iPhone users can download **Secure-UNO** from App Store. Below is the login screen. Note that you can also utilize Face ID to login.
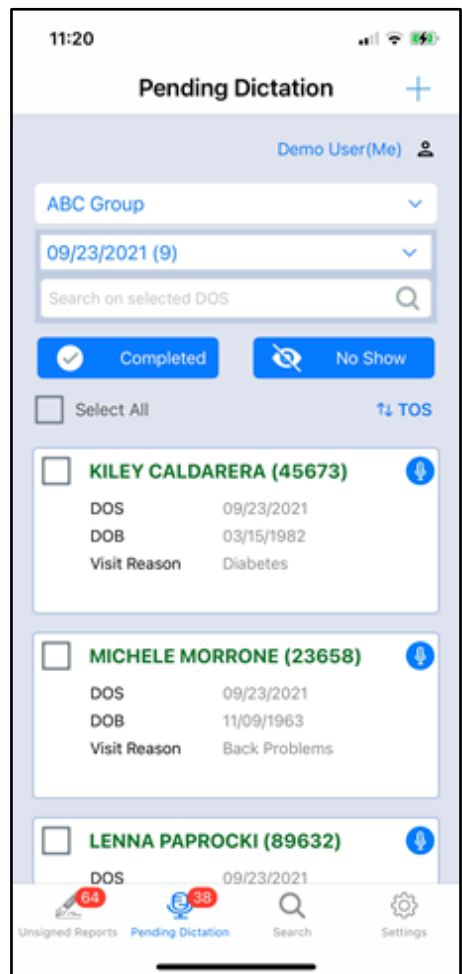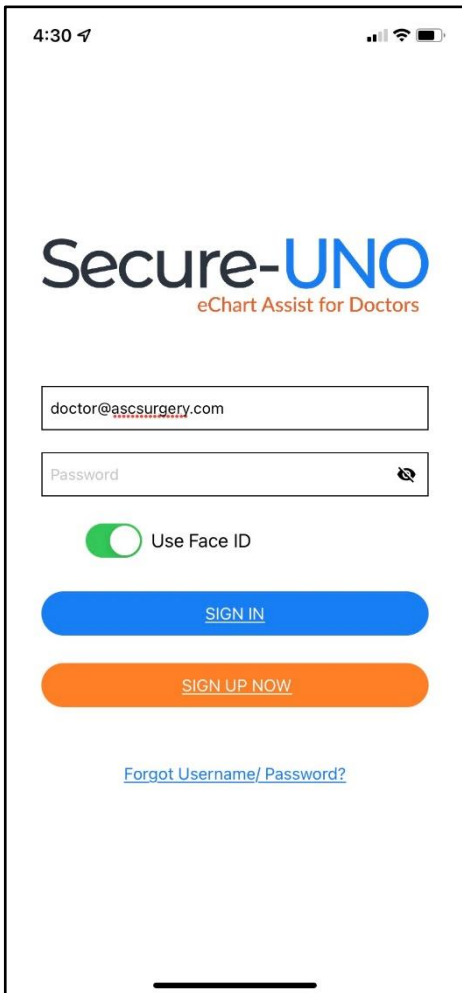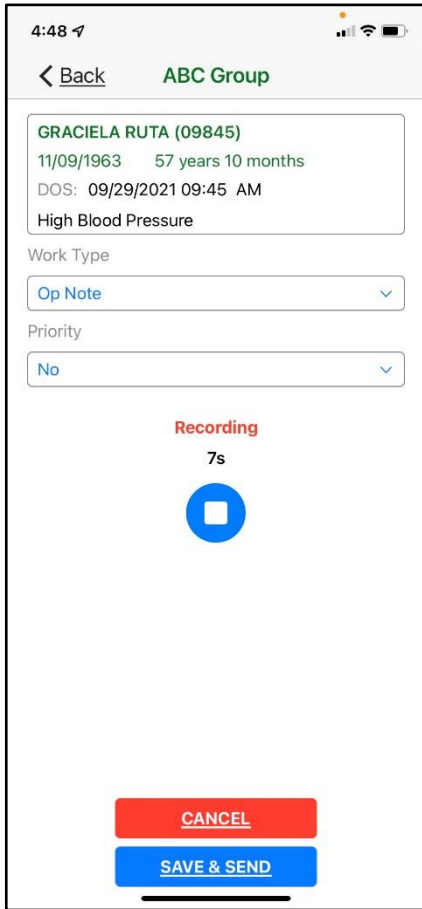
LOGIN TO DICTATE

Once you are logged in, the first screen you see is for **Pending Dictations**. You can view patient schedule by Facility/Location or Date of Service by selecting from the drop-down. You can change your sort order from Time of Service (default) by clicking on the **TOS** icon and change it to **Last Name**. You can quickly find a patient by entering the patient's name in the search box. You have the option to remove a patient in the schedule by choosing **Completed** or **No Show** (this assumes you have completed the note elsewhere).

