



eScripture One

Admin QuickStart Guide

v1 – 08/07/2024



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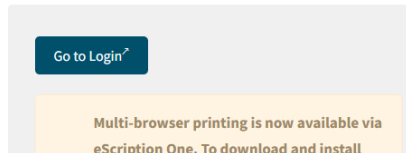
AUSTRALIA
support@imedx.com.au
1300 727 423
imedx.com.au

NEW ZEALAND
nz-support@imedx.com.au
0800 753 250
imedx.com.au

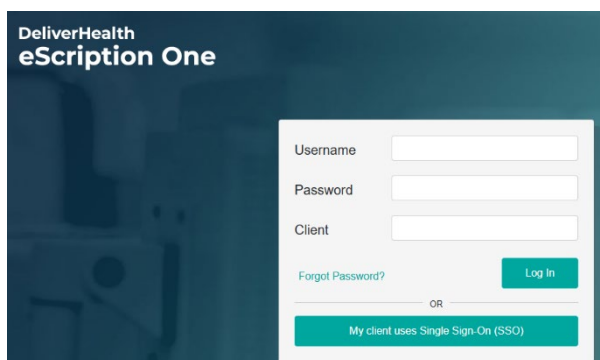
Logging In

Log into Inquiry eScription One - [Client Login - iMedXANZ](#) – Click the **Go to Login** button.

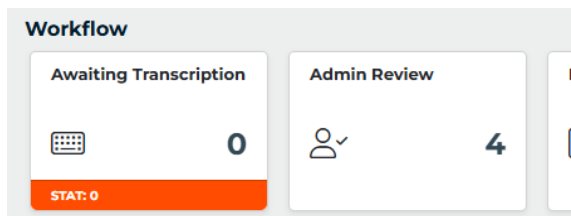
Client Login



Enter your login details as provided by iMedX Support.



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



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

Workflow

Awaiting Tra... 0
STAT: 0

Admin Review 3

My Transcrip... 1

Internal Mail 0

Awaiting Print 0

OzePost 0

Filter Results

Bulk Actions Results: 3

Drag a column header here to group by that column

Actions	Patient ID	Patient Name	Clinician	Authenticator	Document Type	Location
<input type="checkbox"/> View Transcription v	336548	Larry Jones	oz admin	oz admin	Letter	ENT
<input type="checkbox"/> View Transcription v	444444	John Smith	oz admin	oz admin	Letter	ENT
<input type="checkbox"/> View Transcription v			Training Clinician 1	Training Clinician 1	Letter	Cardiology

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.

Advanced Filters

Results: 3 Results per page

Column header here to group by that column

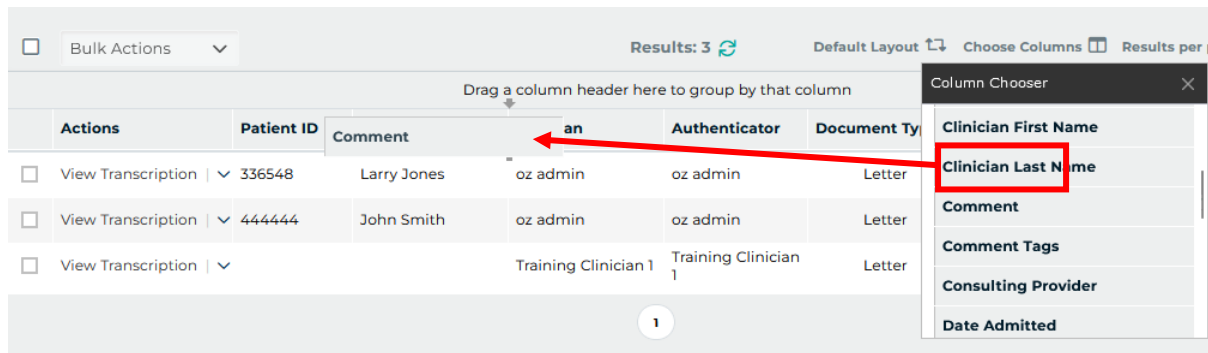
Clinician	Authenticator	Document Type
admin	oz admin	Letter
admin	oz admin	Letter
ning Clinician 1	Training Clinician 1	Letter

