



eScripton One

Clinician QuickStart Guide

v3.0 – 06/02/2024



Powered by iMedX Australia in partnership with







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

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

Dictation Instructions

Dictation is possible via the eScription One Smartphone app and Dial-In dictation method. Dictating with the eScription One app is the recommended option as while both methods are secure and reliable, the app is also convenient and provides flexibility in time and place of dictation. This QuickStart Guide will provide instructions on the app only.

iOS & Android

1. Install eScription One (DeliverHealth) from the App Store for iOS and Play Store for Android.
2. Select region **(Australia) AUS** when prompted.
3. Enter your **Login, Password** and **Client**.
4. (Select **Save Login** and **Save Password** when logging in and the application will remember your login credentials.)
5. Click on the **Patients** icon  and then select the relevant patient from the list or click  icon in the bottom right-hand corner to create a new dictation.
6. Select a DOCUMENT TYPE and LOCATION under the '**Information**' tab.
7. Confirm the patient DEMOGRAPHIC INFORMATION is correct. If there is a blank dictation, simply dictate the relevant information.
8. Click the **Record** button  to begin dictation, and  icon in the top right-hand corner to complete the dictation.
9. Wait for the tick to confirm that the dictation has uploaded.

***Please ensure dictations are uploaded once complete, failure to upload your dictation in a timely manner may result in transcription delays.**
10. Click on the **tick** and then the '**Info**' to obtain the *Receipt Code* and *TID (Transcription ID)* for your records. The TID can be used when contacting iMedX support.

Dictation Requirements

Please dictate in the following order:

1. **Patient's name, DOB and UR** – please spell names if selecting a blank dictation.
2. **Date of the letter.**
3. **All recipient names and addresses** – eg “Dr John Smith at the City Clinic in Bourke Street Melbourne”.
4. **Body of the letter.**

Dictation Tips

To maximise turnaround time and accuracy, please:

- Dictate in a quiet environment.
- Dictate at talking speed, avoid talking fast.
- Dictate only 1 letter per dictation.
- Spell out any unusual words – such as trial names and acronyms.
- Spell out any name references mentioned in the body of the letter.

Additional Information

TRANSCRIPTIONS

The *Transcriptions* icon will display folders synced to iMedX with your pending dictations ‘**Awaiting Transcription**’ as well as your typed dictations ‘**Clinician Review**’ which are awaiting review.

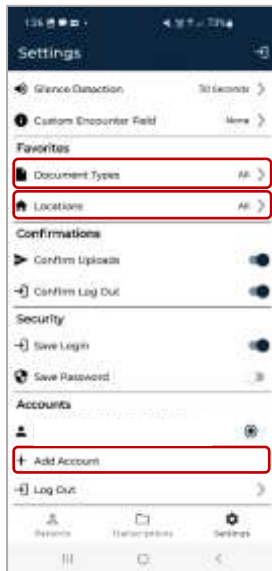
You can check the ‘**Awaiting Transcription**’ folder. Dictations will appear here in less than a minute after being uploaded.



iMedX Support

1300 727 423

support@imedx.com.au



SET DEFAULTS

Click on the **SETTINGS** icon to set a default 'Document Types' and 'Locations'. The default will automatically load with new dictations but can be changed per dictation as required.

LINK ACCOUNTS

To link accounts (for example, if you have accounts with more than one hospital). Go to **Settings** and under **Accounts** click on **+ Add Account**. You will then be prompted to enter your login details.

RECORD MODE

The current recording mode is displayed to the right of the recording button. Click on **Append** (Default mode), to change the recording mode. The list with the three functions i.e. **Append**, **Overwrite** and **Insert** will pop up for your selection.



iMedX Support

1300 727 423

support@imedx.com.au

CANCEL A DICTATION

On the **Patients** tab, click on the  icon and select **Delete Audio**.



PRIORITISE A DICTATION



Whilst dictating, click on the **Stat** icon, located left of the record button.

