clinicians** link.

Select the **eSignature** hyperlink.

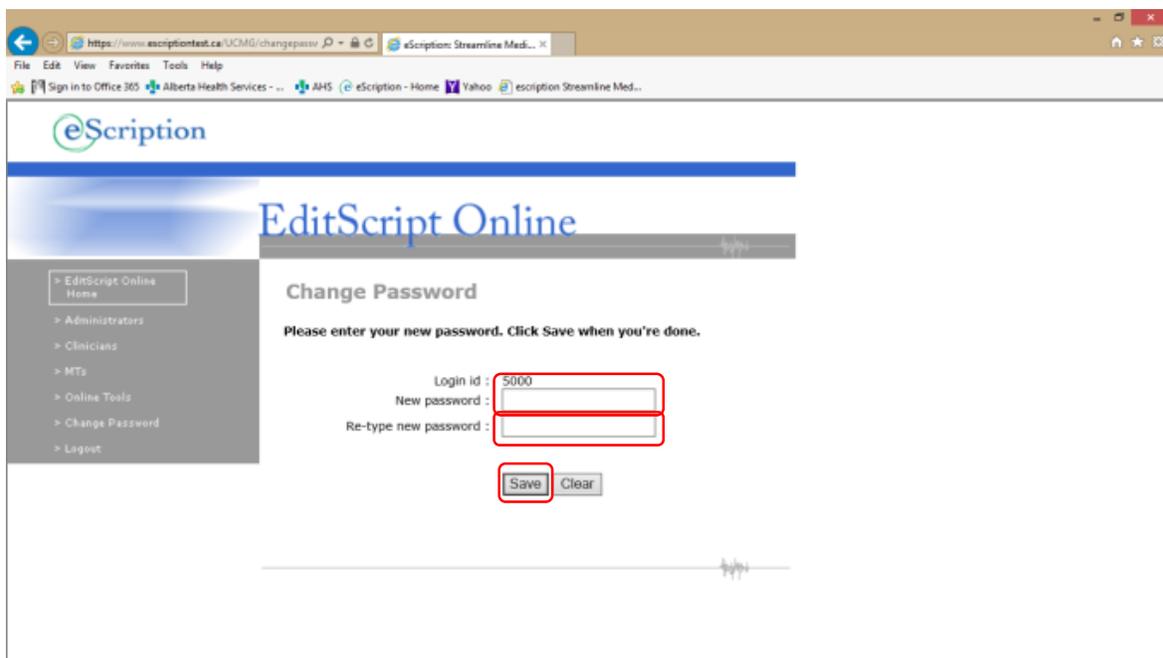


Step 2 – Change your Password

Select the **Change Password** hyperlink.



The Change Password window will open.

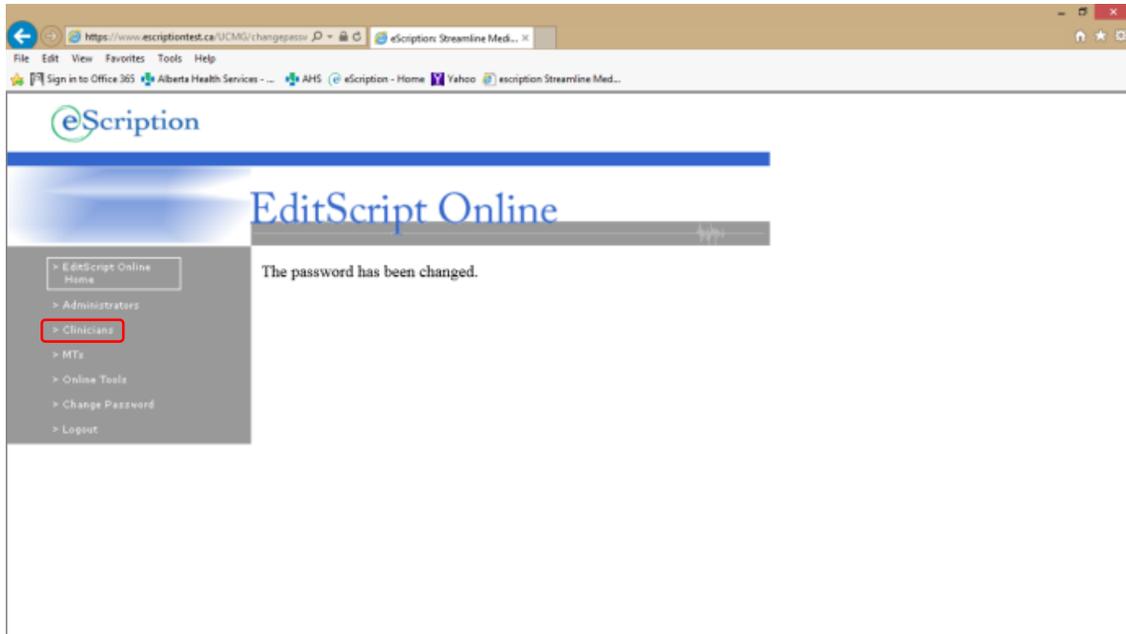


Enter your new password in both **New password** field and **Re-type new password** field.

Select **Save** when done.

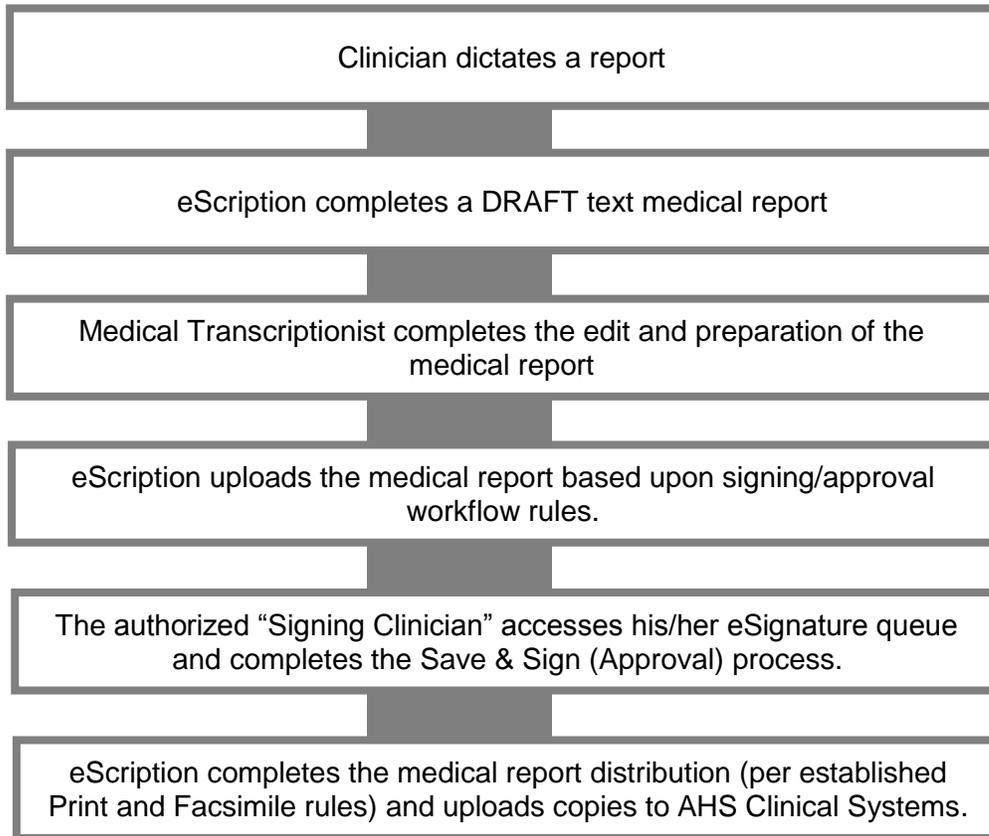
The change password notification page will open acknowledging successful password change.

Select the ***Clinicians*** link to continue working.



NetScript: How eSignature Works for Authorized Signing Clinician

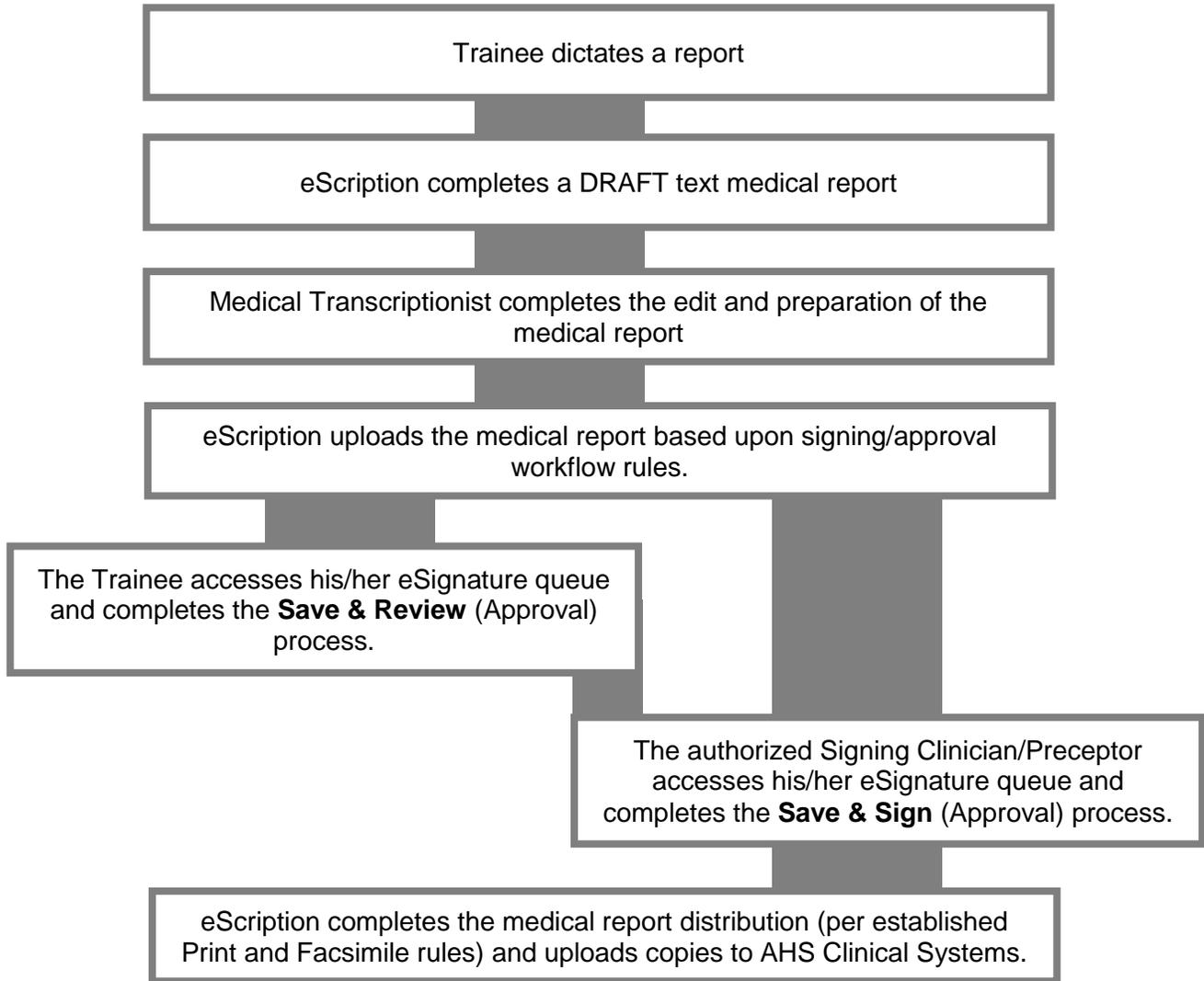
The workflow below outlines a typical Patient Medical Report e-signature approval process for an authorized Clinician dictation.



