

EverHealth Scribe Practice Readiness Checklist

Last Modified on 08/13/2026 3:26 pm EDT

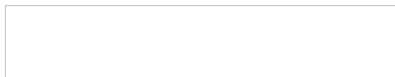
Prepare every provider (email on file, the list to enable, and the extension or app installed), confirm your templates and patient-consent language, run a pilot, then roll out.

For practice administrators. This is your operational companion to Getting started with EverHealth Scribe. The single biggest predictor of a smooth launch is preparing every provider account before go-live.

Pre-flight: for each provider

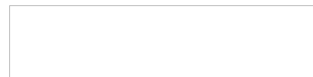
- ☐ **Email address on the iSalus user** (User Setup). EverHealth Scribe reads it at sign-in to identify the provider and to set up two-factor authentication. Without it, sign-in fails, including a “two-factor authentication is required” message.
- ☐ **Providers to enable are identified.** Give your iSalus project contact the list of providers to turn on. Implementation enables them for EverHealth Scribe; your job is to provide the list.
- ☐ **Default Resource set correctly.** In **User Setup → Resources**, confirm each provider’s **Default Resource** matches the schedule resource their appointments are booked under. If these do not match, the provider’s appointments will not appear in EverHealth Scribe.
- ☐ **Browser extension and/or mobile app ready.** Each provider has the EverHealth Scribe Chrome extension and/or iPhone app installed and ready on the device(s) they will use.

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.

Managed devices and shared computers

If your practice uses managed devices and your technology team must install new software, complete the extension or app installation before go-live. Also, remember the browser extension must be present on every computer a provider uses. If providers do not each have a single laptop, for example, a shared desktop in each exam room is used by all staff seeing patients there. Be sure to install the extension on each of those computers.

Pre-flight: for the practice

- ☐ **Templates configured** so each intended chart tab can receive Scribe content (Setup → Interface Setup → Scribe Configuration), handled with your iSalus Implementation team.
- ☐ **Patient consent and privacy reviewed.** Confirm your Notice of Privacy Practices and consent or intake forms cover ambient listening.
- ☐ **Pilot test completed.** One provider has done a successful test sign-in and a test encounter, end-to-end.

Phased rollout

- **Start with a pilot.** Pick 2-5 providers and validate the full flow: sign-in, capture, Send to EHR, and the note

landing in the chart.

- **Expand in waves.** Once the pilot is smooth, add providers in groups rather than all at once.
- **Name a champion.** Designate an internal go-to who fields day-to-day questions and gathers feedback.

Training & distribution

- **Train the first wave with iSalus.** The iSalus Implementation team trains your initial (pilot) cohort directly.
- **Cascade to later waves.** Your champion and the first-trained providers help train the remaining waves, which builds in-house expertise and lets your practice expand at its own pace.
- Share the provider articles, [Getting Started with EverHealth Scribe](#) and [Using EverHealth Scribe safely](#), with every provider.
- Pick one recommended telehealth capture method for consistency (see [How EverHealth Scribe Works in OfficeEMR](#)).
- Offer light-touch office hours in the first weeks to reduce tickets.

Track adoption & support

- **Track who is live.** A provider is live at their first signed note via Scribe. Work with your team to review a few notes to ensure everything is coming in as expected.
 - **Watch early signals.** Heavy editing or slow time-to-sign can flag a configuration or training gap.
 - **Set the escalation path.** Provider → your champion → iSalus Implementation / Support. Once live, submit provider add/remove changes through a support ticket.
-