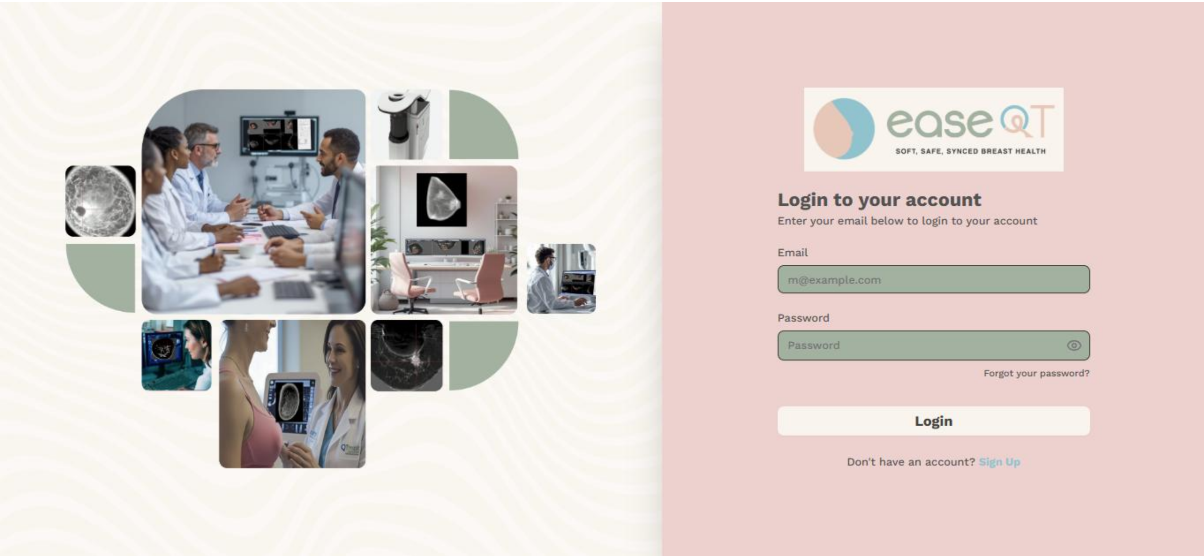
ease QT

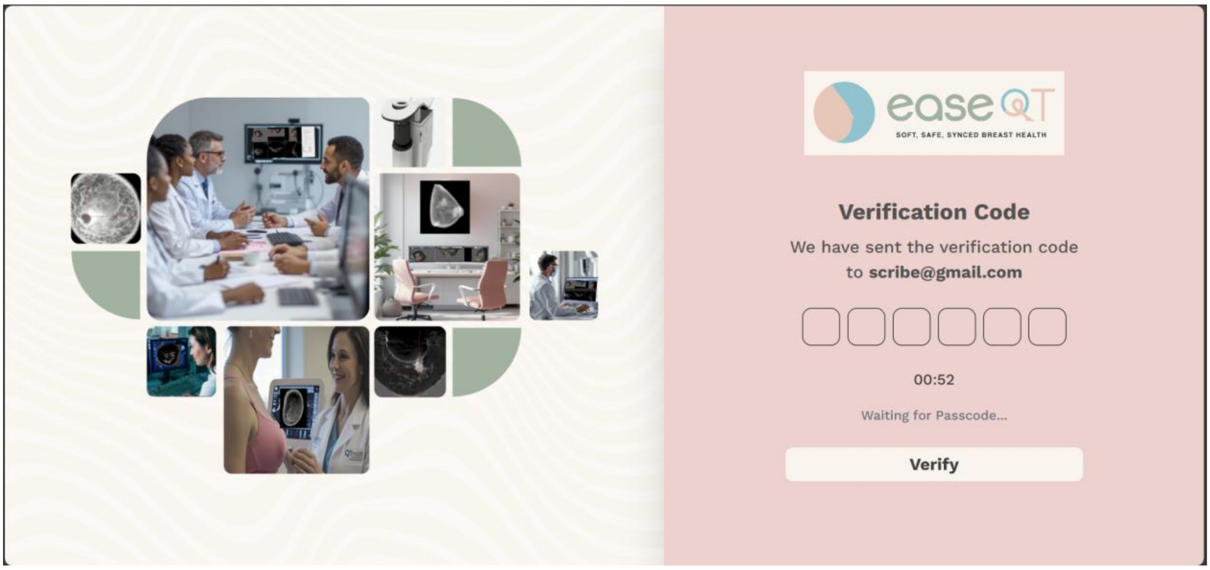
SOFT, SAFE, SYNCED BREAST HEALTH

SCRIBE LOGIN USER MANUAL



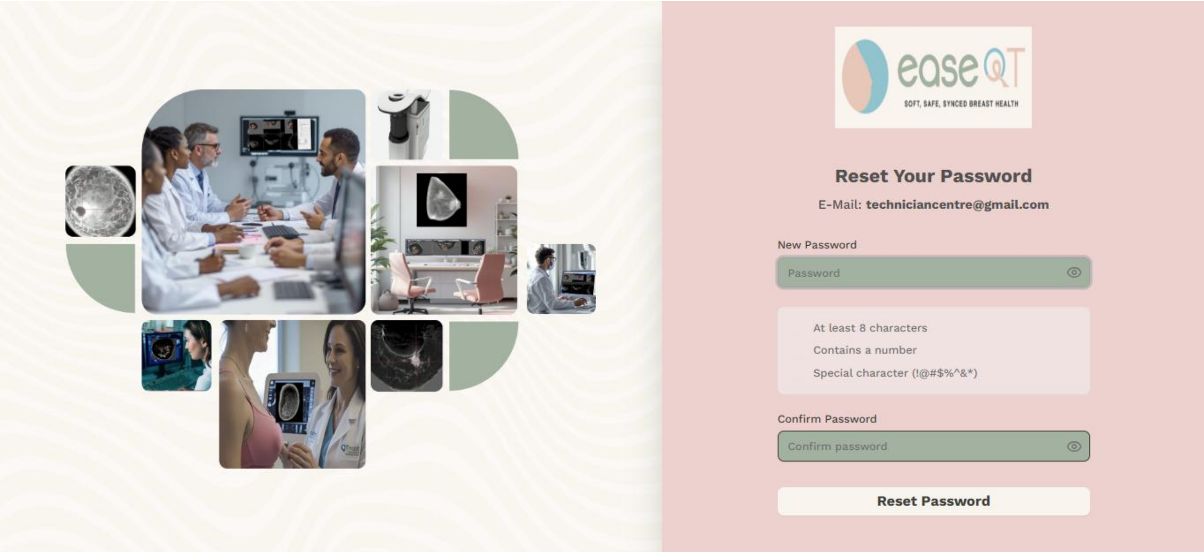
Once the technician completes the form and uploads the DICOM, the scribe will begin preparing the report.

The scribe signs in using the email and password provided by WellthGreen.



