



# eScripture One

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## Self Creation QuickStart Guide

22/09/2025 - v1



**Powered by iMedX Australia in partnership with**



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## Overview

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Self-Creation allows you to create a blank Note and complete all details yourself. There are 3 primary areas that need to be completed to allow you to create and send your completed note through the workflow

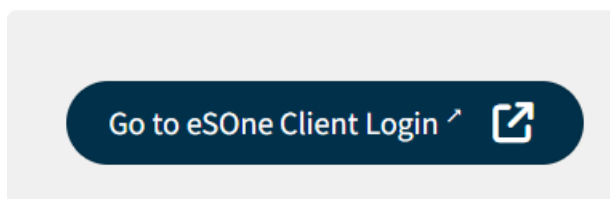
1. Add the Body of the Note
2. Add or ensure the patient details are correct
3. Add the intended recipients (Associates)

## Logging In

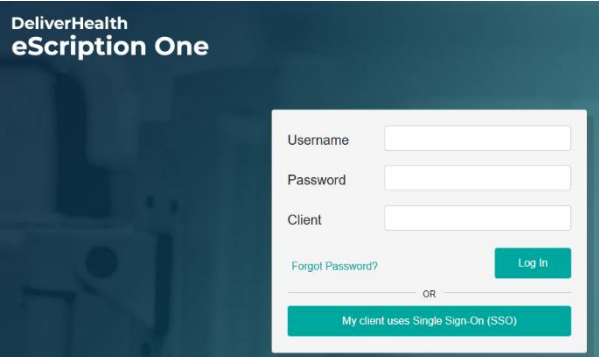
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Log into Inquiry eScription One - [Client Login - iMedX ANZ](#)

Click the **Go to eSOne Client Login** button.



Enter your login details as provided by iMedX Support.



Once logged in you will see the workflow across the top

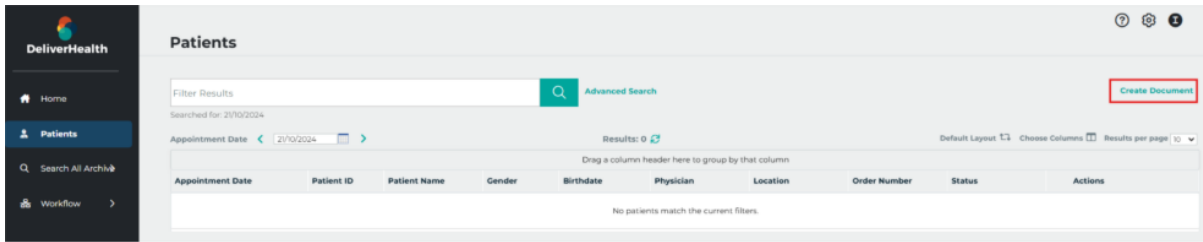
You can then start a Self-Creation transcription by clicking on the **Patients Menu**

If you have a Patient list loaded – select the patient from the List

If you do not have a Patient list loaded - Click **Create Document** in the top right.

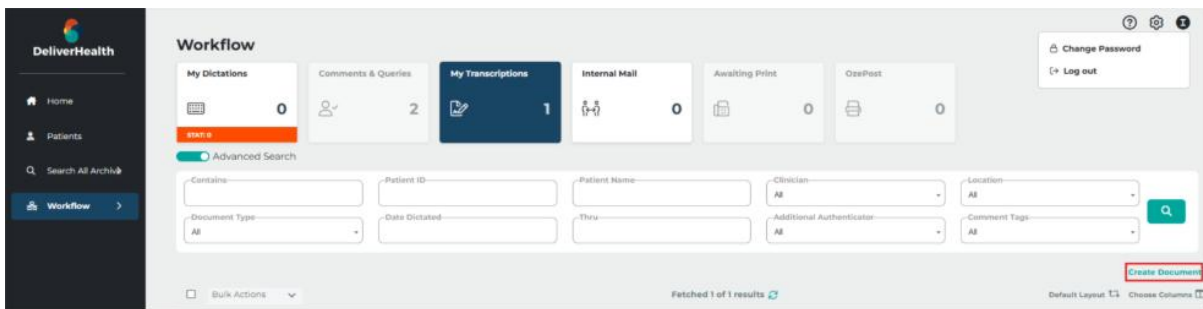
### iMedX Client Support – Contact Details

