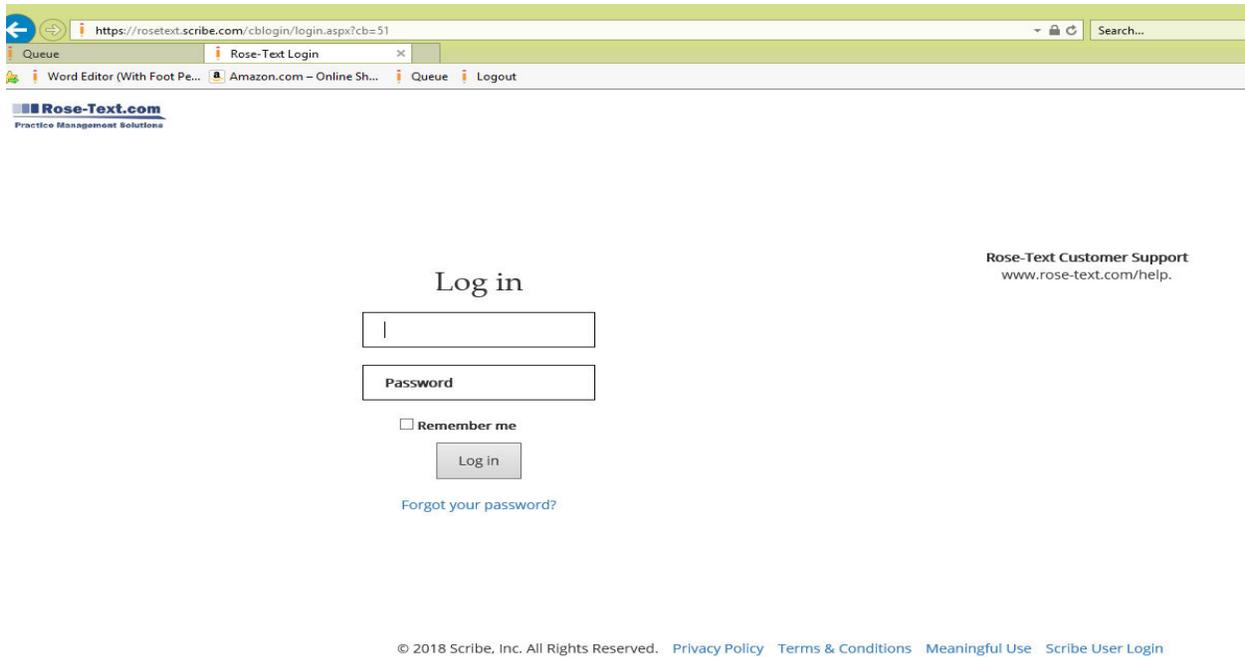
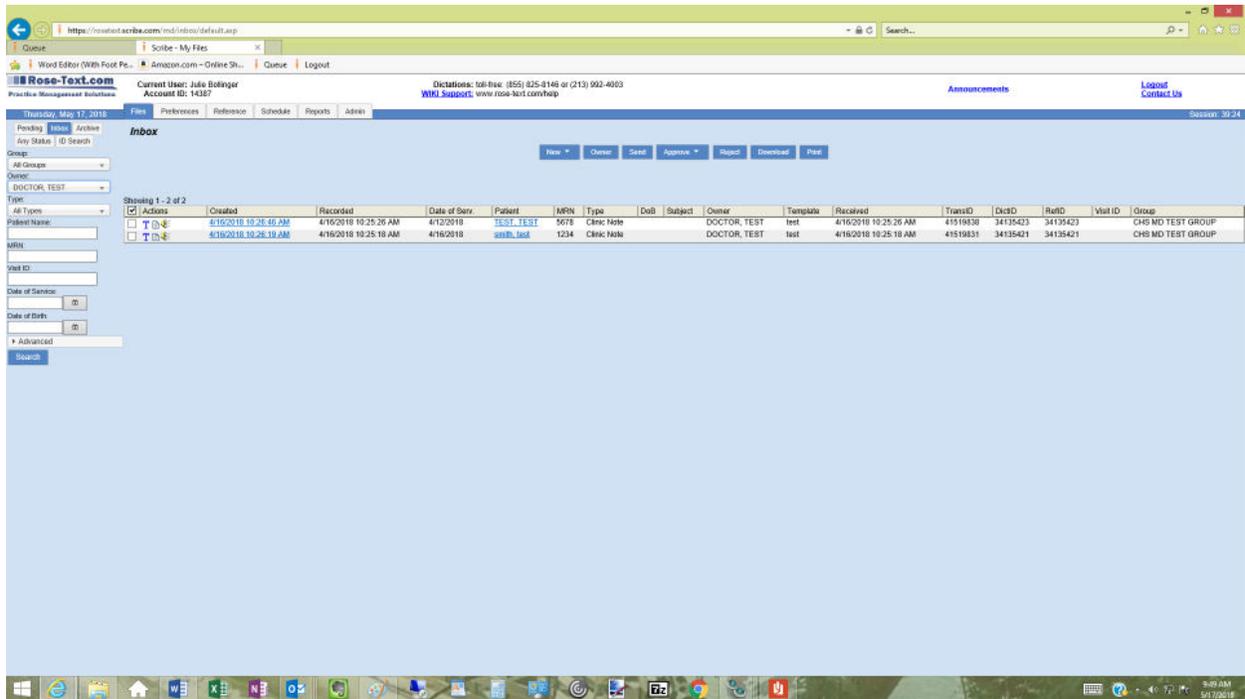


