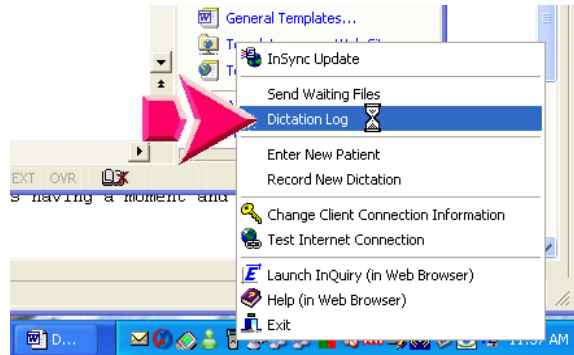
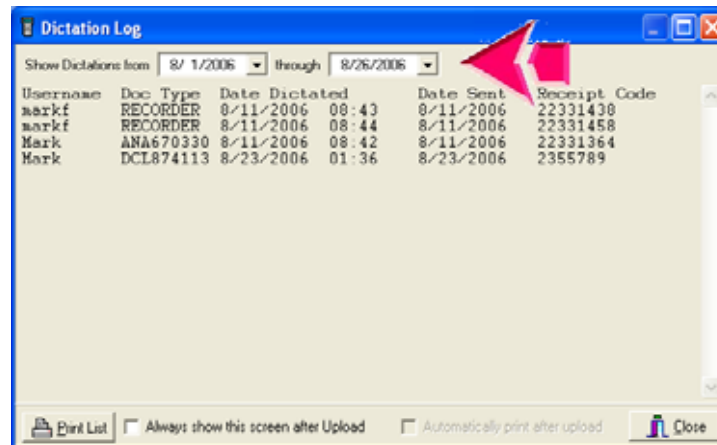


HOW TO CHECK IF A SOUND FILE WAS SENT TO MEDSCRIPT

1. On the reading station left click on the Insync Icon and select dictation log:



2. Select date range to view list of files uploaded:



The columns on the report are as follows:

Username : The Login Id of dictator

Doc Type: If dictation was done through PACS then this will be the MRN in the PACS at time of dictation. If dictation was done manually or using a hand held digital recorder the field will show RECORDER or be blank.

Date Dictated: Is date and time the dictation sound file was created.

Date Sent: Is date the sound file was sent to MedScript.

Receipt Code: Is the receipt number of the dictation sound file. Users can search for this file in Inquiry using the Receipt Code.

The sound files are saved on the PC that the dictator was dictating from. You must be searching on the PC the dictation was done from to find the sound file.