Column Chooser

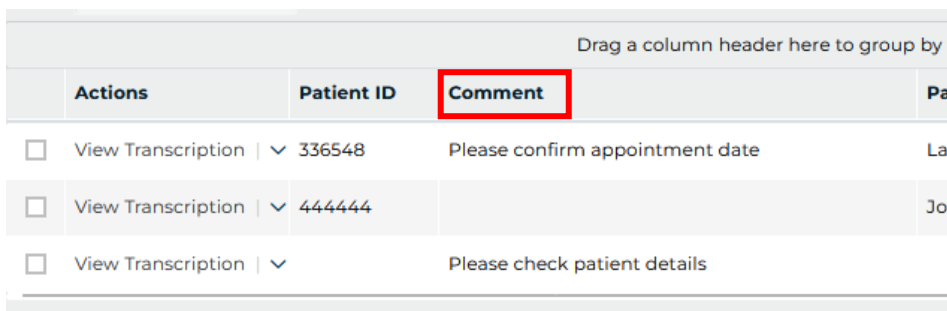
- Account Number
- Admitting Provider
- Appended Transcriptions
- Appointment Date
- Attending Provider
- Clinician First Name

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**.



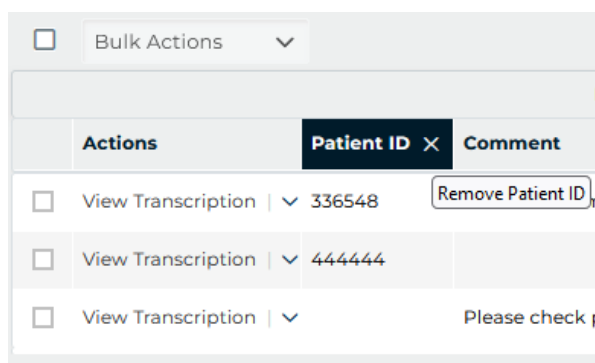
This adds the Comments column next to Patient ID.



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
<input type="checkbox"/> View Transcription ▾	336548	Please confirm appointment date	Larry Jones
<input type="checkbox"/> View Transcription ▾	444444		John Smith
<input type="checkbox"/> 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**

