Emdat Mobile For Android Devices

Version 2.0.0
Table of Contents

Introduction.................................................................................................................................................. 3
System Requirements................................................................................................................................. 3
1. Installing Emdat Mobile for Android Devices ...................................................................................... 4
2. Starting Emdat Mobile for Android ...................................................................................................... 4
3. Using Emdat Mobile for Android .......................................................................................................... 5
4. The Patients Tab ................................................................................................................................... 5
5. Dictating with Emdat for Android ...................................................................................................... 7
   5.1. Dictations from Uploaded Appointments ......................................................................................... 7
   5.2. Creating a New Dictation .................................................................................................................. 7
   5.3. The Templates Tab .......................................................................................................................... 8
   5.4. The Info Tab .................................................................................................................................... 8
   5.5. The History Tab .............................................................................................................................. 9
   5.6. The Recording Controls .................................................................................................................. 10
6. The Transcriptions Tab ........................................................................................................................ 11
   6.1. The Folder View .............................................................................................................................. 11
   6.2. Transcription Viewer ...................................................................................................................... 12
   6.3. Transcription Editor ......................................................................................................................... 13
7. The Settings Tab ................................................................................................................................... 14
8. Updating Emdat Mobile ........................................................................................................................ 14
9. Removing Emdat Mobile ....................................................................................................................... 14
10. Frequently Asked Questions ............................................................................................................. 15
11. Additional Support ............................................................................................................................ 15
**Introduction**

The following is a reference for the Emdat for Android application. It will describe the application, explain how to use it to record and upload dictations, and how to view and edit completed transcriptions.

Throughout the manual, we will refer to using the application on mobile devices. This refers to any device running the Android operating system, such as tablets or phones, which meet the minimum requirements needed to run the Emdat Mobile application.

**System Requirements**

The Emdat for Android application requires version 2.1 or higher of the Android operating system. To confirm the Android device is running an acceptable version of the Android Operating System, access the Settings Menu through the Home Screen. Select “About phone” or “About device” and confirm that the “Android version” or “Firmware version” listed is 2.1 or higher. This information may be found under a “Software version” subsection of the About device section.

For best performance, we recommend using an Android Mobile Device with at least a 1Ghz CPU and 512MB of RAM. For information about processor speed and memory capacity, please refer to the Android Mobile Device owner’s manual.

To record and upload dictations, the device will need a connection to the Internet and a microphone. For fast service and reliable connections, we recommend you upload dictations with a WiFi connection, and not your cellular service.
1. **Installing Emdat Mobile for Android Devices**

For installation of the Emdat Mobile for Android Application, please visit the Play Store on your Android Mobile device.

Search for "Emdat Mobile" from the Play Store application.

Choose the Emdat Mobile application, and then tap on the Install button. Select the Accept and Download button to download and install the application.

After the application has installed the Emdat Mobile icon will appear in the Application drawer.

2. **Starting Emdat Mobile for Android**

Emdat Mobile can be opened by tapping on the application’s icon on the device, which will bring up the login screen. Use your InQuiry login credentials to log in to the mobile application.

**Login:** The username assigned to you for your account.

**Password:** The password used to log into your account.

**Client:** The code used to identify your facility.

**Remember Login:** If this option is on, the Emdat Mobile application will remember your username each time you use the application.

**Remember Password:** With this option turned on, Emdat Mobile will remember your password and automatically log in when the application is opened. To use this feature, it must be allowed by your facility. Please note that with this option enabled, anyone with access to your device can access your Emdat account, and the confidential medical records in it.
3. Using Emdat Mobile for Android

After logging in to the Emdat Mobile application, your daily schedule will appear. At the top of the schedule there will be three tabs: Patients, Transcriptions, and Settings.

To access additional options on this or any other screen, tap the Menu button. If your device does not have a built-in menu button, the Menu icon will be found in the upper or lower right corner of your screen. The menu includes items such as Help, Log Out and schedule viewing options. Tapping on the Help menu item will take you to the Help screen, which will be covered in more detail at the end of this manual. Tapping on the Log Out menu item will log you out of the application. You can close the application by pressing your device’s home key, but you will not be logged out until the InQuiry time-out period is reached.

4. The Patients Tab

The Patients Tab is where you will view your list of appointments and create dictations.

To create a dictation from an existing appointment, tap on the appointment to open the Recording screen.

To refresh the appointment listing, tap the Refresh icon.

To create a new appointment, tap on the New Dictation icon.

Tapping the Earliest Started Dictation icon will open the calendar to the earliest appointment with a dictation that has not yet uploaded.