To Login, Go to Rosetext.scribe.com and use username and password given on userguide in section that says To Review Transcriptions.

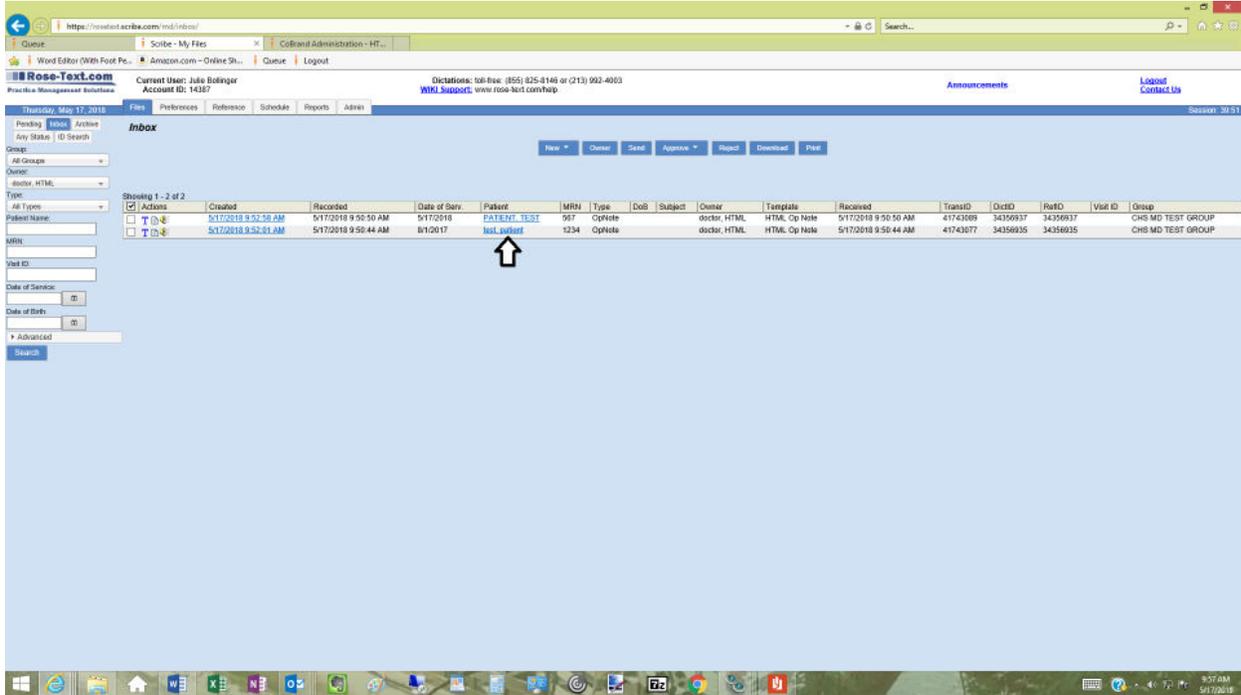


The notes will go to inbox.

