



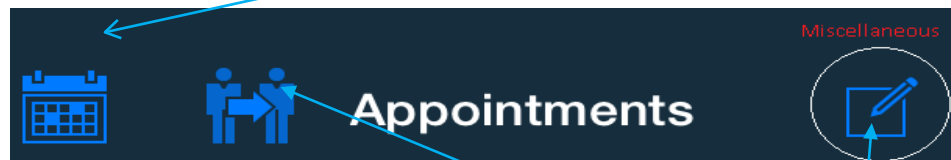
goDictate

offered by MedOfficePro

Mobile app for iOS users

goDictate

- ❑ Download **goDictate** from the App Store and install onto your device.
- ❑ You will need to trust the publisher and allow **goDictate** access to your microphone when prompted.
- ❑ Enter username and password.
- ❑ Your patients for today's date will be displayed as they physically check into your office. Select a patient to begin dictation.
- ❑ To choose a different date of service, touch the calendar icon.



- ❑ To choose a different provider, touch the person icon.
- ❑ To dictate on patients that are not on schedule, choose the MISC icon. This can be used for letters, staff notes, etc.

goDictate LOG IN SCREEN

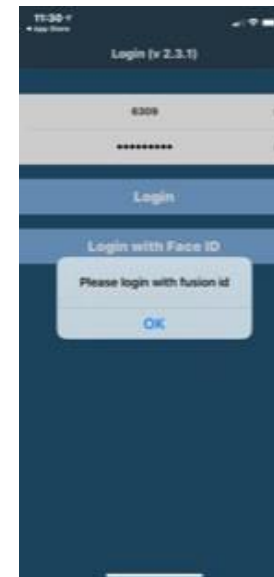
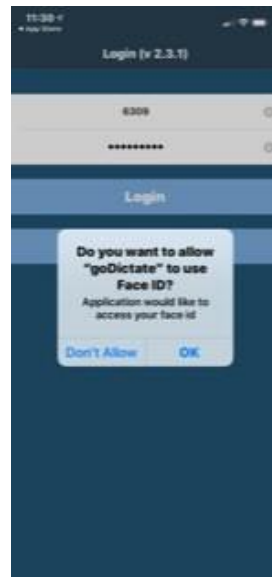
Your User ID and password will be provided by MedOfficePro



The screenshot shows a mobile application interface for login. At the top, the status bar displays 'AT&T', signal strength, time '12:36 PM', and battery level '83%'. Below the status bar, the app title 'Login (v 2.3.1)' is centered. The main content area has a dark blue header bar. Below the header, there are two input fields: 'Fusion ID' and 'Password'. The 'Fusion ID' field has a small icon to its left. Below the 'Password' field, there is a large blue button labeled 'Login'.

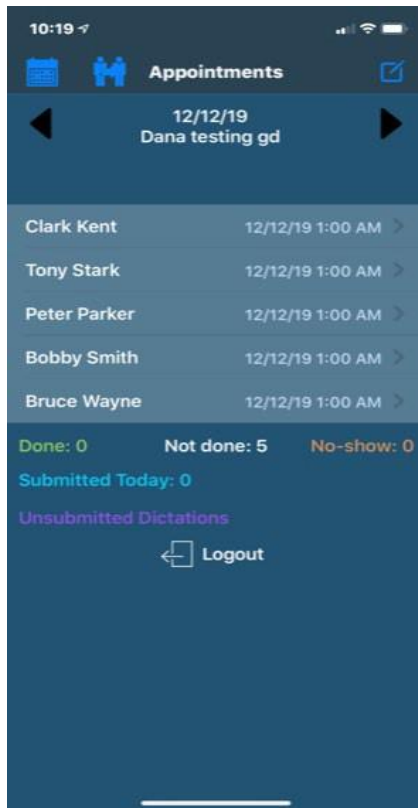
goDictate Face/Touch ID Log in

- ❑ If you utilize Touch ID or FACE ID, you will be able to begin using this option.
- ❑ The below screen is what you will see IF you attempt to use Touch ID/Face ID for your first time logging in.
- ❑ Once you click on OK, it automatically registers it and then you can log in via this option.
- ❑ It will then ask you to log in by clicking OK



goDictate Patient Schedule

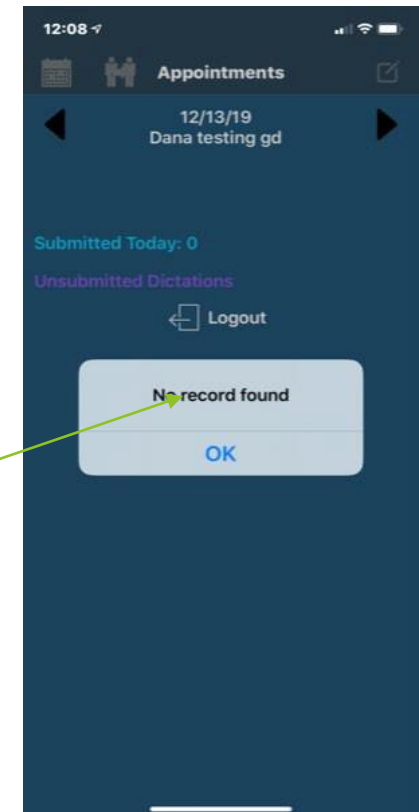
Upon logging in, you will see all patients that are currently checked in for today.