	<p>With Clinician/Preceptor approval a Trainee may also be provided with authorized Signing Clinician permissions.</p> <p>See NetScript: How eSignature Works for Trainee with Signing Clinician/Preceptor.</p>
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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.

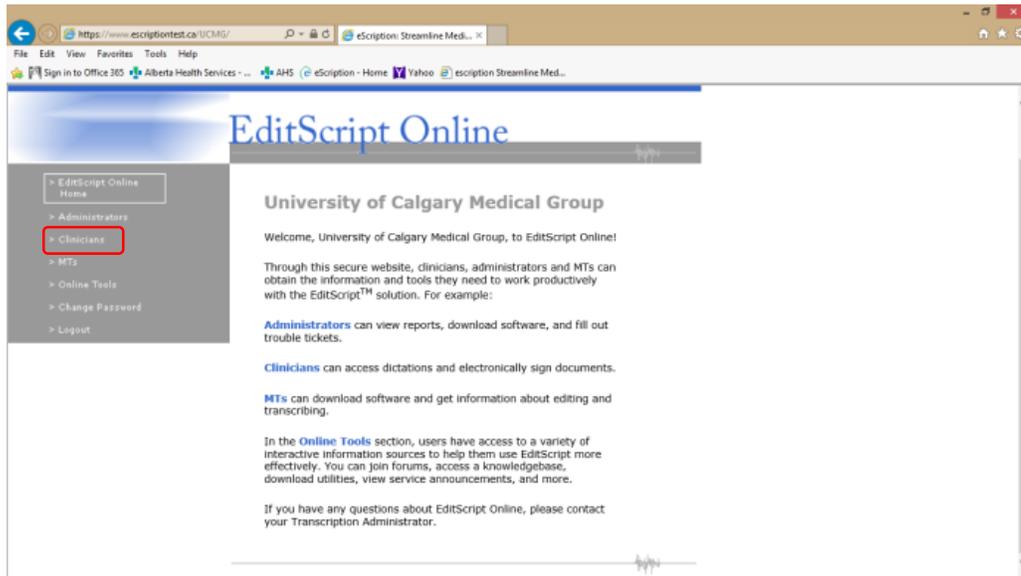
NetScript: Clinician Approval (eSignature) of a Transcribed Report

Step 1 – Open MS Internet Explorer and Log into eScripton

Follow [Logging into NetScript](#) instructions.

From the **EditScript Online** page.

Select the **Clinicians** link.



Extended hyperlink options will be available.

Select the **eSignature** hyperlink.

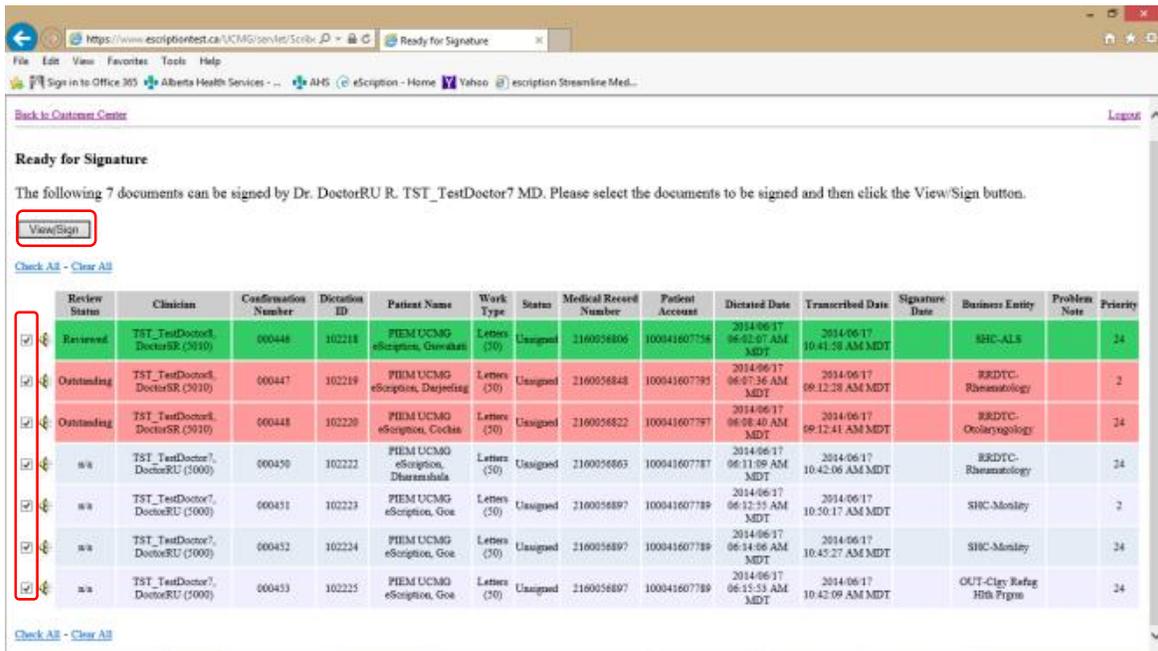


Step 2 – Retrieving a Patient Report

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.)



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.

The screenshot shows a web browser window titled 'View Dictation' with the URL 'https://www.escriptiontest.ca/UCMG/servelet/Script...'. The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with icons for 'Sign in to Office 365', 'Alberta Health Services', 'AHS', 'eScripton - Home', 'Yahoo', and 'eScripton Streamline Med...'. A 'Highlight Control' section is visible in the top right with a checked 'Blanks' option.

The main content area is titled '- Hide Dictation Header' and contains the following information:

Status:	UNSIGNED	Dictation ID:	102222
Patient Name:	PIEM UCMG eScripton, 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:	2160056863		
Work Type:	Letters (50)		

Below the table is a 'CC List' button and a text area containing the address: 'DoctorMD TST_TestDoctor3 MD MRCPC FACP FCCP UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6'. A scrollable text box contains the transcribed report:

Many thanks for asking me to see this 57-year-old woman for evaluation of severe episodic pruritus involving her arms. This problem dates about 10 years. She 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

At the bottom of the interface are buttons for 'Save Only', 'Save & Sign', 'Listen', and 'Pend with Note'. A 'Return to Document List' link is on the left, and navigation buttons '< Previous', '1 of 1', and 'Next >' are at the bottom center.

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.

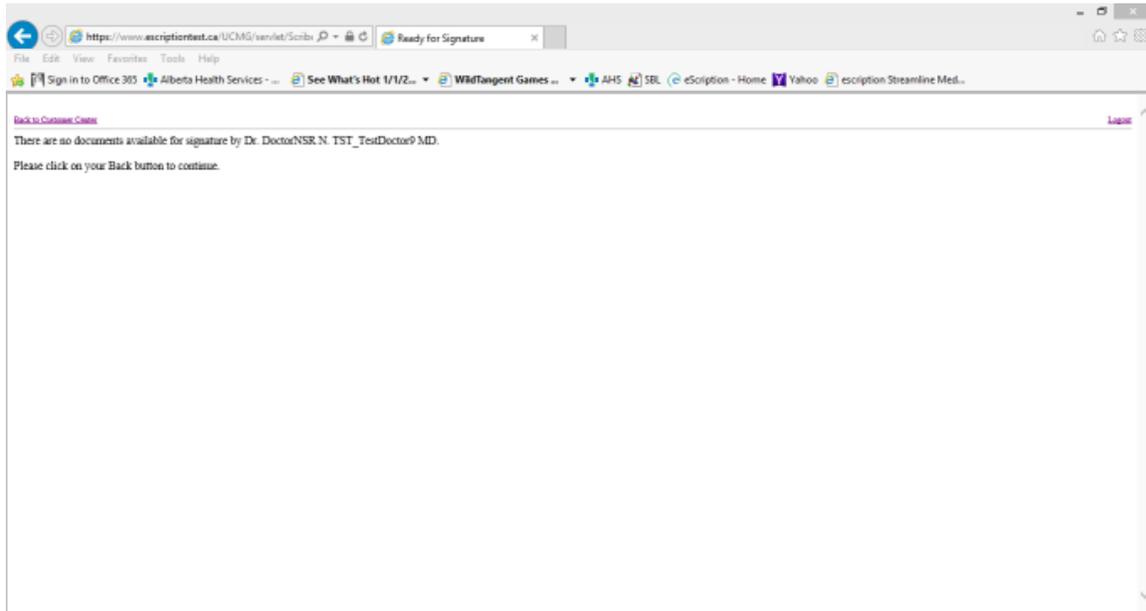
	<p>Once a patient medical report is Saved & Signed it is considered complete and is automatically sent into the distribution process, including uploads to SCM and Netcare</p> <p>If the medical report has any errors or omissions it can only be updated or corrected through a formal "Cancel" process requiring the signing Clinician/Preceptor to contact Transcription Services and once edited will require repeating the Clinician Approval (eSignature) process.</p>
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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.

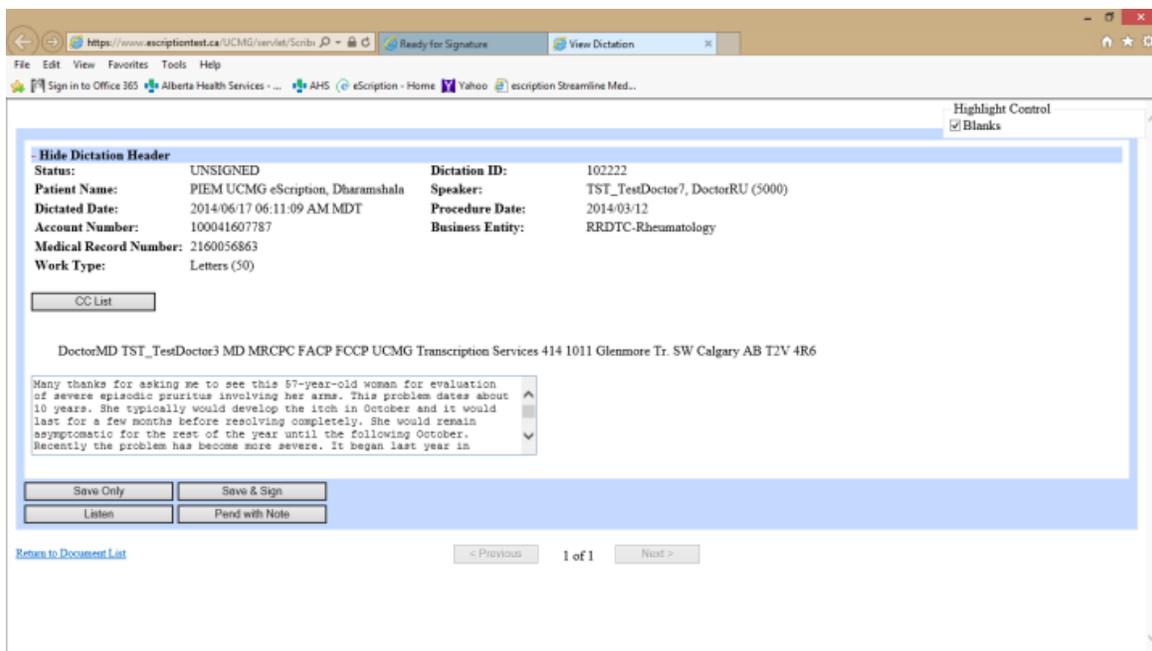
Reasons for pending a medical report may be:

- 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.



