

# QUICK START GUIDE

Secure-UNO 

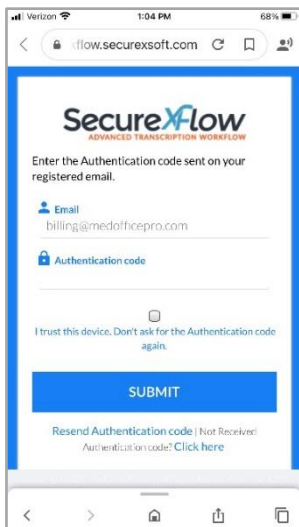
e-Chart Assist for Doctors (Web-based Application)

**Secure-UNO** is an intuitive mobile charting solution designed exclusively for doctors to review schedules, dictate and eSign reports and faxes. It is also offered as an **iOS app** on App Store. **Secure-UNO** is integrated with our other 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 (Web-based application). This application works on all Smartphones, PCs, Macs, iPads and tablets- with any browser.**

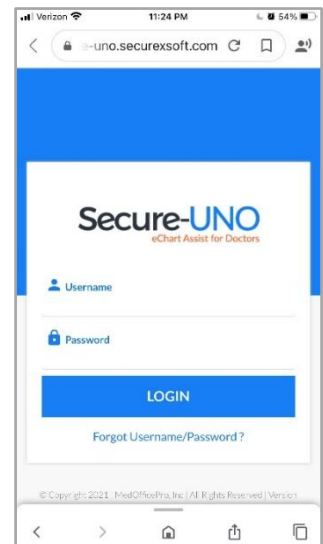
## Registration and Login

- Send an email to [support@medofficepro.com](mailto:support@medofficepro.com) or call our **HelpDesk** (866-510-1111 x11) and ask a Support Specialist to enable **Secure-UNO**. All we need is the Physician name, email address and the center(s) where patients are seen. Optional details would include the device(s) you plan to use **Secure-UNO**.
- Watch for an email with instructions on activating/registering your new User ID from [donotreply@medofficepro.com](mailto:donotreply@medofficepro.com). This is a one-time process for setting up a password and authenticating your choice of device.



- We use a two-factor authentication process for better security and HIPAA compliance, so a new provider is always prompted for an Activation Code to ensure her device is authenticated. If you check the box indicating “***I trust this device....***” And **Submit**, you will not have to authenticate the device next time you login. If you need help in getting set up, contact Help Desk.

- Once you are set up, Log in 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.
- Same **Secure-UNO** credentials can be used for Smartphones and PC/Mac. If you use **Secure-UNO iOS app**, same credentials will work as well.

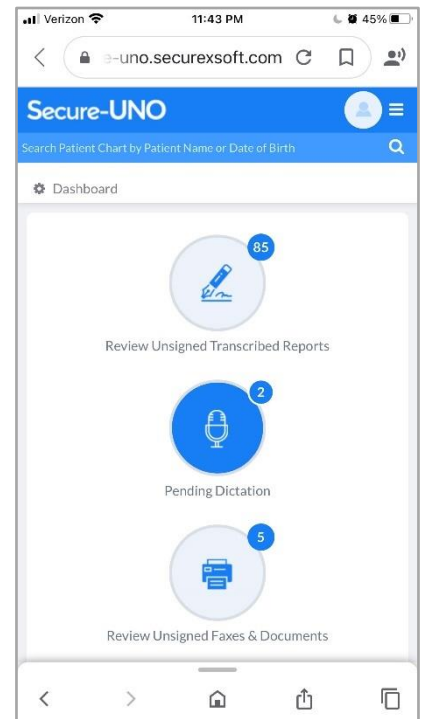
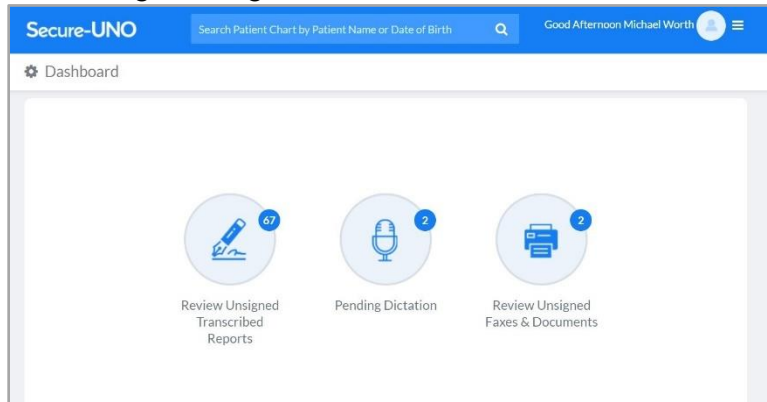


