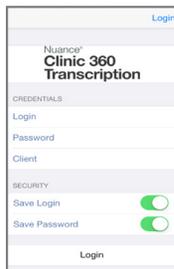


Clinic 360 Transcription Mobile application quick reference



Installation

Search the [Google Play™](#) or [iTunes®](#) app store for Clinic 360. Locate the Clinic 360 Transcription Mobile app and tap “Get” or “Install” to download and install. Launch the Clinic 360 Transcription Mobile application from your home screen.



Logging In

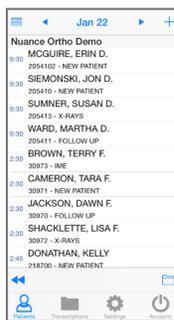
Enter login credentials and tap “Login.”

Try the demo version by logging in with Username: nuance; Password: nuance; and Client code: zzznuanceortho

If permitted by the administrator of the account, the app can save a User’s Login and Password.

Upon login, the “Patients” screen will display.

Note: If there are dictations over a week old that have not been uploaded, a pop-up reminder will appear.



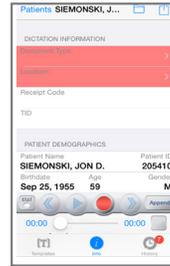
Patients Screen

The “Patients” screen displays the User’s appointment list and can be used to create dictations. Tap the small folder icon in the bottom right corner to filter the appointments displayed.

Tabs along the bottom of the screen provide access to, from left to right, “Patients” (appointment list), “Transcriptions” (existing transcriptions in various workflow

stages), “Settings” (application options), and “Account” (current and linked accounts).

To begin creating a dictation, simply tap a patient appointment. To create a new dictation not listed on the patient schedule, tap the “+” button at the upper right corner of the screen.



Dictating

Tap “Document Type” to select document type. Tap “Location” to select location.

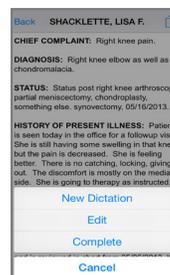
Use the traditional recording controls—Rewind, Play, Record, Fast Forward—to manage recording. The slider can be used to play the dictation at a designated time. Tap “STAT” to toggle STAT status. Tap “Append” to

change the recording mode. Tabs along the bottom of the screen provide access while recording to, from left to right, “Templates” (document and dictation templates), “Info” (patient demographic and appointment information), and “History” (historical patient transcriptions).



Reviewing Reports

The “Transcriptions” tab displays a list of workflow folders storing transcription files. Tap a folder to display its contents. Users can edit transcriptions in the folder designated for transcriptions requiring review. All folder names are determined by the administrator of the account. Tap a transcription to view.



Editing and Signing a Report

To Edit or Complete a transcription, tap the action icon at the top right of the transcription viewer.

Tap “Edit” to edit the report. Tap “Complete” to sign the report. Tap “Cancel” to exit editing and cancel all changes made. If extensive changes are required, Nuance recommends using a PC to edit and sign.

Receiving calls while dictating:

Apple Inc. does not allow an app to block incoming phone calls. Users must put the phone in Airplane or Do Not Disturb mode to prevent incoming calls while dictating. If a call comes in while dictating, the recording will automatically pause and save. To resume dictating when the call has ended, tap the record button.

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About Nuance Communications, Inc.

Nuance Communications, Inc. is a leading provider of voice and language solutions for businesses and consumers around the world. Its technologies, applications and services make the user experience more compelling by transforming the way people interact with devices and systems. Every day, millions of users and thousands of businesses experience Nuance’s proven applications. For more information, please visit: www.nuance.com/healthcare. Connect with Nuance on social media through the healthcare blog, [What’s next](#), as well as [Twitter](#) and [LinkedIn](#).