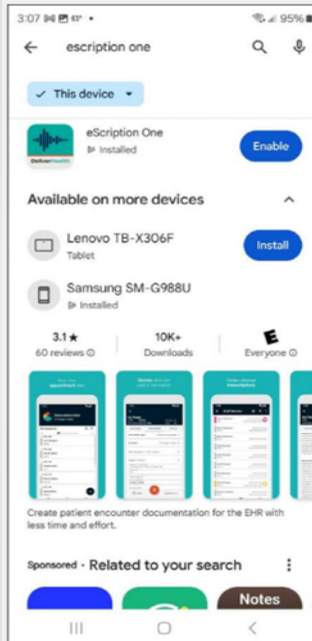


### Installation

Start the Google Play Store and search for **eScription One Mobile**.

Tap the free download button and the install option will display. **Tap Install.**

After the installation has completed launch the eSOne mobile application from the home screen.

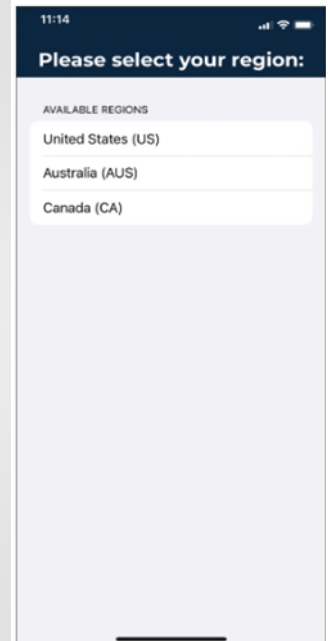


### Region

Once you have installed the app, when you first start it, you will be prompted to choose your region.

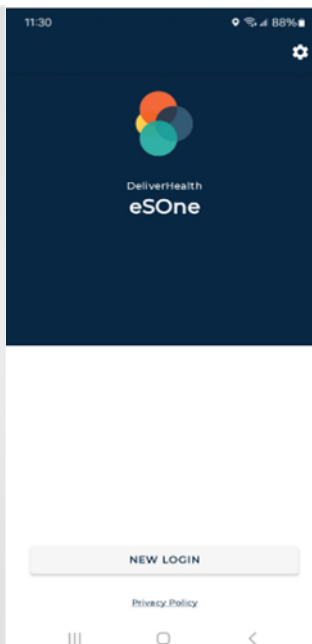
**Tap your Region.**

The login screen will appear. From now on it will be the first screen you are presented with.



### Logging In

**Tap New Login.**

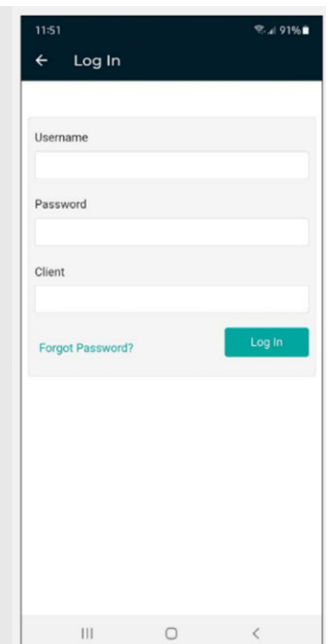


Enter your Username, Password and Client.

Then **tap Log In.**

You may be asked to save your Username and Client, if allowed by your administrator.

Saving Password is not commonly permitted.

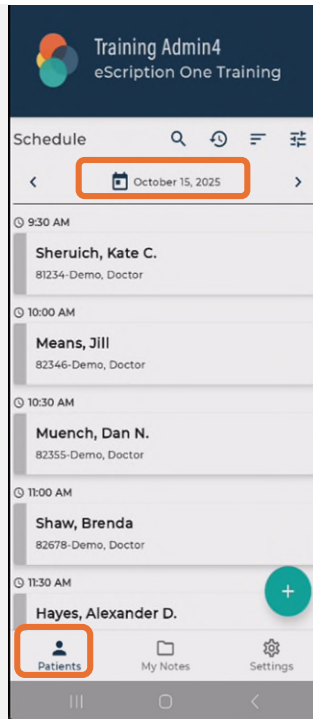


## Appointments

View appointments using the **Patients** tab at the bottom of the screen.

