June 2026

InQuiry – Create Document

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Create Document in InQuiry

Logging Into InQuiry

Go to https://www.escription-one.com/InQuiry US region or https://www.escription-one.ca/inquiry/ Canada region to log in.

Type the Username, Password, and Client ID, and then click Login if your initial password is known.

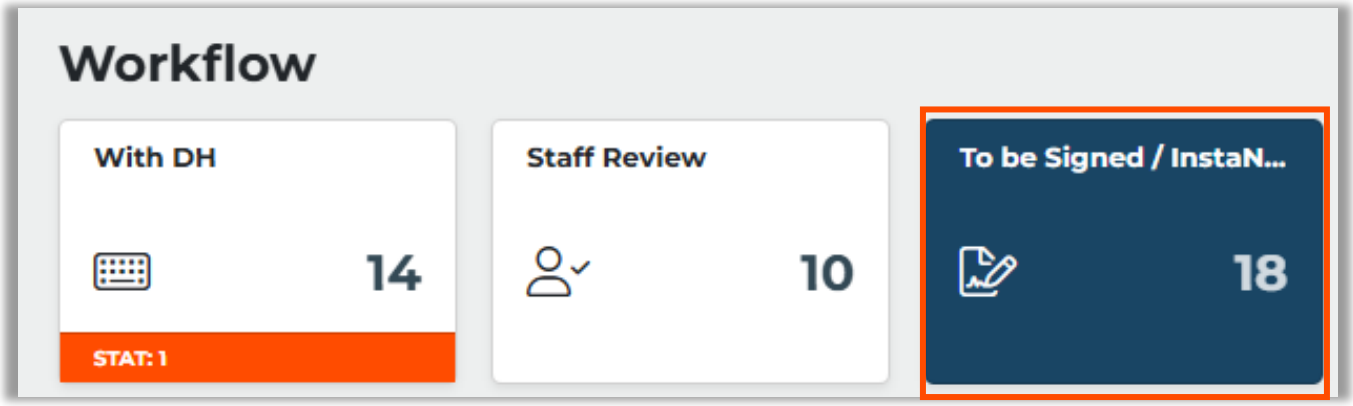
If no initial password was provided, use the "Forgot Password?" link to request an email for a reset.



Workflow Folders

Under Workflow click the **Preliminary or To Be Signed/InstaNote** folder.

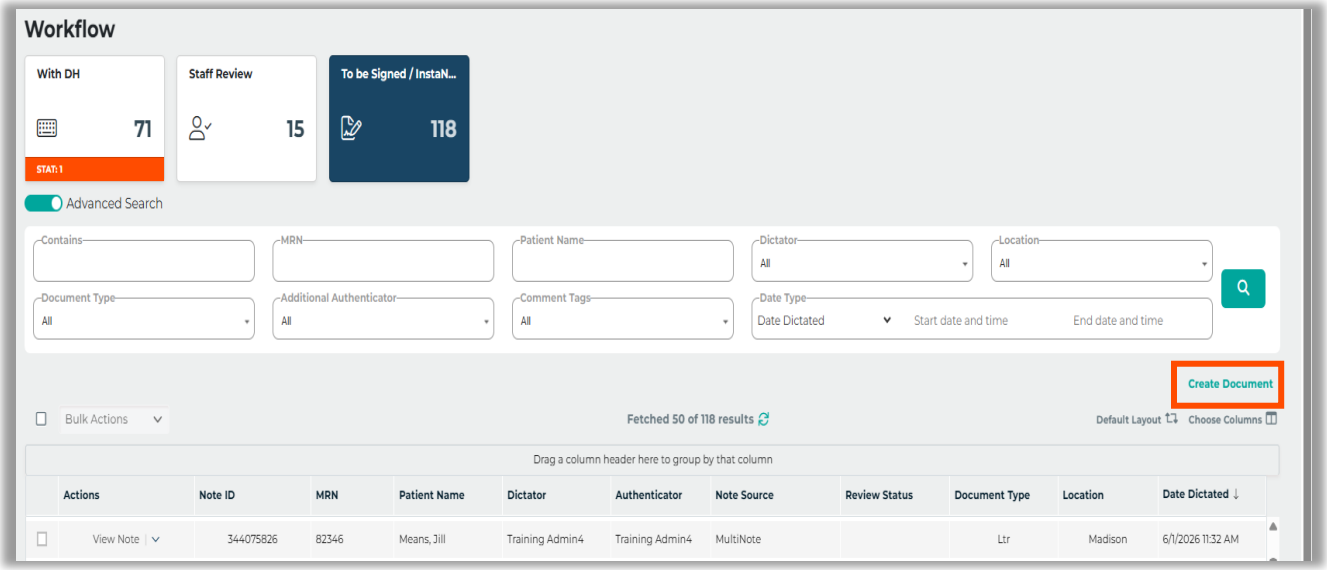
Note: Workflow folder names are customizable, the name of your workflow folder may be different.



