

# eScription One

# Admin QuickStart Guide

v1-08/07/2024



Powered by iMedX Australia in partnership with



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# Logging In

Log into Inquiry eScription One - <u>Client Login - iMedX ANZ</u> – Click the **Go to Login** button.

# Client Login



Enter your login details as provided by iMedX Support.

DeliverHealth eScription One	
	Username Password Client
	Forgot Password? Log In OR My client uses Single Sign-On (SSO)

Once logged in you will see the workflow across the top – **click on Admin Review**.

Workflow				
Awaiting Transcrip	tion	Admin Review		N
	0	Â	4	Ĺ
STAT: 0				

This will then list any documents that are needing review before being sent to the Clinician.



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DeliverHealth Workflow																	
					Awa	iting Tra	Ad	lmin Review	My Tra	anscrip	Internal Ma	ail	Awaitin	g Print	OzeP	Post	
Ħ	Home					0	2	<b>3</b> ک	2	1	ห <mark>ိ</mark> ∺	0	Ē	ο	æ	0	
3e	Patien	its			STAT:	0											
۹	Search	n All / Arc	:hi <b>ỳ</b> e		Filter	Results						Q	Adva	anced Filters	•		
욺	Workf	low	>														
ß	Faxes		>			Bulk Action	ns 🗸				Res	sults: 3 🤁		Default Layou	ntt⊒ c	hoose Colum	nns 🔳
						Actions		Patient ID	Dationt N	Drag a c	olumn header her	e to group b	y that col	lumn	VPO I	Location	
٥	Report	ts	>			View Transeri	ntion   N	776549		ame C	a admin	Authentic	ator	Lottor	уре	ENT	
						view transcri	ption   v	336546	Larry Jone	· ·	z admin	oz admin		Letter		ENT	
						view Transcri	ption   🗸	444444	John Smit	n o	zadmin	oz admin	Unisian	Letter		ENT	
						View Transcri	ption   🗸	/		т	raining Clinician 1	i raining C 1	linician	Letter		Cardiolo	gy

## Setting up Columns

You can select which columns display on the workflow screen or change the order of columns.

#### Add a Column

Click Choose Columns on the right.

	Q Adv	vanced Filters		
Res	ults: 3 🤁	Default Layout 1	Choose Columns 🔳 Result	s per pa
ician	Authenticator	Document Ty	Account Number	te
dmin	oz admin	Letter	Admitting Provider	1:
dmin	oz admin	Letter	Appended Transcriptions	τ
ning Clinician 1	Training Clinician	Letter	Appointment Date	2
	•		Attending Provider	
1			Clinician First Name	

From the list of **Columns** available, **click and hold down the left mouse button** on the one you want to add and **drag it to where you want it positioned**.



e.g. We suggest you add Comments as a column - from the list Click and hold down the left mouse button on Comments – drag the column to where you want to insert it and release the mouse button.

Bulk Actions 🗸 🗸			Res	ults: 3 🧬	Default Layout	다 Choose Columns 🔳	Results per
		Drag	a column header here	e to group by that c	olumn	Column Chooser	×
Actions	Patient ID	Comment	an	Authenticator	Document Ty	Clinician First Name	1
View Transcription   🗸	336548	Larry Jones	oz admin	oz admin	Letter	Clinician Last Nome	
View Transcription   🗸	444444	John Smith	oz admin	oz admin	Letter	Comment	I
View Transcription   🗸			Training Clinician 1	Training Clinician	Letter	Comment Tags	
						Consulting Provider	
			1			Date Admitted	

This adds the **Comments column** next to Patient ID.

			Drag a column header here to group by	y t
Actions	Patient ID	Comment	Р	a
View Transcription   🗸	336548	Please confir	m appointment date L	.aı
View Transcription   $\checkmark$	444444			oł
View Transcription $\mid$ $\checkmark$		Please check	patient details	

Do this to add any other columns needed.

#### Remove a Column

Click on the **X** to remove any column you don't need.





### Reorganise Columns

To change to order of the columns – **click and hold the left mouse button on the column** you want to move.

Drag the column to the new position and release the mouse button.

