

QUICK START GUIDE

Secure-UNO

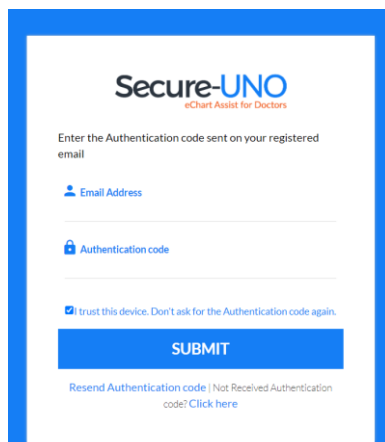
e-Chart Assist for Doctors (Web-based Application)

Secure-UNO is an intuitive mobile charting solution designed exclusively for doctors to review schedules, dictate and eSign reports and faxes. **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 provides an overview of Secure-UNO Pro feature – i.e., ‘Front-end Forms’. Secure-UNO Pro can be used by Providers to create patient encounters using “Forms”.

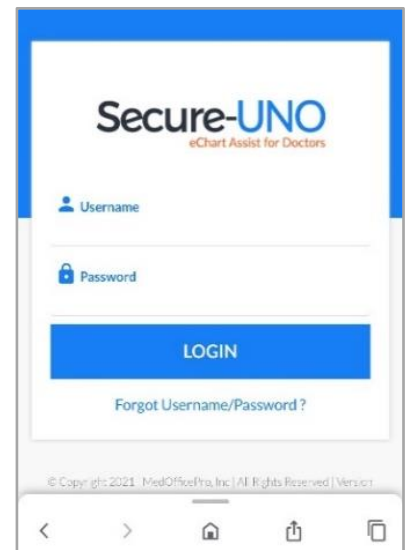
Registration and Login

- Watch for an email with instructions on activating/registering your new User ID from 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 the device is authenticated. If you check the box indicating **“I trust this device....” and Submit**, you will not have to authenticate the same device next time you login. If you need help in getting set up, do not hesitate to contact Help Desk.



The registration form for Secure-UNO is displayed within a blue border. It features the Secure-UNO logo at the top, followed by the instruction "Enter the Authentication code sent on your registered email". Below this are two input fields: "Email Address" and "Authentication code". A checkbox labeled "I trust this device. Don't ask for the Authentication code again." is present. A blue "SUBMIT" button is located at the bottom. At the very bottom, there is a link: "Resend Authentication code | Not Received Authentication code? Click here".

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



The login form for Secure-UNO is shown within a blue border. It features the Secure-UNO logo at the top, followed by the instruction "Username" and a text input field. Below this is a "Password" field with a lock icon. A blue "LOGIN" button is positioned below the password field. At the bottom, there is a link: "Forgot Username/Password?". The footer contains copyright information: "© Copyrights 2021 MedOfficePro, Inc. | All Rights Reserved | Version 1.0" and a set of navigation icons.

Key Functions: How to Create Reports, Search and e-Sign

- **Secure-UNO** typically gets a feed from PM (Practice Management) software from the physician office/surgery center for Patient Medical Information (PMI) so provider schedule always stays updated in the application. It saves valuable provider time as attributes like Patient Name, DOS, DOB, etc. are pre-populated. Walk-in 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 Encounters:** Number of patients for whom report is not generated (highlighted in the circle)
 - **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 centers)
- The screenshots below show **Secure-UNO** experience when a provider logs in using a PC or Mac.

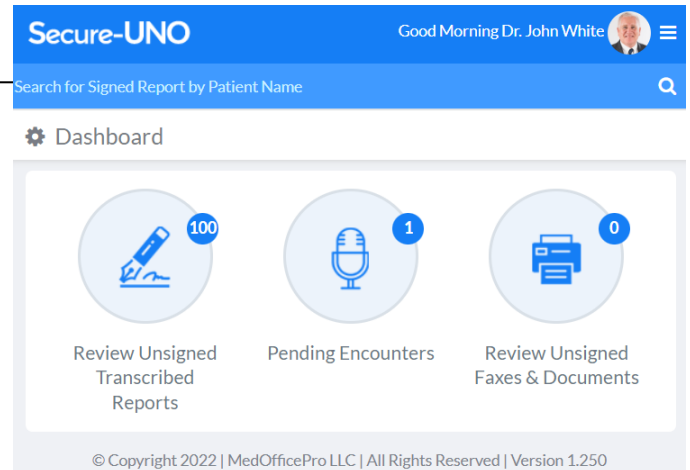
How to Create Report: Click on Pending Encounters and you will see the list of patients for which you need to create reports. You can either dictate instructions or create a report on your own for the patient. You can also add a new patient if the patient is not available in the list view.