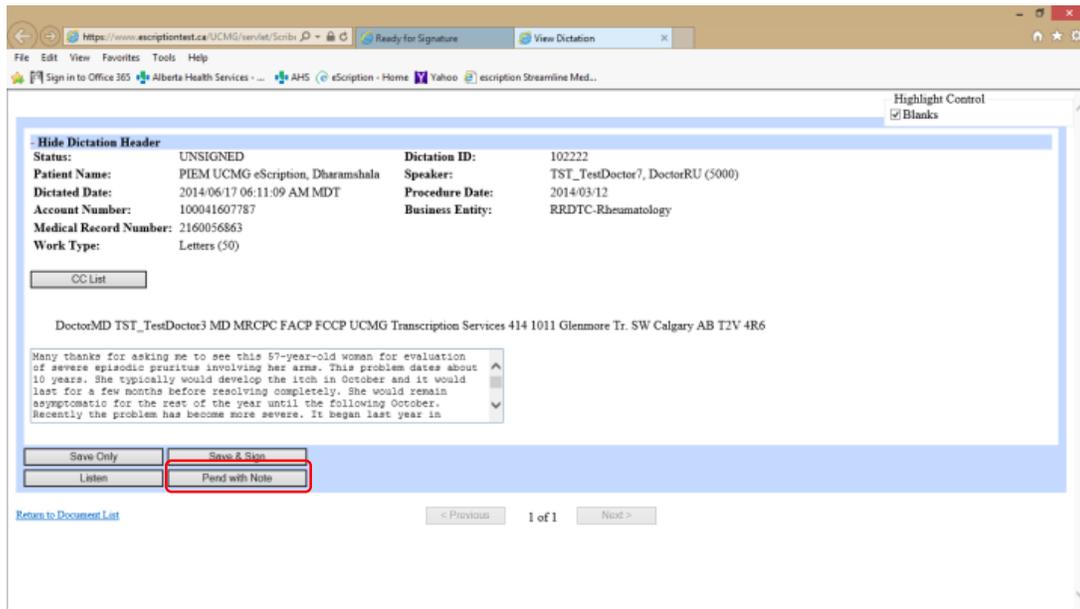
Step 1 – Retrieve a Document

Follow the steps required to open and [retrieve a patient report](#).

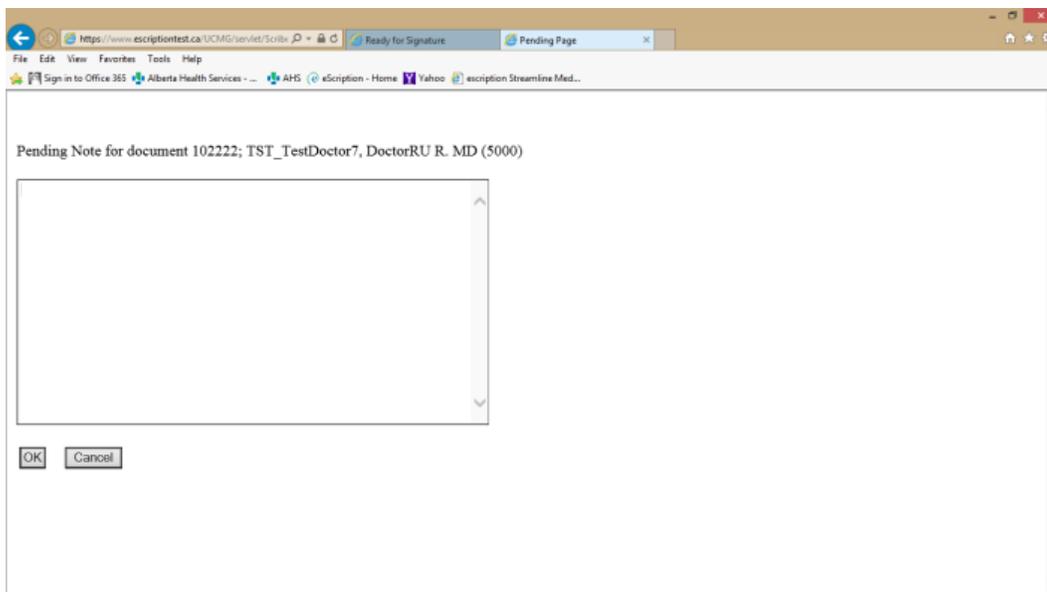


Step 2 – Pend with Note

Select the ***Pend with Note*** button.



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



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.

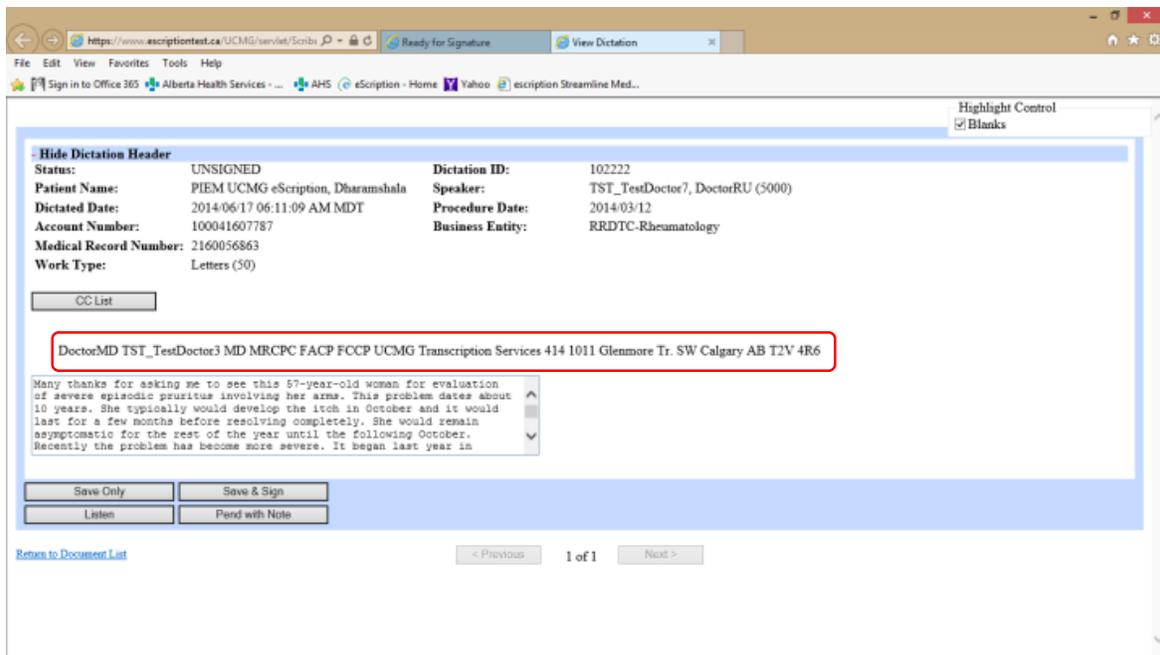
	<p>To be compliant with the Health information Act and Privacy and Security Legislation, all reports CC'd to a clinic must indicate a specific clinician.</p>
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Step 1 – Retrieve a Document

Follow the steps required to open and [retrieve a patient report](#).

The current CC recipients are shown in the header area.

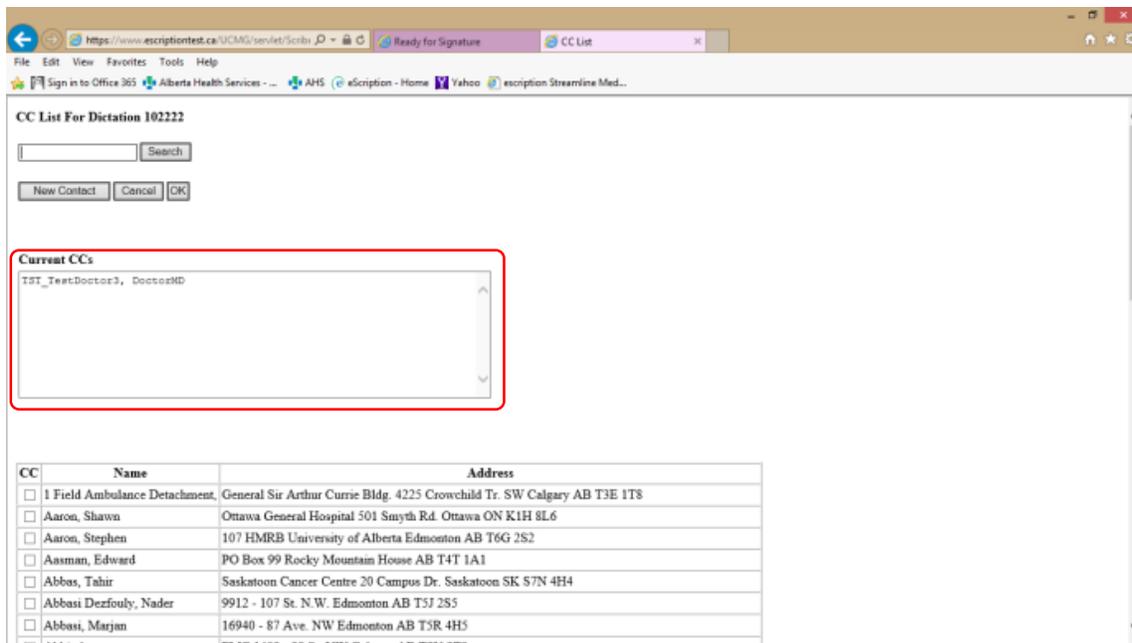
Note: An Addressee is always noted as a CC recipient.



Step 2 – Add a CC Recipient

Select the **CC List** button.

The CC List page will open.



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.

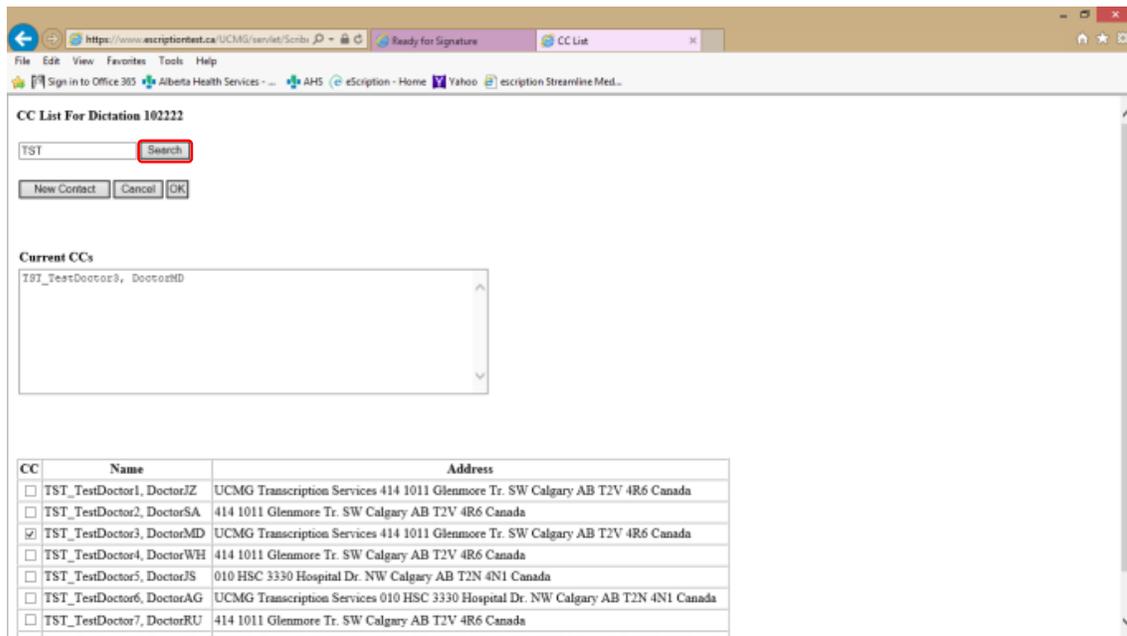
Because the list of clinicians is extensive, it is best to use the search function to find a CC recipient.

