QUICK START GUIDE Secure-UNO 4

e-Chart Assist for Doctors (iOS App)

Secure-UNO iOS App is an intuitive charting solution designed exclusively for doctors to review schedules, dictate and eSign reports and faxes. It is also offered as a web application that works on any device or browser. It is integrated with our applications that include **Secure-Dox** (Chart Management and Patient Engagement), **SecureXFlow** (Advanced Transcription with Workflow) and **Secure-Fax** (Online Faxing).

Note: This Quick Start Guide is for Secure-UNO iOS App users only.



Secure-

Registration and Login

- iPhone users can download **Secure-UNO** from App Store anytime. However, a set-up is needed before a Physician can start using the **Secure-UNO** App. To get started, a Provider can send an email to (support@medofficepro.com) or call **Help Desk** (866-510-1111 x11) and ask to enable **Secure-UNO**. All we need is the Physician name, email address and the center(s)/locations where patients are seen.
- Keep an eye for an email with instructions on activating/registering your new credentials from donotreply@medofficepro.com. This is a one-time process for setting up a password and authenticating your iPhone. We use a two-factor authentication process for better security and HIPAA compliance, so a new provider is prompted for an Activation Code to ensure her device is authenticated. If you need help in getting set up, do not hesitate to contact Help Desk.
- Login screen is intuitive and easy to use. Once you are set up, Login

 Forgot Username/Password?

 with your username (email) and Password to start using Secure-UNO. If you forget Username or Password, choose Forget Username/Password option to set up new credentials.

Key Functions: How to Dictate, Search and e-Sign

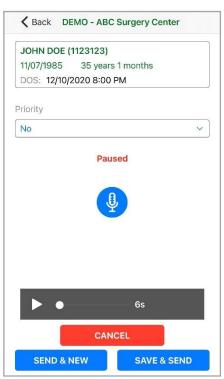
- Once you are successfully logged in, the first screen you see is for Pending Dictations. With the help of a drop-down menu, the App allows provider to review his Pending Dictations by facility (or location) and by Date of Service. It is a great tool for providers who see patients at multiple facilities/locations.
 Secure-UNO typically gets a feed from PM (Practice Management) software from the physician office/center for PHIs so provider schedule stays updated in the App. It saves valuable provider time as attributes like Patient Name, DOS, DOB, etc. are already populated. Walk-ins, patients can be added manually.
- The bottom navigation icons (see image on the following page), display the following:
 - o **Unsigned Reports:** The number of reports not signed (is highlighted in the red circle)
 - Pending Dictations: The number of patients not dictated (is highlighted in the red circle)

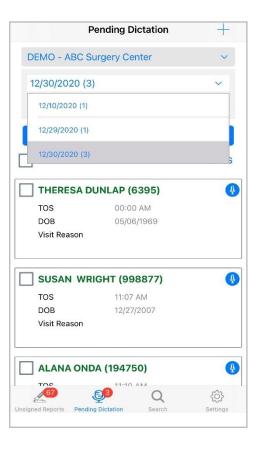




- Search: To search patient charts by Patient Name or MRN
- Settings: To modify provider Profile & view Activity Logs
- To Dictate: In Pending Dictations, choose the date and facility (Demo ABC Surgery Center), select a patient and click on mic icon to start dictating. Walk-in patient can be added by clicking on the + sign on top.
- Dictating and recording is like any digital recording interface with options that include: Play, Stop, Cancel, Save & Send, etc.
- Use Priority feature (Yes/No) for STAT.
- The length of recording is visible on the screen. Provider can **Stop** or **Pause** a recording at any time.





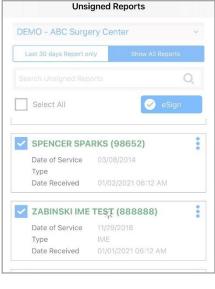


e-Sign: Providers can e-Sign reports individually or in bulk. In the **Unsigned Reports** view, check the box to select reports to sign and click on **eSign**. You are done!

- Reports can be viewed but cannot be edited in Secure-UNO App. Reports with Exceptions (missing a word, patient name, etc. and requiring provider attention) are flagged in red. To eSign such reports in the App, provider is asked to view the Exception. You can Ignore and eSign such reports as well. You can edit reports with Exception using SecureXFlow or Secure-UNO (web version).
- If your center uses our other applications Secure-Dox or Secure-Fax, documents can be sent directly into Secure-UNO. You can annotate, eSign, and send these documents

Report with Exceptions





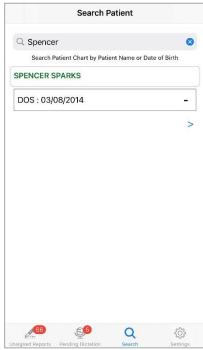


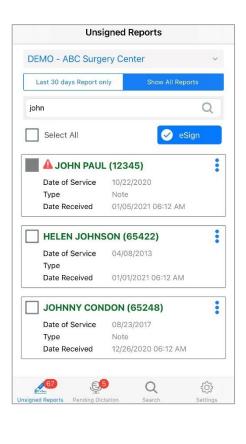
Search Reports

There are two ways to **Search**. You can **Search** for **Unsigned Reports** and by using **Search** option in the bottom navigation bar. When choosing **Search** in **Unsigned Reports** window, as you start typing the Patient Name and narrow the search, App will display those unsigned patient's reports making search efficient and faster.

- Search at the bottom will look for all reports and will also give you an option to display the report on the smart phone.
- Reports are available online for the agreed contracted term.







If you have any questions, feel free to reach us at **866-510-1111 ext. 11** or support@medofficepro.com