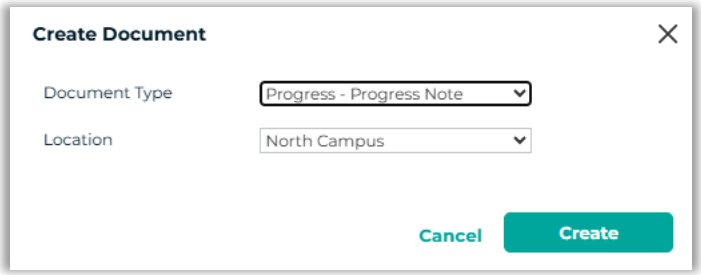
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Create Document

Below Advanced Search is **Create Document**, click it to create the document.



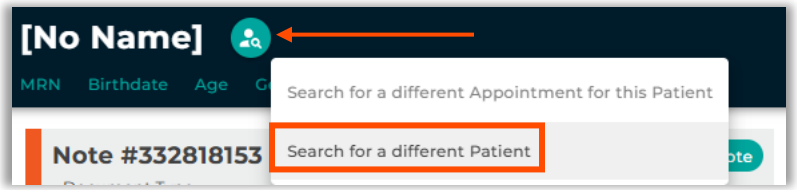
Select the Document Type and Location, click Create.



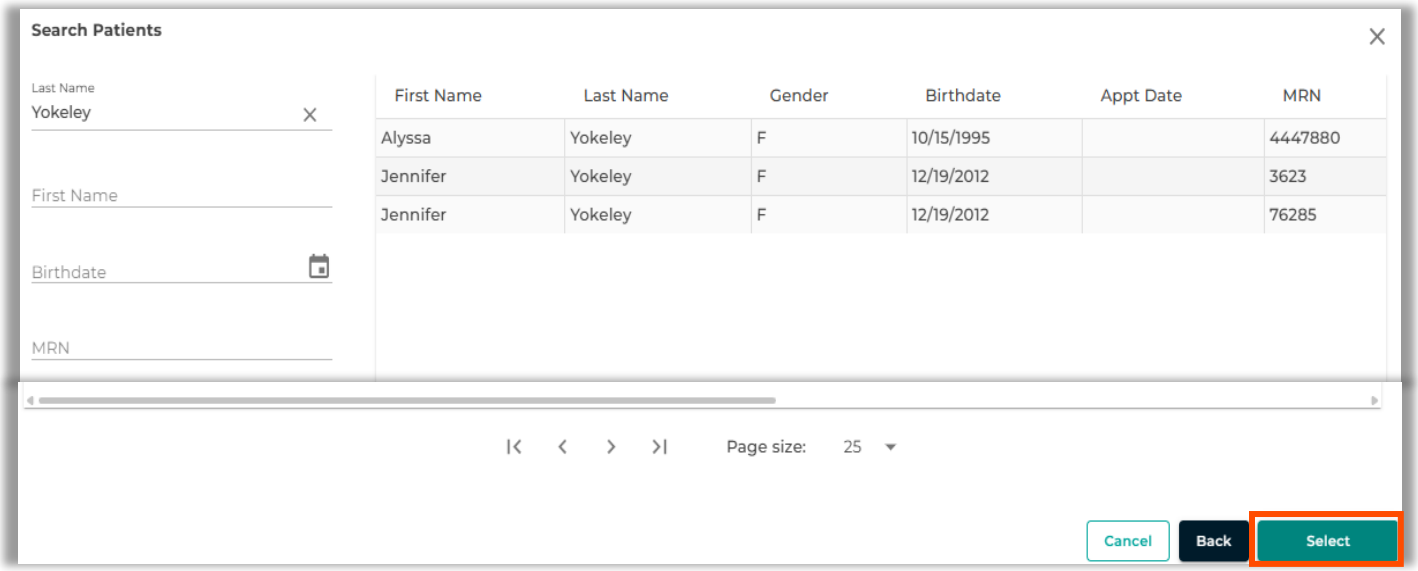
Note: The Create Document feature must be enabled by the DeliverHealth implementation team.