		+	Drag a column header	here to group	by that column
Actions	Patient ID	Patient Name		×	Patient Name
View Transcription   $\checkmark$	336548	Please confir	m appointment date		Larry Jones
View Transcription   🗸	444444				John Smith
View Transcription   🗸		Please check	patient details		

# Editing a Document

For each document to review you can Edit by **clicking the down arrow under Actions** and selecting **Edit Transcription** 

	Awaiting Transcription
Actions Patient ID	D> Edit Transcription
	U E View Cover Letter
View Transcription V 336548	STAT: 0
	🛱 Fax
	Preview Transcription
	Filter Results
	Print Cover Letter
	Bulk Actions
	Append
	Actions <ul> <li>Complete</li> </ul>
	□ View Transcription   ⓒ 336548 ●

This will open the Modifying Transcription Editor.



save add associate save & close Complete	🧄 🌋 e/next Complete add authenticator	comment Patient info		
Modifying Transcription #215924342				
Patient Name John Smith Patient ID 44444 Birthdate 14/07/2020 Grender Mum		Clinician 02 a Location ENT Document Type Lette Appt Date 27/0 Dictation Date 28/0	dmin v vr - Letter v Sr20224 03 07 PM	Hospital Service Provider Num Voice File Number
Dictation				
Playback Speed x1.0 v	Þ	•		0:00 / 0:00 ◀)●
Transcription Content			Any changes have not been sa	aved.
🕺 🗈 🖺 PB   5 🛷   x² x₂   📰 🗉 🏢		a 🗉 100 % 👻 🙀 📢 🌗 🛤	H	
[Default] Calibri • [Defa • Styles •	<sup>a</sup> <sup>b</sup> ∕- <mark>A</mark> - B I ∐ 5 <b>I</b> <sub>x</sub> (		—	
Dear Kelvin,				
I saw John at my clinic today for continuing e For your info	ar ache. He has an inflamed eard	rum with acute Otitis Media. I ha	ve prescribed him some panadol for pain relief a	and Amoxil for 7 days.
Referred Associates			😭 top	
Associate Code	24546 (onti	onal)	· ·	
Associate Cous	Kelvin	Adams		
Greeting	Dear Dr Adams Pret	ix Suffix		
Business Name	Northside Clinic			

The **Editing** screen is split into 5 sections

- 1. Tool Bar
- 2. Patient Information
- 3. Dictation
- 4. Transcription Content Body of the document
- 5. Referred Associates

## The Tool Bar



- **Save button:** This is used to save changes made to the letter after editing but not move it to the next step in the workflow. Letter will still be listed under Admin review.
- Add Associate: We use this button when we need to send letters to a GP, patient, or anyone else requested to be added as an associate in these letters.

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- Save and Close button: When details have been edited, we click this button to save the changes and close the letter. This will not move the letter to the next step in the workflow. Letter will still be listed under Admin review.
- **Complete/Next:** Use this button when a letter has been completed and is ready to move to the next part of the workflow. This letter will close and the next one in the Admin review list will load.
- **Complete**: Clicking 'Complete' signifies that the letter has been completed and is to be moved to the next folder in the workflow. This will move the letter on and close the editing window.
- Add Authenticator: Use this button when doctors want the letter to be reviewed by another doctor or their senior.
- **Comment**: Click on this to view or update the comment left by the transcriptionist.
- **Patient Info:** This button is used to edit the patient's address.
- **Exit:** Click this button to exit the current letter.
- **Append:** We don't recommend using this button for doctors, as it merges two patient IDs and order numbers for the same dictation. This can be confusing for our typist team. Instead, we ask doctors to create new dictations, and we will merge those dictations for them under one patient ID

# Patient Information

### Loading a Patient from the database

The Patient Information can be reviewed and edited in the top panel.

?	save	add associate	save & close	Gomplete/next	omplete 👶	add authenticator	comment	Patient info	exit a	ippend	
Mod	lifying T	ranscription #21	15924342								
Patie	nt Nam	John Smith	0	L				Clinicia	in	oz admin	~
Patie	nt ID	44444						Locatio	on	ENT	~
Birth	date	14/07/2020						Docum	ient Typ	e Letter - Letter	~
Gend	er	М						Appt D	ate	27/05/2024 03:07 PM	1
Orde	r Num							Dictati	on Date	28/05/2024	1

If you need to update the patient as it is incorrect in incomplete - You can search for patients in the patient database by **clicking the Magnifying Glass** icon next to the patient's name.

Modifying Transcription #215924342							
Patient Name	John Smith	0					
Patient ID	44444						
Birthdate	14/07/2020						
Gender	м						

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Enter the patient's name or UR (Patient ID) number and click Search on the right.

🍪 Patient Search — Mozilla Firefox						
O a e https://www.escription-one.com.au/InQuiry/_InqSearchInPatient.asp?TID=215924342&DID=72756&FLID=24802		☆	≡			
Pation Nome Pation ID Insue	[	🔍 Sea	rch			
Patient Name Patient ID 12345						
Enter Search Criteria						

From the list of patients returned **click on the correct entry** by clicking on it.