## Key Functions: How to Dictate, Search and e-Sign

- **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 application. It saves valuable

provider time as attributes like Patient Name, DOS, DOB, etc. are already populated. Walk-ins, patients can be added manually. Key activities that can be accomplished in this view include:

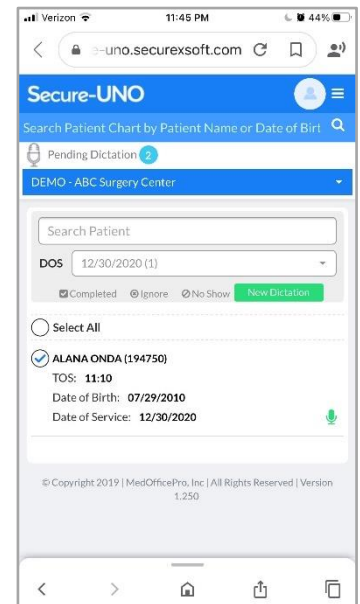
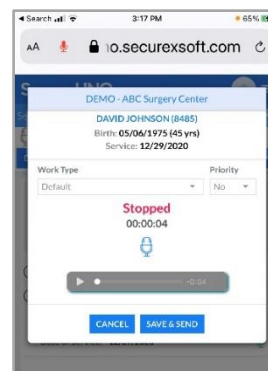
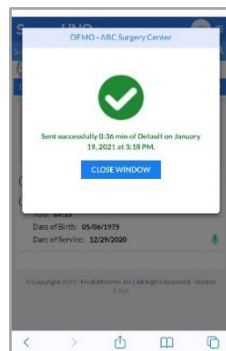
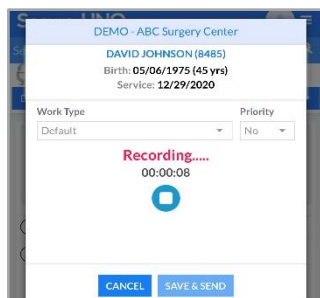
- **Review Unsigned Transcribed Reports:** Number of reports not signed (highlighted in the circle)
- **Pending Dictations:** Number of patients not dictated (highlighted in the circle)
- The screenshot below shows **Secure-UNO** experience when a provider logs in using a PC or Mac.



- **Review Unsigned Faxes and Documents:** This contains faxes or documents forwarded to a **Secure-UNO** user by clinical staff for review or eSign (The feature is more commonly used by surgery center staff)

**How to Dictate:** Simply click on the patient name, click on the mic icon and start dictating. No need to enter any patient info. If you don't see the patient name, you can easily add it.

- You can also click the **New Dictation** button and dictate on patients not listed in the view. In other words, you dictate for patients that are walk-ins or for some reason were not included in the patient schedule.
- To dictate, record and send dictations for transcription is an intuitive process.



- 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.
- Once a recording is done, provider has option to **Save and Send** the dictation or **Cancel** and record a new one. For dictations sent successfully, user gets a validation too.

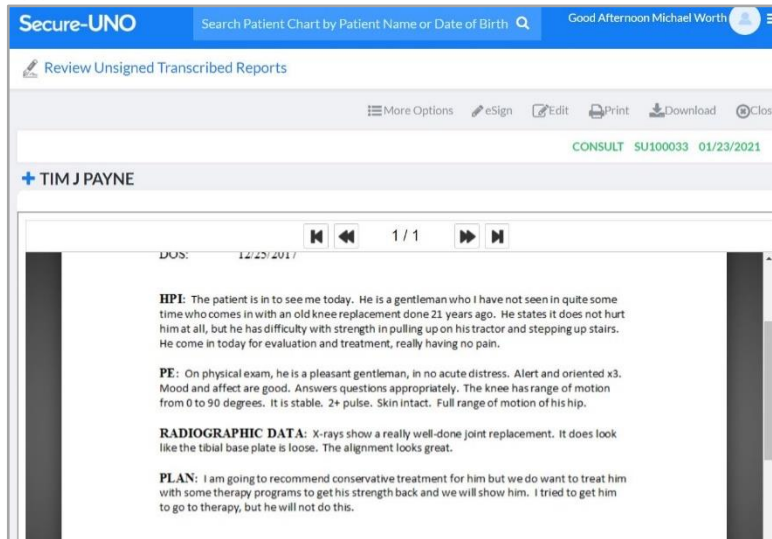
- **Review and edit Unsigned Transcribed Reports** is most optimally done on a PC. SmartPhones may be used for quick review and eSign.