Online editing and sign-off instructions

Log In

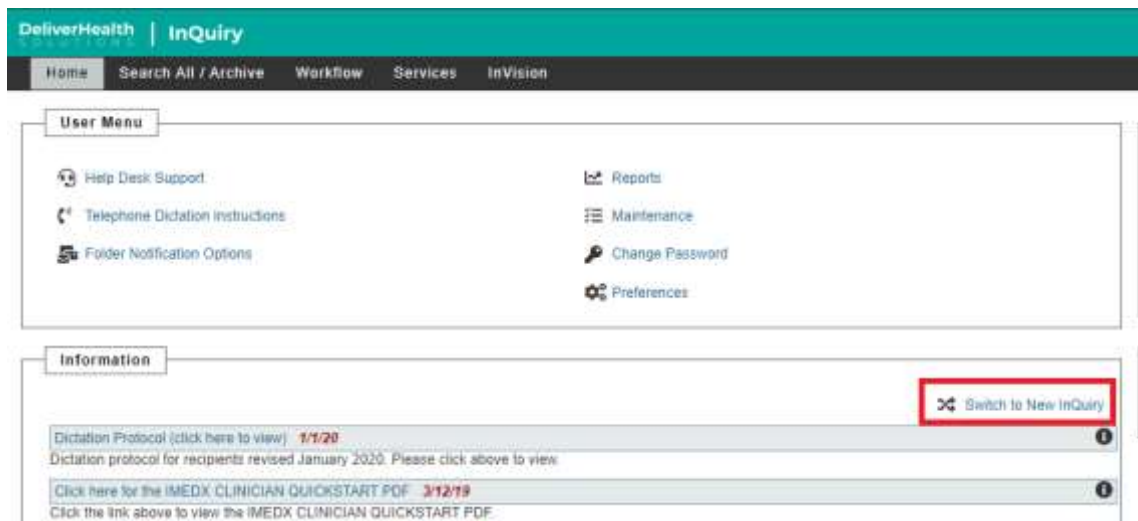
<https://imedx.com.au/client-login/>

1. Click on **Go to Login**
2. You will be directed to the DeliverHealth eSOne online portal: **InQuiry**.
Use the same **Login, Password** and **Client** as your smartphone app login.

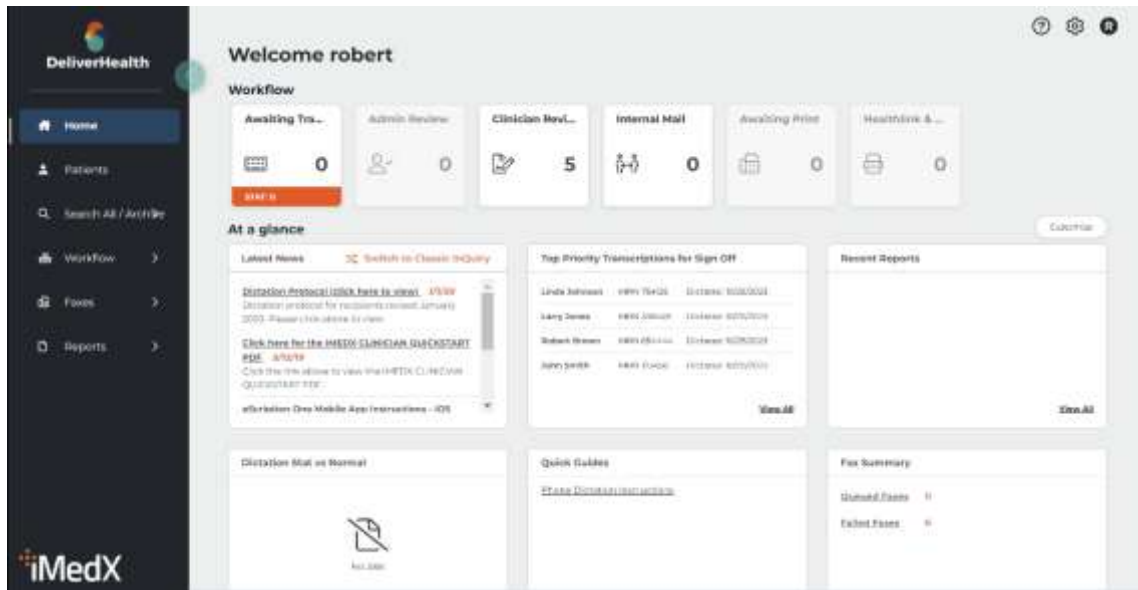
You will be directed to the **Classic InQuiry**, the original version of the portal. From January 2024, DeliverHealth have released a new version of InQuiry. You have the option to use either version of InQuiry or can switch between both if needed.

Switching to the New InQuiry

1. In the InQuiry portal, under the Information section, click on the **Switch to New InQuiry** button in the top right-hand corner of the box.