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.



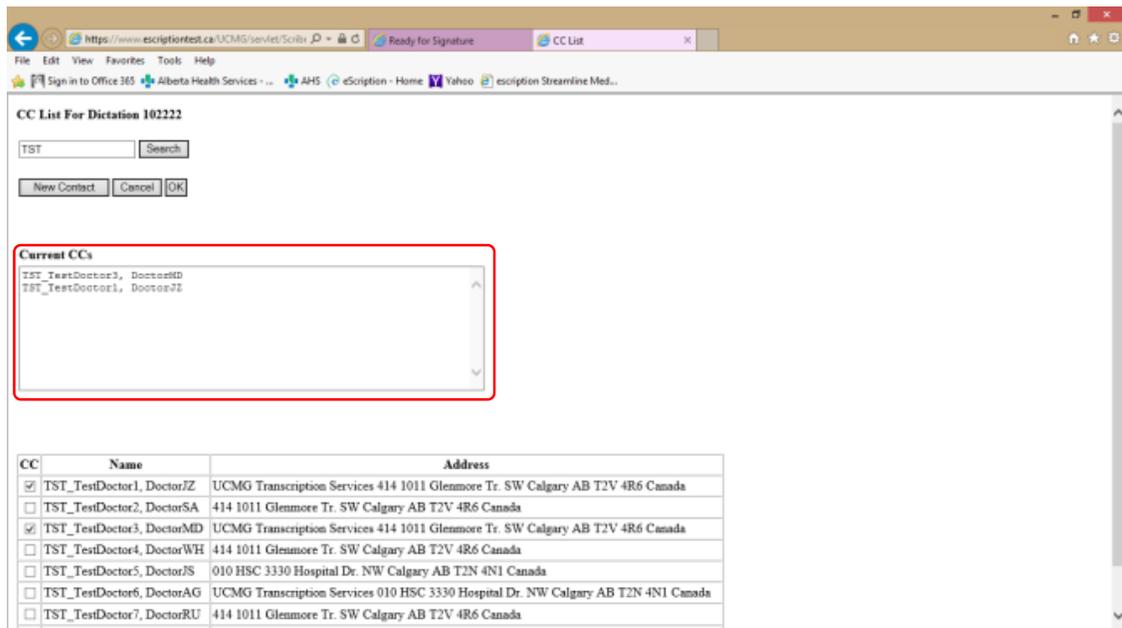
The screenshot shows a web browser window with the URL <https://www.escriptiontest.ca/UCMG/serlet/Scrib>. The page title is "CC List For Dictation 102222". There is a search field containing "TST" and a "Search" button. Below the search field are buttons for "New Contact", "Cancel", and "OK". A "Current CCs" box contains the text "TST_TestDoctor3, DoctorMD". Below this is a table with columns "CC", "Name", and "Address".

CC	Name	Address
<input type="checkbox"/>	TST_TestDoctor1, DoctorJZ	UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada
<input type="checkbox"/>	TST_TestDoctor2, DoctorSA	414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada
<input checked="" type="checkbox"/>	TST_TestDoctor3, DoctorMD	UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada
<input type="checkbox"/>	TST_TestDoctor4, DoctorWH	414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada
<input type="checkbox"/>	TST_TestDoctor5, DoctorJS	010 HSC 3330 Hospital Dr. NW Calgary AB T2N 4N1 Canada
<input type="checkbox"/>	TST_TestDoctor6, DoctorAG	UCMG Transcription Services 010 HSC 3330 Hospital Dr. NW Calgary AB T2N 4N1 Canada
<input type="checkbox"/>	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.

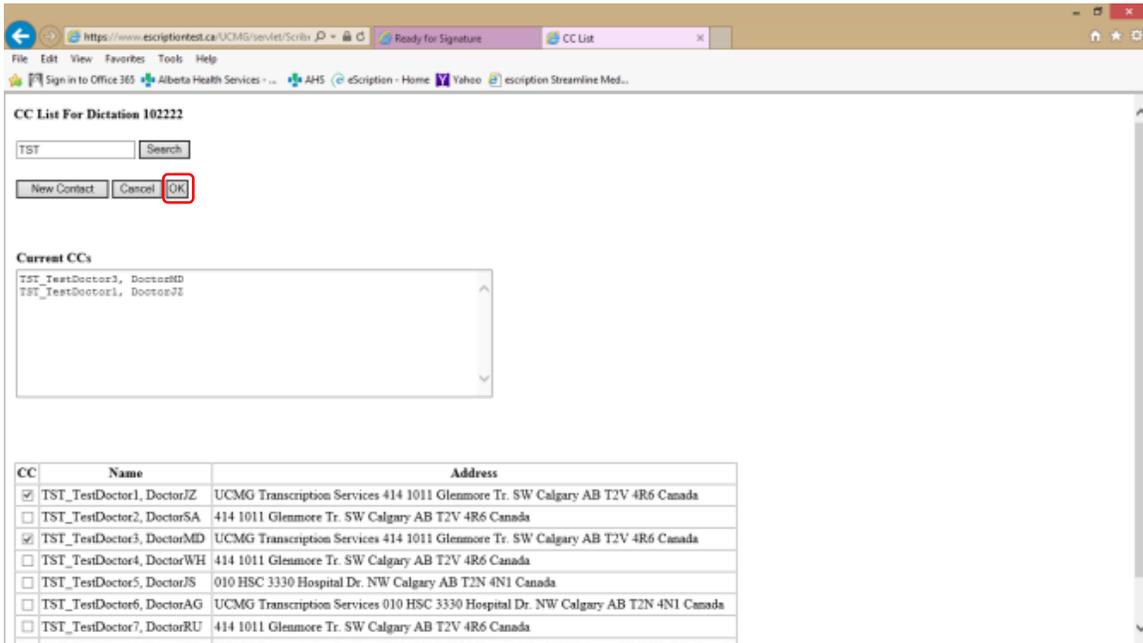


The screenshot shows the same web browser window as in Step 3. The "Current CCs" box is now highlighted with a red rectangle and contains the text "TST_TestDoctor3, DoctorMD" and "TST_TestDoctor1, DoctorJZ". The table below has checkboxes next to the names, with the checkbox for "TST_TestDoctor1, DoctorJZ" checked.

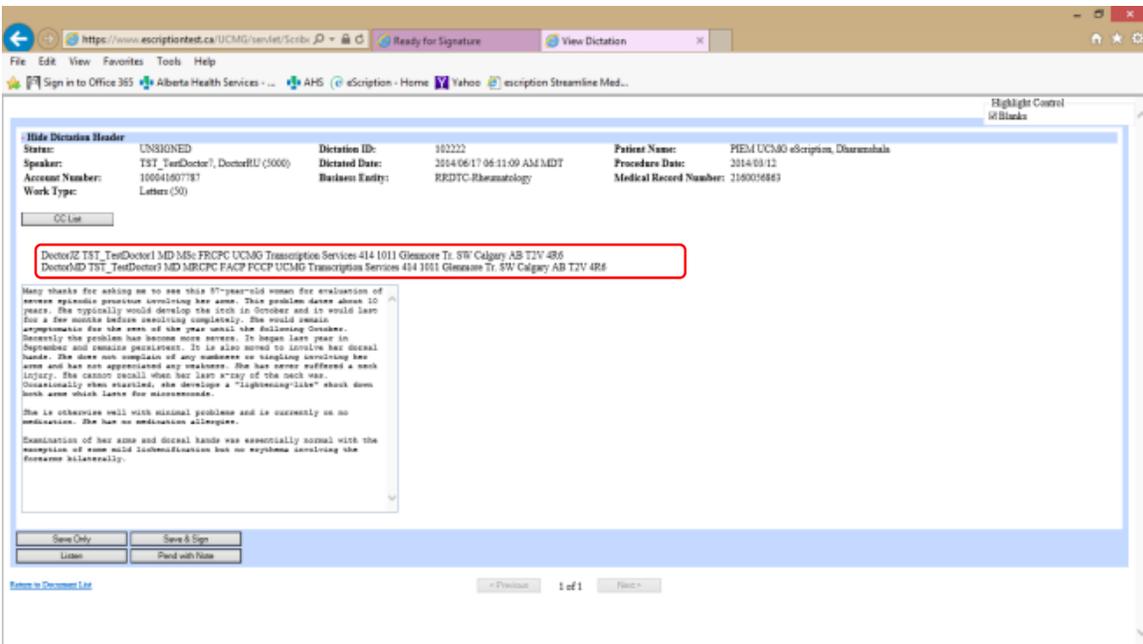
CC	Name	Address
<input checked="" type="checkbox"/>	TST_TestDoctor1, DoctorJZ	UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada
<input type="checkbox"/>	TST_TestDoctor2, DoctorSA	414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada
<input checked="" type="checkbox"/>	TST_TestDoctor3, DoctorMD	UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada
<input type="checkbox"/>	TST_TestDoctor4, DoctorWH	414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 Canada
<input type="checkbox"/>	TST_TestDoctor5, DoctorJS	010 HSC 3330 Hospital Dr. NW Calgary AB T2N 4N1 Canada
<input type="checkbox"/>	TST_TestDoctor6, DoctorAG	UCMG Transcription Services 010 HSC 3330 Hospital Dr. NW Calgary AB T2N 4N1 Canada
<input type="checkbox"/>	TST_TestDoctor7, DoctorRU	414 1011 Glenmore Tr. SW Calgary AB T2V 4R6 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.



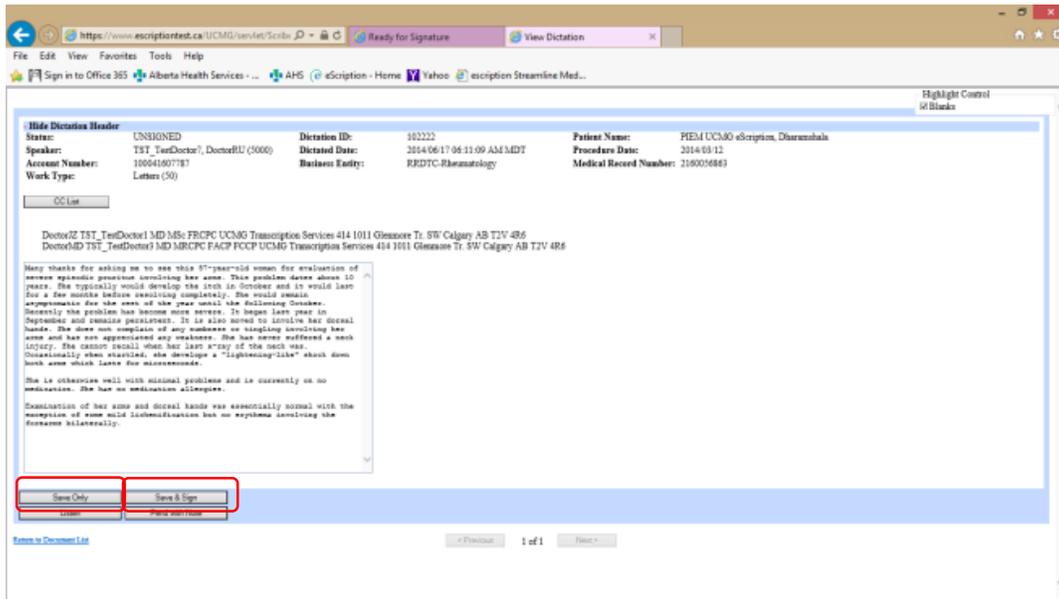
The patient medical report will be visible and the new or adjusted CC List will be displayed accordingly.



