Getting started with EverHealth Scribe

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Download EverHealth Scribe, sign in with your OfficeEMR account, record a visit, review the draft, and send it to the chart.

Step 1: Get EverHealth Scribe

Add the browser extension, the iPhone app, or both. Use whichever suits you best.

Download the Chrome Extension

Best for in-office visits, with the patient chart open beside Scribe.

Download the Mobile App

For capturing on the go.

This **may already have been done for you**, as described in the Practice Readiness Checklist

Step 2: Sign in with iSalus

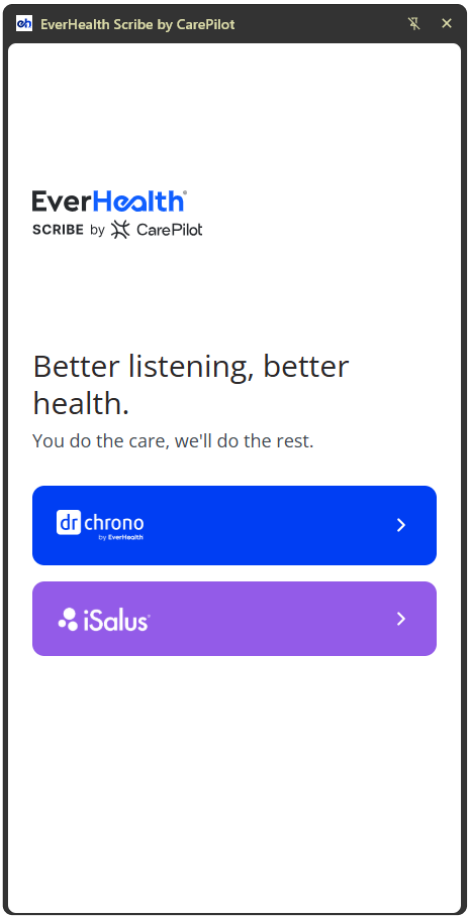
[redacted]

Open EverHealth Scribe and choose “iSalus.”

[redacted]

Enter your iSalus (OfficeEMR) credentials. This connects EverHealth Scribe to your provider profile and schedule

Sign-in trouble? If you see “Something Went Wrong” (including a “two-factor authentication is required” message), your iSalus user most likely needs an email on file in User Setup. See FAQs for more information.



Step 3: See your first patient



On your first sign-in, two sample appointments are added so you can practice. Your real appointments appear right alongside them.

Select your patient and start recording at the beginning of the visit.

When the visit is over, **stop the recording.** You can keep recording after the patient leaves to capture any extra dictation.

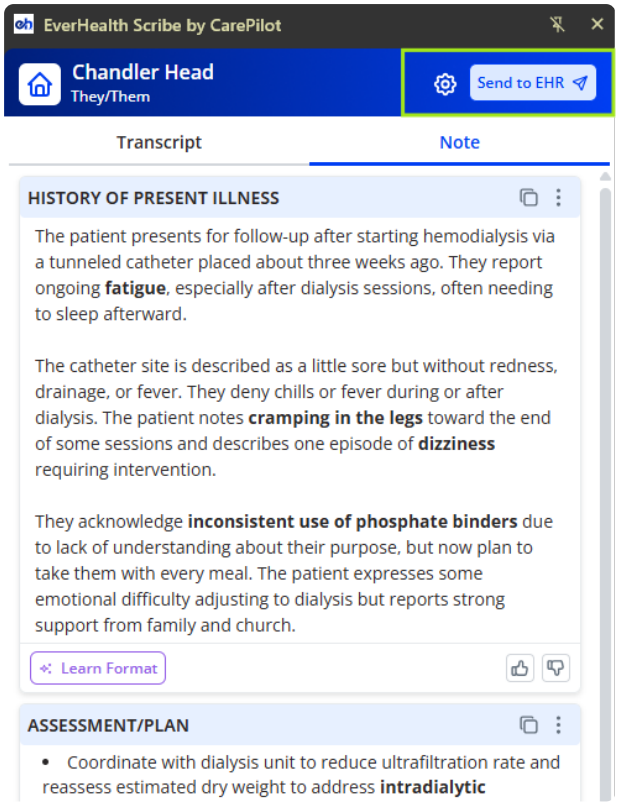
EverHealth Scribe **generates the note.** Wait for it, or move on to your next patient while it works in the background.

On **first sign-in** you will see two ready-made items:

- **Practice Visit** is the hands-on one. Open it, press record, and read a few lines aloud to watch Scribe build a note.
- **Sample Note** is a finished example. It shows what a generated note looks like, with no recording to attempt.

