



## Quick reference

MOSAIQ versions 1.6 and above  
LPCMSQCOMM170118

# Adding eSCRIBE Document

1. Open the Documents window
2. Click Add | eSCRIBE to open Encounter form
3. Populate all required (red) fields
4. Populate the Review Required By and Co-Sign Required By fields (if necessary)
5. Click CC List tab
6. Populate fields in CC List
7. Click Edit
8. Choose a blank Word document or template
9. Edit Word document (if necessary)
10. Click on Add-Ins
  - Select OK to save document
  - Select Cancel to exit document without saving changes
  - Select Merge to add Merge fields
  - Select Approve to approve document (Quick Approval must be turned on)
  - Select Approve & Process to approve document and process the CC list (Quick Approval must be turned on)
11. Confirm document appears in document list (click Refresh to refresh list)