

Signing Documents in Inquiry

For Support Contact:

UCMG Transcription Services

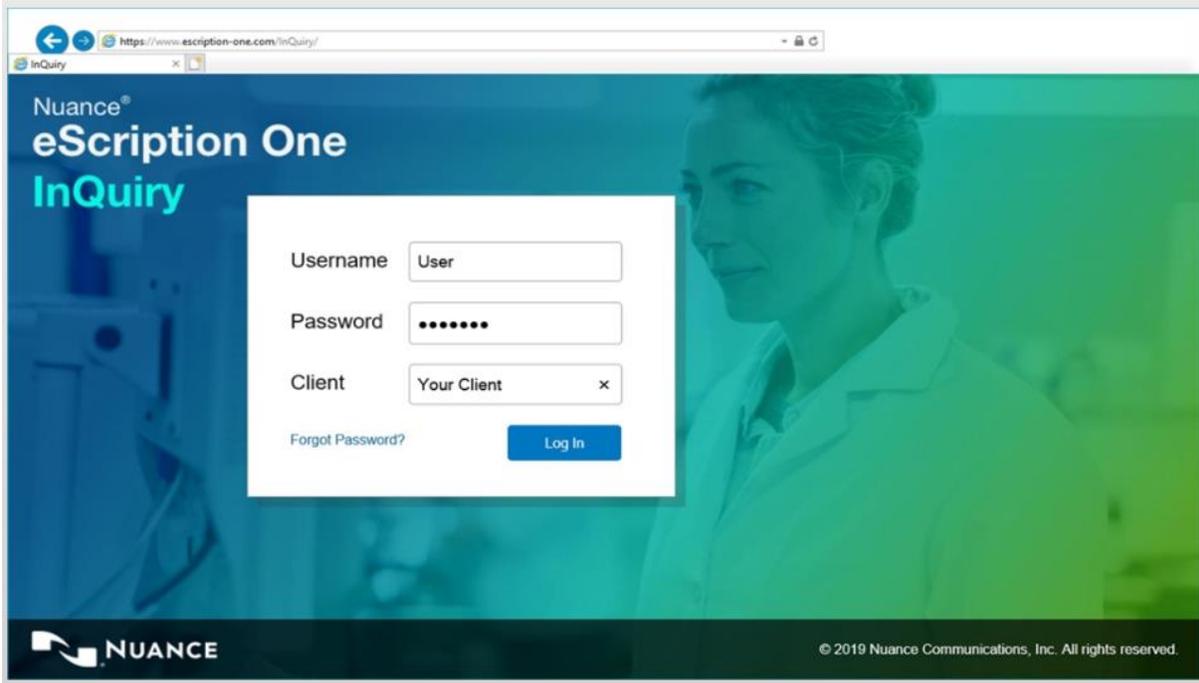
Phone: 403.592.5200

Fax: 403.270.0805

Email: UCMGTrans@ucalgary.ca

Accessing and Editing your Documents

1. Using a supported browser (Internet Explorer or Chrome) go to: www.escription-one.ca/Inquiry/
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 (UCMGtrans@ucalgary.ca) for assistance.



5. Under the Workflow Summary, click the E-Sig link.

	Oncology	Dermatology	Gastro	Cardiology	Total
Dictation Status	0	0	0	0	0
Marked For Review	0	0	0	0	4
E-Sig	0	0	0	0	74

Fax Summary	
Queued Faxes	0
Failed Faxes	0

6. Click the edit icon.

The screenshot shows the Nuance InQuery interface. At the top, there are navigation tabs: Home, Search All, Workflow, Faxes, Services, and InVision. Below these are sub-tabs: Summary, Dictation Status, Marked For Review, and E-Sig. The main area contains a search and filter section with fields for Pt Last, Pt First, Clinician, Additional Authenticator, Dates, Show By, Account Number, and Comment Tags. There are also fields for Unit No., Location, Document Type, Transcription ID, Orders, Show, and Results Per Page. A table below shows a list of transcription jobs. A blue arrow points to the 'edit' icon in the first row of the table. The table has columns for Unit No., Pt Last, Pt First, Clinician, Authenticator, Document, Location, and Date Dictated. The first row shows Unit No. 500126491, Pt Last, Pt First eScription, Test, Clinician Training_Admin, Authenticator Training_Admin, Document REPORTS, Location Dermatology, and Date Dictated 11/28/2018 1:19 PM. Below the table, there are options for 'Choose Columns', 'Reset Layout', and 'Refresh'.

