University of Calgary Medical Group (UCMG) eScription One - Document Signing Instructions



Signing Documents in InQuiry

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Accessing and Editing your Documents

- 1. Using a supported browser (Internet Explorer or Chrome) go to: <u>www.escription-one.ca/InQuiry/</u>
- 2. Enter your username (speaker code) and the client name (UCMG). Click "Forgot Password?"
- 3. An e-mail containing a link will be sent to the address associated with your account. Click on this link to access the password reset site. Once you have reset your password, you will be directed to the log-in page.
- 4. If you do not receive the e-mail with the link, please contact UCMG Transcription Services by phone (403.592.5200) or e-mail (<u>UCMGtrans@ucalgary.ca</u>) for assistance.

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Add an Associate (copy recipient) to a Transcribed Report

1. To Search for an entry that is already in the database, click the Search button on the right side.

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2. Enter the name or part of the name.

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- 3. If the copy recipient does not appear in the database:
 - Save and close the report without signing.
 - Contact UCMG Transcription Services by phone (403.592.5200) or e-mail (UCMGtrans@ucalgary.ca) with the receipt # and/or patient RHN, and the full name and address of the recipient.
 - We will let you know when the recipient has been added to the database. At that time, you can go back to the report and select this recipient by following Steps 1 and 2 above.
- 4. If the copy recipient should be the addressee, click Primary on the upper right side.

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Signing off your Document

1. Click "Complete" or "Complete/next" to sign the document, depending on if there are additional documents that you want to sign. If additional edits will be required before the document is Completed (signed off), click Save.

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