


Starting Clinical Correspondence System

- Double left click on the  icon, this will log you in (using Single Sign On—SSO).
- In most cases you will be connected automatically but if you are prompted for a login/password then enter your normal network login credentials and click **LOGIN**

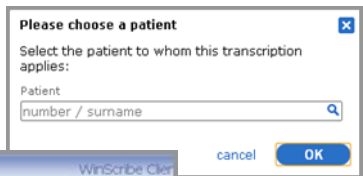
Starting WinScribe Client

- Click **F9 Dictate** link from bottom of the screen.
- ...OR use the **F9** Function Key on your keyboard.
- OR from the **Menu** drop-down, select **Dictation worklist**.

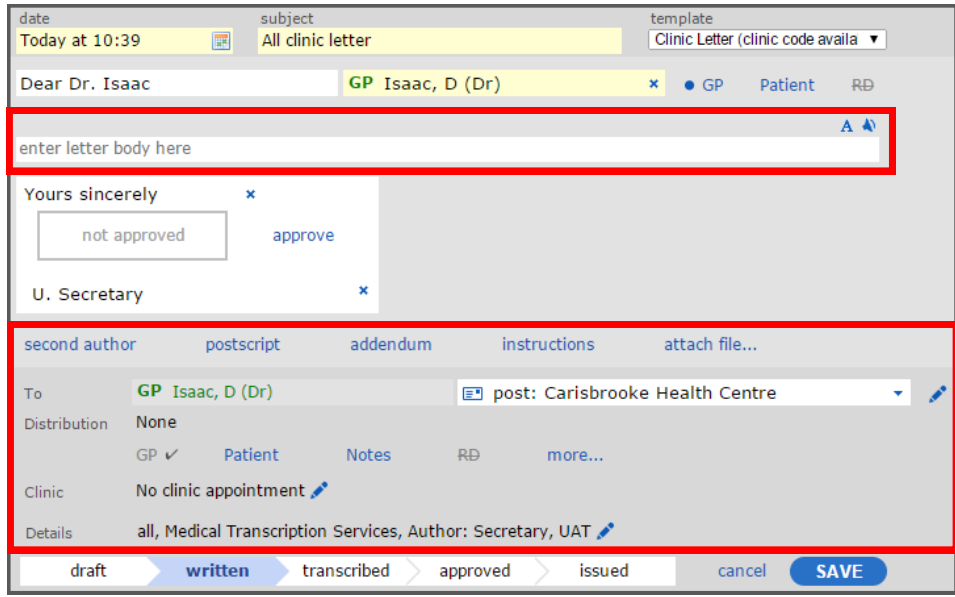


Opening and Transcribing a Dictation

- Double click on the required job in **WinScribe Client**. As long as the document is linked to a patient it will open, otherwise select the patient:



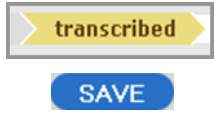
The play bar and document window will appear.



- If you need to select another template, choose it from the drop down list:
- Listen to the audio and transcribe into the document area.
- You can format text in the document area. Click on the **A** icon and the formatting toolbar will appear:

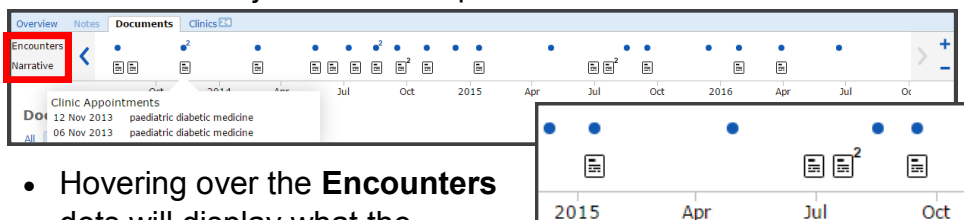


- The **Distribution** options are now at the bottom of the letter (as shown above).
- Change the status of the document to transcribed by clicking on the **transcribed** status option, then click the **save** button.
- You will be returned to the **WinScribe** application and your list of transcriptions waiting to be typed. The letter you have typed will have disappeared from the list.



Timeline & Overview Pane

- Search for the required patient. Once selected you will see this **Timeline** bar just below the patient details banner:



- Hovering over the **Encounters** dots will display what the encounter involved and the **Narrative** icons will preview the letter(s) with the option to **View** in the viewing screen.
- The **Overview** Tab displays any **Document Distribution Restrictions, Notes, Clinic Appointments** and **Documents**.

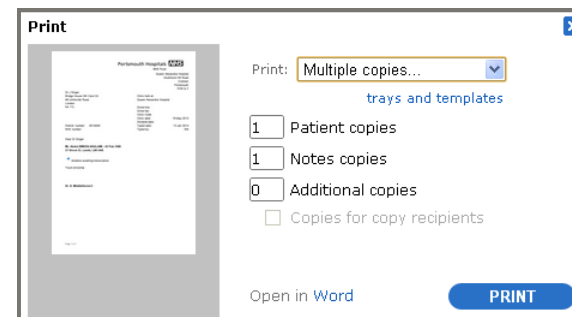
Distributing an Approved Document

- Click on **Patients** link and click on the **Signed** or **Approved** tab to view documents that have been approved and are ready for distribution. All documents listed will have the status:
- Use the **filter** link to list the letters you wish to issue/print and then click **display**:

approved

- All letters that match the filtered criteria will be shown.
- Use the quick selection boxes to select the letters you wish to print.

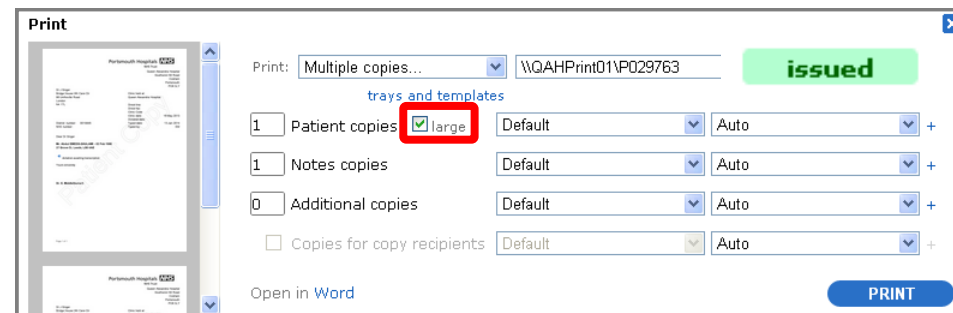
- Right click the mouse and select **“issue”**. You will then be taken to a **“print”** dialogue box to select the number of copies.



- For additional printing options, click the **trays and templates** link.

trays and templates

- This will open an extended printing options window, which is particularly useful for any patients with sight impairments as there is a **“large”** tick box which when selected will print the letter in a larger font.



- Once you have finished printing ensure that this document now shows in Epro as **“issued”**.

issued