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OR

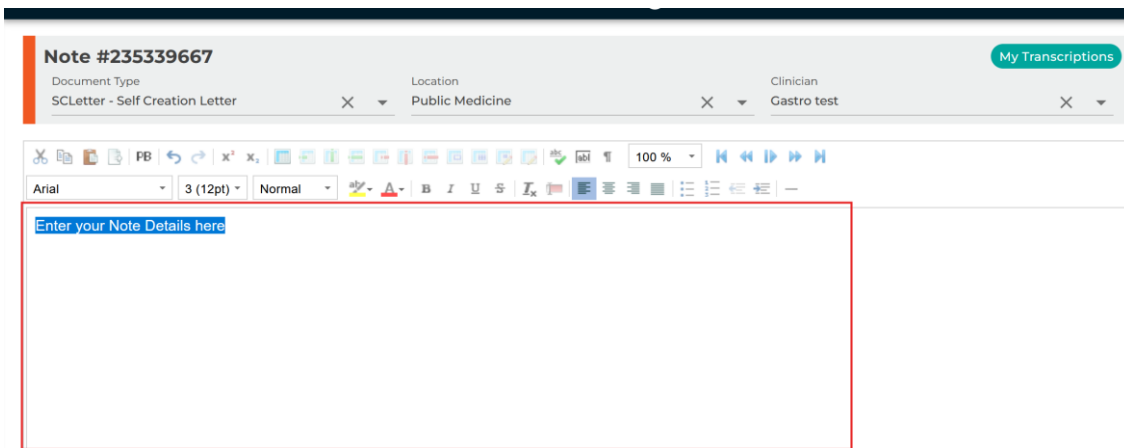
Clicking on the **Workflow** menu – **My Transcriptions** and Selecting **Create Document** on the right below the search criteria.



After clicking on **Create Document** select your **Document type** and **Location** from the drop-down menus and click **Create**



You will now see the Note Editor – the Body of the letter will be blank; create your document by typing in details or copying and pasting from other sources.



Once you are happy with the content of your letter you will need to ensure the Patient details are correct and add any recipients for document delivery.

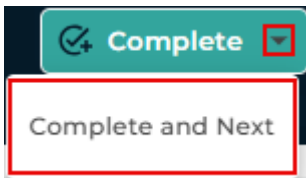
Steps to do this are detailed below under Patient Information and Referred Associates

If patient details are correct and recipients have been added, you can Click on Complete OR Complete and Next to finish this Note/

The Complete action saves the note and moves it forward in the workflow. The Complete button also has two modes:



**Complete** - Press the left side of the button to save the note and progress it to the next step of the workflow. The editor window will close and you are returned to the workflow folder view.




**Complete and Next** - Changes will be saved, the note will progress to the next step of the workflow, and the next note in the grid will load in the editor

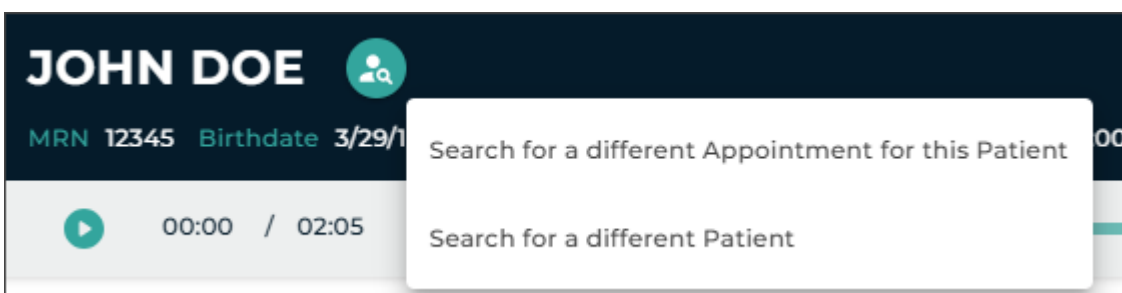
## Patient Information

### Patient and Appointment Search

A patient and/or appointment search can be performed to replace, correct, or add a missing patient and/or appointment to a note. This functionality is only available if the client sends a data feed to eSOne or patient data is manually entered into the eSOne system.

