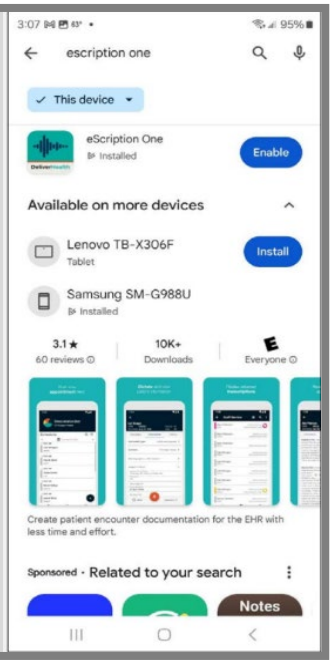
Installation

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.

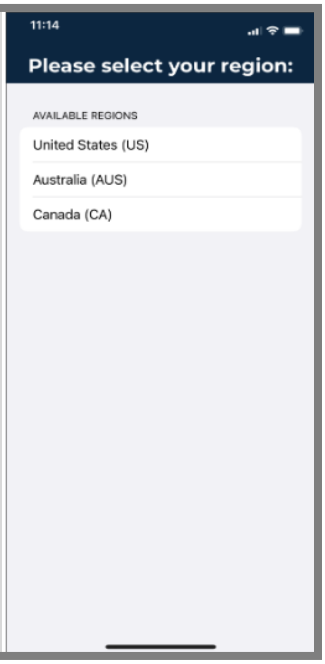


Region

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

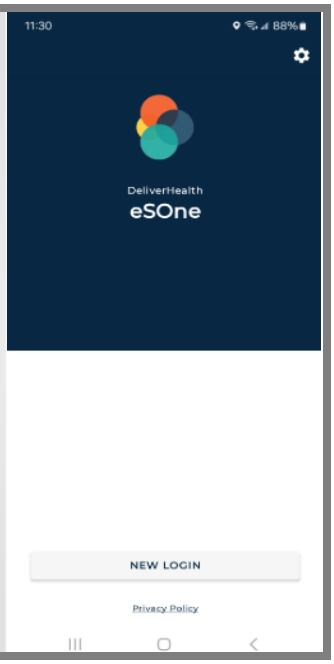
Tap your Region.

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



Logging In

Tap New Login.

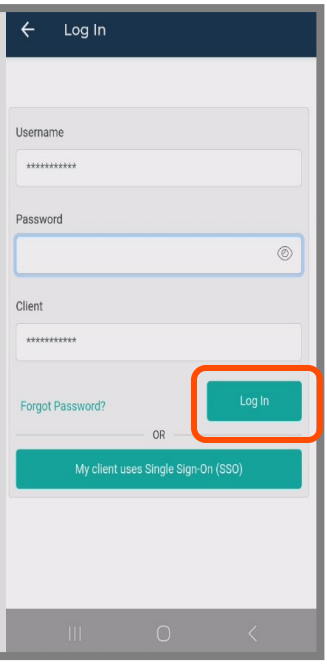


Enter your Username, Password and Client.

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.



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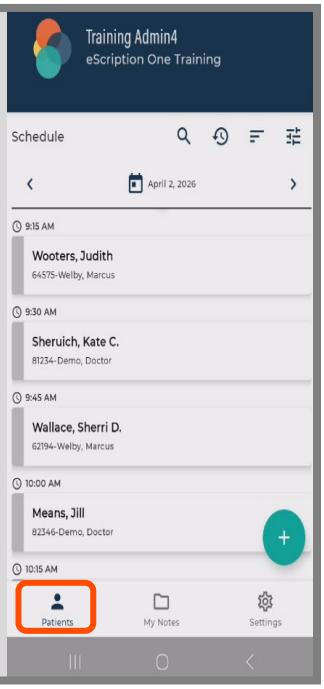
Appointments

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.