Actions	Patient ID
<input type="checkbox"/> View Transcription ▾	336548

Awaiting Transcription

STAT: 0

Filter Results

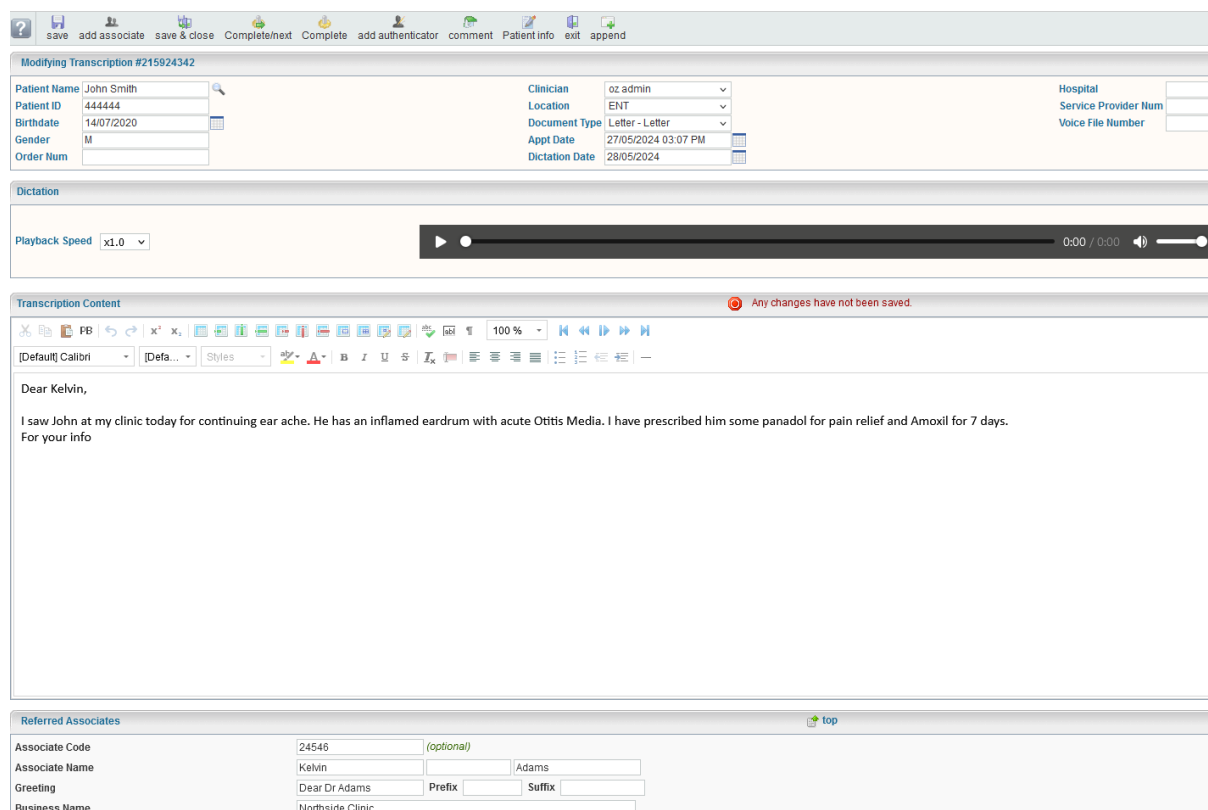
Bulk Actions

Actions

- View Transcription | 336548

- View Info
- Edit Transcription**
- View Cover Letter
- View Envelope
- Fax
- Preview Transcription
- Print Transcription
- Print Cover Letter
- Print Envelope
- Append
- Complete

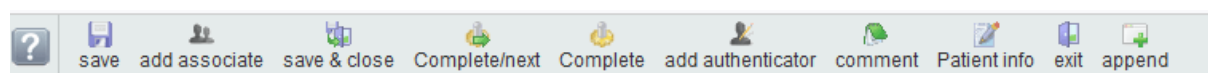
This will open the Modifying Transcription Editor.



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.

Modifying Transcription #215924342	
Patient Name	John Smith
Patient ID	444444
Birthdate	14/07/2020
Gender	M
Order Num	
Clinician	oz admin
Location	ENT
Document Type	Letter - Letter
Appt Date	27/05/2024 03:07 PM
Dictation Date	28/05/2024

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
Patient ID	444444
Birthdate	14/07/2020
Gender	M

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

Enter Search Criteria.

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

Patient ID	Patient Name	Birthdate	Gender
12345	Robert Rash	22/06/93	M

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

Selected	Appt Date	Description	Order Number	Hospital	Service Provider Num	Voice File Number	User Field 4	User Field 5
<input checked="" type="checkbox"/>	09/04/24 11:00							

Updating Patient Details

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

Modifying Transcription #215924342	
Patient Name	Robert Rash
Patient ID	12345
Birthdate	22/06/1993
Gender	M
Order Num	
Clinician	oz adm
Location	ENT
Document Type	Letter - I
Appt Date	09/04/20
Dictation Date	28/05/20

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

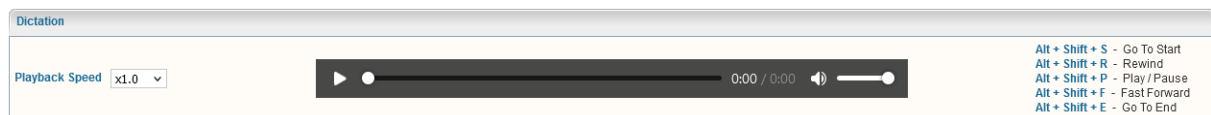
Update Patient Letter Information — Mozilla Fir...
 https://www.escription-one.com.au/InQuir

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	<input type="checkbox"/>

save clear cancel

Dictation

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



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.

Modifying Transcription #215924614

Referred Associates

Associate Code: 1149245798 (optional)

Associate Name: [] [] [] []

Greeting: [] Prefix: [] Suffix: []

Business Name: []

Specialty: []

Address 1: []

Address 2: []

Address 3: []

City: []

State: []

Zip Code: []

Phone Number: [] Fax Number: []

E-mail: []

Primary: No Primary

Add/Update in Database:

Autofax Associate:

Patient's PCP:

search delete

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

escription-one.com.au/InQueryMvc/SearchAssociates?LastName=Test&ResultsPerPage=50&iNum=1&SubmitAction=Search

Last Name: Test
 First Name:
 Business Name:
 Associate Code:
 Delivery Type:
 Specialty: Any
 City:
 State:
 Zip Code:
 Results Per Page: 50

Page 1 of 1

First Name	Last Name	Business Name	Phone	Fax	Associate Code	Specialty	Delivery Type	Address 1	Address 2	Address 3	City	State	Zip Code
T	test			+61398246813	I140529394	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	I102382098		Fax						
Test	Test Health Industry Exchange	(Opmo)			TT406400027		Referral	Health Industry Exchange Ltd	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.