### PC/Mac View - Review Unsigned Transcribed Reports



- Provider can select a report and **View** it and **eSign** it. Edit is best recommended on a PC/Mac and eSign can be easily done on a SmartPhones. Reports with an Exception (missing word, typo, etc.) must be reviewed by Provider before signing.
- Default view for **Review Unsigned Transcribed Reports** is for Patients for last 30 days and Provider can click on **Show All reports** to access all unsigned reports.

The look and feel of the document to edit and review is like Microsoft Word. But user does not need Word to use this application.

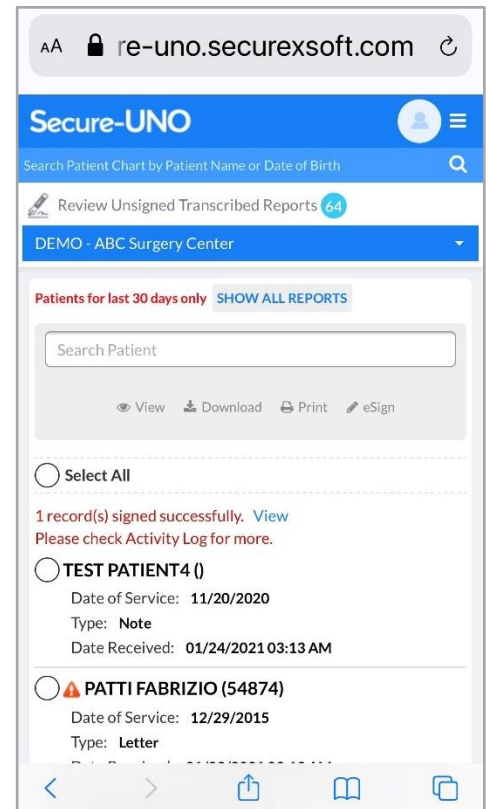
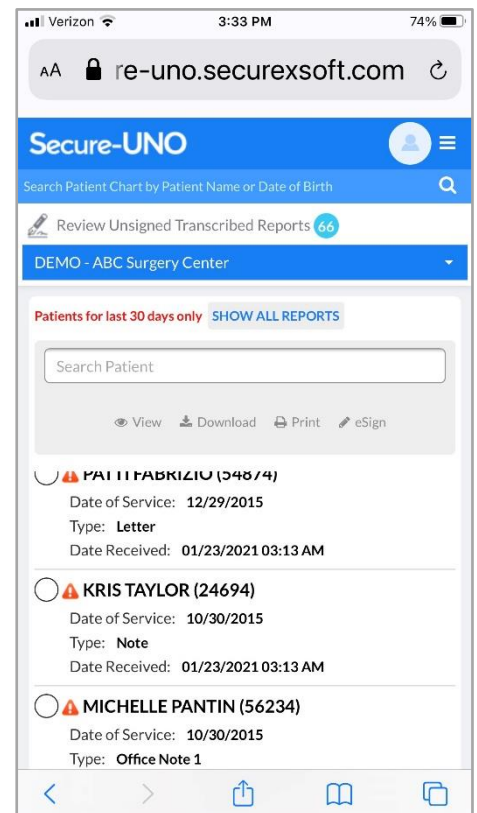


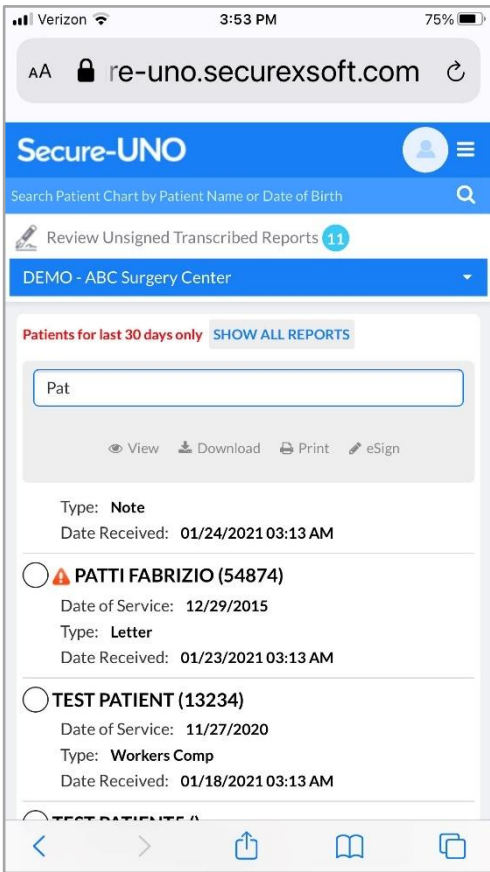
- User can **Print, Download** the report or eSign it with a few clicks. eSign validation message shows how many reports are signed – i.e., reports can be signed in bulk as well.

