



# eScripture One

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## Clinician QuickStart Guide InstaNote

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## InstaNote Introduction

**InstaNote** is an AI-Powered document creation tool that can be activated as part of the eScripton One Platform. InstaNote allows clinicians to upload voice recordings and have a draft document available for review instantly, whilst leveraging traditional iMedX documentation workflows (Clinician Review, Delivery to Recipient, Integration with Clinical Systems).

InstaNote can be used alongside other document creation methods such as traditional transcription and Clinician self-creation, allowing for complete choice in how documents are created.

There are two InstaNote products:

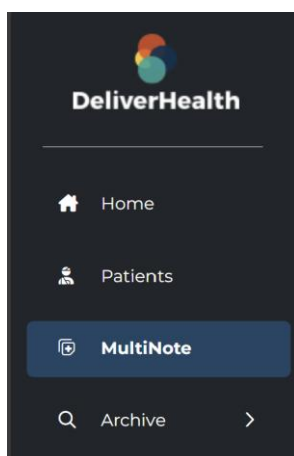
**InstaNote Direct** – The ability to create documents from a dictation. (Mimicking traditional dictation & transcription workflows)

**InstaNote Scribe** – The ability to create documents by recording the patient consultation.

This Quickstart guide covers the main functionality for both InstaNote products. If you are unsure of what InstaNote product you have been activated for, please contact your hospital / practice administrator or iMedX support.

## Getting Started

InstaNote can be accessed by using your standard eScripton One login. Simply log in via [Client Login – iMedX](#) and access the ‘MultiNote’ Tab



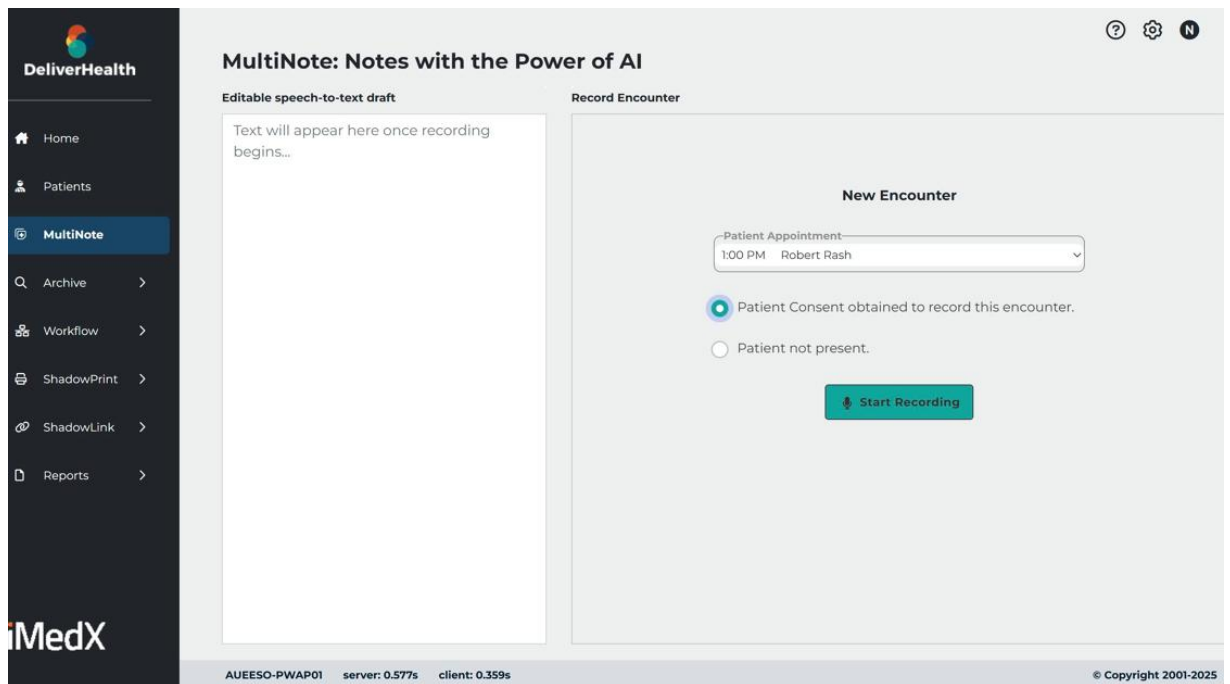
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## Creating a New Document

Clinicians can create documents via the MultiNote tab. Follow the steps below to create your documents:

- Select your patient from the 'Patient Appointment' dropdown.
- Capture Patient Consent
  - 'Patient not present' (For InstaNote Direct dictations)
  - 'Consent obtained to record this encounter' (InstaNote Scribe).
- Click 'Start Recording' to begin.