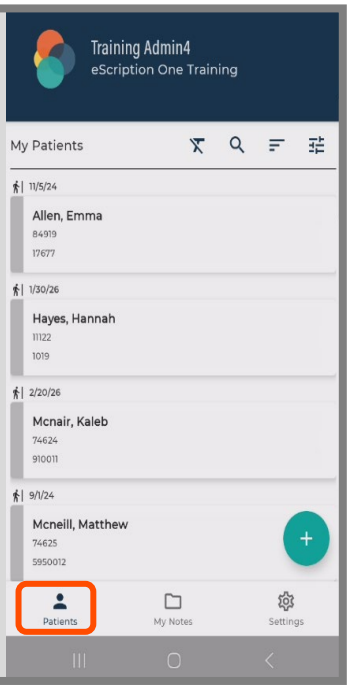


Patients

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.

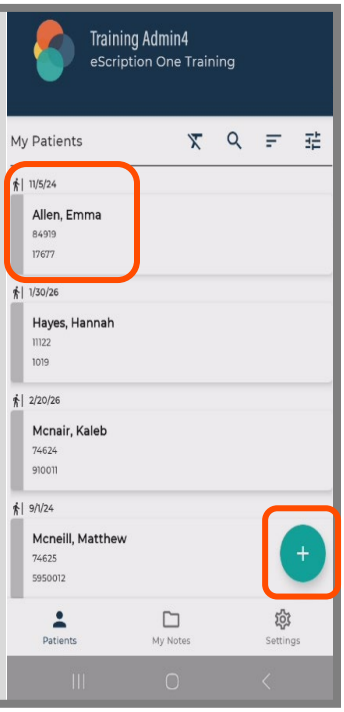


Recording

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

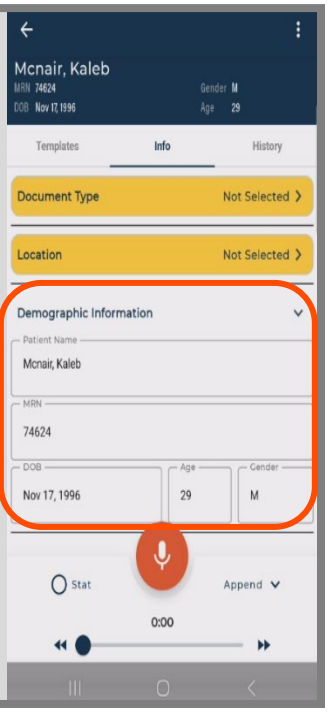
To create a new recording without searching a patient first, **tap the Add button** at the bottom right corner to create an Ad-hoc recording.

This applies to Outpatient and Inpatient.



The record screen appears.

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



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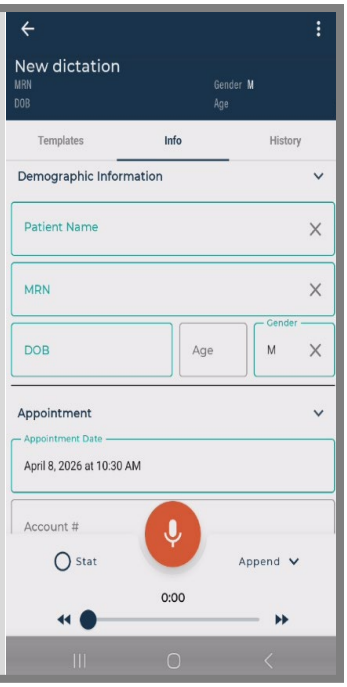
Recording

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

Patient identifiers for example are (Patient Name, MRN, Patient ID, DOB, Admit & Discharge Date) may be manually entered depending on the selected document type configuration.