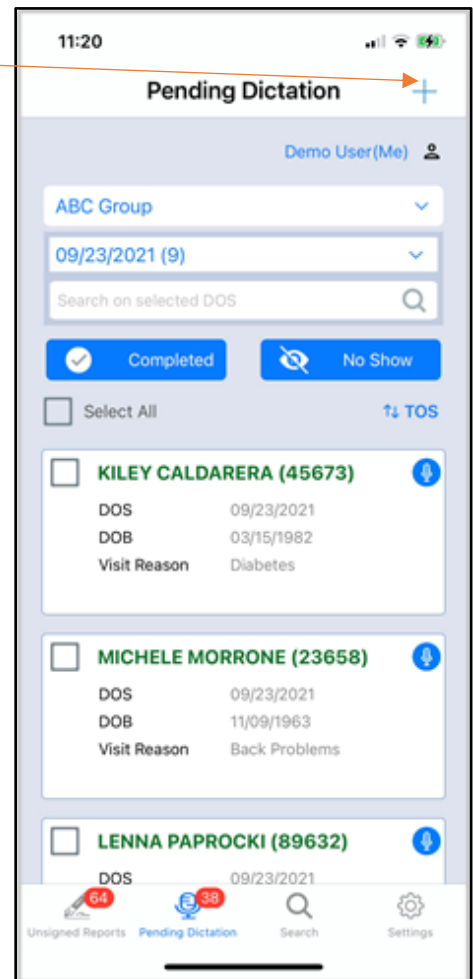Begin dictating by tapping on the patient's name.

Select **Stop** ⬛ to complete or pause the dictation. You can change **Work Type** (optional feature) and **Priority** for your dictation at any time before sending the dictation.

Cancel allows you to delete the dictation.

Choose **Save & Send** to submit the dictation.

MISCELLANEOUS DICTATION

If a patient is not listed in your schedule, tap on the Plus **(+)** icon in the upper right-hand corner of the screen. Simply fill in the patient information (Patient Name, MRN, DOB, DOS) and **Start Recording**.

The App defaults to the Pending Dictation in the bottom menu. You can choose other options as needed.
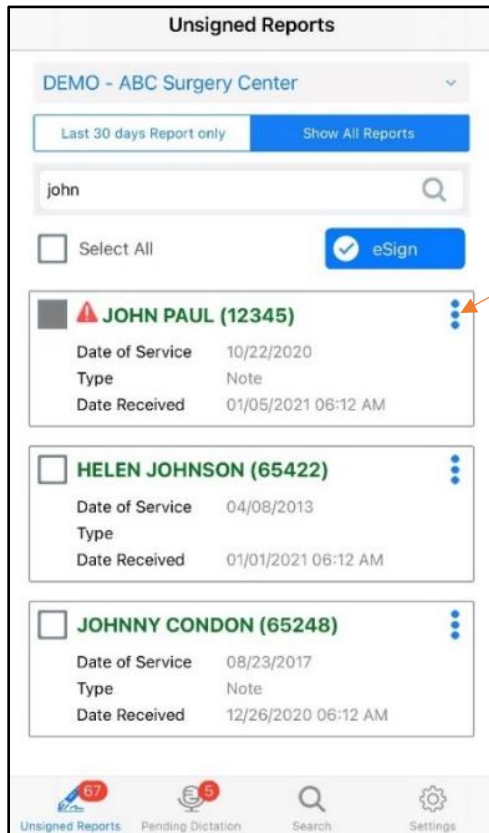
Unsigned Reports: Used to check transcribed reports and e-Sign.

Search: Used to search e-Signed reports

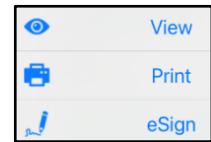**Settings:** Used to change Password and review **Activity Logs** & **Logout**.

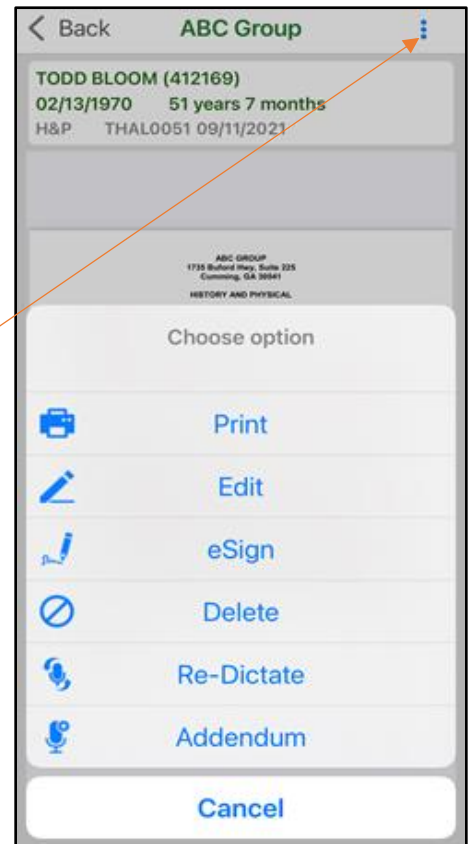## REVIEWING UNSIGNED REPORTS (optional feature)

You have the option to search transcribed reports by patient name or MRN.

Click on the three vertical blue dots to select View, Print or eSign.

Tap on the patient's name to view the report.

Once a document is in View mode, you can tap on the three vertical blue dots for additional options.

Edit is only available in the web App of Secure-UNO.

For more help, please visit http://www.medofficepro.com/training/suno