QUICK START GUIDE



ADVANCED TRANSCRIPTION WORKFLOW

SecureXFlow is a trusted medical documentation solution for physicians and practices nationwide. The application can be used on any browser and does not require the use of Microsoft Word.

Registration and Login



Check your email you provided for registration. You will receive a registration email from donotreply@medofficepro.com. If you are not able to find it in your mail inbox, check your spam folder. Click on the link in the email or copy and paste in any browser and follow prompts on the screen to set up your credentials and security questions. After a successful login, you will be prompted for an authentication code (email or mobile). Please choose to trust your device and browser or you will be prompted for it every time you try to login. You will be prompted to enter an activation code when you try to login from a different browser, PC or IP address. SecureXFlow uses two-factor authentication for better security and HIPAA compliance.

Dashboard

After successful login, you will see a Dashboard with key links to access reports at different levels with ease. **New Reports** link shows you a list of reports that have been transcribed and are ready for your review. This is a key link to get access to new reports daily. Reports will move out of the New Reports link based on your preferences. You can choose to move them out when you print, download or you can move them out by clicking on the **Complete** button. Any report that is flagged by a transcriptionist for blanks, missing demographics or any other reason can be accessed from **Reports with Exceptions** link.

Status Summary (Last 15 Days)

- New Reports (57)
- Pending Signature (62)
- Pending Transcriptions (4)
- Reports with Exceptions (5)
- Unable to process Faxes (0)

Navigation Bar













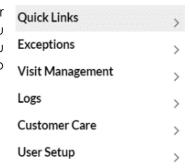






Quick links for the Navigation bar are at the top of the screen. If you scroll your cursor on the icons, you

will see the purpose of each icon. Click on the three horizontal lines icon to show the entire navigation menu on the left.





New Reports

When you click on the New Reports link, you will get a list of reports which you need to print. Most users will select all the reports and print or download them. These reports are deemed by our professional transcriptionists ready for printing. You can not only print and download these reports from this link but you



can also electronically Sign, Fax or Email these reports. You can also listen to the dictations while viewing the reports or from the list view. To View a report, you need to select the check box on the left and then click on View/Edit in the menu. You can select multiple reports to view at the same time. When you close one report, you will see the next report you have selected. Once you make any **Edit** in the report, do not forget to **Save** it.

Copying and Pasting reports in the EMR: Many clients use SecueXFlow to view/edit reports and then paste them in the EMR in use at their clinic. Also, Clients can copy and paste reports in the EMR without doing any edits in SecureXFlow. This can be accomplished as follows:

• In the **New Reports** view, select a report to open and click on **Plain Text View**. This will open the selected report in Plain text view as shown below.

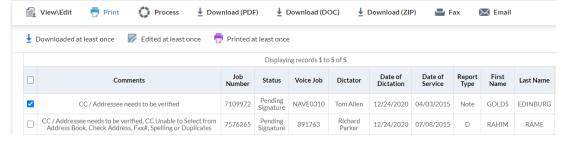


- Copy this report by clicking Copy report to clipboard and paste it in the EMR in the appropriate
 patient record. Once you are done, click on Complete. The report will move out of the New Report
 view and you can go to the next report to copy and paste as needed.
- Further, user can select and open multiple reports from New Reports window and follow the same process. Reports once copied and pasted in the EMR will move out of New Reports view once you click on Complete. This can be done sequentially when multiple reports are open in Plain Text View.

Reports with Exceptions

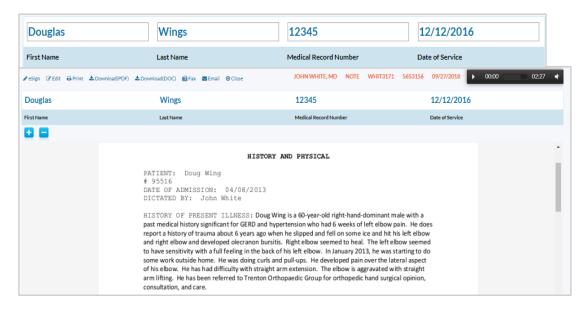
Any report that is flagged by our transcriptionist for any issue such as demographics data or blanks are

found in this link. These need to be edited and corrected. The issue with the report can be seen in the list view in Comments. Click on **Process** to move the report out of the exception link.





Patient demographic information is displayed at the top, just below the menu bar. You can make changes to the patient information in case it is incorrect. It will automatically get updated in the report as well once the changes are saved.



Search Reports

You can search for any report by clicking on the **Search Reports** icon in the top shortcut menu. You can use multiple search criteria. Reports are available online for the agreed contracted term.



Note: Please save any edits made before you step aside for another task. You will be logged out after 15 minutes of inactivity even though the screen may not at times display that

If you have any questions, feel free to reach us at 866-510-1111 ext. 11 or support@medofficepro.com