Adding a New Encounter:

- Click the **New Encounter** button to add a new patient not listed in the view.
- Enter the Patient Name, MR#, Date of Birth and click on '**Save and Close**' if you want to generate a report from Form, otherwise you can click on '**Start Recording**' if you want to dictate.

Create Form – Using Secure-UNO Pro feature

- Click on the **notepad icon** to start a creating report.
- The notepad icon will open a page where you can select a **Form** from the dropdown menu and generate a report on the go.
- You can choose the relevant **Form**, update the custom fields if any and fill in the details within the body of the **Form**.



New Encounter

DEMO - ABC Surgery Center

First Name

Last Name

MR#

Date of Birth (MM/DD/YYYY)

Date of Service (MM/DD/YYYY) 10/17/2022

Save and Close Start Recording

Secure-UNO Good Morning Dr. John White

Search for Signed Report by Patient Name

Pending Encounters 4

DEMO - ABC Surgery Center

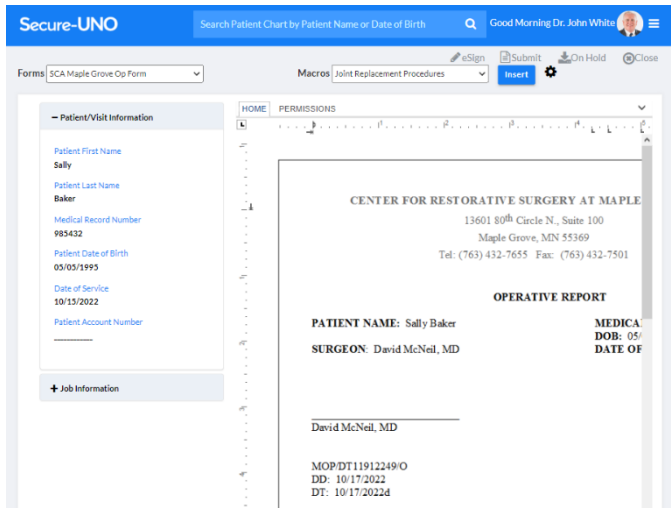
Search Patient

DOS 10/15/2022 (3)

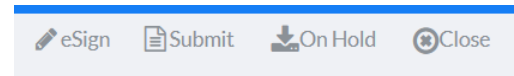
Completed Ignore No Show New Encounter

PATIENT NAME	TOS	DATE OF BIRTH	DATE OF SERVICE	DETAILS
SALLY BAKER (985432)	00:00	05/05/1995	10/15/2022	
DONNA ALLEN (784512)	00:00	10/10/1999	10/15/2022	
ANNA CLARK (125678)	00:00	01/01/1990	10/15/2022	







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- You have option to insert macros/normal from the dropdown list at the top anywhere in the body of the report. You need to place the cursor where you want to insert the macro, then select the relevant macro from the list and click on **'Insert'** button.
- Once you have completed the report, you have option to keep the report on **'Hold'** and come back to it later, or **'Submit'** the report to complete it, or **'eSign'** the report to complete with signature.
- You can also **'Close'** the report if you have opened it in error, without saving.



- If you keep any patient on **'Hold'**, you will see a **red** notepad icon for that patient in the list view.
- If you **'Submit'** or **'eSign'** a report, it will appear under **'Completed Encounters'** and will have a **green** notepad icon associated with the patient.
- You can toggle between **'Pending Encounters'** and **'Completed Encounters'** by clicking on the bar next to it.

<input type="radio"/>	PATIENT NAME
<input type="radio"/>	  SALLY BAKER (985432)
<input type="radio"/>	  DONNA ALLEN (784512)
<input type="radio"/>	  ANNA CLARK (125678)



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 our Help Desk at support@medofficepro.com for questions or an Online Demo.