To change the way the appointment list appears, tap the Sort icon. This option changes the sort order of appointments, and filters which appointments will appear based on their dictation status, and the resource they are scheduled for. New appointments without a dictation, and appointments for which you have begun a dictation, will always show in the Appointments list. The following three statuses can be filtered out

- Appointments with a dictation uploaded from a different device
- Appointments with an uploading dictation from this device
- Appointments with a completed dictation from this device
To change the current date, tap on the calendar in the date in the upper left of the screen.

To switch your appointment list between Day view and Agenda view, tap on the Menu button and choose the view you prefer.

An appointment without a dictation file will have no icon to its right. There are three icons you may see:

- This icon indicates that this appointment has a dictation in the Emdat system that has been uploaded from a different source, such as InTouch or InSync.

- This icon indicates that this appointment has an incomplete dictation file on this device. You may continue to dictate for this appointment or upload the file.

- This icon indicates that this appointment has a dictation file that has been uploaded from this device. The file can no longer be altered, but you can listen to the file from the Recording screen.
5. Dictating with Emdat for Android

5.1 Dictations from Uploaded Appointments

If your facility sends patient appointment information to Emdat, a list of your appointments will appear on the Patients screen. Selecting one of these appointments will bring up the Recording screen.

This screen has three tabs: Templates, Info and History. See sections 5.3 – 5.5 below for more information about these tabs.

You can set default document type and location, as well as a favorites list for document types and locations on the Settings screen. This is discussed in Section 7 of this manual.

5.2 Creating a New Dictation

To create a new dictation without an appointment, tap on the New Dictation button from the Patients Tab. On a new dictation the Patient ID field can be edited. Once an ID has been added, the History tab will populate with any transcriptions in your workflow for that patient. The Document Type and Location fields are also editable, and the Templates tab is available for reference.
5.3 The Templates Tab

The Templates tab displays Document and Dictation templates for your reference while dictating. To view the full text of a template, tap on the template name in the list.

5.4 The Info Tab

The Info tab contains information about this patient and appointment.

- Under DICTATION INFORMATION the Document Type and Location fields are editable. To add or change the document type or location, tap on the field and make a selection from the provided list. These fields will be highlighted in red if empty. The Receipt Code and TID fields cannot be edited.

- The PATIENT DEMOGRAPHICS section displays patient information and cannot be edited for an existing appointment. Patient ID can be added to a New Dictation.

- The ENCOUNTER section displays any additional information about this appointment. Appointment Date and Time can be edited for New dictations.
5.5 The History Tab

The History tab displays any transcriptions for this patient that are currently in your InQuiry workflow folders. These transcriptions are available for your reference while dictating, but cannot be edited from this screen. For New Dictations the History tab will be populated after you have added a Patient ID.
5.6 The Recording Controls

The recording controls appear at the bottom of the Recording screen for all three tabs: Templates, Info and History. There is a progress bar and three buttons for Rewind, Record and Fast Forward. After recording some dictation, Emdat Mobile will also show a Play button which will also appear.

To the right of those controls is a button for marking this dictation STAT.

While recording a voice detection bar will appear, which indicates the level of sound detected. To stop recording tap anywhere within the detection bar. The Stat indicator can be turned on or off at any time prior to uploading the dictation.

The Upload button is used to upload a dictation once it is complete. Once a dictation has been uploaded it cannot be changed.

The Save button is used to save a dictation; a saved dictation can be reopened and changed. Emdat Mobile will display a reminder when dictations have been left on the device longer than three days without uploading.

The Record Mode button is used to change the record mode from Append (the default) to Insert or Overwrite. When the record mode is changed the Record button will change to indicate the selected mode.

- Append Mode
- Insert Mode
- Overwrite Mode

Tapping on the menu button will open a menu that provides two choices:

- **Toggle Button Size**: This increases or decreases the size of the recording control buttons.
- **Cancel**: This will delete the dictation file. You will be given a warning screen confirming you want to remove it. The appointment will remain visible on your schedule unless this was a New Dictation, in which case it will be deleted.
6. **The Transcriptions Tab**

This tab provides a view similar to the workflow summary in InQuiry. From this screen you can open a workflow folder to review, complete or edit transcriptions.

Tapping on a folder name will bring up a list of the dictations in that stage of the workflow. The first folder, here called “To Be Typed”, contains dictations that are at the transcription company, but have not yet been transcribed.

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6.1 **The Folder View**

When a workflow folder is opened Emdat Mobile will display the transcriptions in that stage of the InQuiry workflow. The Patient Name, Patient ID, Appointment Date and Time, and Dictating Clinician’s Name are shown for each transcription. The workflow folder name is displayed at the top of the screen; to return to the summary list of all workflow folders simply tap on the Back arrow next to the name.

To change the order in which transcriptions are listed, tap on the Sort icon . You can sort Patient Name, Appointment Date or Date Dictated.

The Menu button has options to Complete All and Complete Selected. In order to Complete Selected, first select one or more transcriptions by tapping in the checkbox to the left of the Patient Name. Completing a transcription cannot be undone; you will receive a prompt verifying you wish to do so. The Complete All option will be available to you based on settings for your user account.