By default, the mobile app opens to **Schedule** or **Outpatient** mode.

The Schedule opens to the current date if the schedule was on the previous day's schedule in the prior session. Otherwise, the last date displayed in the schedule will open. Use the calendar to change dates.

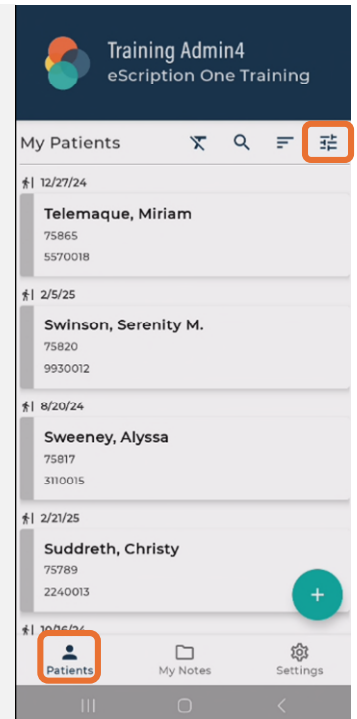


## Patients

View encounters using the **My Patients** or **Inpatient** screen.

To toggle from Schedule to My Patients tap the **filter** button.

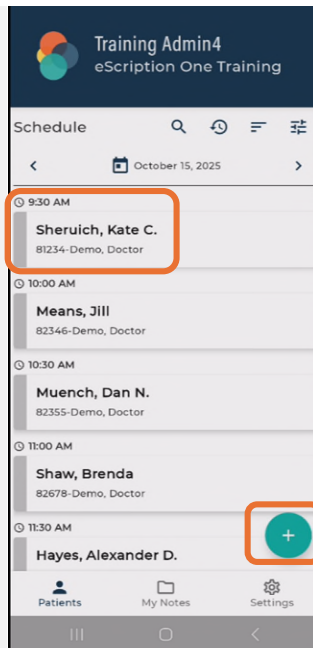
**Note:** appointments and patient encounters will only appear in the Patients tab if the client provides eSOne with a data feed.



## Recording

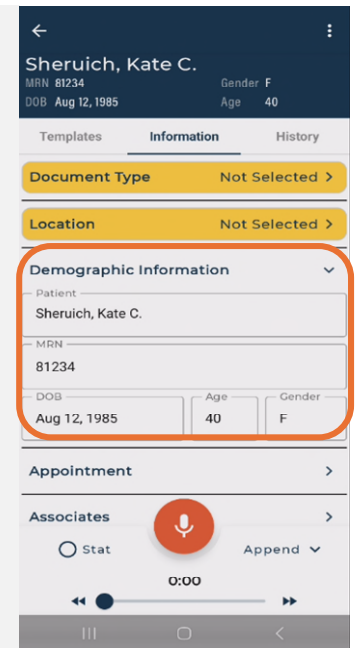
To record tap the **scheduled appointment (Outpatient)** or the **patient's encounter (Inpatient)**.

To create a new recording without searching a patient first, tap the **Add** button at the bottom right corner. This applies to Outpatient and Inpatient.



The record screen appears.

When selecting an appointment or patient encounter the **demographic information** will preload.



## Recording

When tapping the **Add** button the demographic information is blank and the header displays as “New Dictation.”

Patient identifiers such as (MRN, Patient ID, Order Number, Account Number) may be manually entered depending on the selected document type configuration.

**Note: editable fields are green in color.**

Referring Associates and Signers can be added from the Record screen.

To add an Associate, **tap the Add Associate link** and type in the name of the provider.

To add a Signer (an MD who needs to sign for a midlevel who created the recording) **tap the Add Signer link** and select the provider from the picklist.

The provider's names will be added to the mobile app.

## Recording

Select the Document Type and Site Location by **tapping the >**.

**Tap the microphone** to record, tap it again to pause.

When the recording is complete **tap the Arrow** to upload. You can delete the recording by selecting the ellipsis icon.