You can choose different dates by using the Left/Right Arrow at top of screen

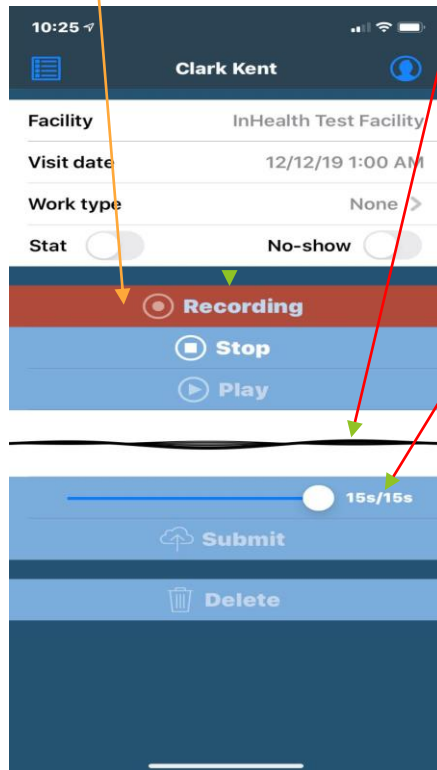


If no patients have checked in for this DOV, you will see this popup



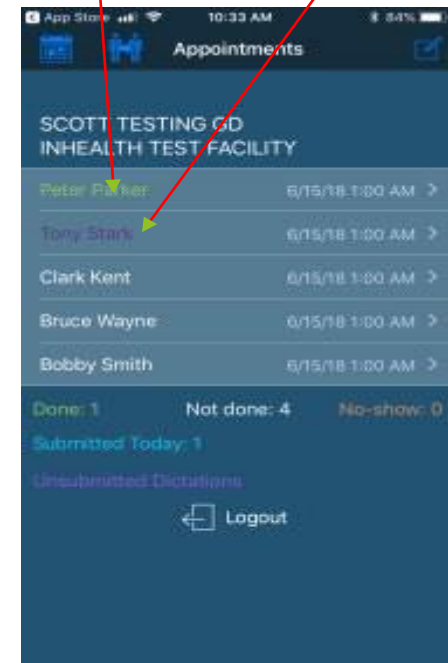
RECORDING DICTATION

The below screen is what you see once you click on a patient to record dictation. Simply choose RECORD and when recording it will change to red. The graph in middle of screen will move as you are dictating and the seconds will move as well



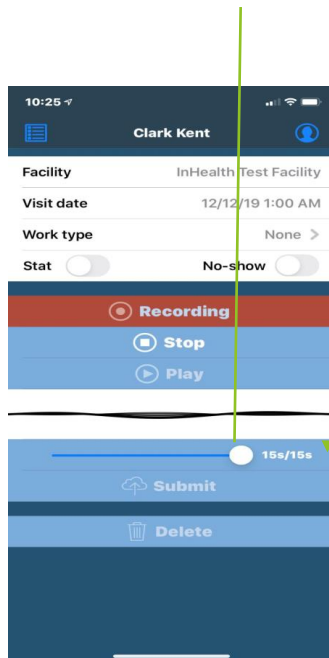
On the MAIN SCREEN, a patient highlighted in Green indicates this patient has been dictated and Submitted.

Patients highlighted in Purple - indicates patient had dictation started but NOT submitted yet - you either need to submit it or finish the dictation and then submit.

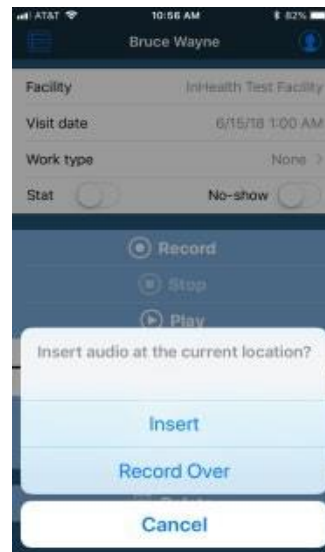


PLAYING/LISTENING/EDITING DICTATION

- ❑ While recording you have the option to select STOP and then choose Play. You can drag the dictation ball backwards/forwards to play at that point of dictation.