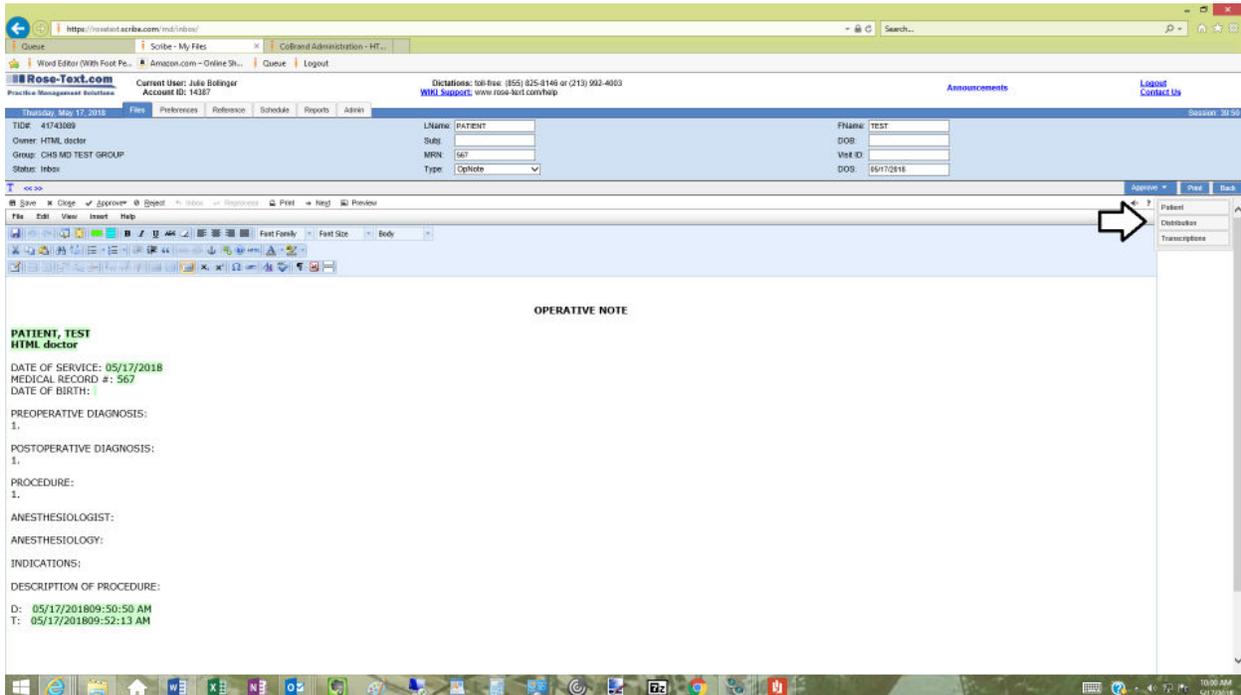


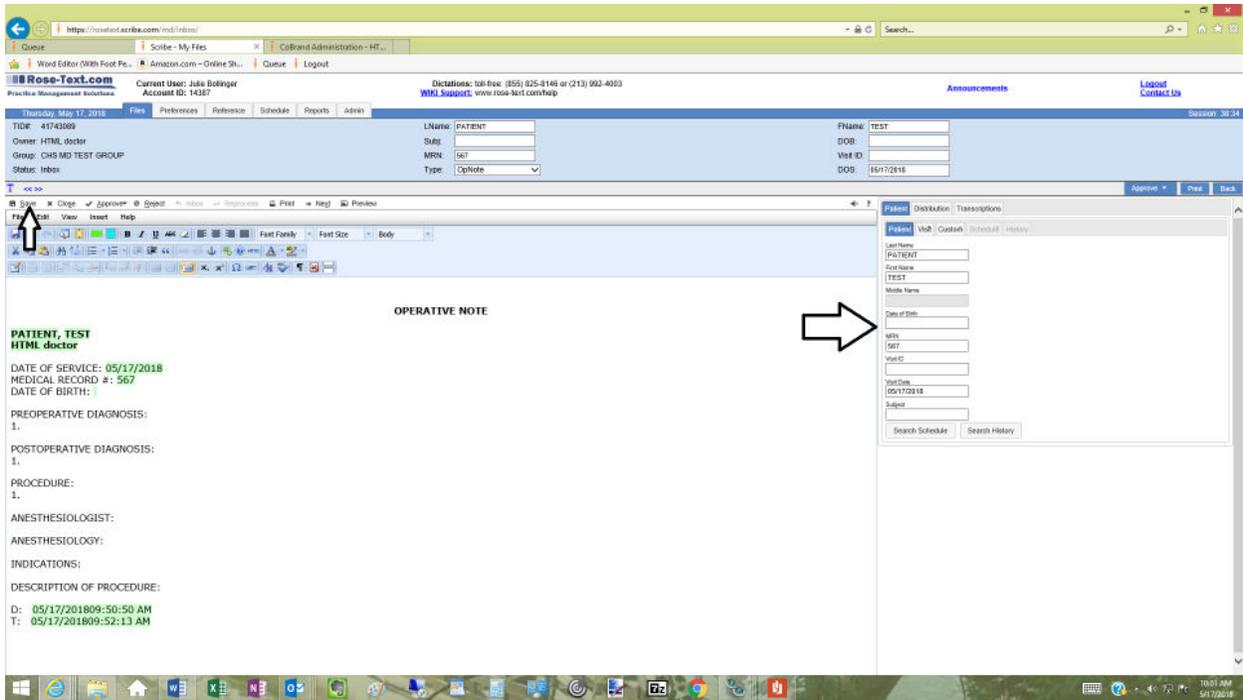
There are two ways to approve notes.