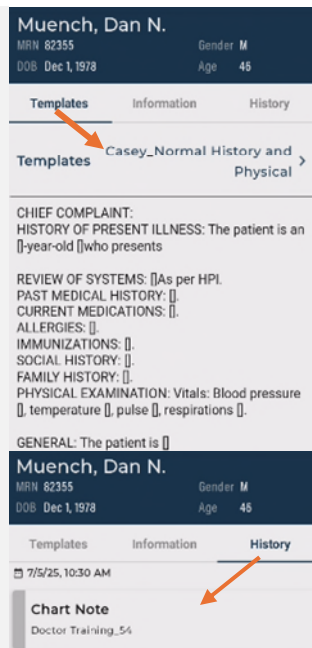
## Recording

The record screen has 3 tabs: **Templates**, **Information** and **History**.

**Templates:** displays document and dictation templates to be referenced during a recording.

**Information:** contains information about the patient and appointment.

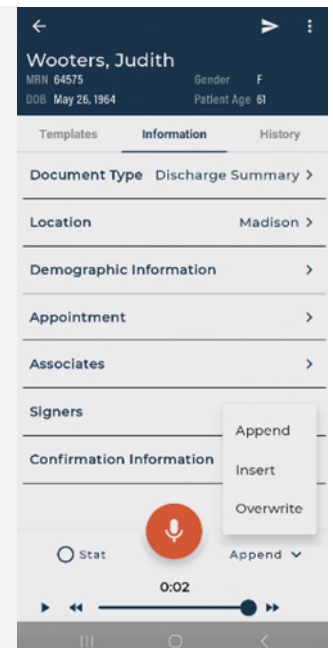
**History:** displays existing notes that have the same Patient ID as the current patient.



Recording controls appear at the bottom of all three tabs.

Use the controls to Rewind, Play/Record and Fast Forward.

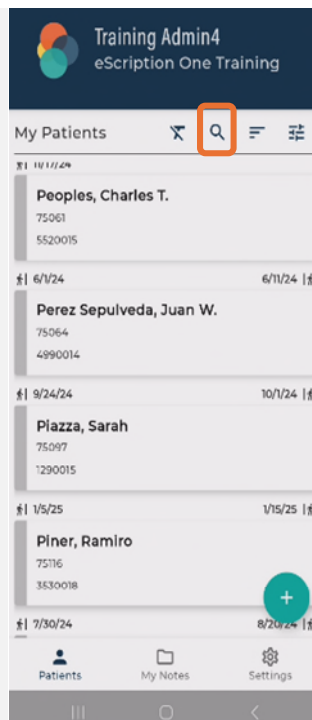
Options include marking a recording STAT, Append, Insert, or Overwrite.



## Outpatient & Inpatient Search

Search a patient record without an appointment on the Schedule or without a patient on the Inpatient list.

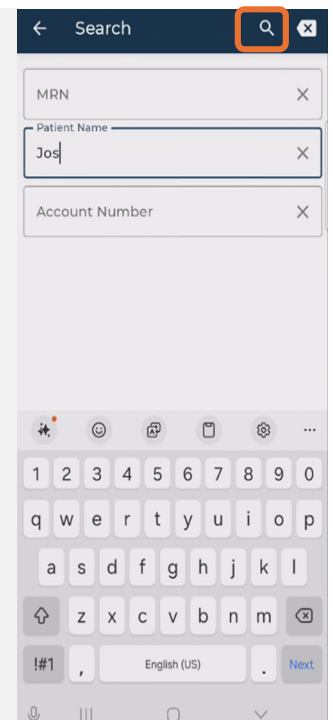
**Tap the Search button.**



Enter the patient's MRN, Patient Name and/or Account Number.

Note: the MRN and Account Number must be exact matches to the value stored in eSOne. Patient name can be a partial search.

