Scribe Application and Portal User Guide

Contents

Introduction

This guide will provide the information required to access and start using the Scribe ePCR app and portal.

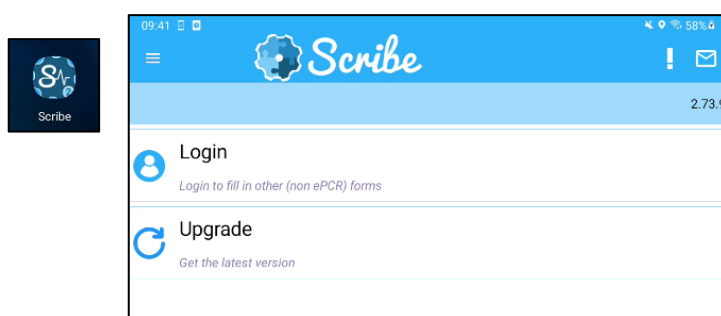Any screenshots contained in this document are based solely on test data and for demonstration purposes only.

Logging in to Scribe App

The Scribe App is used on portable devices, and has been designed with ambulance crews in mind. It models the layout of existing paper forms that crews are familiar with.

The app is available on both IOS and Android operating systems, and on a variety of different sized devices ranging from pocket sized 5" smartphones to a 10" tablets depending on their carrying capacity. Generally, the larger devices are recommended for ease of data entry and visibility of all fields.

Upon opening the Scribe App, you will be presented with the following screen and options:
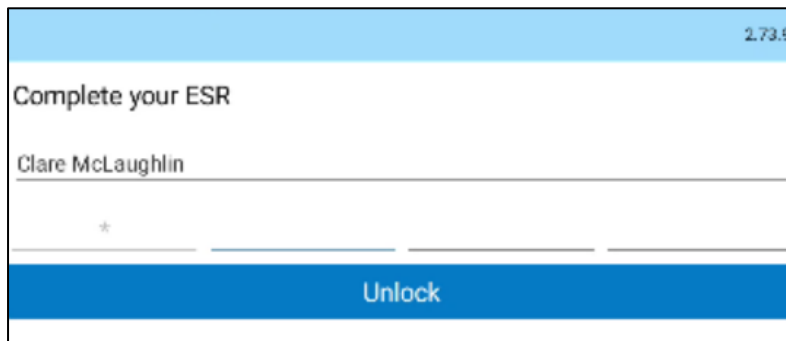

Login allows users to start a shift, and begin creating records.

Upgrade is for pairing the device to the system, and to also get the latest form versions. With the most recent versions of Scribe, the form updates can be configured to auto update.

To log into the app, each user will need to have a username, password, and a unique PIN number, all of which are set and can be controlled in the Portal. PIN numbers are usually set as an employee ESR / ID number to ensure familiarity.

PIN numbers are required to unlock the device after a period of inactivity – the application uses a security technique similar to that used in online banking technology. The full PIN

number is not required to be entered as shown below (the first digit is known, so the second, third and fourth digits are required to unlock the device.)
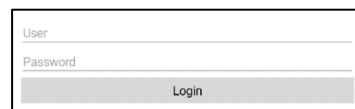

There is a status bar shown at the bottom of the application, which shows whether there is network connectivity, or wifi connectivity allowing data to be submitted. Any data entered without network connectivity will not be lost and will simply save until a connection is made.

Typically, Scribe is set up with shift mode enabled – this enables multiple clinicians / users to log in at any one time, using their own unique credentials.