### Search Reports

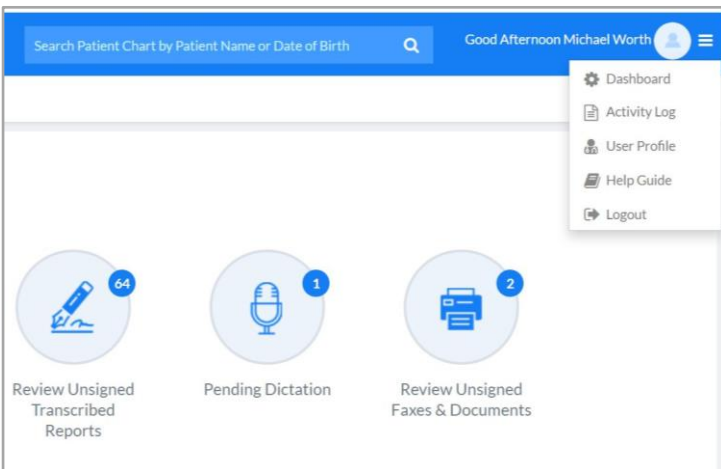
There are two intuitive ways to **Search**. You can **Search for Unsigned Reports** and by using **Search** at the top – **Search Patient Chart by Patient Name or Date of Birth** (blue search window). (Screenshot on the following page)

### iPhone View





(drop down menu) that includes action buttons - **User Profile, Change Password, Set eSignature, Set Timezone** and **Account Settings**(preferences for printing, etc.) and **Manage Device**.



PC/Mac view

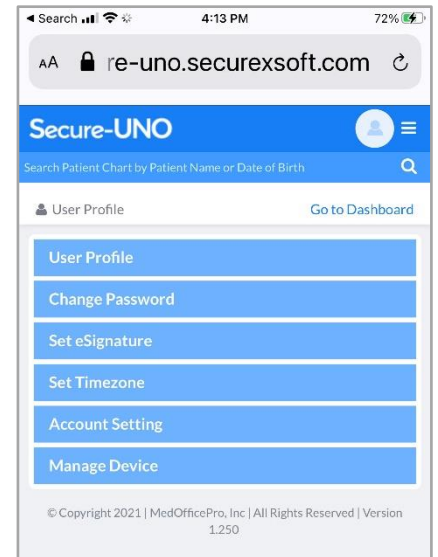
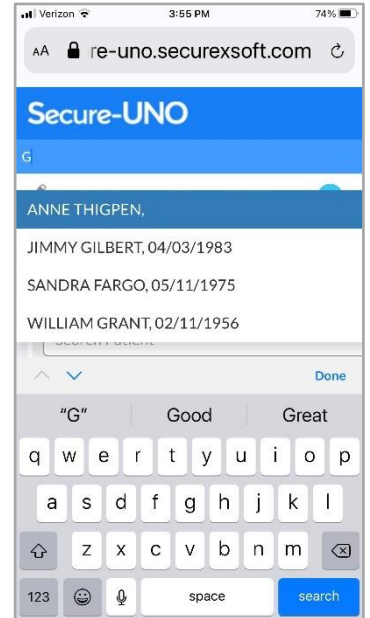
When choosing **Search** under **Unsigned Reports** window, as you start typing the Patient Name and narrow the search, application will display those unsigned patient's reports making search efficient and faster.

- **Search** at the top is for all signed reports and documents. It searches all Signed Reports, Forms and faxes related to the account and will also give User an option to display the report on her smart phone or PC/Mac.
- Reports are available online for the agreed contracted term.

Another feature that Users access frequently is:

- **Dashboard:** It can be accessed by clicking three horizontal lines on top right and it takes User to initial login view that has buttons to Review Unsigned Reports, Pending Dictations and Review Unsigned Faxes and Documents.

- Clicking three horizontal lines also brings up **User Profile**



SmartPhone view

There are many other unique features in **Secure-UNO** that include setting up **Personal Profile, Activity Logs** and much more. Feel free to reach us at **866-510-1111 ext. 11** or contact us at [support@medofficepro.com](mailto:support@medofficepro.com) for questions or an Online Demo.