They can click on the patient's name and the note will open, they can then make any changes they want to make (if it does not open in edit mode automatically, they just click Edit first). Save the document and then click on Approve, No comments.

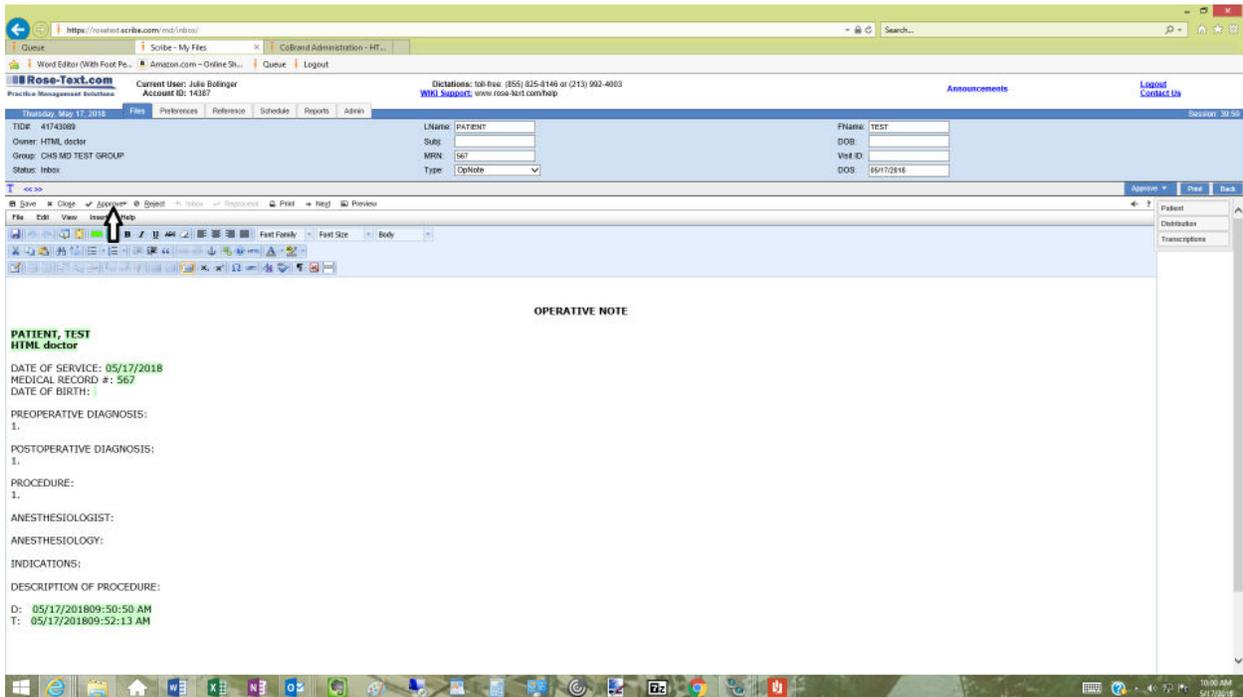


Below shows where to click to change Patient info (DOB, spelling of name, etc.)