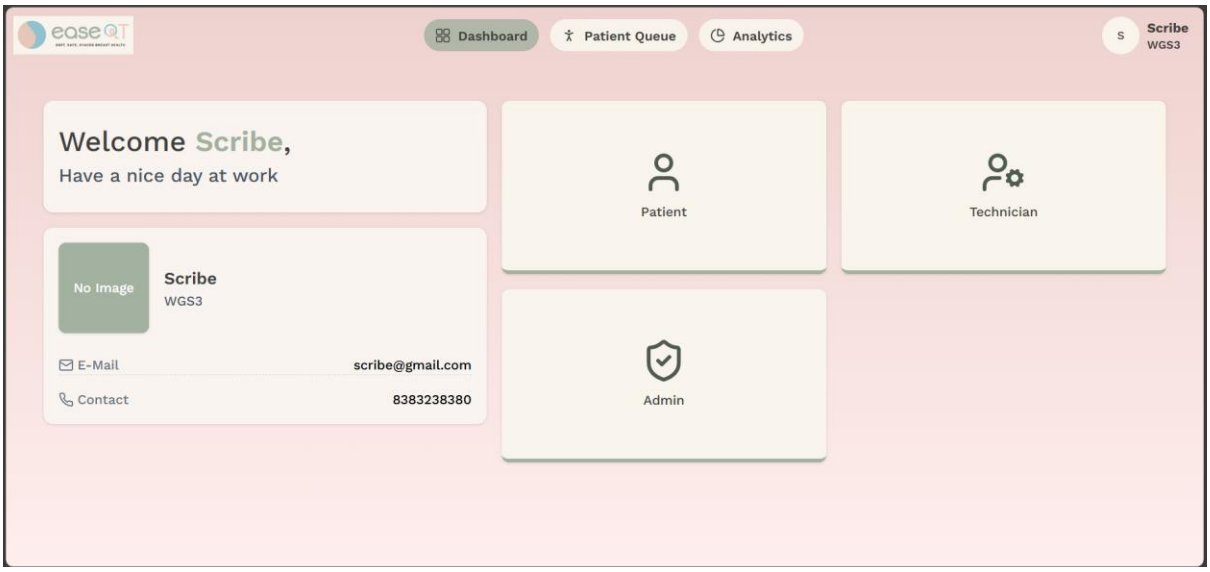
A verification code will be generated and sent for verification.

The scribe will sign the consent form.



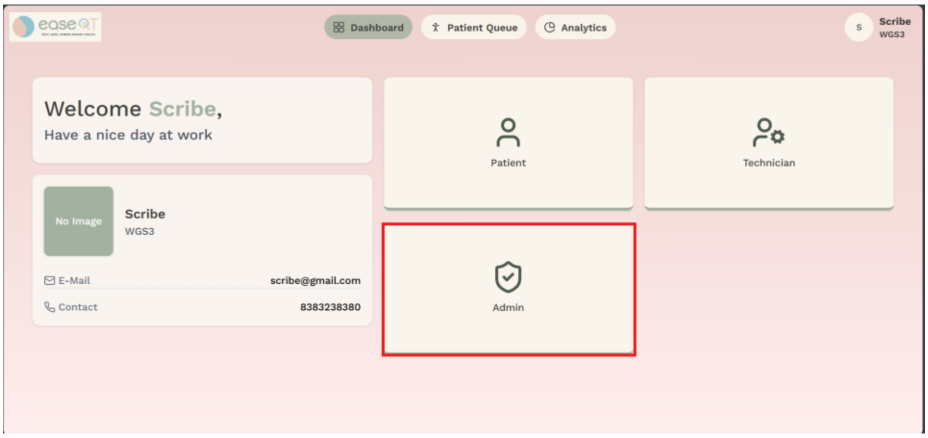
The scribe needs to reset their password before logging in.

DASHBOARD



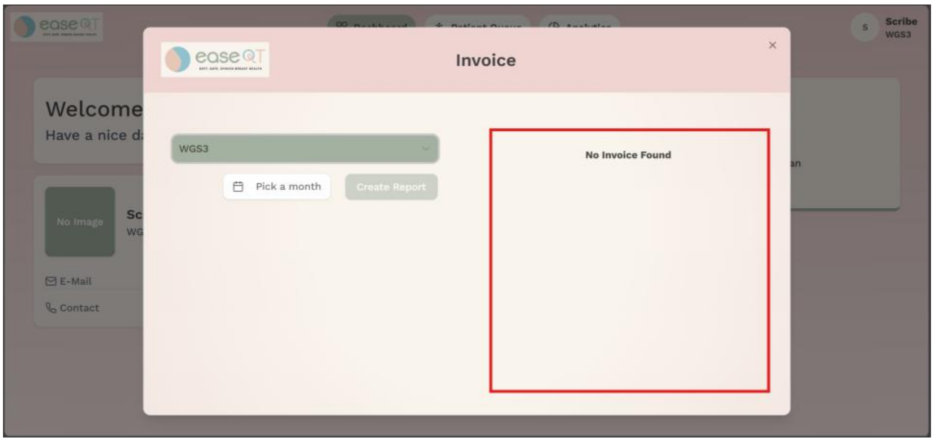
In the dashboard, the scribe can view the patient brochure, technician guidelines, consent form and invoices.

