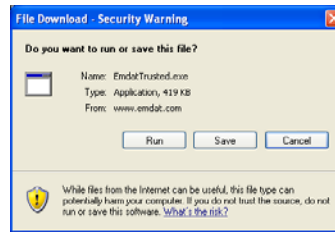


# How to Access-Edit-Sign MedScript Reports

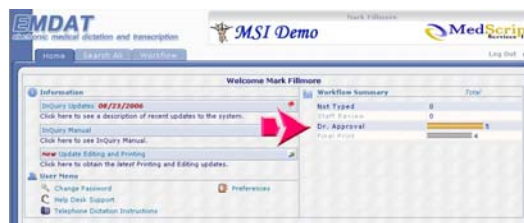
1. Perform One-Time setup. Go to the MedScript website. [www.medscript-inc.com](http://www.medscript-inc.com) Click on the “First time users Click Here to Install the Plugin”. Then Run or Open the plugin.



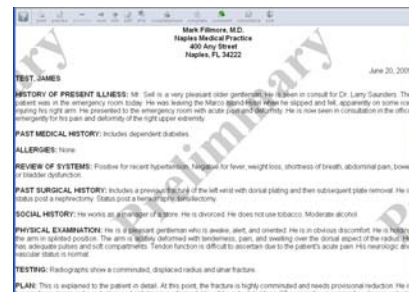
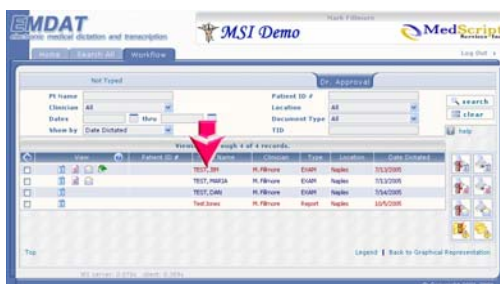
2. Log in using the Username/Password/Client Code provided by MedScript.



3. Click on the Dr Approval Folder to access your reports.



4. There you will see all of your current reports awaiting signing/editing displayed 10 at a time. To open a report Click on the patient name. This will open the report in viewing mode.

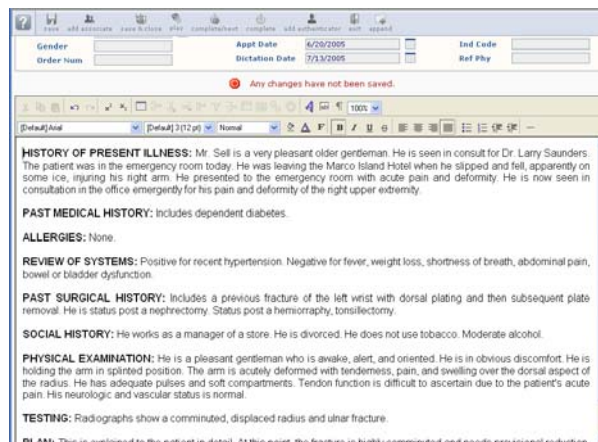


6. Review the report and determine if it needs to be edited. If it does not need to be edited and is ready to sign then you can:
  - A. Click Complete to sign the report and go back to the list.
  - B. Click Complete/Next to sign the report and open the next report on the list.

If the report needs to be edited then click the Edit button to go into edit mode.



7. Edit the report by double clicking on the body of the report, then making any corrections that need to be made. This works just like a standard word processor.



8. When finished editing you have several options:
  - A. Click Save to save the corrections and stay in edit mode.
  - B. Click Save & Close to save changes and go back to viewing mode.
  - C. Click Complete to sign (saving changes) the report and go back to the list.
  - D. Click Complete/Next to sign (saving changes) the report and open the next report in view mode.



9. Continue until all reports have been signed/edited.

**For Technical Assistance Contact MedScript Services  
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www.medscript-inc.com**