2. Your screen will reload and show the new InQuery.

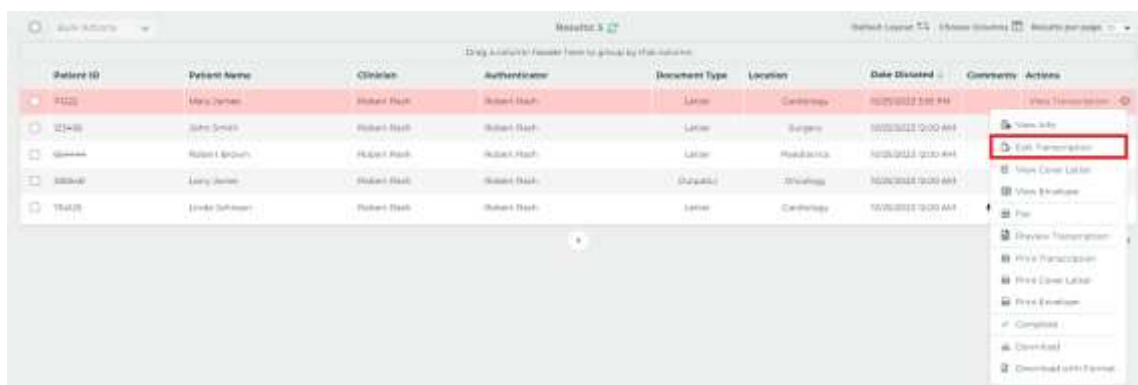



Review

1. Click on the **Clinician Review** folder to display your letters awaiting review.





2. Click on **Actions** to either view or edit the transcription.
3. In the drop-down menu, click on the **Edit Transcription**  icon if you would like to edit the letter.



- When viewing the letter, the green **Comment**  icon on the top menu bar will be animated if there is a query from the typist. Click on the icon to view the comment. Once the comment has been actioned, clear the text and press **Save**.

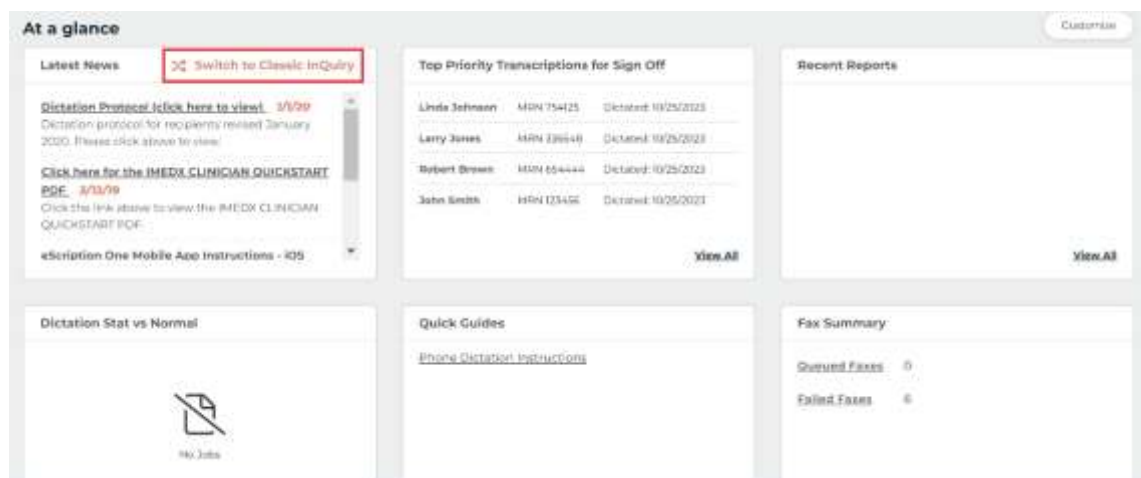
Please note that depending on your account configuration the **Clinician Review folder may have a different name.*

Approve

- Click on **Complete**  to approve the letter or **Complete/Next**  to approve the letter and move to the next letter.
- Completing a letter will insert the words **Electronically Approved by** above your name and move the letter to the queue for delivery.

Switching back to Classic InQuery

- In your new InQuery portal home page, under the section **At a glance**, click on the **Switch to Classic InQuery** button located to the right of **Latest News**.
- Your screen will reload and show the Classic InQuery



- The steps are the same as with the new InQuery.