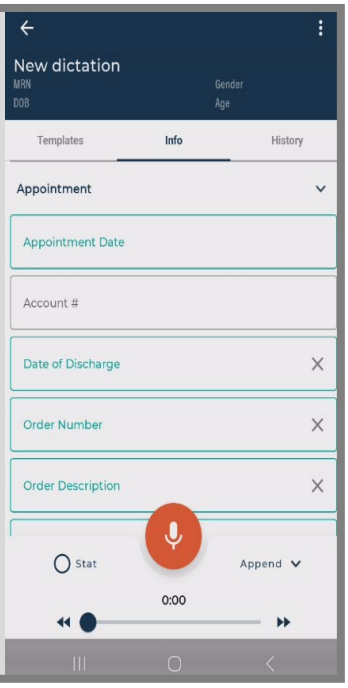
Note: editable fields are blue in color.



The Appointment section has 5 custom field labels (Configured by your organization.)

Make manual edits when creating an ad-hoc recording.

Note: editable fields are blue in color, and only available for editing when creating an ad-hoc recording (not when recording from the Outpatient or Inpatient worklist.)



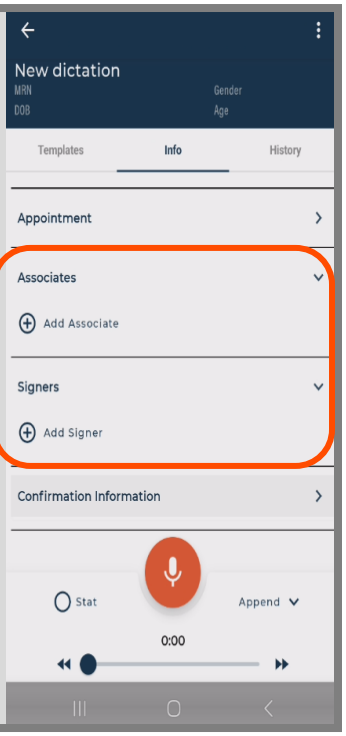
Recording

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.

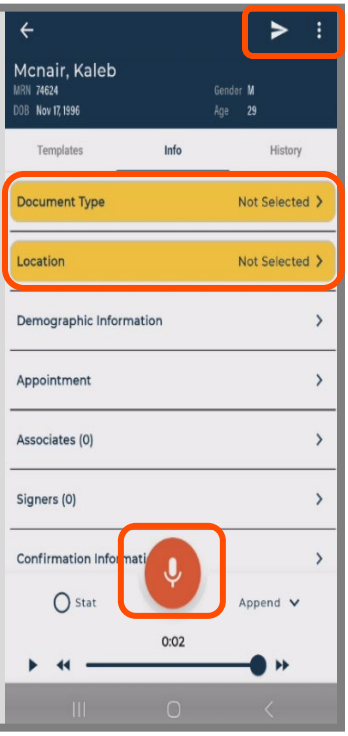
The provider’s names will be added to the mobile app.



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.



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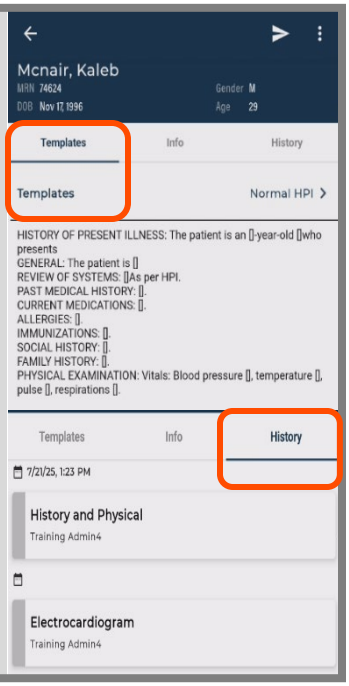
Recording

The record screen has 3 tabs:

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

Info: contains information about the patient and appointment.

