

ScribePT Mobile Recording & IVR Guide

MOBILE & PHONE GUIDE

Capturing Encounters On-the-Go & via Phone Dictation

Flexible Capture: ScribePT provides seamlessly synced audio capture options for mobile clinicians, home-health therapists, and phone consultations via Web Mobile and IVR Dial-In.

Method 1: Mobile Web App

1. **Open Safari / Chrome:**
 - Navigate to app.scribept.com on mobile phone or tablet.
2. **Grant Permissions:**
 - Allow browser microphone access when prompted.
3. **Start Encounter:**
 - Tap **+ New Encounter**.
 - Select Note Type (Eval, Daily, Progress).
 - Tap  **Record** and keep device unlocked or open in browser.
4. **Submit & Auto-Sync:**
 - Tap **Submit**. Note processes instantly into your cloud queue.

Method 2: IVR Phone Dial-In

1. **Dial ScribePT IVR Line:**
 - Call your clinic's assigned toll-free IVR dictation number.
2. **Authenticate:**
 - Enter your **4-Digit User PIN** followed by #.
3. **Enter Patient ID / Session Tag:**
 - Key in **Patient ID #** or numeric encounter code.
4. **Dictate & Finalize:**
 - Speak clinical observations clearly.
 - Press **1** to Save & Submit or **2** to Re-record.

Syncing & EMR Pasting

1. **Open Desktop Extension:**
 - Return to your office computer / EMR workstation.
2. **Access Synced Notes:**
 - Open ScribePT Chrome/Edge extension.
 - Mobile & IVR encounters appear automatically in your queue!
3. **Review & Paste:**
 - Review generated text for accuracy.
 - Click **PASTE TO EMR** to drop text into patient chart.

BEST PRACTICES FOR MOBILE DICTATION

- **Background Noise:** In home-health or mobile settings, hold device 6–8 inches from mouth when dictating summaries post-visit.
- **Structure Speeches:** State subjective progress, objective metrics, interventions provided, and plan clearly.
- **Cellular Data:** Standard 4G/5G or stable Wi-Fi ensures immediate transcript generation.

MOBILE SECURITY & HIPAA SAFEGUARDS

- **Zero Device Storage:** Audio recordings are streamed directly to secure encrypted cloud pipelines and never saved locally on mobile hardware.
- **Screen Lock:** Always keep mobile devices password/biometric protected.
- **Session Timeouts:** Inactive mobile sessions lock automatically to preserve HIPAA compliance.

Have Questions? Submit a support ticket at scribept.com/ticket

Support Library: scribept.com/support