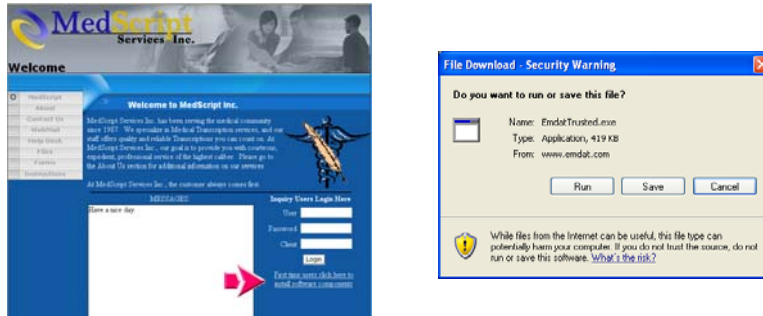


# How to Search for Reports in MedScript

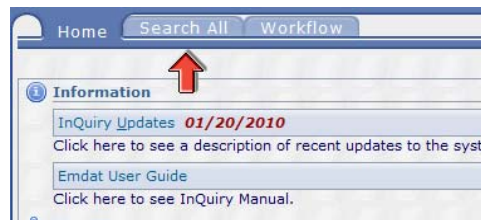
1. Perform One-Time setup. Go to the MedScript website. [www.medscript-inc.com](http://www.medscript-inc.com) Click on the “First time users Click Here to Install the Plugin”. Then Run or Open the plugin.



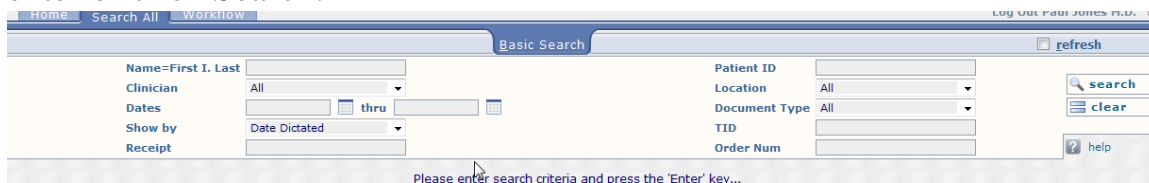
2. Log in using the Username/Password/Client Code provided by MedScript.



3. Click on the Search All Tab.



4. Enter the information to be searched by into the appropriate field and hit enter or click Search.



When using patient names to search we recommend using just the first three characters of the name in case the name is misspelled.

**For Technical Assistance Contact MedScript Services  
Mark Fillmore Cell: 239-784-8787 Ofc:239-566-2471  
[www.medscript-inc.com](http://www.medscript-inc.com)**