1. Invoices

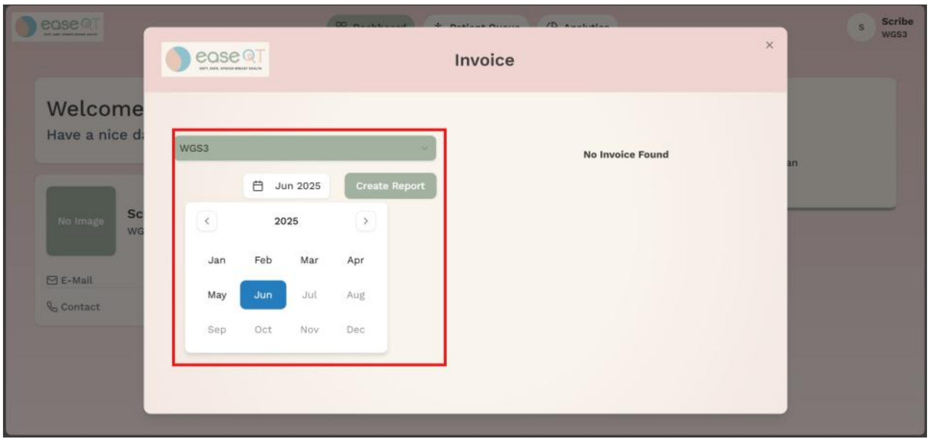


Clicking on the 'Admin' button triggers a popup window.

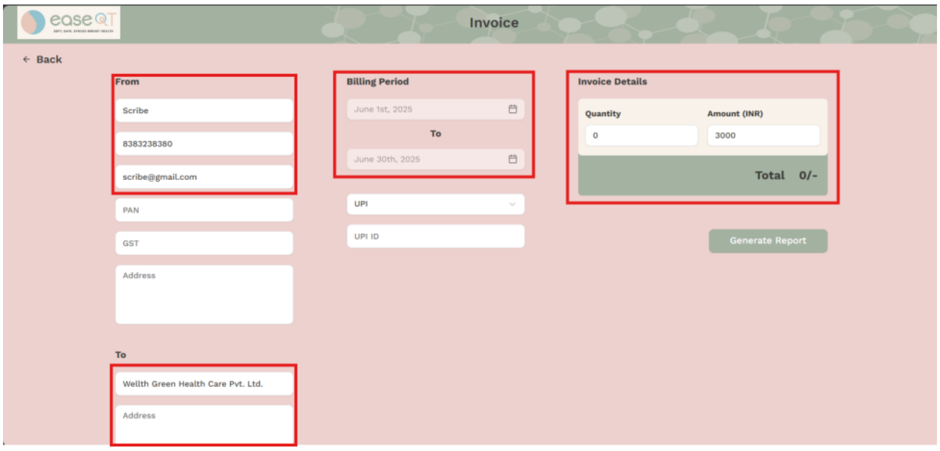
Clicking the 'Invoices' button open to the Invoice page.



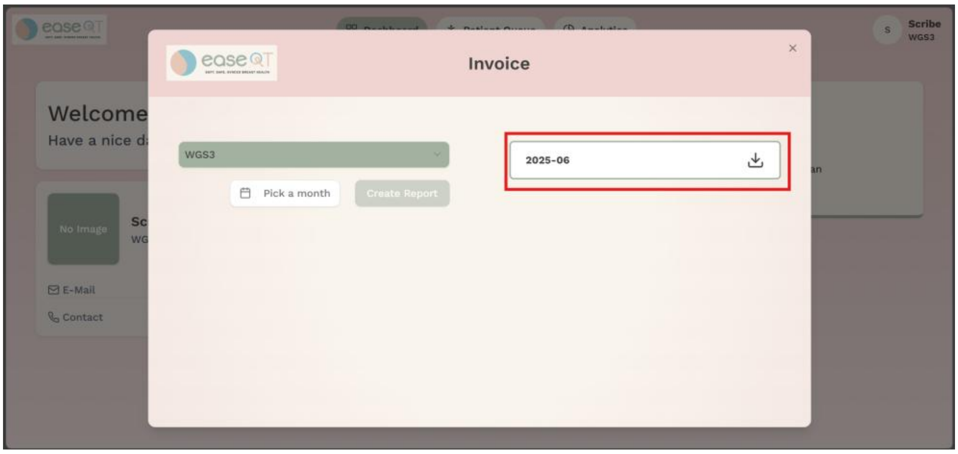
This section displays a list of invoices generated by you or the admin.