- Review and edit your Speech-to-Text draft (Note this draft has not been processed through the AI LLMs yet).
- Select your Document types – You can now create multiple documents from the one Consultation or dictation
- Select your Location
- Generate your Documents

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The screenshot displays the MultiNote interface. On the left is a dark sidebar with the DeliverHealth logo and navigation options: Home, Patients, MultiNote (selected), Archive, Workflow, ShadowPrint, ShadowLink, and Reports. The main area is titled "MultiNote: Notes with the Power of AI" and contains two panels. The left panel, "Editable speech-to-text draft", shows a transcript of a conversation between two speakers. The right panel, "Document Types", has two dropdown menus for "Document Type" (with options: InstaLetter, InstaNote Progress Note, Scribe Note) and "Location" (with option: Orthopaedics), and a "Generate Documents" button. At the bottom, there is a status bar with "AU EESO-PWAP01 server: 0.577s client: 0.359s" and "© Copyright 2001-2025".

*IMPORTANT – If you are recording the patient consultation, it is crucial that you capture patient consent **before** commencing the recording*

## Initial review

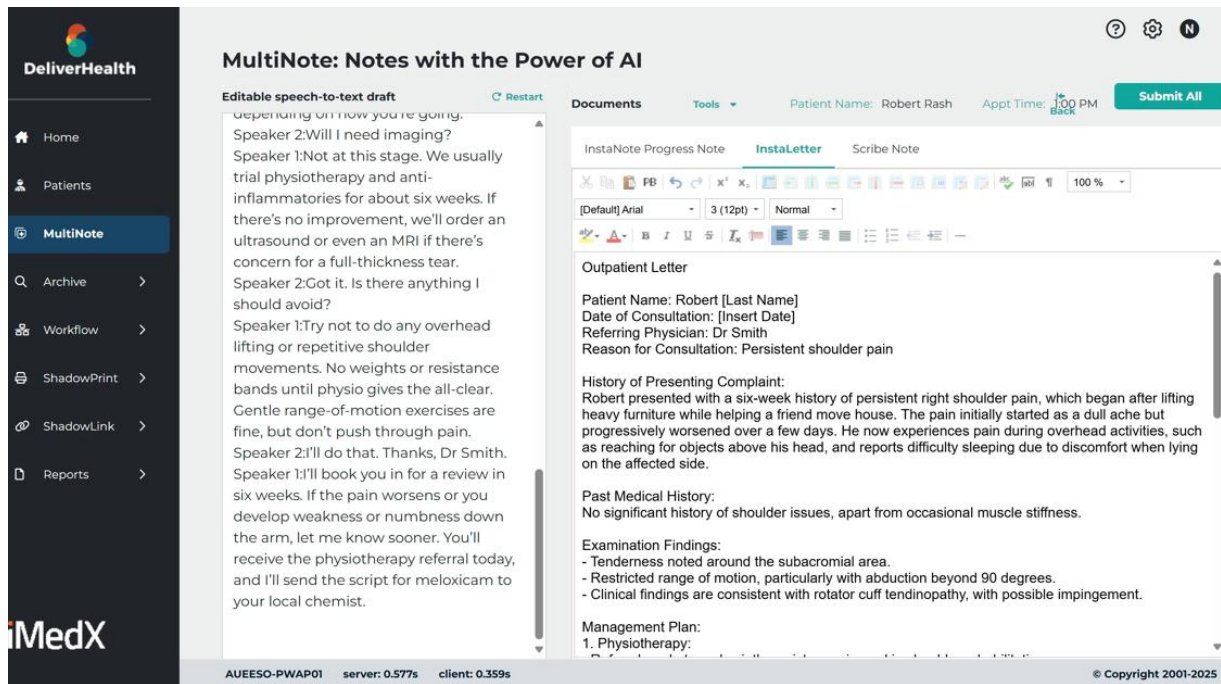
Your drafts will be created instantly for review. Drafts can be reviewed for clinical accuracy before submitting to your workflow for the full editing experience.