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.



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.
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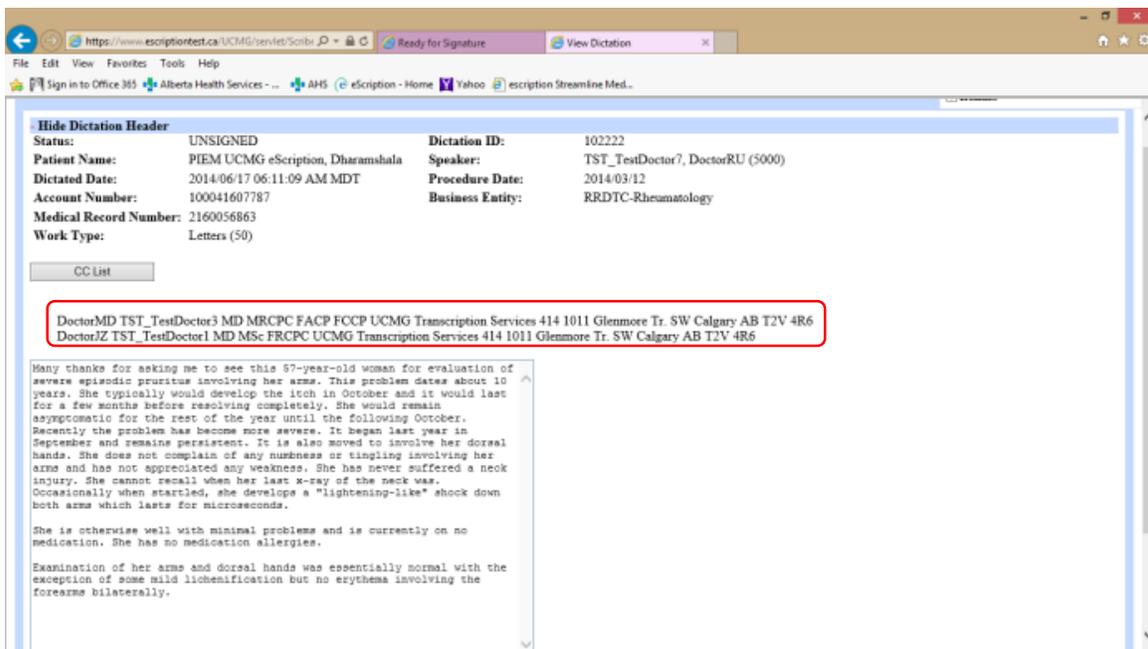
	To be compliant with Health information Act and Privacy and Security Legislation all reports CC'd to a clinic must indicate a specific physician.
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Step 1 – Retrieve a Document

Follow the steps required to open and [retrieve a patient report](#).

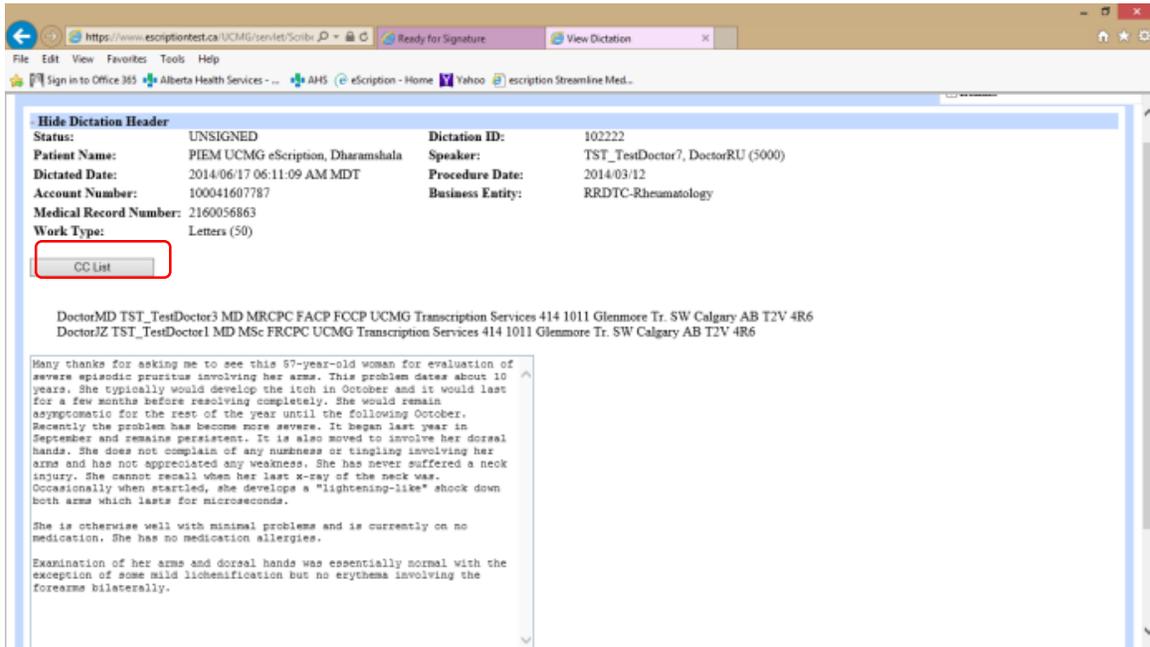
The current CC recipients are shown in the header area.

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



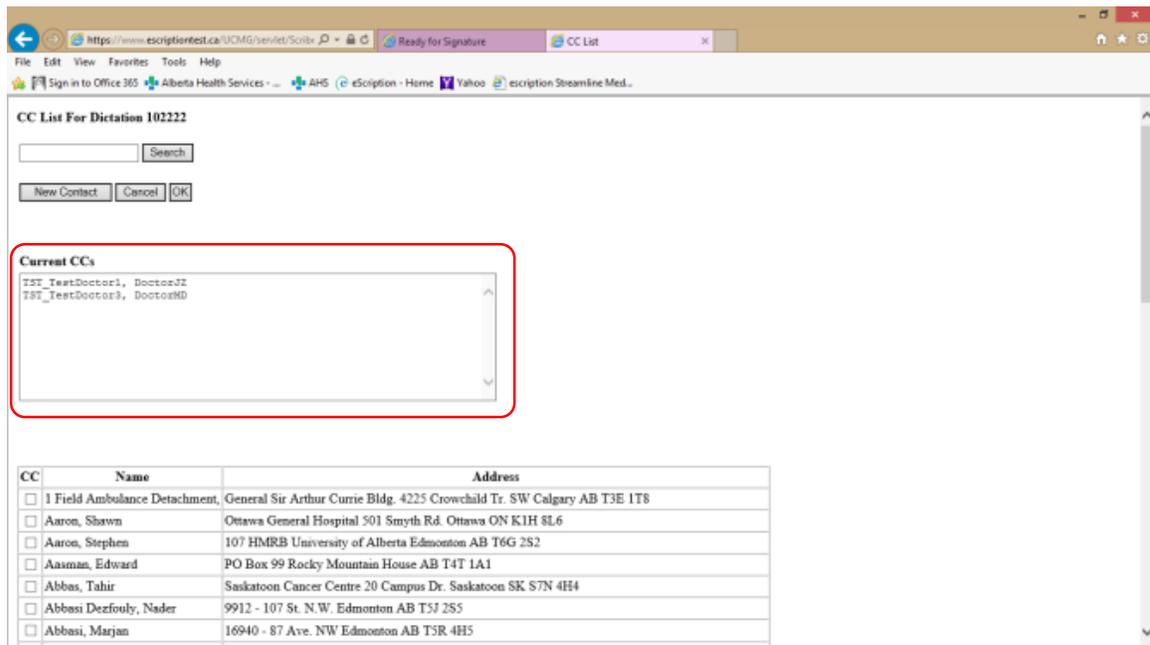
Step 2 – Add a New Contact Recipient

Select the **CC List** button.

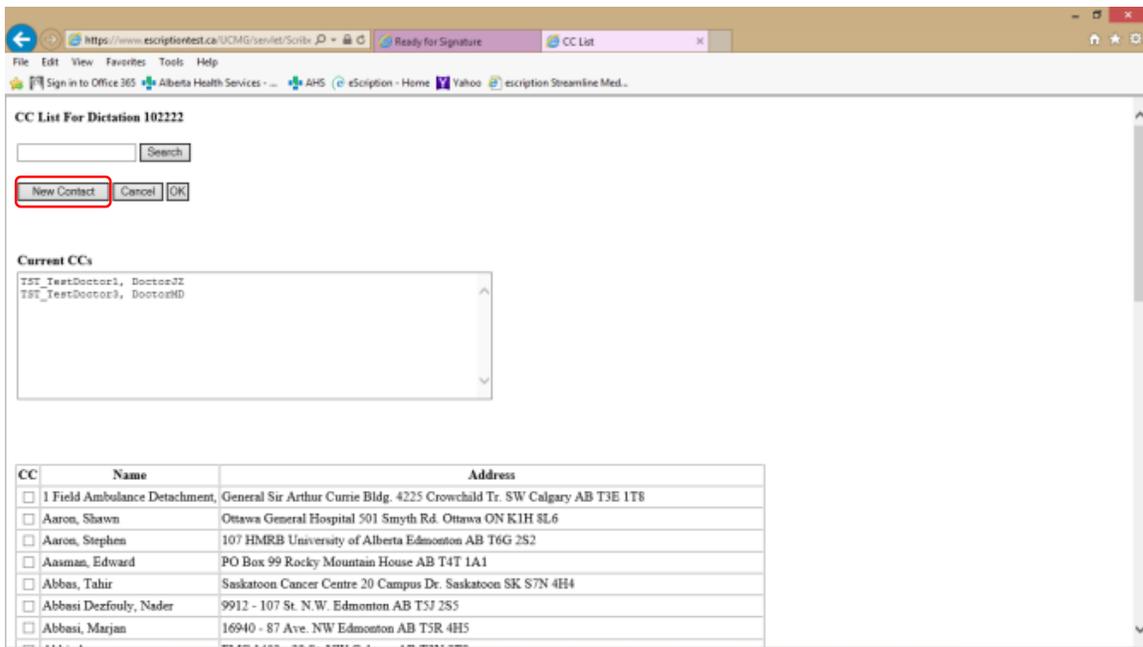


The CC List page will open.