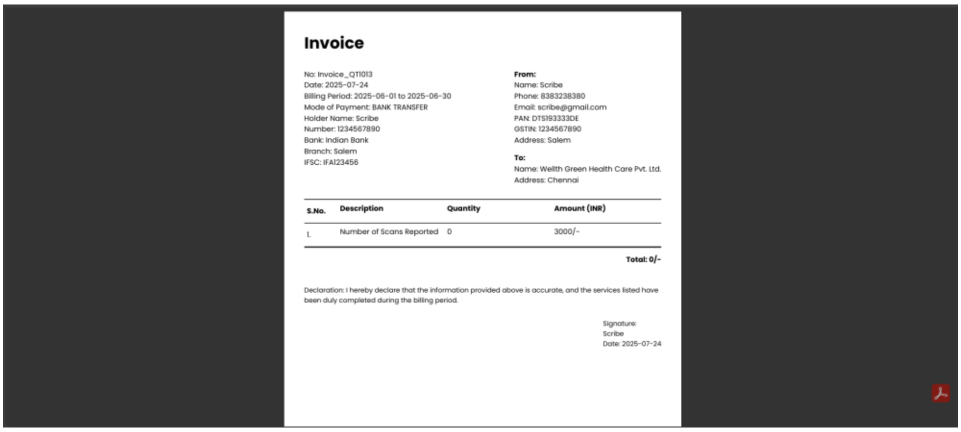
If you need an invoice, select the desired month from the enabled options and click the 'Create Report' button to proceed to the invoice creation page.



The marked fields are auto-populated with data from the system and cannot be edited. Unmarked fields are editable. Once all the required details are filled in, click the 'Generate Report' button to create the invoice.



Generated invoices are listed here. If you need a copy, click the 'Download' button to download your invoice.



Invoice

No: Invoice_QT1013
Date: 2025-07-24
Billing Period: 2025-06-01 to 2025-06-30
Mode of Payment: BANK TRANSFER
Holder Name: Scribe
Number: 1234567890
Bank: Indian Bank
Branch: Salem
IFSC: IFA123456

From:
Name: Scribe
Phone: 8383238380
Email: scribe@gmail.com
PAN: DTS193333DE
GSTIN: 1234567890
Address: Salem