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

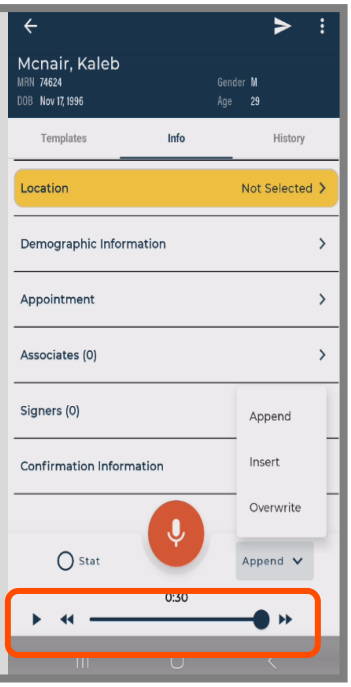


Recording controls appear at the bottom of all three tabs.

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

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

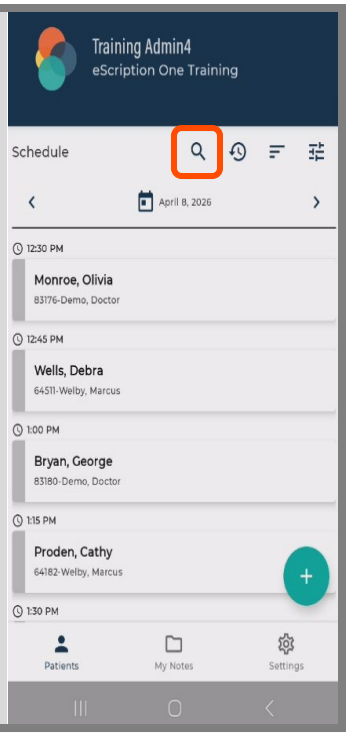
Note: for InstaNote Provider Direct, you do not need to press the STAT button. Notes will be delivered to you within minutes.



Outpatient & Inpatient Search

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

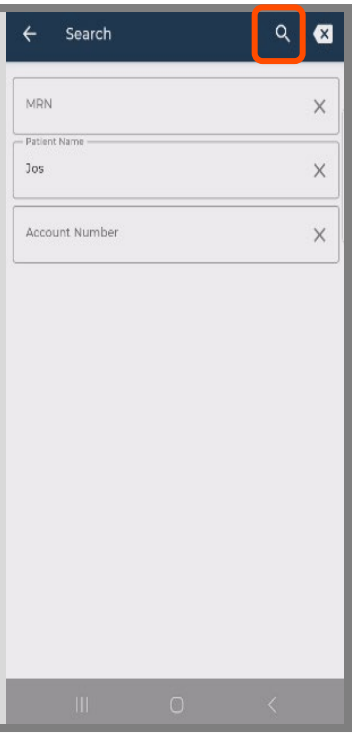
Tap the Search button.



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.



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Search Results

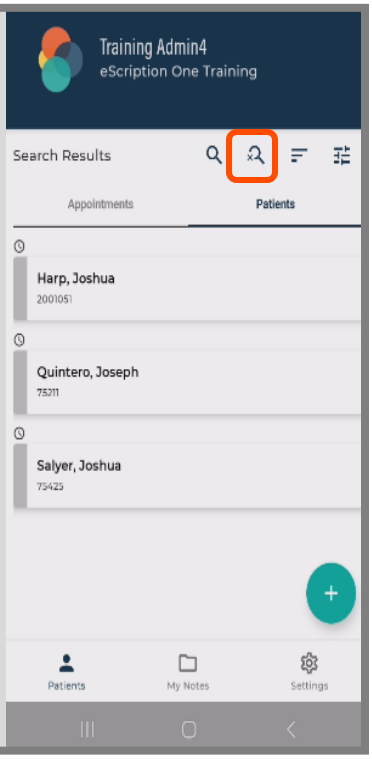
Results are displayed in two tabs:

-**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 the no search magnifier to return to the Schedule or Patient list.