Via the initial review you can:

- Review clinical accuracy of all documents
- Edit the speech to text draft if missing information
- Regenerate your documents if not satisfied with the initial drafts, ensuring you don't waste time editing. (Under Tools)
- Submit All documents to the workflow

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## Editing and Completing your Documents

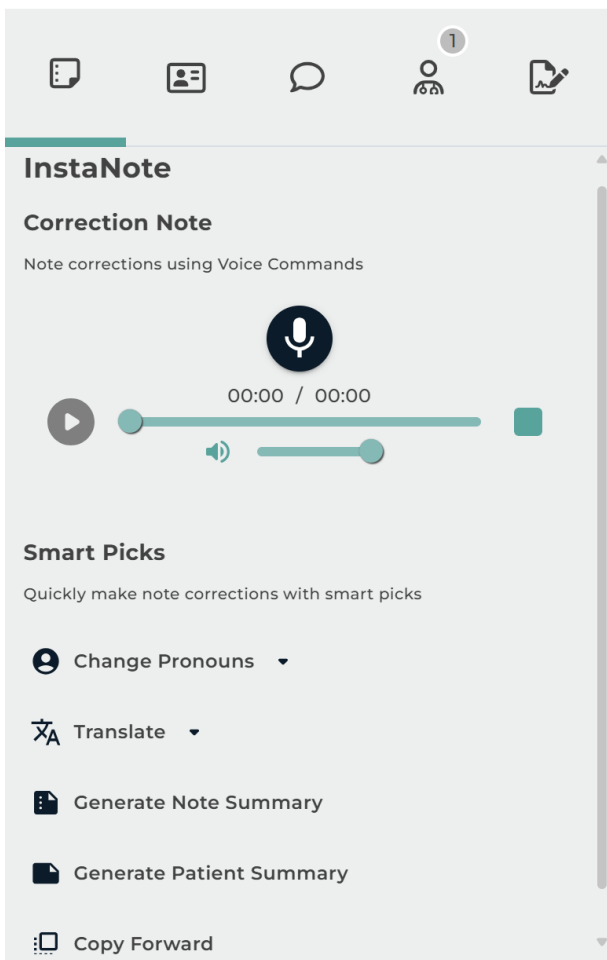
Once documents have been submitted to the workflow, each document will appear for final review in separate tabs in your browser.

You will have access to greater editing functionality, including AI-Powered editing functions such as:

Feature	Description
Correction Note	Ability to record editing instructions including formatting requests and addition of clinical content for resubmission to LLM
Change Pronouns	Ability to change the patient’s pronouns throughout the entire document at the click of a button
Translate	Ability to translate the document to another language
Generate Note Summary	Ability to generate a simplified note summary of the consultation. This can be ‘copied to clipboard’ and pasted in clinical systems.

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<p>Generate Patient Summary</p>	<p>Ability to generate a patient friendly summary of the consultation including what was discussed and next steps. This can be 'copied to clipboard' and provided to patients.</p>
<p>Copy Forward</p>	<p>Ability to 'copy forward' commonly requested sections from patients' previous documents, saving time. E.g. Past Medical History, Previous diagnosis, etc.</p>



Once the clinical information within the document has been reviewed, it's important to review both **Patient** and **Associate** information for accuracy.

- Toggle to the Patient Info Tab
- Review Patient Details

- Add patient details if none selected
- Toggle to the Referred Associates Tab
- Review Associate Details
- Add Associates if non selected
- Complete Document

The screenshot shows the 'Patient Info' section of the software interface. At the top, there is a navigation bar with icons for a document, a person, a speech bubble, a person with a plus sign, and a document with a pencil. Below this, the 'Patient Info' section is highlighted with a teal bar. It includes a search option 'Search For A Different Patient', and fields for Patient ID (12345), Patient Name (Robert Rash), Gender (M), and Birthdate (22/6/1993). A calendar icon is next to the birthdate field. At the bottom, there is a link to 'View And Edit Patient Letter And Contact Info'.

The screenshot shows the 'Referred Associates' section of the software interface. At the top, there is a navigation bar with icons for a document, a person, a speech bubble, a person with a plus sign, and a document with a pencil. Below this, the 'Referred Associates' section is highlighted with a teal bar. It includes a link to 'Add Associate'. A card for 'Test IMedXProvider' is shown, with a 'Primary' status button. The card contains the following information: 9876543X^imedxpvt, Level 7, 44 Market Street, Sydney, NSW 2000. At the bottom of the card, there is a link to 'View And Edit Details' and a red trash icon.

## Associate Requirements

It is recommended that you select Healthlink or Medical Objects Associates as a priority when searching for Associates. The documents will be sent instantly via Secure Message Delivery.

1. Search for Associate Name
2. Confirm Associate Practice or Address
3. Select Associate with '**Secure Message Delivery**' Delivery Type for Healthlink
4. Select Associate with (OPMO) in Business Name field for Medical Objects

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## Documentation Workflow

Once completed, your document will follow your standard iMedX documentation workflow, ensuring the document is review, delivered to recipient and stored in your clinical system.

Every hospital / practice has a unique workflow, please ensure you reach out to your administrator or iMedX support if you have questions about your workflow.

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