Both are **entirely in-app demos**. Nothing is written back to OfficeEMR. To try this end-to-end on a test patient. A test account will need to be added to your schedule within OfficeEMR.

Step 4: Review and send



[redacted]

Open the patient and review the generated note. Make any edits, and set your formatting preferences. EverHealth Scribe learns them and applies them next time.

[redacted]

When the note looks right, select **Send to EHR**. EverHealth Scribe writes the content into the chart tabs your practice configured in OfficeEMR.

You own the note. EverHealth Scribe creates a draft. Always review and edit before you sign. Double-check medications and doses, numbers and labs, left vs right, and negations (“denies” vs “has”). See Using EverHealth Scribe Safely.

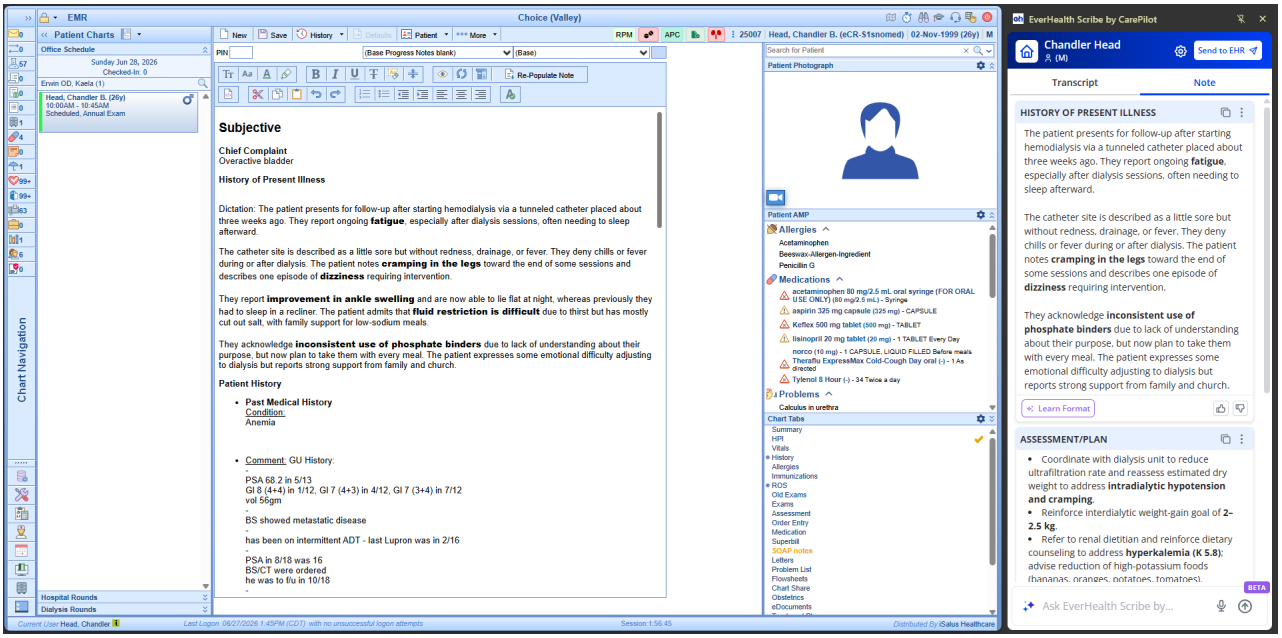
Step 5: Confirm in the chart

[redacted]

Back in OfficeEMR, **reload the patient** to see the content placed in the right chart tabs.

[redacted]

You do not need to open each tab one by one. Review it all together during your normal **sign-off**, from the chart or your **My Tasks** list.



Frequently asked questions

Do I have to type anything during the visit?

No. Talk with your patient as usual; Scribe drafts the note from the conversation. Your job afterward is to review and send. Data that is not captured within templates (Orders, Medications, Superbill) will still need to be entered until those features are made available.

What if the note has a mistake?

Edit it directly, tell Scribe what to change in plain language, or select Regenerate. Always review before sending, since you're the author of record. You can also make corrections within OfficeEMR before you sign off on the note.

Can I add things the patient did not hear, like my assessment?

Yes. After the visit, dictate any private findings and EverHealth Scribe will include them in the note. It is best to **pause** the recording for this **instead of hitting Stop**

Is my patient's information safe?

Yes. See Using EverHealth Scribe Safely for how audio is handled, where data is stored, and the HIPAA protections in place.