To initiate a search click **Search** . Two of three options will be presented: **Search for a different Appointment for this Patient** or **Search for a different Order for this Patient** (depending on the document type selected) and **Search for a different Patient**.

The available search parameters and returned data fields can vary depending on client configuration.



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## Search for a Different Patient


To add or change the patient on a note click **Search**  then select **Search for a different Patient**.

Enter one or more search criteria in the search fields on the left and click **Search**. Matching patient records will load in the grid on the right.

**Search Patients** ✕

Last Name  ✕

First Name

Birthdate  

First Name	Last Name	Gender	Birthdate	Appt Date	MRN
Evan	Harris	M	7/14/1967		7485216
Emogen	Harrison	F	10/20/1976		6718564

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Cancel
Search

**Click the desired patient.** If there are patient or order records (based on the document type chosen) for the selected patient, the **Appointment** or **Order** list will open.

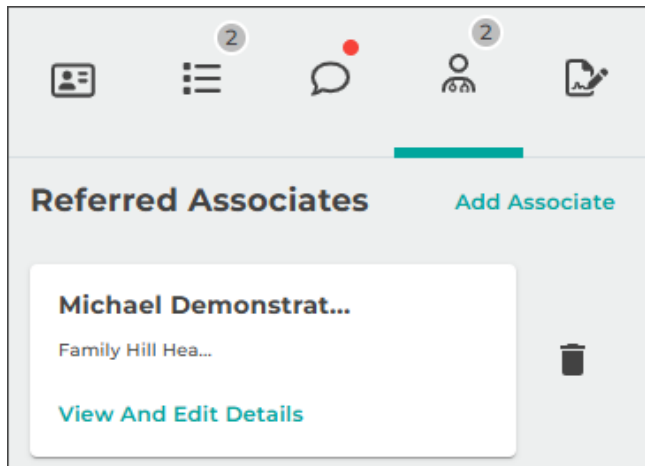
**Appointments** ✕

Appt Date	Appointment Time	Description	MRN	Patient Name	Gender	Birthdate	Location ID	Location
6/12/2025	9:00 AM	FOLLOW UP	6718564	Emogen Harrison	F	10/20/1976	7654	West
5/5/2025	2:00 PM	SICK VISIT	6718564	Emogen Harrison	F	10/20/1976	7654	West

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Cancel
Back
Select

# Referred Associates



The **Referred Associates** sub-tab displays individuals or organizations who should receive a copy of the note. These can include physicians, clinics, or other relevant parties.

Each associate appears as a card in the Referred Associates list. A count of associates added to the note is displayed next to the **Referred Associates** sub-tab icon.

Each card contains:

- The associate’s **name** and/or **business name**
- If the associate is configured as an AutoFax recipient, the card will display **AutoFax** followed by the fax number *Example: AutoFax: 061346818754*

## Viewing and Editing Associate Details

**Edit Associate**

Update info in database  Patient's PCP  Make primary

Code M020312943A4A82783 Business Name Demonstration

Prefix Prof First Name Elizabeth Middle Name \_\_\_\_\_  
 Last Name \_\_\_\_\_

Suffix \_\_\_\_\_ Last Name Blackwell

Greeting \_\_\_\_\_ Specialty \_\_\_\_\_

Address 1 9 Demo Street Address 2 \_\_\_\_\_  
 City \_\_\_\_\_

Address 3 \_\_\_\_\_ City Melbourne

State / Territory VIC Postcode 3000 Phone \_\_\_\_\_

Fax 061346818754  AutoFax Email \_\_\_\_\_

Cancel Update

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Click **View and Edit Details** on any associate card to open the *Edit Associate* window. From here, you can:

- **Edit** the associate's contact details

### Configure note-specific or permanent changes

- Mark the associate as the patient's **Primary Care Provider (PCP)**
- Set the associate as the **Primary Associate** for the note
- Enable or disable AutoFax

To apply changes only to the current note, leave the **Update info in database** checkbox **unchecked**. To update the stored associate record for future use, **check** the **Update info in database** checkbox.