To:
Name: Wellth Green Health Care Pvt. Ltd.
Address: Chennai

S.No.	Description	Quantity	Amount (INR)
1.	Number of Scans Reported	0	3000/-

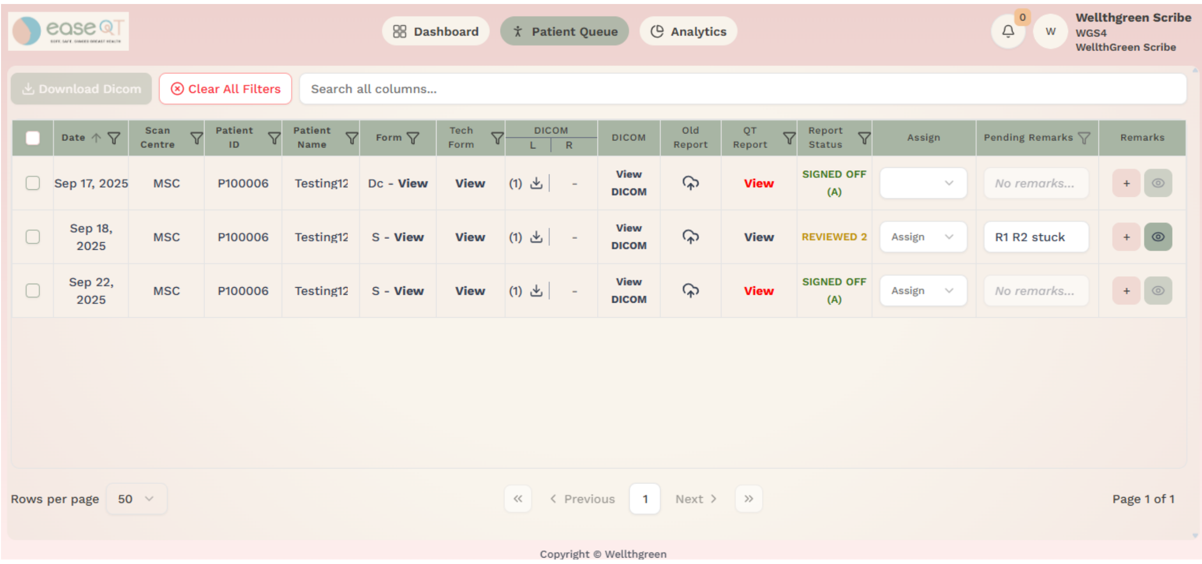
Total: 0/-

Declaration: I hereby declare that the information provided above is accurate, and the services listed have been duly completed during the billing period.