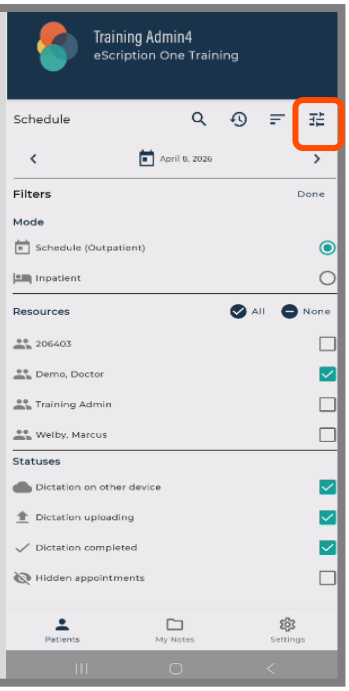


Outpatient Filters & Sorting

Toggle the mode (outpatient or inpatient) by tapping the filter button.

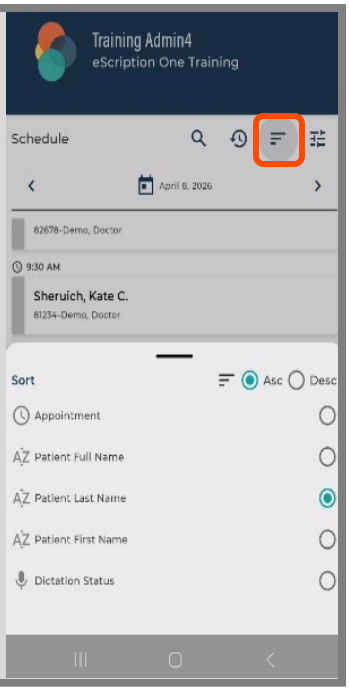
Filter **Resources** to display only the selected clinicians or all in both Outpatient and Inpatient.

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



To sort the order in which appointments appear tap the filter button.

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



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Inpatient Filters & Sorting

Discharged Filter Enabled/Disabled

- Enabled: Displays patients with and without a discharge date.

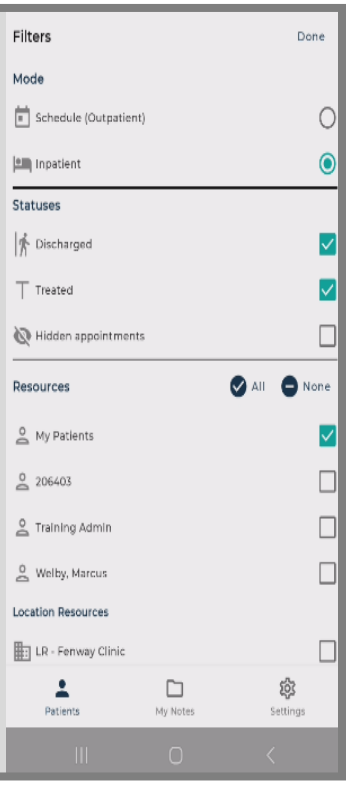
-Disabled: Displays only patients without a discharge date.

Treated Filter Enabled/Disabled

-Enabled: Displays treated and untreated patients.

-Disabled: Displays only untreated patients.

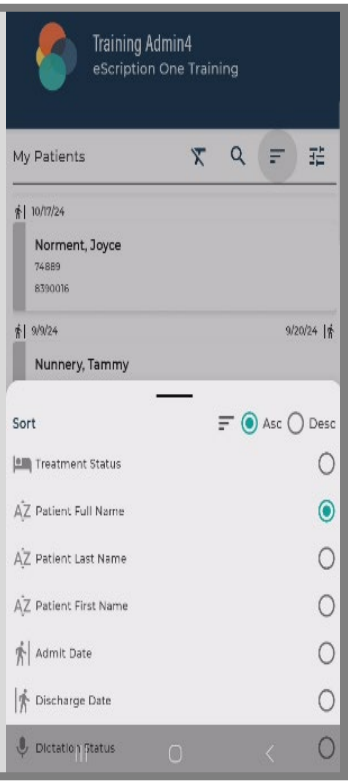
Filter settings will be saved between sessions.



