

# Editing Reports in The Review (Pending) Folder

1. Perform One-Time setup. Go to the MedScript website. [www.medscript-inc.com](http://www.medscript-inc.com) Click on the “First time users Click Here to Install the Plugin”. Then Run or Open the plugin.



2. Log in using the Username/Password/Client Code provided by MedScript.



3. Click on the Review (Pending) Folder to access the reports.



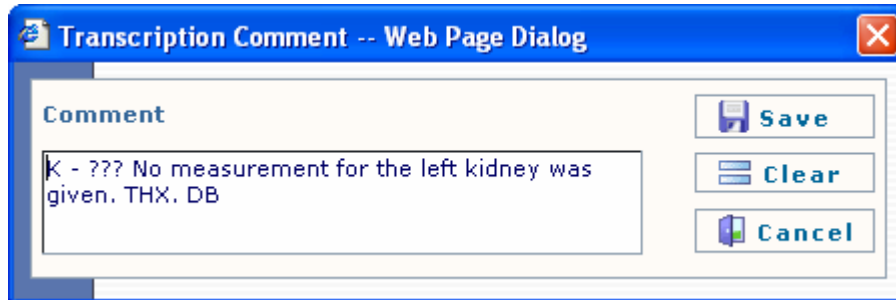
4. There you will see all the reports displayed 10 at a time. Open the first report by clicking on the patient name. This will open the report in view mode.



5. Now click on the green notebook to open the comment from MedScript.



6. Review the comment to determine if this is an issue that can be addressed by the center staff or needs to be addressed by the Dictating Clinician. If the issue needs to be addressed by the Dictating Clinician then close the comment box and complete the report to send it to the Dr Approval folder.



7. To complete the report click on the Complete/Next button to send this report to the Dr Approval folder and open the next report on the Review-Pending Folder.



8. If the problem can be addressed by the center staff, then click the Edit button to go into edit mode.



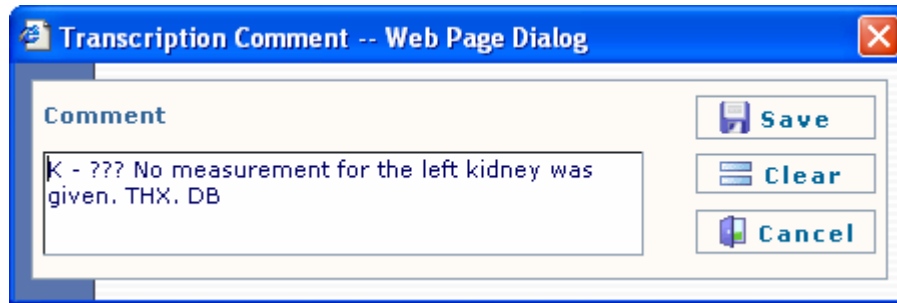
9. Edit the report by changing/adding the appropriate information into the appropriate places. Contact MedScript for training specific to your account.



10. When finished editing click the Save & Close button to save your changes and go back into viewing mode.



11. Clear the comment by clicking on the green notebook. Click the clear button then click the save button.



12. Now click the Complete Next button to send this report to the Dr Approval Folder.