### Associate Options Explained

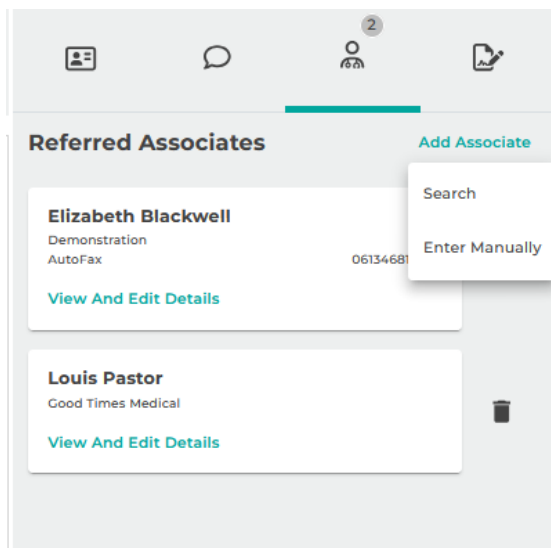
- **Patient's PCP:** Indicates the associate is the patient's Primary Care Provider. PCPs are copied on all notes for that patient, but can be manually removed.
- **Make Primary:** Designates the associate as the Primary Associate. This is typically the main recipient of the note. Only one primary can be selected.
- **AutoFax:** Automatically sends a faxed copy of the completed note when the client's AutoFax trigger is met.
- To enable AutoFax: check **AutoFax** and **Update info in database**
- To disable AutoFax for this note only: uncheck **AutoFax** and leave **Update info in database** unchecked
- To disable AutoFax permanently: uncheck both **AutoFax** and **Update info in database**

Click **Update** to save changes, or **Cancel** to discard them.

To immediately fax the current version of the note, click **Fax**. Be sure the note is finalized and accurate before sending.

**Caution** - Clicking **Fax** sends the note immediately. There is no preview.

## Adding and Removing Associates



To add a referred associate: Click **Add Associate** at the top of the *Referred Associates* sub-tab.

Choose one of the following options:

- **Search** – If your organization uses an associate database, enter at least one search term and click **Search**. Select the desired associate, then click **Add**.
- **Enter Manually** – Enter the associate's information directly. Complete all relevant fields and click **Add**.

To **remove** an associate, click the **trash can icon** on the associate card.

**Important** There is no confirmation prompt when removing an associate.

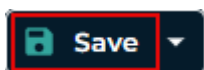
This action **cannot be undone**, but the associate can be re-added by searching the database or entering the information manually.

## Final Step: Save Changes

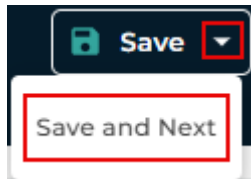
After making any changes to the Referred Associates list, always click **Save** in the *Action panel* of the note editor to retain your updates.

## Save

The Save button has two modes:



**Save** - Press the left side of the button to save changes to the note, including text and demographics, and keep the current note loaded in the editor.



**Save and Next** - Press the right side of the button to expand the save menu and choose Save and Next. Changes will be saved and the next note in the grid will load in the editor.

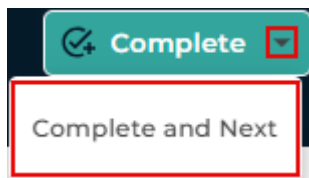
## Complete

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The Complete action saves the note and moves it forward in the workflow. The Complete button also has two modes:



**Complete** - Press the left side of the button to save the note and progress it to the next step of the workflow. The editor window will close and you are returned to the workflow folder view.



**Complete and Next** - Changes will be saved, the note will progress to the next step of the workflow, and the next note in the grid will load in the editor