**Tap the Search button** to run the search and view matches.




## Outpatient & Inpatient Search

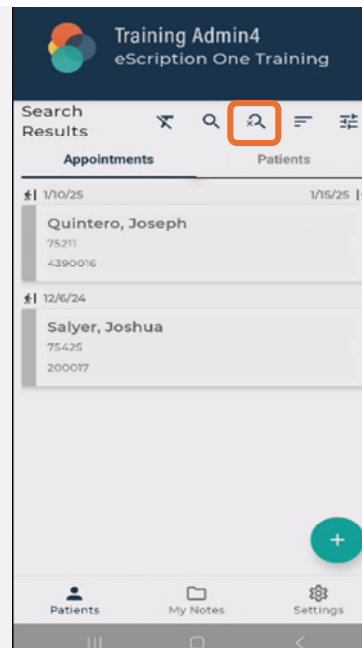
Results are displayed in two tabs:

-**Appointments**: displays scheduled outpatient appointments.

-**Patients**: includes patients with outpatient appointments, as well as patient records without a scheduled appointment.

Tap the Appointment or Patient to create a recording.

Tap  to return to the Schedule or Patient list.

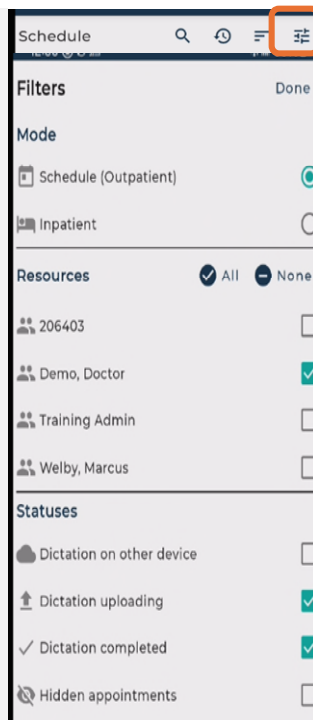


## Outpatient Filters and Sorting

Tap the filter button to toggle the mode (outpatient or inpatient.)

Filter **Resources** to display only the selected clinicians or all.

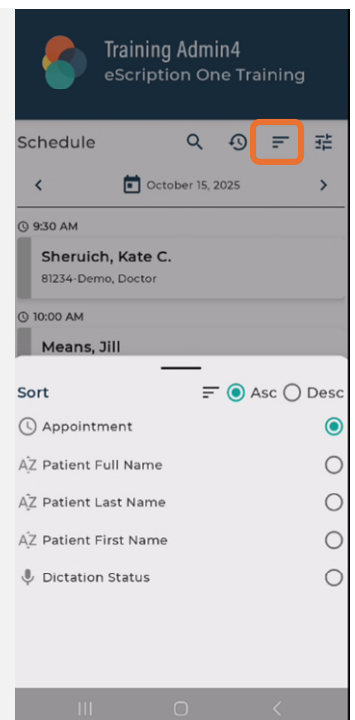
Minimize the number of appointments displayed on the schedule by filtering in **Statuses**.



To sort the order in which appointments appear tap



Choose whether appointments should be listed in **Ascending** or **Descending** order.



## Inpatient Filters & Sorting

### Discharged Filter Enabled

-Displays patients with and without a discharge date.

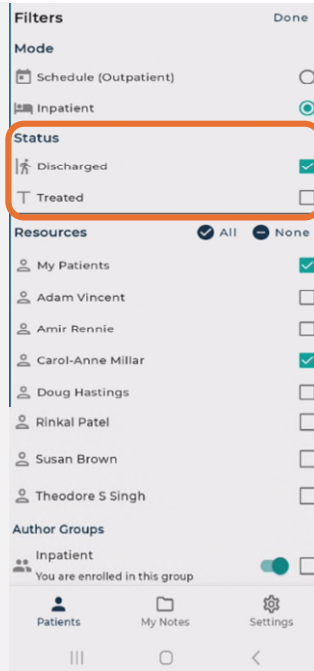
-Disabled: Displays only patients without a discharge date.

### Treated Filter Enabled

-Displays treated and untreated patients.

-Disabled: Displays only untreated patients.

Filter settings will be saved between sessions.