7. Make changes to the body of the document or demographic information as needed.

The screenshot shows the 'Modifying Transcription #11658' window. At the top, there are navigation icons: save, add associate, save & close, play, Complete/next, Complete, add authenticator, comment, patient info, exit, and append. The window is divided into two main sections. The top section is for patient demographic information, with fields for Pt Last, Pt First, Unit No., Account Number, DOB, Patient Age, Sex, Document Type, Location, Dictation Date, Clinician, Appt Date, Order Num, Date Admitted, Date Discharged, Patient Class, Patient Type, External ID/NHS, Visit Number, Attending Physician, Admitting Physician, Referring Physician, Consulting Physician, and Primary Care Physician. The bottom section is for transcription content, with a toolbar and a text area. The text area contains the following text: CHIEF COMPLAINT: Left hand laceration x1 day. HISTORY OF PRESENT ILLNESS: The patient is an 18-year-old female who presents to the emergency room with her mother after she accidentally lacerated her left hand with a knife while she was doing dishes. Bleeding is controlled. She has full range of motion of the hand. She denies numbness, coldness or weakness. She sustained no further injury. She is unsure if she needs stitches. REVIEW OF SYSTEMS: As per HPI. PAST MEDICAL HISTORY: None. CURRENT MEDICATIONS: None. ALLERGIES: None. IMMUNIZATIONS: Up to date. SOCIAL HISTORY: Noncontributory.

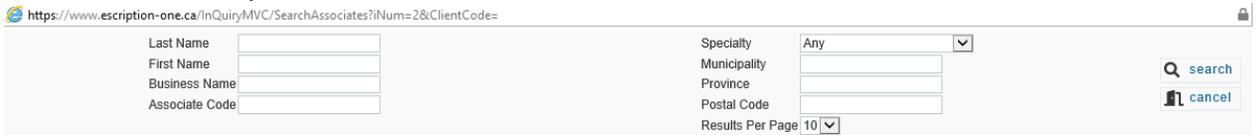
Add an Associate (copy recipient) to a Transcribed Report

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



The screenshot shows the 'Referred Associates' form. The 'Associate Code' field is populated with '140397370'. On the right side of the form, there are three buttons: 'Primary', 'search', and 'delete'. The 'search' button is highlighted with a red box.

2. Enter the name or part of the name.



The screenshot shows the search interface. The URL is 'https://www.escription-one.ca/InquiryMVC/SearchAssociates?Num=2&ClientCode='. There are input fields for 'Last Name', 'First Name', 'Business Name', and 'Associate Code'. There are also dropdown menus for 'Specialty' (set to 'Any'), 'Municipality', 'Province', and 'Postal Code'. A 'Results Per Page' dropdown is set to '10'. There are 'search' and 'cancel' buttons on the right.

Please enter search criteria and press the 'Search' key...

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.



The screenshot shows the 'Referred Associates' form. On the right side of the form, there are three buttons: 'Primary', 'search', and 'delete'. The 'Primary' button is highlighted with a red box.

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.

The screenshot shows the 'Modifying Transcription #11658' window. The top toolbar includes buttons for 'save', 'add associate', 'save & close', 'play', 'Complete/next', 'Complete', 'add authenticator', 'comment', 'patient info', 'exit', and 'append'. The 'Complete/next' and 'Complete' buttons are highlighted with a red box.

