

ScribePT Quick Start Guide

OFFICIAL USER GUIDE

AI-Powered Documentation Scribe for Rehab Therapy Professionals

Overview: ScribePT leverages specialized AI to generate comprehensive clinical notes in seconds from patient encounters and imports them directly into your EMR.

STEP 1 Download & Access

1. Get the Extension:

- **Chrome / Edge:** Download from Google Chrome Web Store or Microsoft Edge Add-ons.
- *Best for Desktop/Laptop EMR workflow.*

2. Web Application:

- Access via app.scribept.com from any browser-enabled device.

3. First-Time Login:

- Open email from support@scribept.com.
- Sign in using temporary password.
- Create your unique permanent password.
- Re-login with your email & new password.

STEP 2 Create Your Note

1. **Encounter Name:** Enter patient or session label.

2. **+ ADD NOTE TYPE:** Select Eval, Daily Note, Progress Note, or Discharge.

3. **+ ADD CONTEXT:** (Min. 1 required)

 **Audio Recording**

 **Written Comments**

 **Intake Info**

 **Past Notes**

 **Referral Info**

4. **Microphone:** Choose input source (click ★ to save default).

5. **Record & Submit:** Start ambient or dictated recording. Click **SUBMIT** when ready.

STEP 3 Finalize & Paste to EMR

1. Review Context:

- Verify transcripts & add written notes.
- Click **Update Encounter** to apply edits.

2. Review Generated Note:

- Confirm clinical accuracy in each section.
- Use **+ Add Section** for extra details.

3. Paste to EMR:

- Set screen side-by-side (EMR Left, ScribePT Right).
- Open a blank matching note in patient chart.
- Click **SAVE & PASTE TO EMR**.

DICTATION & AUDIO BEST PRACTICES

- **Talk Out Loud:** ScribePT hears what you say, not what you do! Speak measurements, interventions, and observations aloud.
- **Be Explicit & Objective:** Say "Right knee flexion is 128° vs 115° on left" rather than subjective statements.
- **Microphone Access:** Ensure browser & OS microphone permissions are permanently granted to ScribePT.

KEY WORKFLOW & EMR RULES

- **Disable Auto-Sleep:** Turn off device screen timeout / sleep mode to prevent microphone dropouts during recordings.
- **Pasting Guard:** Do not navigate away or switch browser tabs while "Paste to EMR" is actively transferring text.
- **Review Every Note:** ScribePT is an AI assistant, not an EMR. Always review and finalize note content inside your EMR.

Compliance, Updates & Quick FAQ

HIPAA & Security

Encrypted at rest & in transit.
Requires unique user credentials & OTP login. Fully compliant with healthcare safeguards.

Extension Updates

Updates automatically. If needed, enable *Developer Mode* in Chrome (`chrome://extensions`) and click **Update**.

Patient Consent

Recommended to include AI scribe consent in your practice intake forms based on local state compliance guidelines.