Tap Filters to sort patients/appointments by:
-Admit Date
-Discharge Date
-Treatment Status
-Patient's Name
-Dictation Status

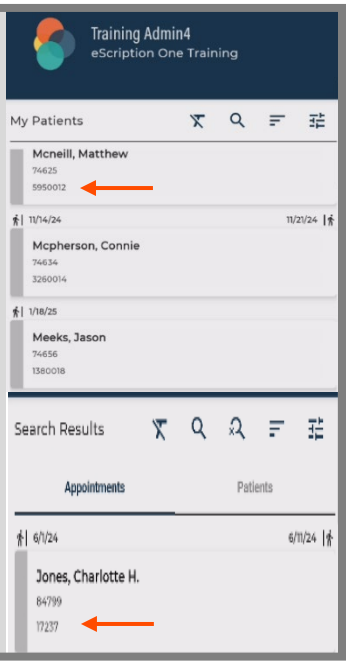
Sorting by **Dictation Status** follows this order:
-No Dictation
-On-hold Dictation
-Dictation Uploading
-Dictation Completed
-Dictation on another device

Note: 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 if available.



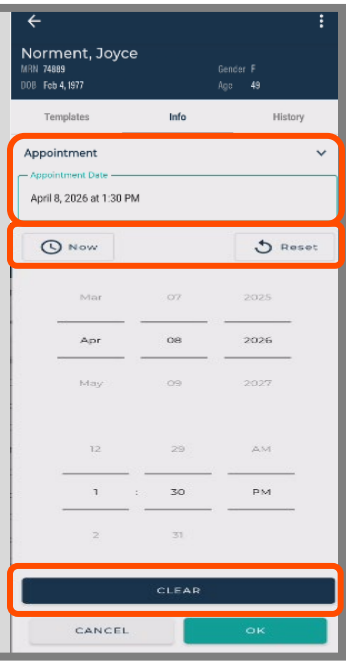
Inpatient Appointment Date

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.)



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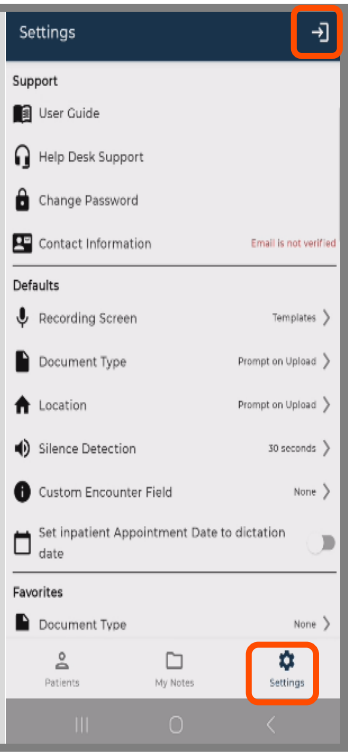
Settings

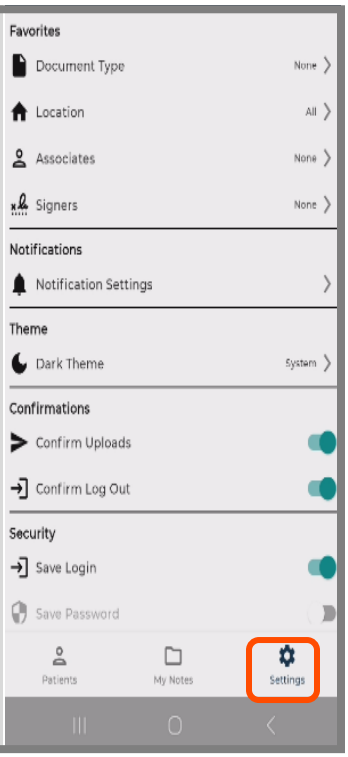
Use the **Settings tab** to set default values and behavior for the eSOne mobile app.

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.)



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