Modifying Transcription #11658

Pt Last, Pt First	eScription, Test	Dictation Date	11/28/2018	External ID/NHS	
Unit No.	500126491	Clinician	Training_Admin	Visit Number	E20190710228***LRC_ENI
Account Number		Appt Date	8/13/2019 12:10 PM	Attending Physician	
DOB	1/1/1965	Order Num		Admitting Physician	
Patient Age	54	Date Admitted	8/13/2019	Referring Physician	
Sex	M	Date Discharged		Consulting Physician	Pooled SUR
Document Type	REPORTS - Reports	Patient Class	O	Primary Care Physician	
Location	Dermatology	Patient Type	NHS		

Transcription Content Any changes have not been saved.

CHIEF COMPLAINT: Left hand laceration x1 day.

HISTORY OF PRESENT ILLNESS: The patient is an 18-year-old female who presents to the emergency room with her mother after she accidentally lacerated her left hand with a knife while she was doing dishes. Bleeding is controlled. She has full range of motion of the hand. She denies numbness, coldness or weakness. She sustained no further injury. She is unsure if she needs stitches.

REVIEW OF SYSTEMS: As per HPI.

PAST MEDICAL HISTORY: None.

CURRENT MEDICATIONS: None.

ALLERGIES: None.

IMMUNIZATIONS: Up to date.

SOCIAL HISTORY: Noncontributory.

The screenshot shows the 'Modifying Transcription #11658' window with a 'Complete Transcription' dialog box overlaid. The dialog box asks 'Are you sure you want to Complete this transcription?' and has 'OK' and 'Cancel' buttons. A checkbox for 'do not show this message again' is also present.

Modifying Transcription #11658

Pt Last, Pt First	eScription, Test	Dictation Date	11/28/2018	External ID/NHS	
Unit No.	500126491	Clinician	Training_Admin	Visit Number	E20190710228***LRC_ENI
Account Number		Appt Date	8/13/2019 12:10 PM	Attending Physician	
DOB	1/1/1965	Order Num		Admitting Physician	
Patient Age	54	Date Admitted	8/13/2019	Referring Physician	
Sex	M	Date Discharged		Consulting Physician	Pooled SUR
Document Type	REPORTS - Reports	Patient Class	O	Primary Care Physician	
Location	Dermatology	Patient Type	NHS		

Complete Transcription

Are you sure you want to Complete this transcription?

do not show this message again

OK Cancel

Transcription Content Any changes have not been saved.

CHIEF COMPLAINT: Left hand laceration x1 day.

HISTORY OF PRESENT ILLNESS: The patient is an 18-year-old female who presents to the emergency room with her mother after she accidentally lacerated her left hand with a knife while she was doing dishes. Bleeding is controlled. She has full range of motion of the hand. She denies numbness, coldness or weakness. She sustained no further injury. She is unsure if she needs stitches.

REVIEW OF SYSTEMS: As per HPI.

PAST MEDICAL HISTORY: None.

CURRENT MEDICATIONS: None.

ALLERGIES: None.

IMMUNIZATIONS: Up to date.

SOCIAL HISTORY: Noncontributory.

2. Once you are done signing documents, log out of the InQuiry application

The screenshot shows the InVision E-Sig application interface. At the top right, there is a user profile icon with a blue arrow pointing to a 'Log Out' button. The main interface includes a search bar, a filter section with dropdown menus for 'Location' (All), 'Document Type' (All), and 'Show' (All Transcriptions), and a 'Results Per Page' dropdown set to 10. Below the filters is a table with columns: 'first', 'Clinician', 'Authenticator', 'Document', 'Location', and 'Date Dictated'. The table contains two rows of data, both showing 'Training_Admin' for both Clinician and Authenticator, 'REPORTS' for Document, 'Dermatology' for Location, and '11/28/2018 1:19 PM' for Date Dictated. The interface also features navigation controls like 'Page 1 of 1' and 'Choose Columns', 'Reset Layout', and 'Refresh' buttons.