Recording a Visit with EverHealth Scribe

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Everything about the capture side of EverHealth Scribe: starting and stopping, pausing for private dictation, choosing a language, and getting clean audio so your draft note is accurate the first time. If you have never used Scribe before, start with Getting started with EverHealth Scribe.

In one sentence

Get your patient's okay, press record when the clinical conversation begins, pause for anything private, and stop when the visit is done — Scribe drafts the note while you move on to your next patient.

Before you press record

- **Ask first.** Let the patient know you're using a documentation assistant and get their okay before recording. Consent is voluntary and can be withdrawn at any time. See Explaining EverHealth Scribe *to patients*.
- **Check your microphone.** Confirm the microphone is on and that the browser extension or mobile app has microphone permission. Watch for the recording indicator before you start talking.
- **Select the right appointment.** Pick the visit from your schedule inside Scribe. If your appointments aren't showing, confirm your **User Setup > Resources > Default Resource Template** matches the provider schedule resource your appointments exist on.
- **Choose the language.** Scribe supports English, Spanish, French, German, Hindi, Japanese, Italian, Dutch, Russian, Portuguese, Arabic, Vietnamese, and Urdu. Choose the language before you start recording.

During the visit

Start recording when the clinical conversation begins. Not in the waiting room, not during small talk — recording only the visit protects your patient's trust and keeps the note focused.

Talk with your patient as usual. No typing, no special phrasing. Scribe listens in the background and handles normal exam-room sound.

Pause for anything the patient shouldn't hear. Use **Pause** — not Stop — if you step out mid-visit or want to dictate privately and then return. Stopping tells Scribe the visit is over and to begin generating the draft.

Dictate your assessment after the patient leaves. Keep recording (or resume from pause) and speak your exam findings, assessment, and plan. Scribe folds them into the same note.

Pause vs. Stop

Pause holds the same visit open so you can keep adding to it. **Stop** ends the visit and starts drafting the note. If you plan to dictate more, pause — don't stop.

Getting clean audio

Keep the device close	Within easy speaking distance of you and the patient. The extension uses your computer's microphone; the iPhone app uses your phone's.
Reduce background noise	Scribe handles normal exam-room sound, but clearer audio gives a cleaner draft. Close the door, turn down anything running in the background.
Using a headset or external mic	Make sure it's the selected input device, or Scribe may be listening to the wrong microphone.

When you stop

Stopping the recording tells Scribe the visit is done. It generates the draft note in the background — wait for it, or move straight on to your next patient and come back to review. See *Reviewing and editing the note*.

Seeing a telehealth patient? The audio comes through a device rather than the room — see Using EverHealth Scribe for telehealth visits for the two easiest ways to capture it.