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



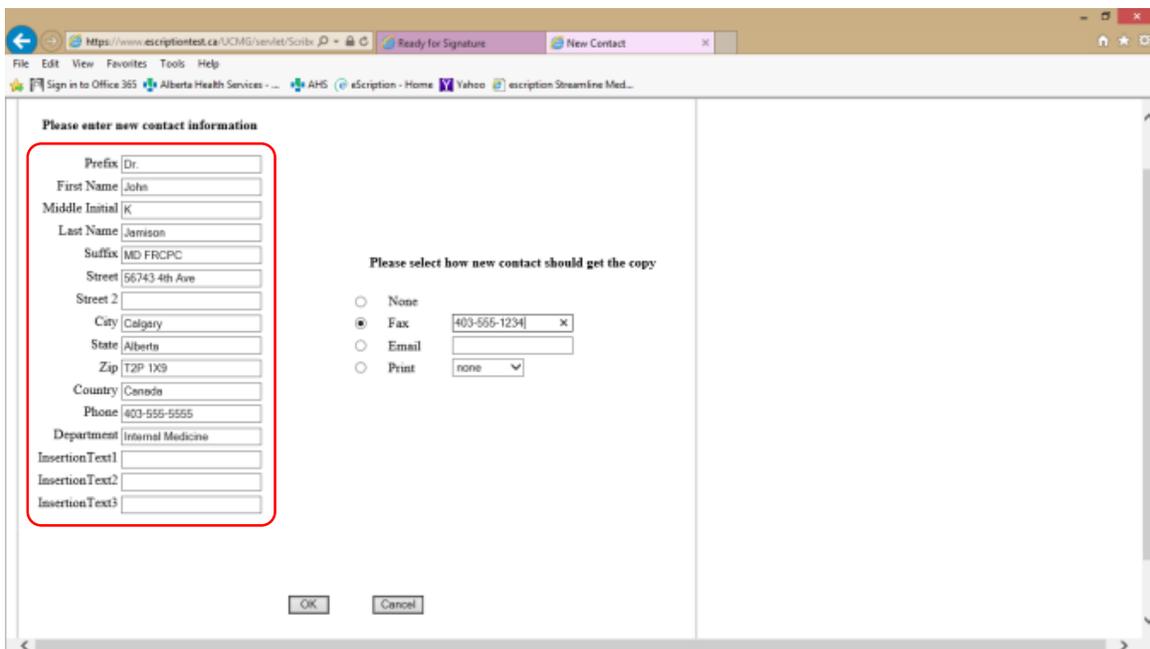
Select the **New Contact** button.



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.



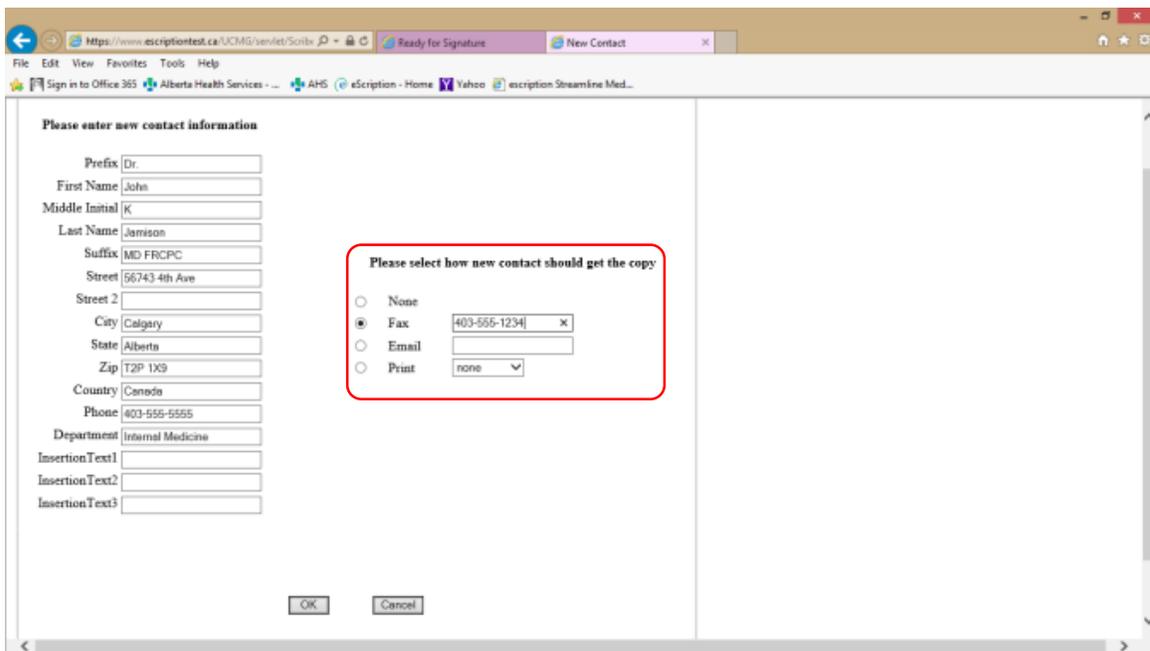
Important:

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 **not** a current distribution option.

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



The screenshot shows a web browser window with the URL <https://www.escriptiontest.ca/UCMG/servelet/Scribe>. The page title is "New Contact". The form is titled "Please enter new contact information" and contains the following fields:

- Prefix: Dr.
- First Name: John
- Middle Initial: K
- Last Name: Jamison
- Suffix: MD FRCP
- Street: 56743 4th Ave
- Street 2:
- City: Calgary
- State: Alberta
- Zip: T2P 1X9
- Country: Canada
- Phone: 403-555-5555
- Department: Internal Medicine
- InsertionText1, InsertionText2, InsertionText3

A red box highlights the section titled "Please select how new contact should get the copy". It contains the following options:

- None
- Fax: 403-555-1234
- Email
- Print: none

At the bottom of the form are "OK" and "Cancel" buttons.

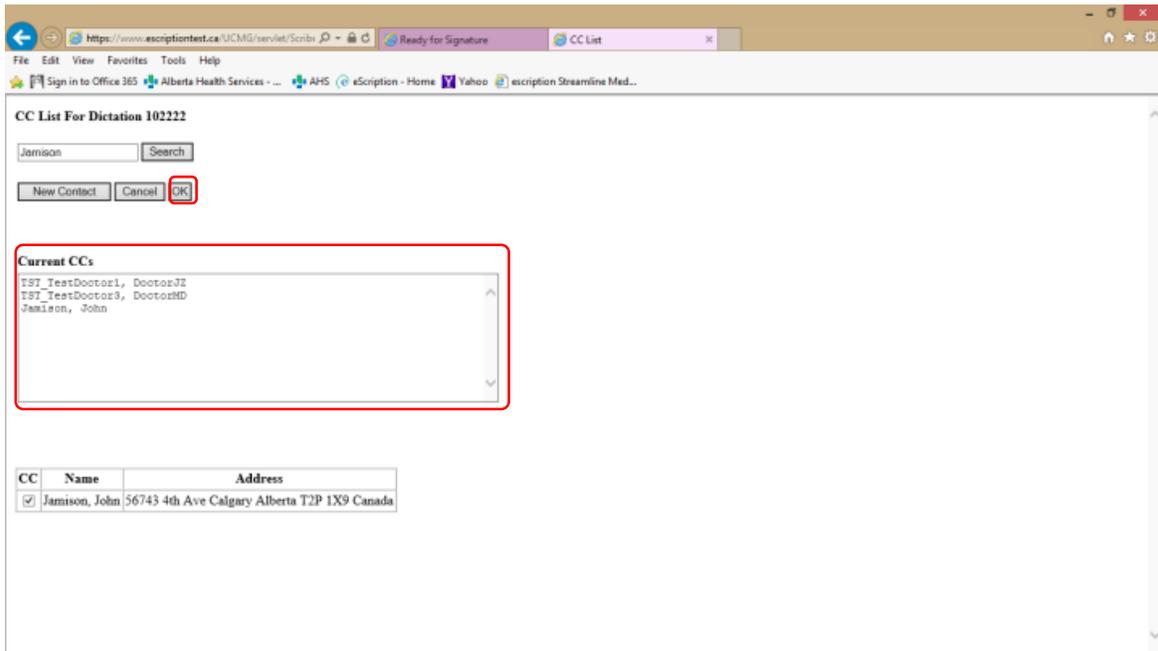
When complete select the ***OK*** button.

Step 3 – Confirm New Contact Recipient

	<p>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.</p>
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Confirm the addition of the New Contact recipient.

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



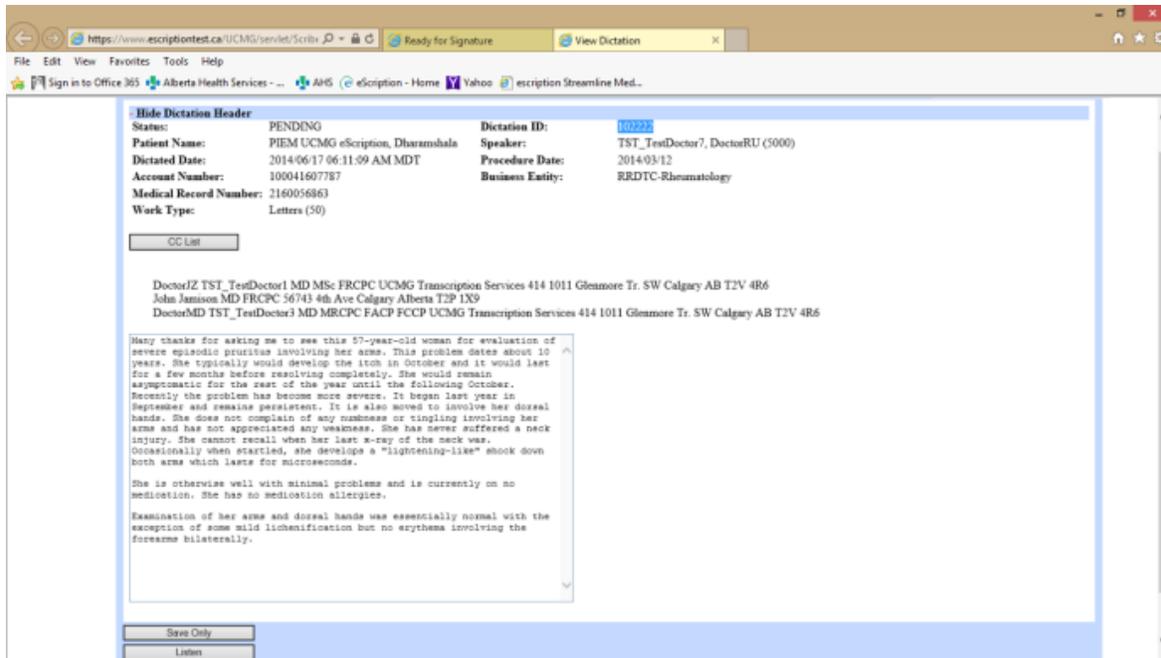
Select the **OK** button.

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.



The screenshot shows a web browser window with the URL <https://www.escriptiontest.ca/UCMG/Servlet/Scribe>. The page displays a 'Hide Dictation Header' section with the following information:

Status:	PENDING	Dictation ID:	10222
Patient Name:	PIEM UCMG eScripton, 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:	2160056863		
Work Type:	Letters (50)		

Below the header is a 'CC List' button. The main content area contains a medical report text starting with 'DoctorZ TST_TestDoctor1 MD MSc FRCPC UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6'. The report text describes a patient's symptoms and examination findings. At the bottom of the page, there are 'Save Only' and 'Listen' buttons.



