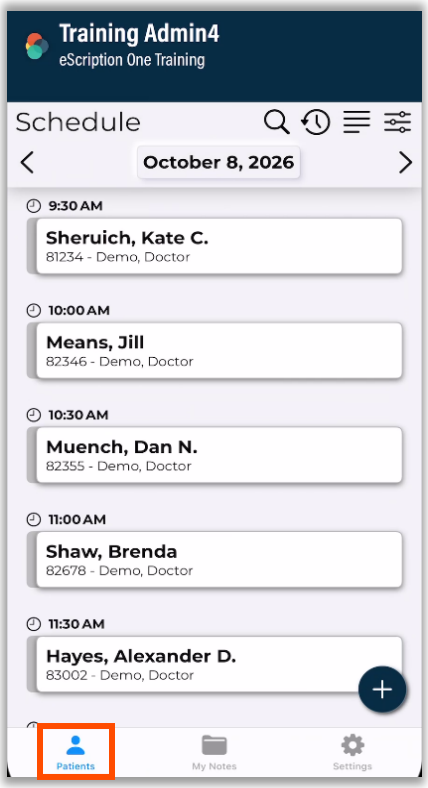
# eSOne Mobile – iOS Recording Outpatient

## Patients Tab

- By default, the app opens to the Outpatient view (Schedule) and the current date. **Tap the calendar** to change the date.
- The schedule displays the patient's name, time of appointment, account number and provider's name.




## Record

- To record, **tap the patient**, the record screen appears.
- Select the document type and location by **tapping the >.**
- The patient's demographics and appointment are attached.
- Add an Associate and/or a Signer by **tapping Add Associate or Add Signer.**
- To create an ad-hoc recording tap the + sign.



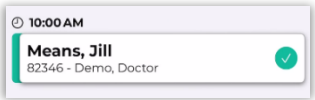
## Recording Controls

- **Tap the red microphone** to create the recording, tap it again to pause the recording. Tap again to resume recording.
- There is a **progress bar** and buttons for **Record**, **Play**, **Rewind**, and **Fast Forward**.

## Upload Recording

- When the recording is complete, **tap the arrow** in the upper right corner to upload. **Note: the arrow appears only when a recording has begun.**
- **Tap the ellipsis icon** to delete the recording.
- Recordings that have uploaded have a green checkmark.

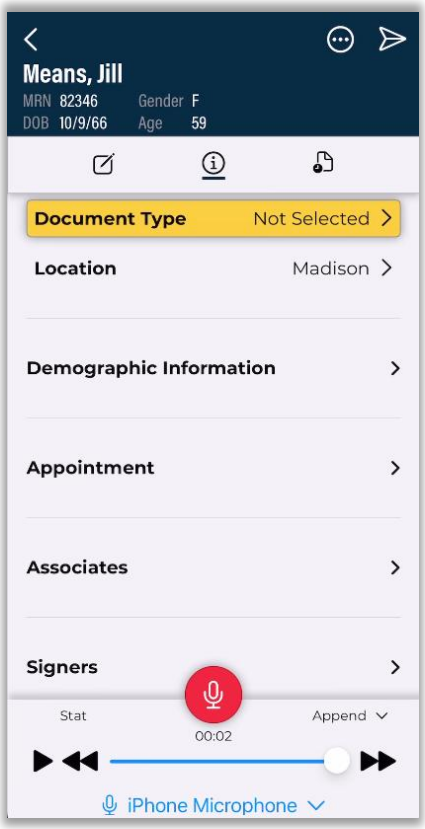





## Patient Search

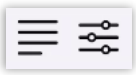
- **Tap the Search button** to search for a patient.
- Enter one or more search criteria (MRN, Patient Name, Account #.)
- **Tap the Search button** again.
- Search results appear in two tabs: Appointments and Patients.
- **Tap the desired appointment or patient** to add that appointment/patient to the schedule.
- The record screen appears.






## Filters

- **Tap the 2 Filter Icons** to change the filters and sort settings.




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