Patient Name	Patient ID 12345		
Patient ID	Patient Name	Birthdate	Gender

You will then be prompted to choose an appointment date – **Tick the correct appointment** and then **click Select** on the right

Patient ID 12345 Patient Name Robert Rash Birthdate 6/22/1993	🖶 Select							
1 40	12345	1 40	Robert Rash		0/22/1993			📳 Close
Selected	Appt Date	Description	Order Number	Hospital	Service Provider Num	Voice File Number	User Field 4	User Field 5
	09/04/24 11:00							

### Updating Patient Details

If the patient details need updating – Click Patient Info in the menu bar at the top.

?	save a	add associate	save & close	de Complete/next	Complete	add authenticator	Comment	Patient info	ppend
Modi	ifying Tra	anscription #21	15924342						
Patier	nt Name	Robert Rash		<b>1</b>				Clinician	oz admi
Patier	nt ID	12345						Location	ENT
Birthd	ate	22/06/1993						Document Typ	e Letter - I
Gende	er	M						Appt Date	09/04/20
Order	Num							Dictation Date	28/05/20

This opens the patient details panel - update the necessary details and click save.



单 Update Patient Letter Information	— Mozilla Fir — 🗆 🗙
O 🔒 🔤 https://www.escrip	tion-one.com.au/InQuir ☆ 😑
Patient Name	John Smith
Address 1	1 Test Street
Address 2	
Address 3	
City	TestCity
State	VIC
Zip Code	1234
Home Phone	
Work Phone	
Pat Letter	None 🗸
Update Patient in Database	
🖬 save 💉	clear 🚺 cancel

### Dictation

You can listen to the transcription from the Clinician to assist in verifying details if required.

Dictation		
Playback Speed x1.0 v	► ● •••• •••• •••• •••• •••• •••• ••••	Att + Shift + S - Go To Start Att + Shift + R - Rewind Att + Shift + P - Play / Pause Att + Shift + F - Fast Forward Att + Shift + E - Go To End

### Referred Associates

If you need to Add an associate such as a GP or the patient, **click the add associate button** in the top menu bar.

?	<b>F</b> save	add associate	save & close	Complete/ne>	d Complete	add authenticator	comment	Patient info
Mod	difying	Transcription #	215924614					
Referred	Associates				top			No Primary
Associate	Code	1149245798	(optional)					O Primary
Associate	Name							
Greeting			Prefix	Suffix				🗆 Addilladote in Detabase
Business N	lame							Add/opdate in Database
Specialty								
Address 1								Patient's PCP
Address 2								_
Address 3								
City								🔍 search
State							•	💥 delete
Zip Code								
Phone Nun	nber		Fax Number					
E-mail								

You can enter the details for the Referred Associates manually or complete a search using the search option at the bottom right.

From the list of Associates – click on the correct entry to load the details.

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🕙 Associate	Search - Google (	Chrome										-	
escrip	tion-one.com.au	u/InQuiryMvc/Se	archAssociates	'LastName=Test	t&ResultsPerPag	e=50&iNum	n=1&SubmitAc	tion=Search					
	Last N	ame Test					Specialty	Any		*			
	First N	ame					City					Q	search
	Busine	iss Name					State					61	cancel
	Associ Deliver	ate Code ry Type					∠ip Code Results Per	Page 50 🗸					
					144 44 Pa	ige 1 of 1	<b>FF FF</b>						
First Name	Last Name	Business Name	Phone	Fax	Associate Code	Specialty	Delivery Type	Address 1	Address 2	Address 3	City	State	Zip Code
TEst	test			+61398246813	1140529394	Test	Fax				Melbourne		
Janelle	Test	(Opmo)	61730090478	61730090478	JT4670004FU		Referral	Indigenous Wellbeing Centre - Ah	184 Barolin Street		Bundaberg	QLD	4670
Smd	Test	(Opmo)	61754566000	61732210220	ST45580009W		Referral	Medical- Objects Pty Ltd	Shop 16b 100 Maroochydore Road		Maroochydore	QLD	4558
Smith	Test			123123131	1102382098		Fax						
Test	Test Health Industry Exchange	(Opmo)			TT406400027		Referral	Health Industry Exchange	Level 1 9 Gardner Close		Milton	QLD	4064

#### Completing the review

Once you have the details correct for patient and or associate and the letter is complete it needs to move to the next phase of the workflow.

To do this Click Complete or Complete/Next.

**Complete** – will move the letter to the next part of the workflow and close the edit window.

**Complete/Next** – will move the letter to the next part of the workflow and then open the next letter to be reviewed.