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

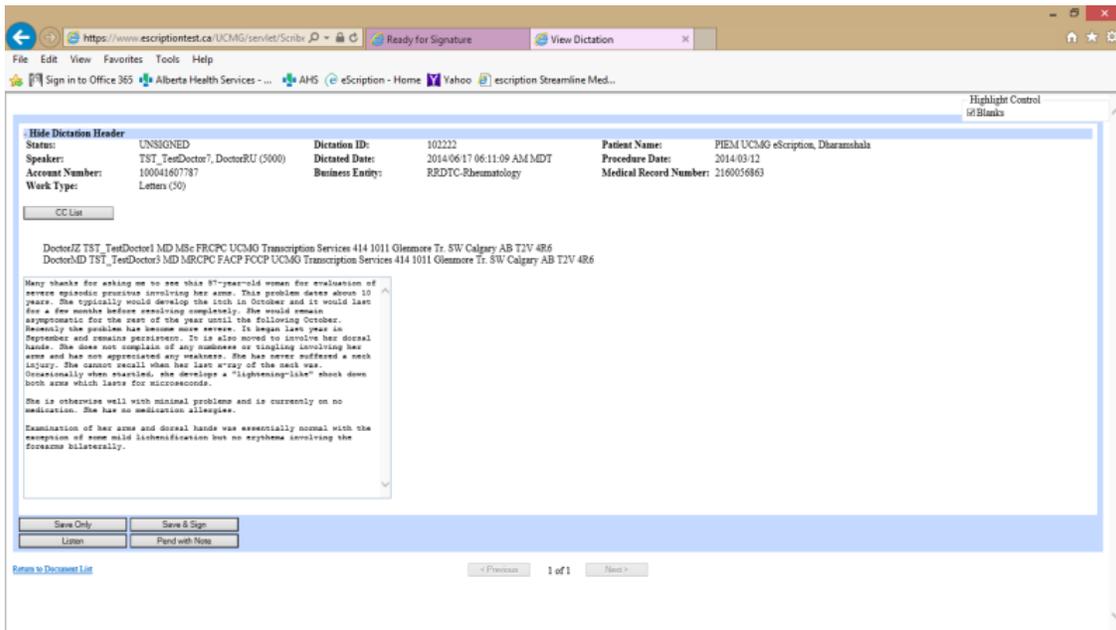
A User is able to edit the transcribed report to correct errors, complete blanks, or edit as required.

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.



The screenshot displays a web browser window with the URL <https://www.escriptiontest.ca/UCMG/Servlet/Script>. The page title is "Ready for Signature" and "View Dictation". The browser's address bar shows the URL and the page title. The main content area is titled "Hide Dictation Header" and contains a table with the following information:

Status:	UNASSIGNED	Dictation ID:	102222	Patient Name:	PIEM UCMG eScripton, Dharamshala
Speaker:	TST_TestDoctor7, DoctorRU (5000)	Dictated Date:	2014-06-17 06:11:09 AM MDT	Procedure Date:	2014-03-12
Account Number:	100041807787	Business Entity:	RRDTC-Rheumatology	Medical Record Number:	216005883
Work Type:	Letters (50)				

Below the table is a "CC List" button. The main text area contains the following text:

DoctorIZ TST_TestDoctor1 MD MSc FRCPC UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6
DoctorMD TST_TestDoctor3 MD MRCPC FACP FRCPC UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6

Many thanks for asking me to see this 87-year-old woman for evaluation of nerve spastic paresthesia involving her arms. This problem dates about 10 years. She typically would develop the tuck 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 September and remains persistent. It is also noted to involve her dorsal hands. She does not complain of any numbness or tingling involving her arms and has not appreciated any weakness. She has never suffered a neck injury. She cannot recall when her last x-ray of the neck was. Occasionally when exercised, she develops a "lightening-like" shock down both arms which lasts for microseconds.

She is otherwise well with minimal problems and is currently on no medication. She has no medication allergies.

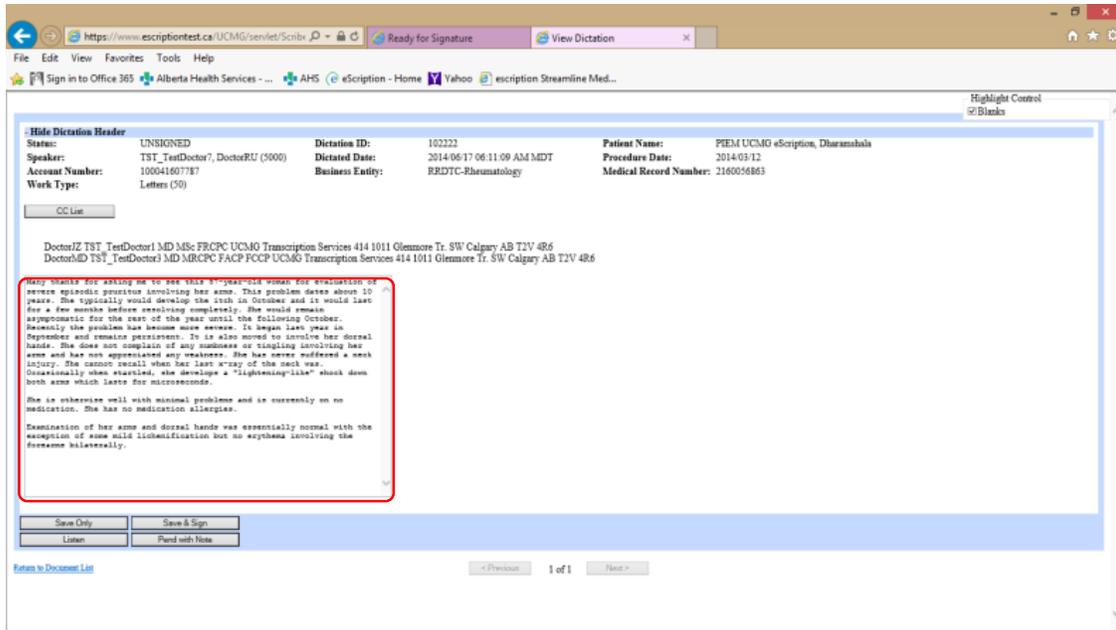
Examination of her arms and dorsal hands was essentially normal with the exception of some mild lichenification but no erythema involving the forearms bilaterally.

At the bottom of the page, there are buttons for "Save Only", "Save & Sign", "Listen", and "Print with Notes". A "Returns to Document List" link is also present. The page number "1 of 1" is displayed at the bottom center.

Step 2 – Editing Text

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

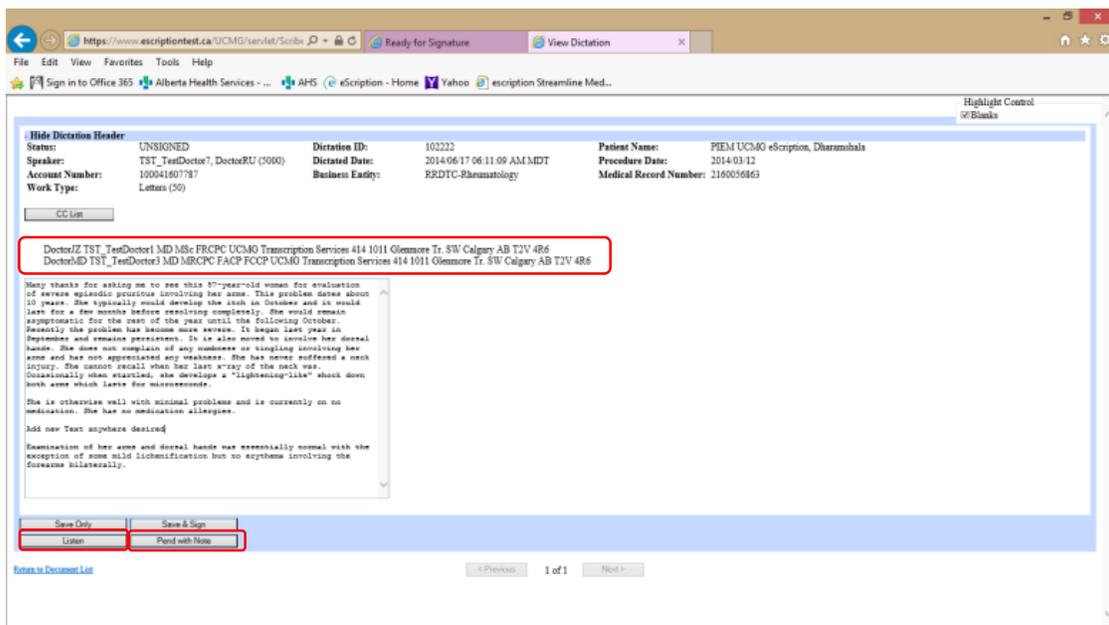
Complete text editing as required.



Step 3 – Save or 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.



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 – [Installing ActiveX](#) section for instructions or contact UCMG Transcription Services for assistance.

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

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

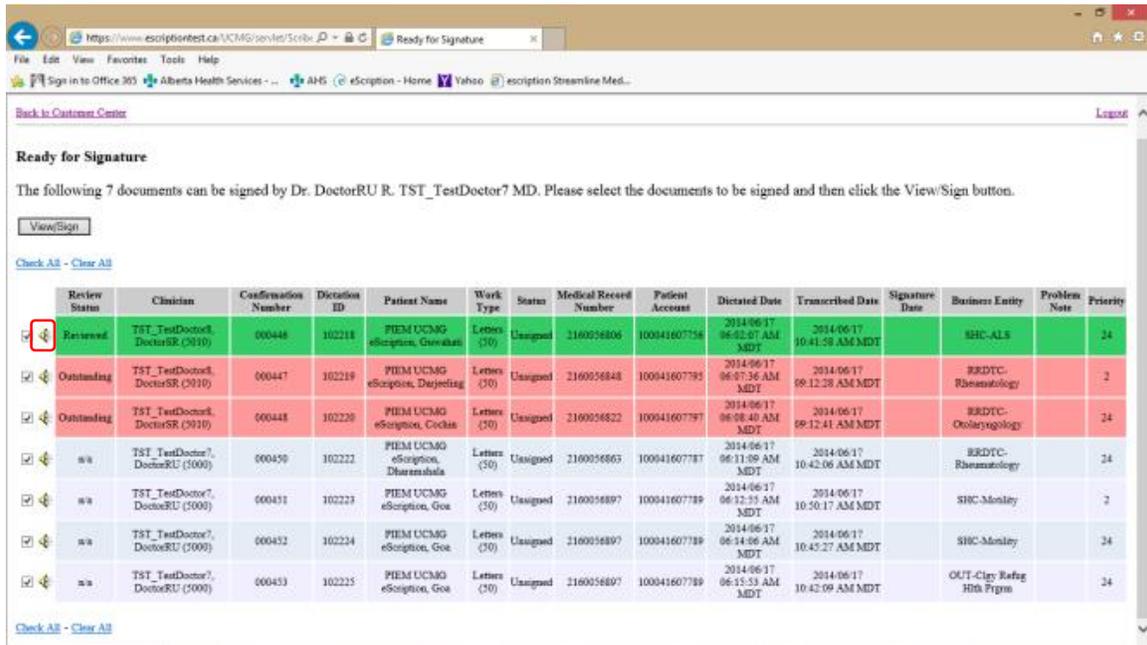
Access the Ready for Signature queue (see [retrieve a patient report](#)).

The screenshot shows a web browser window with the URL <https://www.escriptiontest.ca/UCMG/evnt/Scripton>. The page title is "Ready for Signature". Below the title, there is a message: "The following 7 documents can be signed by Dr. DoctorRU R. TST_TestDoctor7 MD. Please select the documents to be signed and then click the View/Sign button." There is a "View/Sign" button and a "Check All - Clear All" link. Below this is a table with 16 columns: 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 Note, and Priority. The table contains 7 rows of data, each representing a document ready for signing.