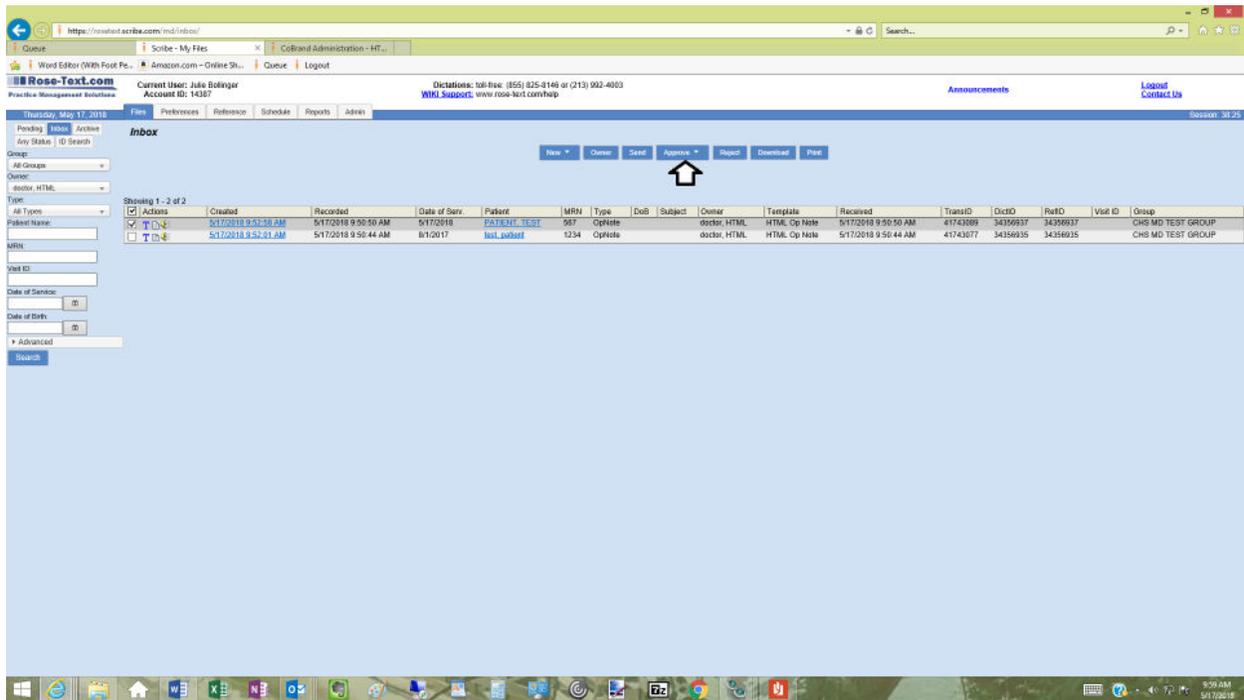
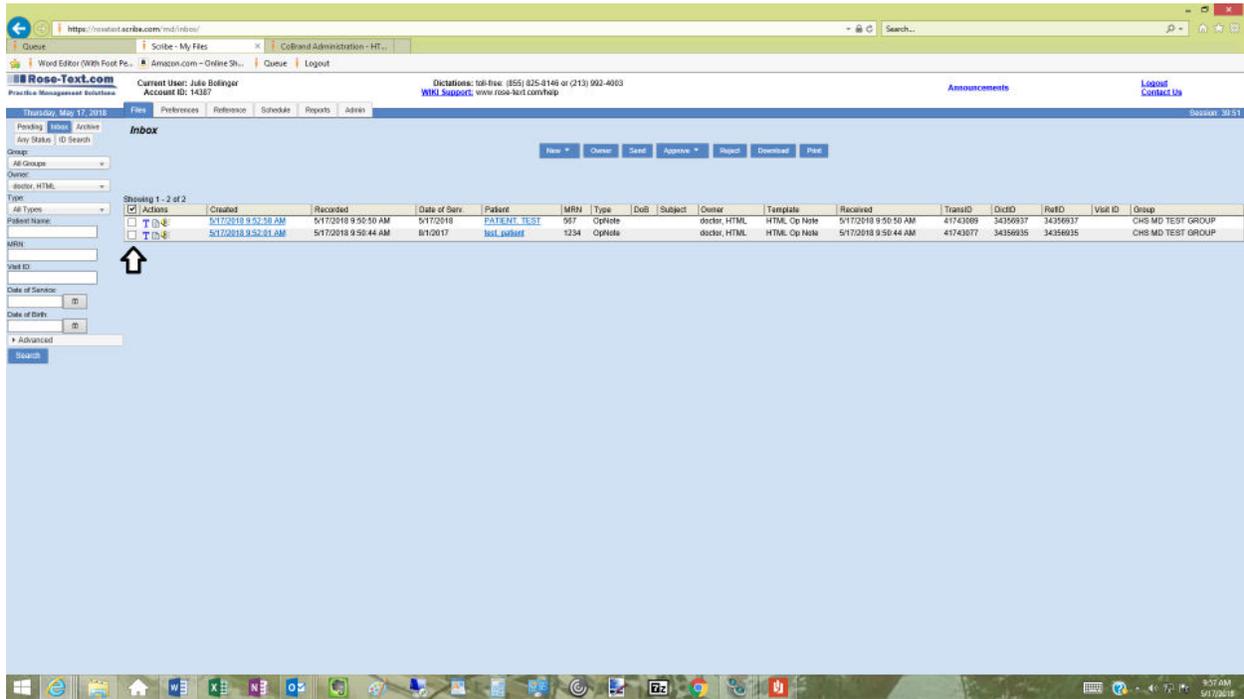