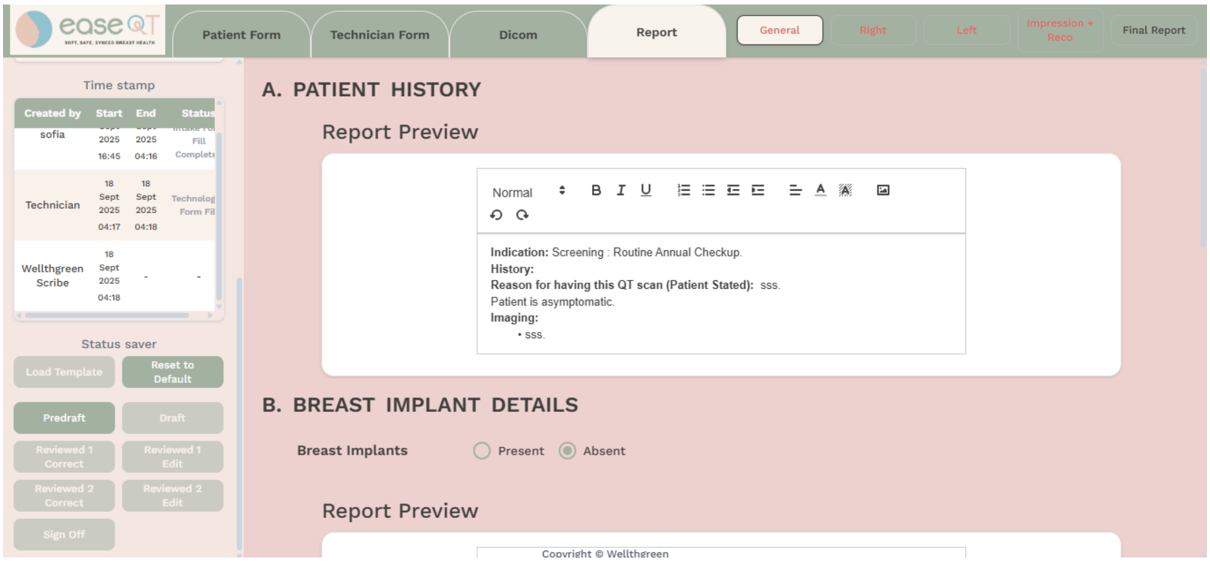
Signature:
Scribe
Date: 2025-07-24

Invoice Preview

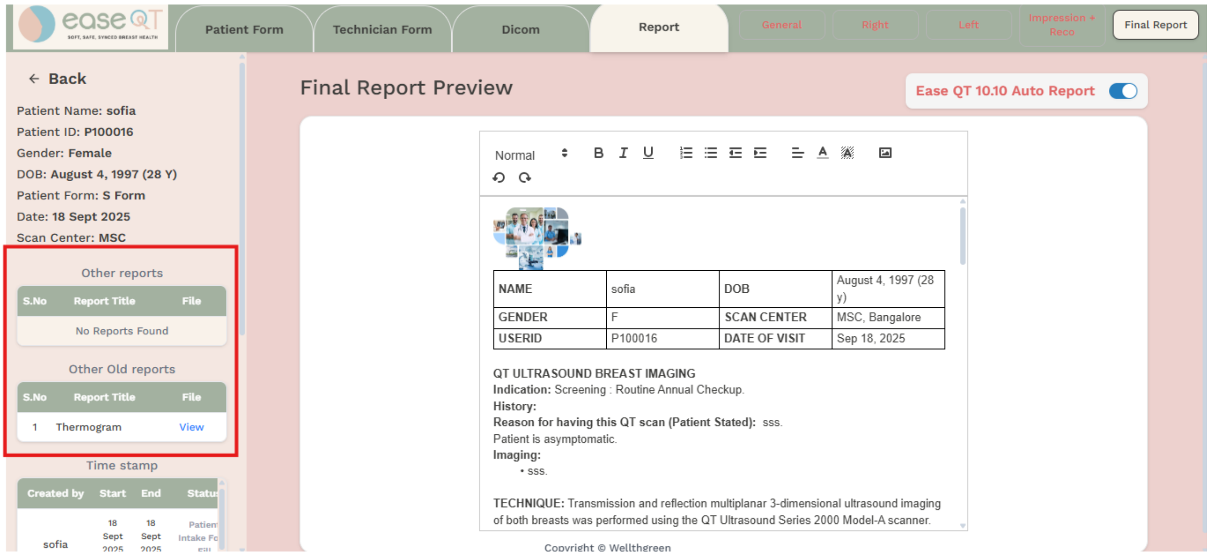
PATIENT QUEUE

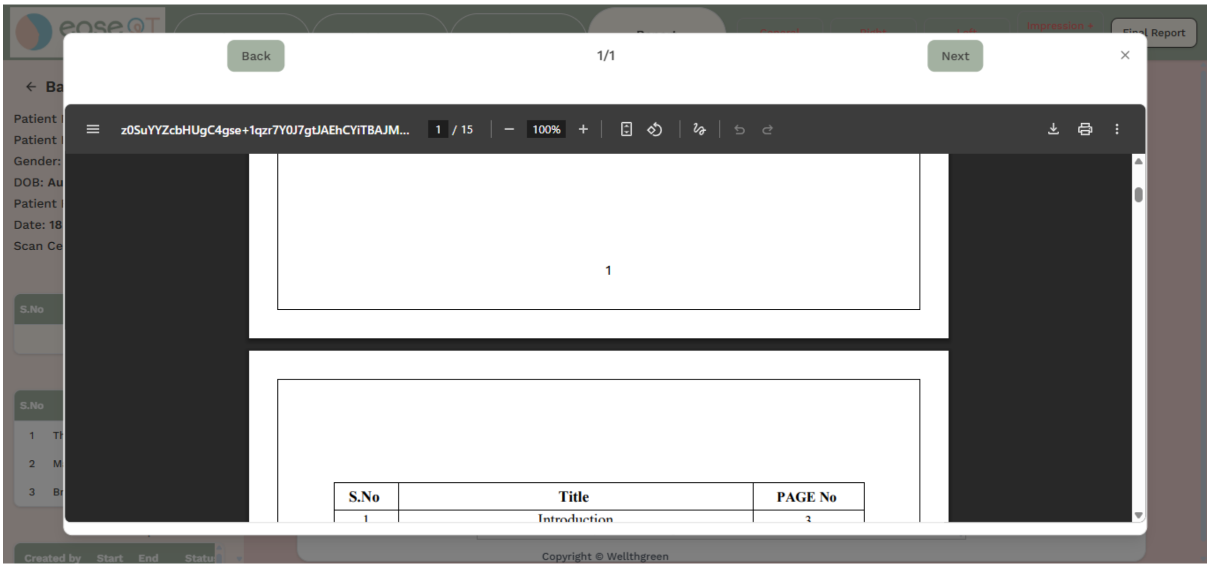


In the patient queue, the scribe can view the patient list, patient forms, technician view, and DICOM files. They can fill out reports, check the report status, assign the case to another user and add pending remarks if needed. And they can multi select and download DICOM. They can upload and download patient's old reports.