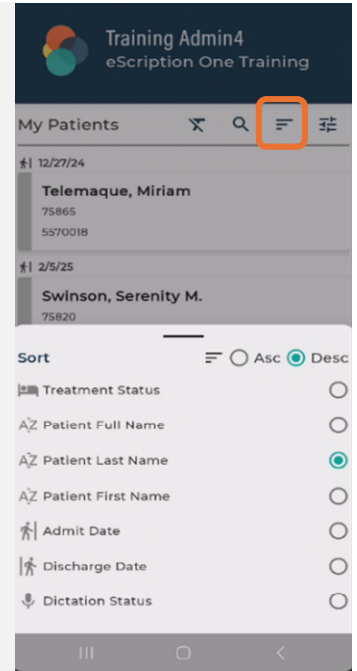


**Tap Filters to sort** patients/appointments by Name, Admit Date, Discharge Date or Dictation Status.

Sorting by Dictation Status follows this order:

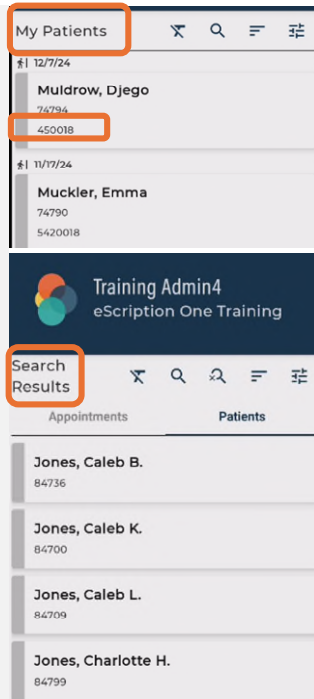
No Dictation  
On-hold Dictation  
Dictation Uploading  
Dictation Completed  
Dictation on another device

The sort order remains the same for Inpatient and Search Results.



## Account Number Display

The Account Number appears under the Patient ID in the Inpatient Patient list and the Inpatient search results.



## Inpatient Appointment Date

The Appointment Date field on the recording screen includes:

-Now: quickly selects the date and time to right now.

-Clear Button: allows the date to be left blank.

-Reset Button: restores the original record value (appears only when an appointment date exists in the scheduled patient encounter record.)





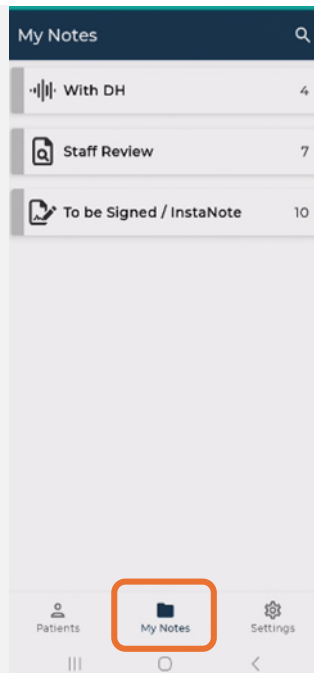
## Edit

Document text can be edited to correct mistakes or add information.

**Tap My Notes** at the bottom of the screen.

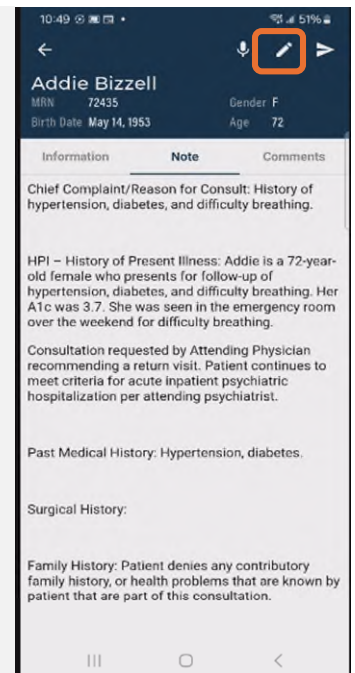
Select the workflow folder (in this case it is To be Signed/InstaNote.)

**Tap on a patient.**



The note appears.