The 'Incident and Crew Details' screen, which opens automatically after logging into the app, is the default first page when creating a new record, this screen should be filled in with the appropriate 'Call Sign' and 'Vehicle' details – these fields only need to be populated once, at the start of the shift, and will appear in all completed records until the end of the shift.
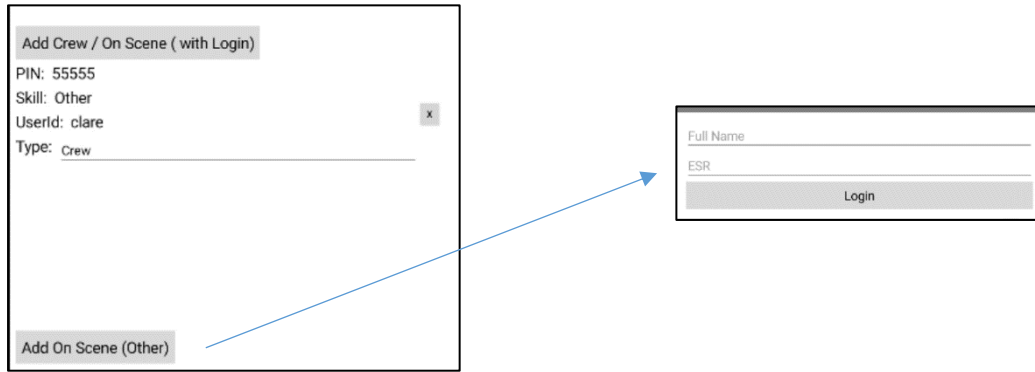

To log each crew member in, use the '*Add Crew/ On Scene (with Login)*' button. This enables multiple clinicians from the same Organisation to log in and register attendance and interventions at an incident.
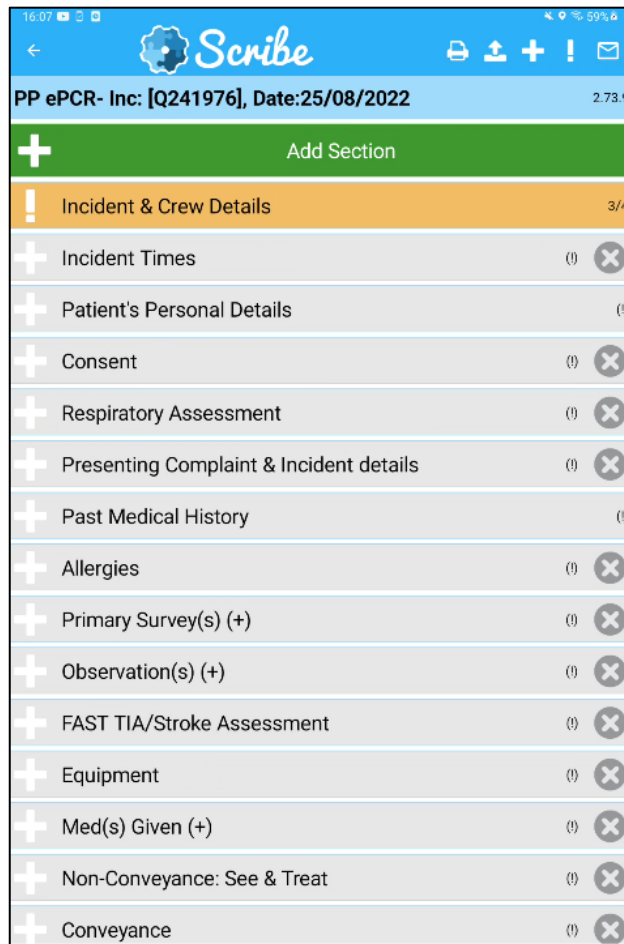

Logging in to the Scribe app from this screen enables the user presence in dropdown lists further through the form to accurately record their interventions at the incident.
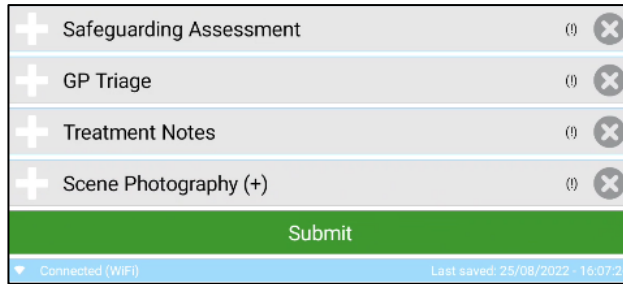
Where an additional clinician from another service (such as an NHS Trust, or HEMS etc) is present at an incident, the '*Add on Scene (Other)*' option allows them to log in using their full name and ESR number, registering their attendance and interventions at an incident. Their presence in dropdown lists further through the form is then also activated.
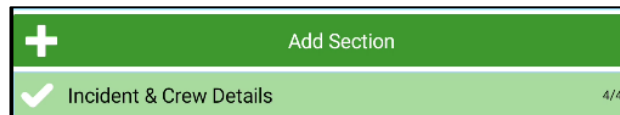
This section of the form can be returned to at any point through the patient interaction and additional crew members can be added on scene, so in the case of an additional crew arriving and using the same device, they are able to log on and record any patient interaction they have undertaken.