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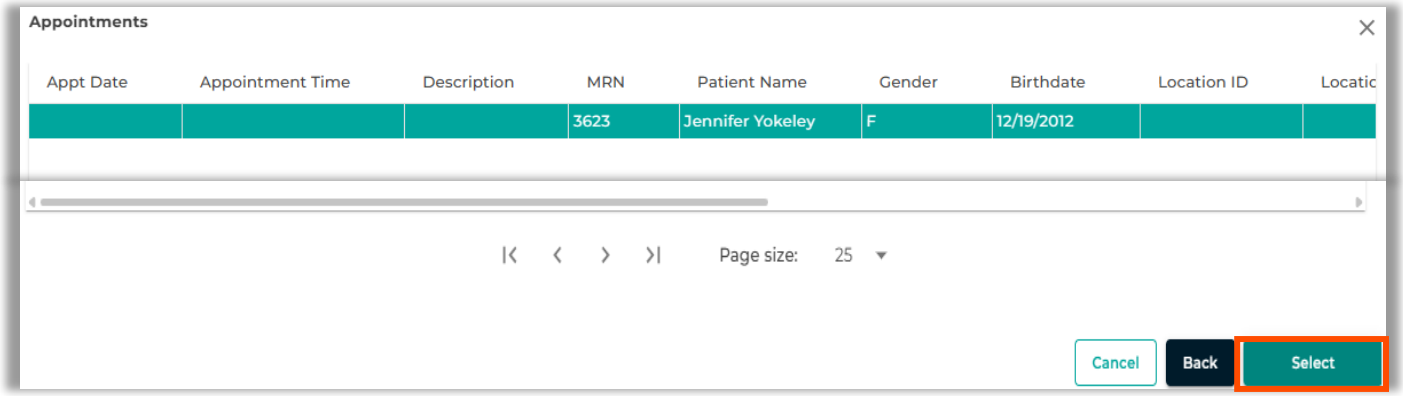
A patient's demographics will not be attached when you initially create the document.
Tap the green Search button and select **Search for a different Patient** to add a patient to the document.



The **Search Patients and Appointments** screens appear.
Enter the necessary information, **click Select** to select the correct patient.

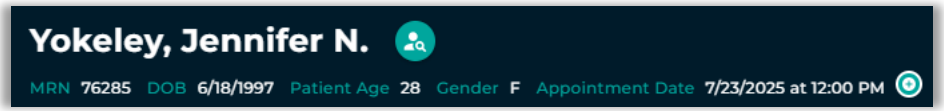


Press Select for the appointment selection.



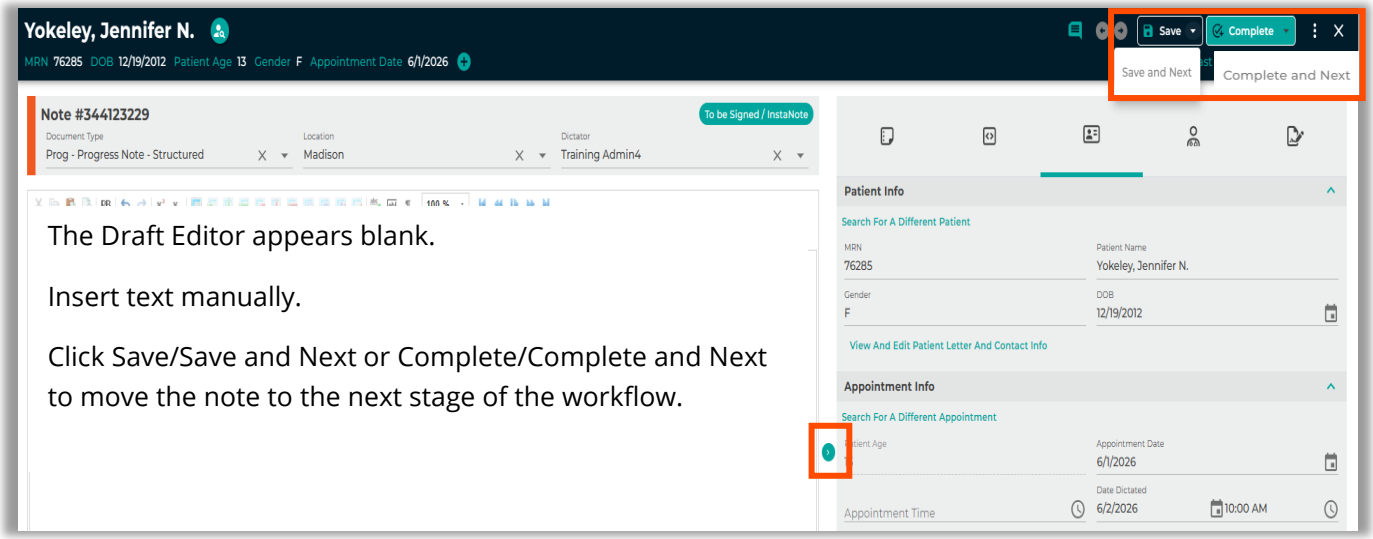
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The header panel shows the selected patient's demographics and appointment information.



The Draft Editor appears as a blank page.

- Enter note text manually.
- **Click the green arrow** to collapse the side panel and enlarge the draft editor if needed.
- **Click Save** to save edits or **click Complete** to move the note to the next stage of the workflow.



Note: Dictation templates cannot be added to the Create Document feature at this time. Only manually entered text is permitted.

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