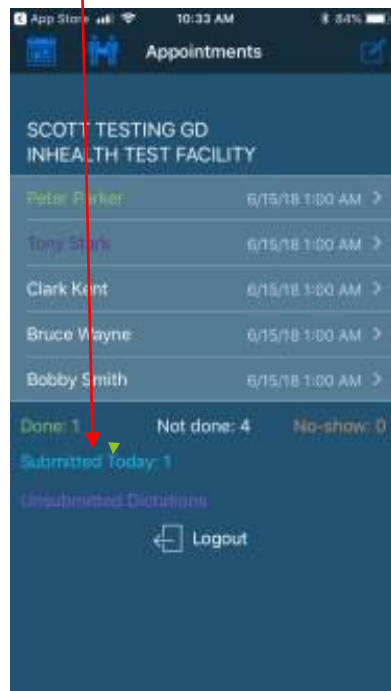


- ❑ If you click on Stop and drag the ball back to listen to dictation, the below screen will appear once you click on the Record button. At this point, the options are to Insert dictation or Record Over from where you placed the ball.
- ❑ If you choose Play, and did not want to change any part of the dictation, you must drag the ball to the end to continue to dictate from the end of your recording.
- ❑ If you clicked on Stop but did not choose Play or move the ball, you can choose Record to continue to dictate from where you left off.



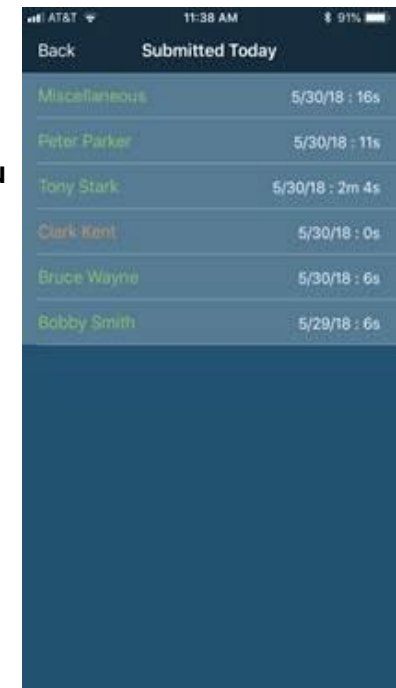
SUBMITTED TODAY - located at the bottom of the schedule on the main screen.

- ❑ By clicking on **Submitted Today**: this lists the patients that the user submitted on that particular calendar day.
- ❑ Therefore, if the provider dictated a patient today from the previous day, it will show up in the Submitted Today list for today, not in the previous day's list.



When you click on Submitted Today, the screen to right is the list of dictation you submitted today.

This screen shows patient name, date of visit, and length of dictation.

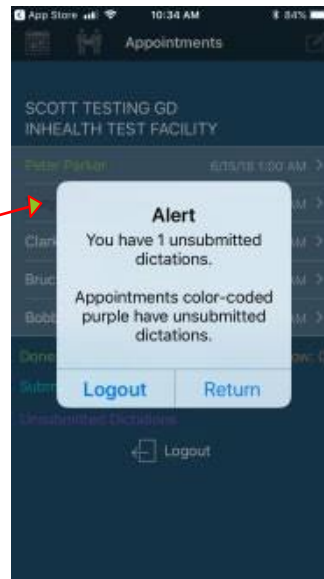


UNSUBMITTED DICTATIONS - located at the bottom of the schedule on the main screen.

- ❑ By clicking on **Unsubmitted Dictations** this lists the patients that the user DID NOT submit.
- ❑ By clicking on the patient within this list, you can choose to listen and/or finish the dictation and submit.



Upon logging out of the app, the screen to right will popup if you have unsubmitted dictations. You can choose to address them immediately or the next time you log in.

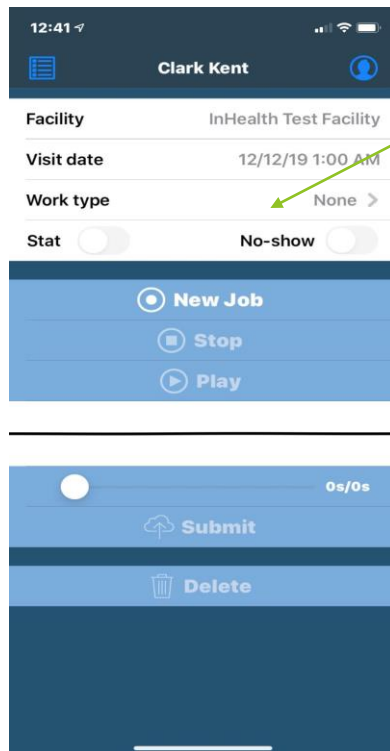


Upon clicking on the **UNSUBMITTED DICTATIONS**, the popup to right is what you will see if there are **NO** unsubmitted dictations. Simply click OK and then choose **BACK** at the top left of screen to get back to your schedule.



ADDENDUM DICTATION

You must choose your patient on scheduled date, click on **NEW JOB**, and then follow the **RECORDING** instructions.



- ☐ Addendums land into your Clinical Inbox **NOT** in the patient encounter.
- ☐ This transcribed information must be cut/pasted into the patient encounter manually from your **CLINICAL INBOX**.

MISCELLANEOUS DICTATION

- ❑ Use this option for patient letters etc. that are outside of the Athena interface
- ❑ With Miscellaneous dictation you have the options to enter:
 - ❑ Patient ID can be input by provider. Patient ID can be as simple as:
 - ❑ Patient's MRN number
 - ❑ Patient's first and last name
 - ❑ Or Document type such as letter, etc.

NOTE - Misc Dictations are NOT auto-uploaded to Athena.



Thank You
For Your Time