The following shows all the available sections of the form for completion. Each section is accessed by clicking on it, opening up the fields.

There are also additional sections that can be completed, if they are relevant to the incident in attendance. These can be accessed by clicking on the green 'Add Section' button
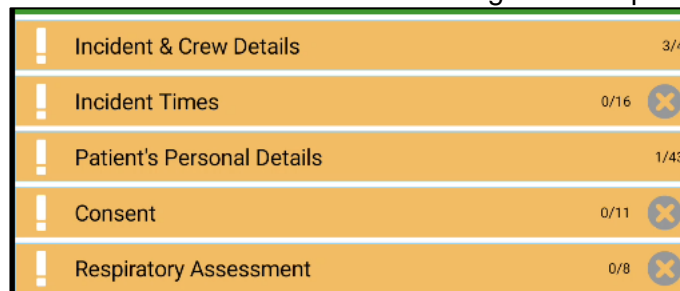

Selecting an additional section for completion will push it to the front screen for ease
Each section can be exited at any time by clicking the red 'back' button.

Any data entered into a field is saved automatically, so exiting a section will not lose data entered.
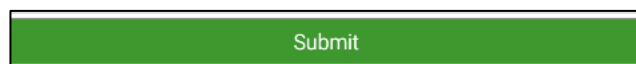There are fields within each section of the form that are marked as 'mandatory,' failure to complete these sections will result in the sections showing as incomplete, as below.
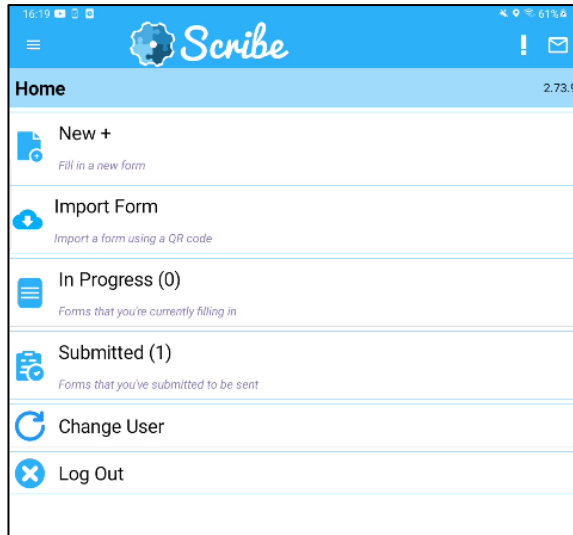

Completing the mandatory fields will change the section to green and it will no longer show as incomplete, there is also a field counter to the left of the section, highlighting how many of the total fields available within each section have been completed.
Documentation outlining the contents of each section within the Scribe app has been provided separately.

Once a patient intervention is complete, and the record has been finalised, it will need to be submitted. Please note a record can no longer be added to once it has been submitted.

Records that have been submitted can still be viewed from the home screen within the app

It is from this screen that a new record can be created to record a further patient interaction. At the end of a shift, the '*Log Out*' button forces all unsubmitted records to be sent, preventing any lost records.
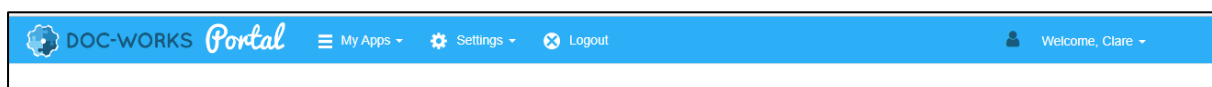
Logging in to Scribe Portal