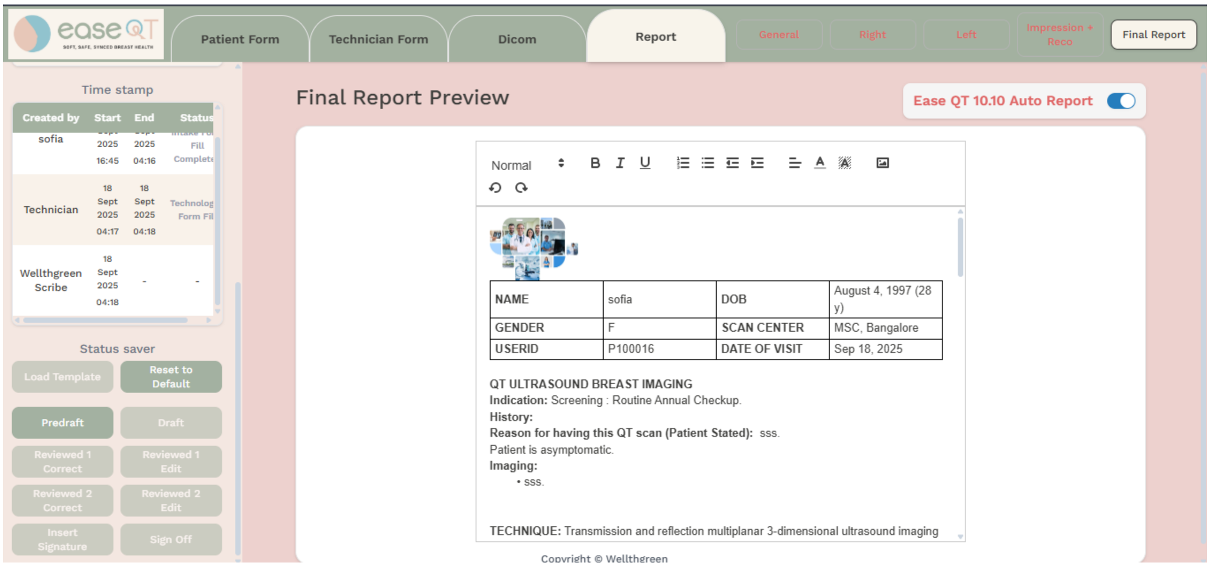


In the report section, the scribe can review and modify reports completed by the technician. A "Pre-draft" button is available for the scribe's use. Once the technician has completed the form and uploaded the DICOM files, the scribe can either select predefined options or directly edit the report using the text editor.





The users can see uploaded Patient's old reports and their current report.



The scribe can view the full report here. If they want to make changes or load a template, they need to click "Unsync" to switch it to "Sync," make the necessary changes, and update the report.

ANALYTICS

In Analytics, the scribe can view their case count, the case count for the previous six months.

GENERAL TIPS

1. If you open something in edit mode, save it before exiting-otherwise, others won't be able to use it.
2. After addressing pending remarks, leave another remark saying "Done" and set Assign to as None.
3. The Filter option is available for sorting.
4. For bulk downloads, use the checkboxes to select patients and then download in bulk.
5. To add a pending remark, click the + icon.
6. When viewing a report, always click Back to exit-otherwise, the case you opened may freeze.
7. Use Image Preview to add images to a report.
8. To refresh the page, press Ctrl + Shift + R.
9. For DICOM downloads and voice dictation, use Chrome or Edge. (For Firefox, click Save. Do not use Internet Explorer.)
10. Always log out properly-do not just close the browser or tab.