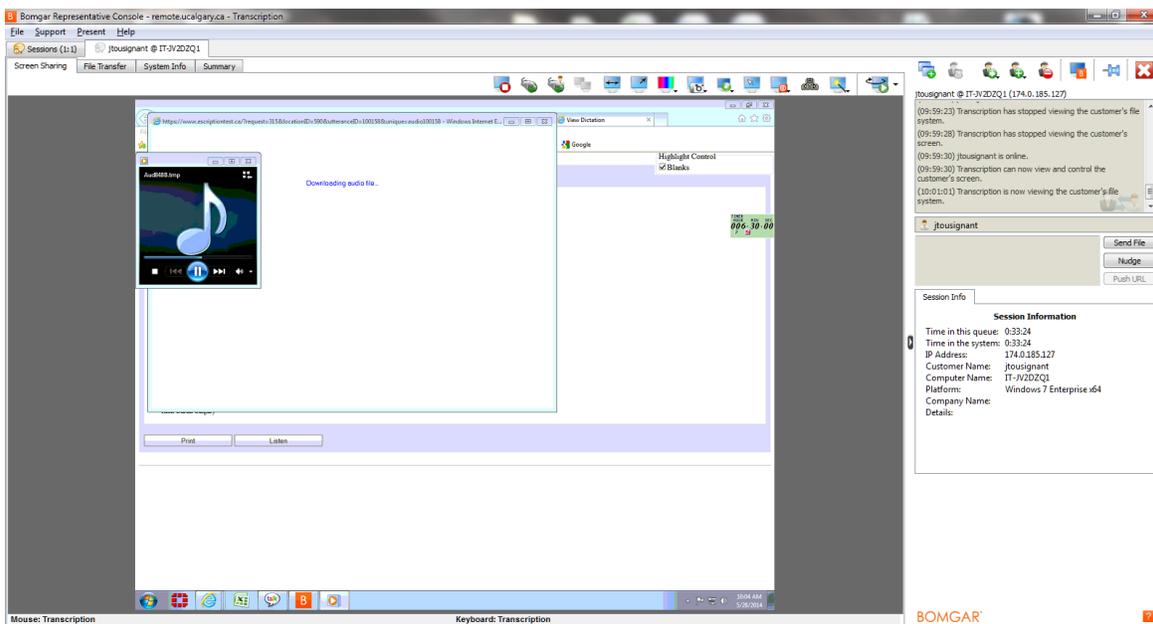
Review Status	Clinician	Confirmation Number	Dictation ID	Patient Name	Work Type	Status	Medical Record Number	Patient Account	Dictated Date	Transcribed Date	Signature Date	Business Entity	Problem Note	Priority
Reviewed	TST_TestDoctor7, DoctorSR (5000)	000446	102218	PIEM UCMG eScripton, Gwosdian	Letters (50)	Assigned	2160056806	100041607756	2014-06-17 06:42:07 AM MDT	2014-06-17 10:41:53 AM MDT		SHC-ALS		24
Outstanding	TST_TestDoctor7, DoctorSR (5000)	000447	102219	PIEM UCMG eScripton, Darjeetia	Letters (50)	Assigned	2160056848	100041607795	2014-06-17 06:07:36 AM MDT	2014-06-17 09:12:28 AM MDT		BRDTC-Rheumatology		2
Outstanding	TST_TestDoctor7, DoctorSR (5000)	000448	102220	PIEM UCMG eScripton, Cockin	Letters (50)	Assigned	2160056822	100041607797	2014-06-17 06:58:40 AM MDT	2014-06-17 09:12:41 AM MDT		BRDTC-Otolaryngology		24
na	TST_TestDoctor7, DoctorRU (5000)	000450	102222	PIEM UCMG eScripton, Dharmadhika	Letters (50)	Assigned	2160056805	100041607787	2014-06-17 06:11:09 AM MDT	2014-06-17 10:42:06 AM MDT		BRDTC-Rheumatology		24
na	TST_TestDoctor7, DoctorRU (5000)	000451	102223	PIEM UCMG eScripton, Gee	Letters (50)	Assigned	2160056897	100041607789	2014-06-17 06:12:53 AM MDT	2014-06-17 10:50:17 AM MDT		SHC-Monility		2
na	TST_TestDoctor7, DoctorRU (5000)	000452	102224	PIEM UCMG eScripton, Gee	Letters (50)	Assigned	2160056897	100041607789	2014-06-17 06:14:06 AM MDT	2014-06-17 10:45:27 AM MDT		SHC-Monility		24
na	TST_TestDoctor7, DoctorRU (5000)	000453	102225	PIEM UCMG eScripton, Gee	Letters (50)	Assigned	2160056897	100041607789	2014-06-17 06:15:53 AM MDT	2014-06-17 10:42:09 AM MDT		OUT-City Refug Hlth Prgm		24

Option 1: Step 2 – Listen

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

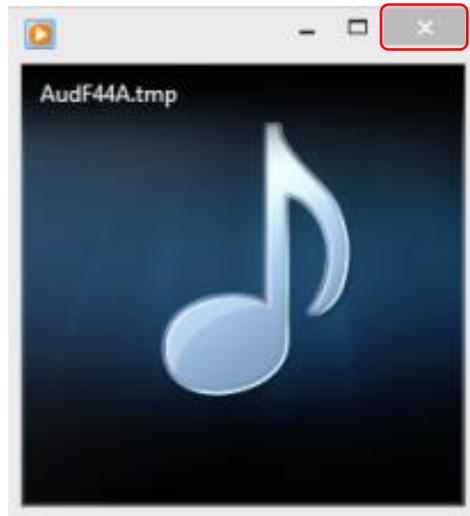


"Downloading audio file" window will open, the Windows Media Player will start, and the dictation audio recording will play.



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](#).

Hide Dictation Header

Status:	UNSIGNED	Dictation ID:	102222
Patient Name:	PIEM UCMG eScripton, 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:	2160056863		
Work Type:	Letters (50)		

CC List

DoctocMD TST_TestDoctor3 MD MRCP C FACP FOC P UCMG Transcription Services 414 1011 Glenmore Tr. SW Calgary AB T2V 4R6

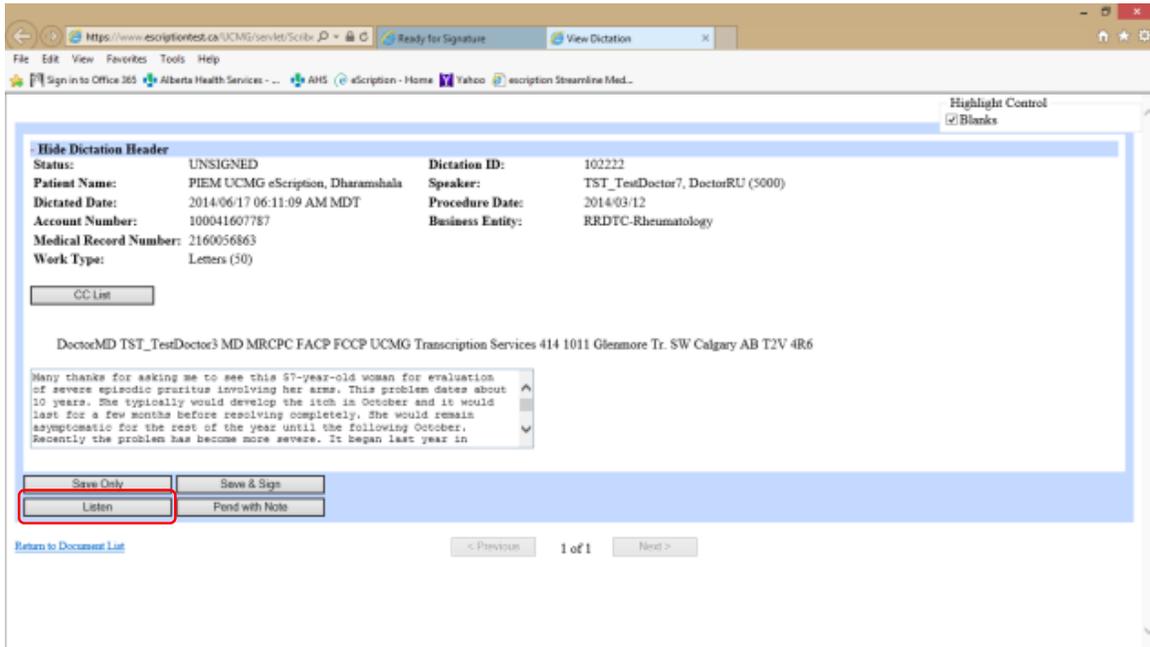
Many thanks for asking me to see this 57-year-old woman for evaluation of severe episodic pruritus involving her arms. This problem dates about 10 years. She typically would develop the itch in October and it would last for a few months before resolving completely. She would remain asymptomatic for the rest of the year until the following October. Recently the problem has become more severe. It began last year in

Save Only Save & Sign Listen Print with Note

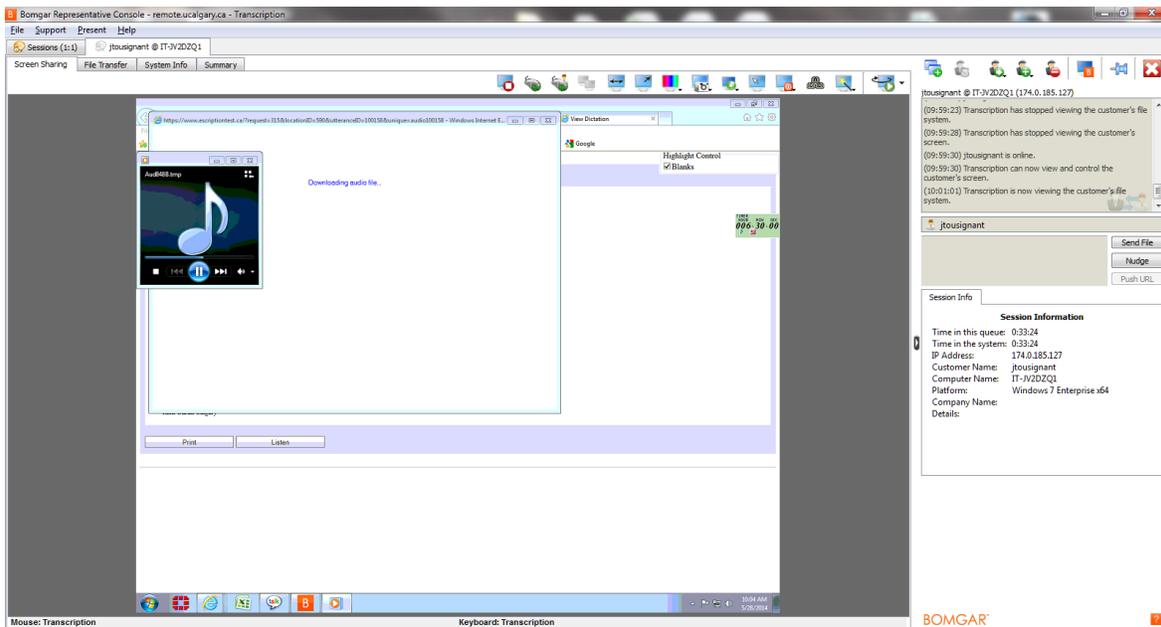
Return to Document List < Previous 1 of 1 Next >

Option 2: Step 2 – Listen

Select the **Listen** button



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



Option 2: Step 3 – Close Patient Report

Close the Windows Media Player window.

Close the "Downloading audio file" window.