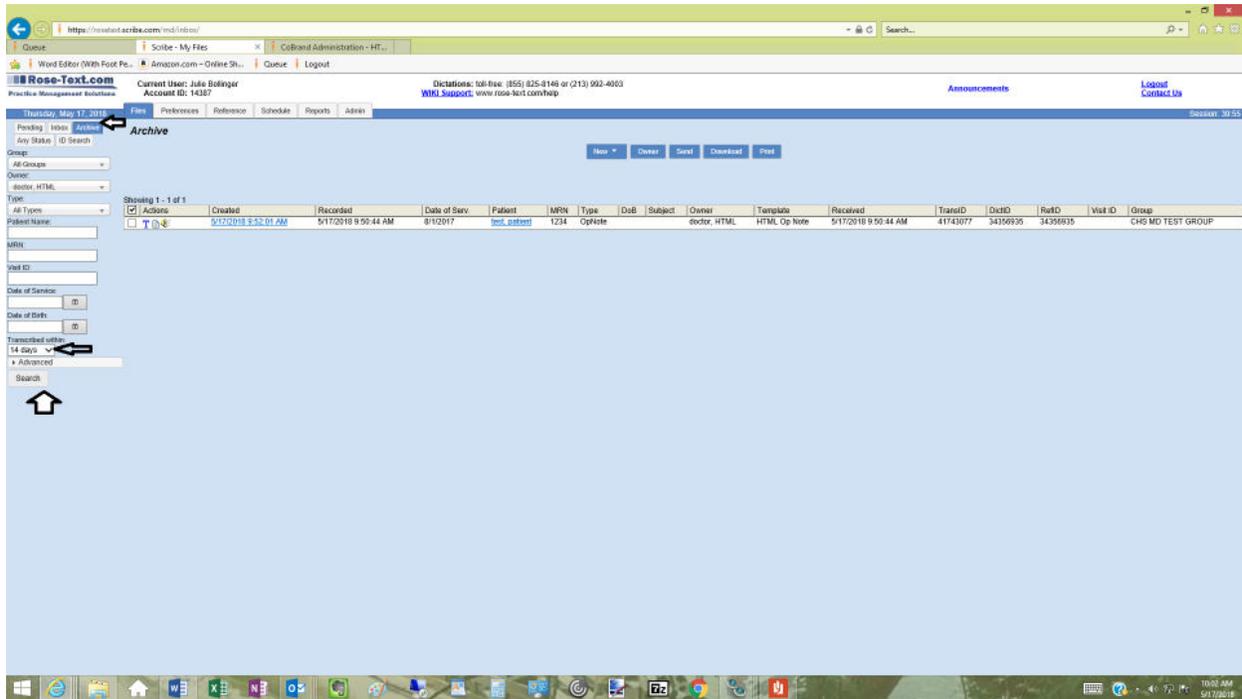
After everything is edited and good, Approve by clicking Approve and No comments



The other way to approve notes, is to login and just checkbox the note you want to approve and click approve and choose No comments



Once the note is approved, it will move to the archive. If you click on Archive and then Search, you will see the note there and it can be printed with a signature (be sure if you are looking for an older note to choose Transcribed within for the correct amount of time)



To Print, check box the note you want and click print. (If you just approved, you may see a yellow lock beside the name. That means that it is still in approval process and need to wait a few more minutes to print before signature will appear. Just click search again after a minute or so and it should be ready)