Tapping on the Transcription details line (not the checkbox) will open the full transcription for review.
### 6.2 Transcription Viewer

Tapping on a specific transcription will open the transcription viewer screen, which is used to review the transcription information and text. The Patient Name is displayed at the top of the screen; to return to the full folder listing tap the Back arrow next to the name.

The View screen has three tabs: Info, Transcription and Comments. The Info tab contains header information about the transcription, including Patient Demographics, Order Number, Document Type and Location, as well as Associates and any Signatures already on the file. The Transcription tab displays the text of the document. The Comments tab will display any comments or comment tags that have been added to the transcription.

To complete the transcription from the View screen, simply tap on the Complete icon . Please note that this cannot be undone, and you will **not** receive a prompt confirming this action.

From any of the View tabs you can tap on the Edit icon to open the Transcription Editor.
6.3 Transcription Editor

When using the Editor the header will be highlighted in red. When you have finished editing, use the Save button to save your work. If you tap Complete or Back while editing your work will be saved automatically.

The body of the transcription can be edited from the Transcription tab. While doing so, an additional menu will be placed at the bottom of the editing pane with four buttons. The arrows will jump you to the prior or next section of text to continue editing. The Undo button will undo the last change you made, and the Done button will return you to the full text of the transcription.

Editing the Info tab will allow you to update most of the header information on this transcription, including patient demographics and appointment details.

The information under the Comments tab cannot be edited.
7. **The Settings Tab**

The Settings tab is used to set default screens and behavior for the Emdat Mobile application, as well as access the Help pages for the application.

- **SUPPORT**: Contains a shortcut to the Help screen.
  - Help Desk Support includes instructions for accessing Emdat support staff by phone or email, and a feature to upload information to Emdat.
  - Icon legend for icons found throughout the application.

- **DEFAULTS**: In this section you can set default behavior for various aspects of the Recording screen.
  - **Recording Screen**: Select which tab opens by default: Templates, Info, or History.
  - **Default Document Type**: Select a document type to set as default for all new dictations. This setting will not override Document Type information already attached to the appointment record.
  - **Default Location**: Select a location to set as default for all new dictations. This setting will not override Location information already attached to the appointment record.
  - **Silence Detection**: Opens the Silence and Sound Detection settings. Follow the on-screen instructions to set these levels for your device, as well as customize the length of time Emdat Mobile will continue to record silence.

- **FAVORITES**: This section allows you to set up Favorites lists for Document Types and Locations. If your facility has several locations and you typically dictate for only a small number of locations, you can select which locations will initially display in your Locations list.

- **PROMPTS**: Enable or disable prompts to confirm Upload and Logout actions.

8. **Updating Emdat Mobile**

To update Emdat Mobile to the newest version open the Play Store application from your device. Select the Menu button, and then select My Apps. This will show a list of the applications on your device and whether they are up to date. If Emdat Mobile is in the list of applications that need updating, open it and then tap the Update button. If you would like the application to auto-update, mark the checkbox to allow automatic updating whenever a new version is available.

9. **Removing Emdat Mobile**

Removing Emdat Mobile is done in the same way as any other application on your Android device. From the Settings screen open your Applications list, choose the Emdat Mobile application and then select Uninstall.
10. *Frequently Asked Questions*

**Q:** How do I find out what version of the Android OS is on my device?

**A:** To check the version of your Android OS go to the home screen for your device, and tap on the *Menu* button and select *Settings*. From the bottom of the *Settings* list choose *About Device* setting; the version of your device is under *Android Version*.

**Q:** How do I get a list of my appointments to show up on my device?

**A:** This can be done manually by your transcription company or we can set up an export from the software your facility uses for scheduling. ShadowLink, an Emdat application, can import information delivered to us by your facility into our system.

**Q:** How long is a dictation that I’ve put on hold and not uploaded kept on the device?

**A:** A held dictation will stay on the device until you complete it. There is no expiration on saved dictations.

**Q:** How long are the audio files saved on my device after I dictate and uploaded them?

**A:** The dictation audio files are kept on your device for two weeks.

**Q:** My device stopped recording and is preventing me from making any more recordings. What is happening?

**A:** Your device doesn’t have enough storage space to save more audio. You will have to remove files or programs from your device until there is enough memory to save additional dictations.

11. *Additional Support*

Additional assistance for the Emdat mobile application and all other Emdat applications can be found here:

- Emdat Knowledge Base Home: [kb.emdat.com](http://kb.emdat.com)
- Help Desk Request: [www.emdat.com/ticket](http://www.emdat.com/ticket)
- Phone Support – 608-270-6400 ext. 1 (Help Desk support is provided weekdays 7AM - 7PM CST)