



How to Print Final Reports

1. Go to www.medscript-inc.com and log in using the login/password/client code provided to you
2. Click on the Referral Folder to access your reports.
3. To display only Final reports put a check in the box next to “Exclude Preliminary” then hit Enter.



4. Click the Print All button to print all Final Reports.

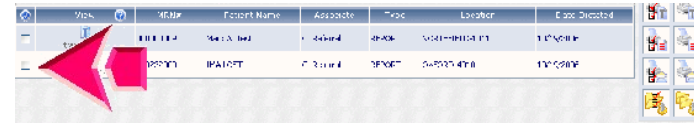


5. Click the Complete All button to move the reports to the repository.



How to Print a Preliminary Report

1. Uncheck the box “Exclude Preliminary” then hit enter.
 - A. Click the Print All button to print all of the preliminaries.
 - B. Put a check mark in the square next to the patient name then click Print Selected.

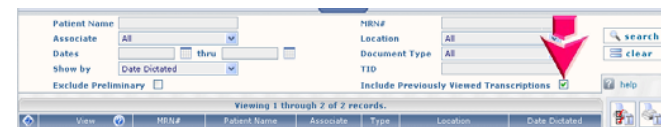


- C. Click on the patient name to open the report and click the Print button at the top of the report.

How to Find Old Reports

(Reports are only available from the date referral folder was created)

1. Put a check mark in “Include Previously Viewed Transcriptions” Then enter the parameters for the search in the appropriate fields, i.e. Last Name, date range etc. Then hit enter on the keyboard or click the Search Button.



For Technical Assistance Contact MedScript Services
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