**Tap the pen** at the top right corner of the screen to go into Edit mode.

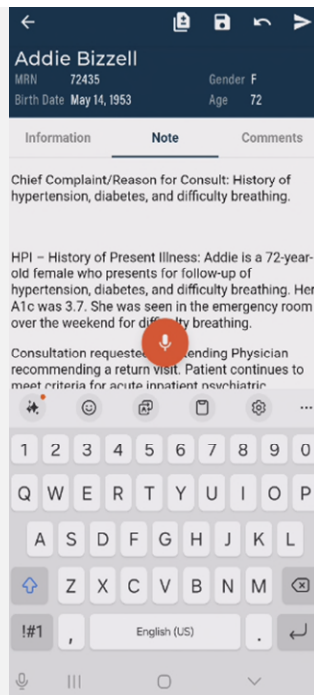


## Correction Note

The note text is editable.

Edits can be made one of two ways:

**Manually** by tapping the note text to position the cursor and open the keyboard or by using **Correction Note**.

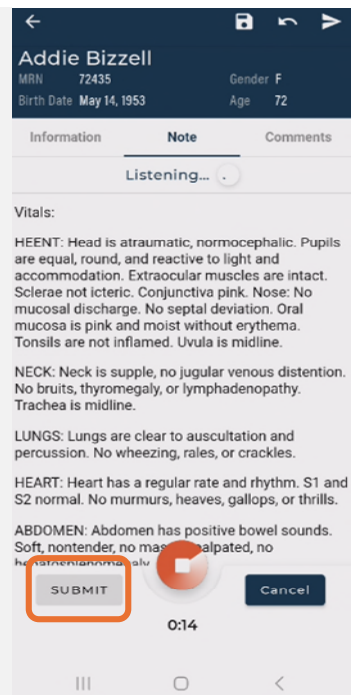


To use Correction Note:

**Tap the microphone** to start and stop recording. Record all necessary edits.

Click **Submit** when all edits have been recorded.

Wait for the edits to process. Processing time depends on the length of the note.



## View Changes in Note Editor

While in edit mode, Tap the **toggle button** to view changes.



Tap the toggle button again to return to the editor.

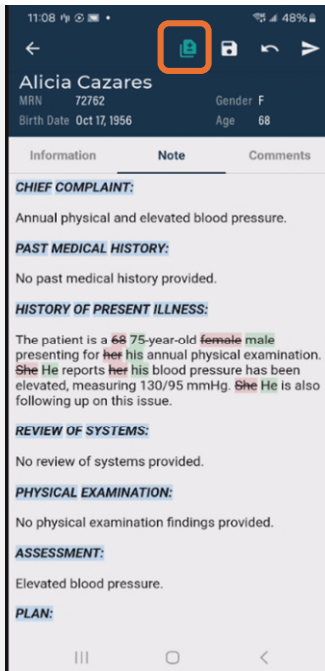
**Note:** the editor color codes all edits made to the note since the last save.

Green – Inserted text

Red – Deleted text

Blue – Format changed

Tap  to save the edits, tap  to undo changes.

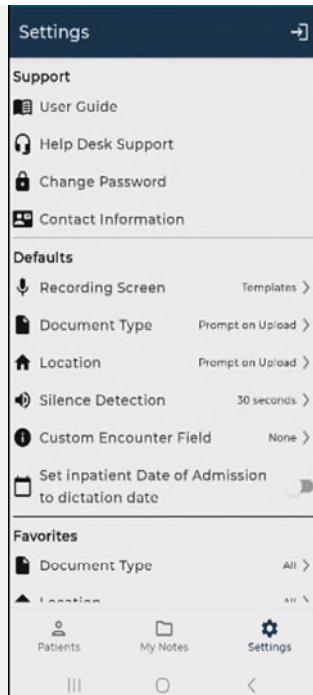


## Settings Tab

Use the **Settings tab** to set default values and behavior for the eSOne mobile app.

**Tap the logout arrow** at the top right corner to log out of the mobile app entirely.

Refer to the full User Guide in the Support section.



Users can adjust their Defaults, Favorites, Theme, Confirmations, Security (if allowed by your organization) and Accounts (if enabled.)