The Scribe portal is a webservice which can be accessed through any web browser, as long as there is a valid connection.
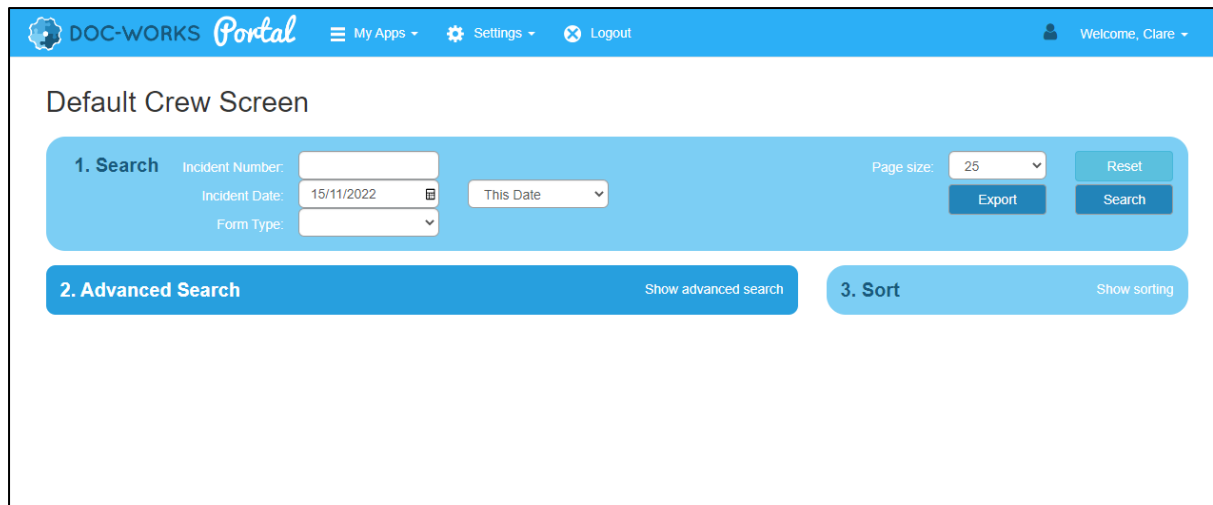
Upon entering the web address, you will be presented with the following log in screen:

Log in credentials for both the app and the portal have been provided via email.

After logging in, you will see the Navigation menus, these are user specific and show any screens where access has been given.
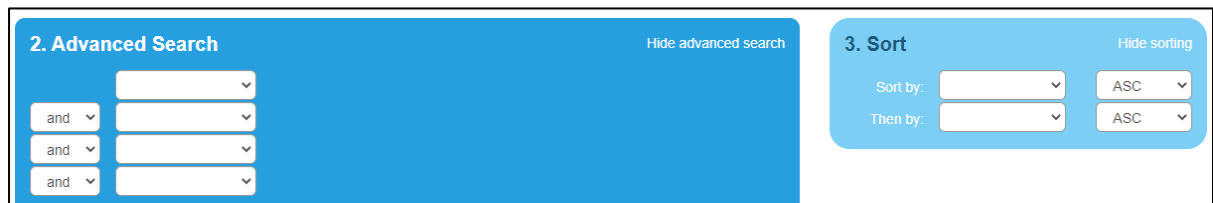
The MyApps dropdown includes applications that the user has been granted access to. For Crews this will normally only be the Patient Records screen. This is where records that are in progress / have been submitted are visible.

There are a variety of ways in which records can be searched via the Crew Screen, depending on the requirements. The simplest way to load records is to select the date range, and hit search

There are additional Advanced Search and sorting options available:

Results are displayed as below (note – this example uses test records from our internal development site and is for illustrative purposes only.) The columns displayed are customisable and intended to show an overview of the record.

The record can be viewed by clicking on the pdf symbol to the left-hand side – this opens a new window which displays the record in its entirety.

PDF

1 of 2

Incident Summary

Scribe

Consent

Patient has capacity?	Consent to Assess and Treat	Consent to Share Info	Consent to Store EPR Electronically	Best Interest Decision Made	Consent Given by

Consent Withdrawn

Date/Time Consent Withdrawn

Name

Signature

Patient's Personal Details

Forename	Gender	Address 1
Middle Name(s)	DOB	Address 2
Surname	Age	Address 3
Preferred Name	Sexual Orientation	Town/City
Ethnicity	Religion/Belief	Postcode
Unknown Patient	Phone No.	NHS No.

GP Details

GP Name	GP Practice	GP Practice Code
GP Surgery Address	GP Surgery Contact No	

Next of Kin / Primary Contact

Emergency Contact   Name   Contact   Relationship

Additional Information: Special Considerations and Disabilities

Name of School

Is the patient a looked after child?

Disability

PFI & Incident Details