

QUICK START GUIDE



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.



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 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.

A mockup of the Secure-UNO login screen. It features the "Secure-UNO" logo at the top with the tagline "eChart Assist for Doctors" below it. There are two input fields: "Username" and "Password". Below these fields are two buttons: a blue "SIGN IN" button and an orange "SIGN UP NOW" button. At the bottom, there is a link that says "Forgot Username/Password?".

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:
 - **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.

Back DEMO - ABC Surgery Center

JOHN DOE (1123123)
11/07/1985 35 years 1 months
DOS: 12/10/2020 8:00 PM

Priority
No

Recording
3s

Back DEMO - ABC Surgery Center

JOHN DOE (1123123)
11/07/1985 35 years 1 months
DOS: 12/10/2020 8:00 PM

Priority
No

Paused

6s

CANCEL

SEND & NEW SAVE & SEND

Pending Dictation

DEMO - ABC Surgery Center

12/30/2020 (3)

12/10/2020 (1)

12/29/2020 (1)

12/30/2020 (3)

THERESA DUNLAP (6395)
TOS 00:00 AM
DOB 05/06/1969
Visit Reason

SUSAN WRIGHT (998877)
TOS 11:07 AM
DOB 12/27/2007
Visit Reason

ALANA ONDA (194750)
TOS 11:10 AM
DOB 11/10/1985
Visit Reason

Unsigned Reports Pending Dictation Search Settings

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

Back DEMO - ABC Surgery Center

PATRICIA FABRIZIO (54874)
07/01/1940 80 years 5 months
LETTER ALLAZ135 01/04/2021

Choose option

Print Edit eSign Ignore Re-Dictate Addendum Reject Cancel

Unsigned Reports

DEMO - ABC Surgery Center

Last 30 days Report only Show All Reports

Search Unsigned Reports

Select All eSign

SPENCER SPARKS (98652)
Date of Service 03/08/2014
Type
Date Received 01/02/2021 06:12 AM

ZABINSKI IME TEST (888888)
Date of Service 11/29/2018
Type IME
Date Received 01/01/2021 06:12 AM

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.

Back DEMO - ABC Surgery Center

SPENCER SPARKS

DEMO ACCOUNT

HISTORY AND PHYSICAL

PATIENT: Spencer Sparks
12345
DATE OF ADMITTANCE: 04/08/2013
DOCTOR: Dr. William Todd, MD (a/b)

HISTORY OF PRESENT ILLNESS: The patient is treated for generalized anxiety disorder with some panic attacks. He has a very dependent personality disorder.

PHYSICAL EXAMINATION: The patient is treated for generalized anxiety disorder with some panic attacks. He has a very dependent personality disorder.

DIAGNOSIS: He takes 1 mg up to 3 times a day, Trazodone 200 mg 3 times a day, and Cymbalta 60 mg daily. He is alert, oriented, and pleasant.

PLAN: He has no evidence of medication side effects or movement. I will see him back in 3 months.

William Todd, MD (a/b)

Search Patient

Spencer

Search Patient Chart by Patient Name or Date of Birth

SPENCER SPARKS

DOS : 03/08/2014

Unsigned Reports Pending Dictation Search Settings

Unsigned Reports

DEMO - ABC Surgery Center

Last 30 days Report only Show All Reports

john

Select All eSign

JOHN PAUL (12345)

Date of Service 10/22/2020
Type Note
Date Received 01/05/2021 06:12 AM

HELEN JOHNSON (65422)

Date of Service 04/08/2013
Type
Date Received 01/01/2021 06:12 AM

JOHNNY CONDON (65248)

Date of Service 08/23/2017
Type Note
Date Received 12/26/2020 06:12 AM

Unsigned Reports Pending Dictation Search Settings

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