



What's New for Clinical Users of CZ eScript One (eSOne)

- There is a new phone number to dictate in the eSOne system
- When keying in an MRN, **do not include leading zeroes**
- The telephone key to complete a dictation and dictate a new one (formerly 8) is now 5. After pressing 5 you will be returned to the enter the location ID for the next dictation, and so on
- The system used to edit and sign transcriptions is now called **InQuiry** (formerly NetScript)
- Dictating users will use their existing dictation ID to dictate, AND log into InQuiry (rather than the previous alphanumeric username)
- The institution name entered at login has changed from "CDHA" to a client name of "CZ"
- You can now reset your own password using the 'Forgot Password' function
- There are new password requirements (see InQuiry instructions) and the system will now lock an account after 5 failed login attempts. It will automatically unlock after 15 minutes
- In the near future ALL eSOne users will be required to have the own personal Nova Scotia Health Windows/Network/Active Directory account in order to continue to use the system
- The InQuiry system will time out after 60 minutes of inactivity. If you are editing a report **you must SAVE the report at least once in the 60 minute period after opening** in order not to time out. If a timeout occurs you will lose any unsaved edits
- Clinicians can now opt in to be notified by email when new transcriptions are available in their E-Sign queue
- All recipient copies will now be delivered by fax, in real time (no batch queueing of faxes). Print copies and email notifications of copied documents are no longer supported
- Appends to documents will now appear at the bottom rather than the top
- The watermarks "Preliminary" and "Copy" will appear on transcriptions viewed in, or printed from, eScript One
- Attending phone and fax phone numbers will no longer appear under their signatures in eSOne
- **Dictators dictating for Attendings:**
 - You will now have to verbally state the Attending's name and PMB#/dictation ID, rather than enter it using the keypad
 - If the Attending you're dictating for is setup for Dictated but not Read (DBNR) authentication, you **NEED** to sign those jobs before they can be processed DBNR for them
 - If the Attending is setup for electronic signature and signs a transcription before you do, the document will clear from your queue
- **E-signing Attendings:** If someone dictates for you and you sign a document before they have seen it to edit or sign, the document will clear from their queue
- **DBNR Attendings:** Clinicians dictating for you will now have to sign those reports before they will process DBNR for you