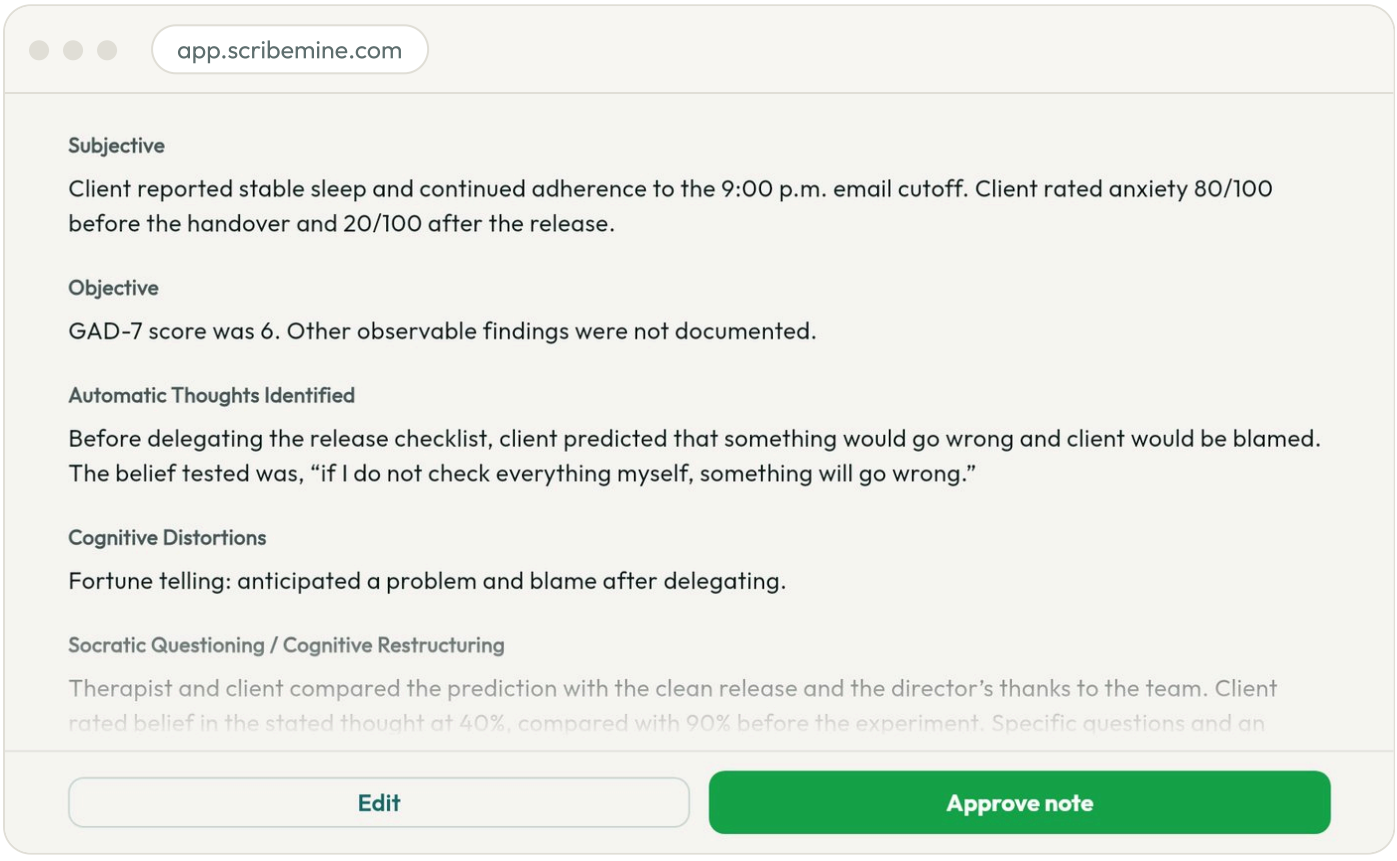
GETTING STARTED ON WEB

# Your first clinical note in ten minutes.

Talk for a minute. ScribeMine writes the draft note. You check it and approve it. Everything runs in your browser, with nothing to install.

Open app.scribemine.com → **7 days free.** No card needed to start.




A real draft, made from 54 seconds of dictation about Test Client, a made-up person. CBT session, SOAP format. Nothing is filed until you click Approve note.

**A laptop or desktop**
Its built-in microphone is enough.

**An up-to-date browser**
Chrome, Edge, Safari or Firefox.

**Ten minutes**
And your email inbox, for a sign-in code.

# Six steps to your first filed note

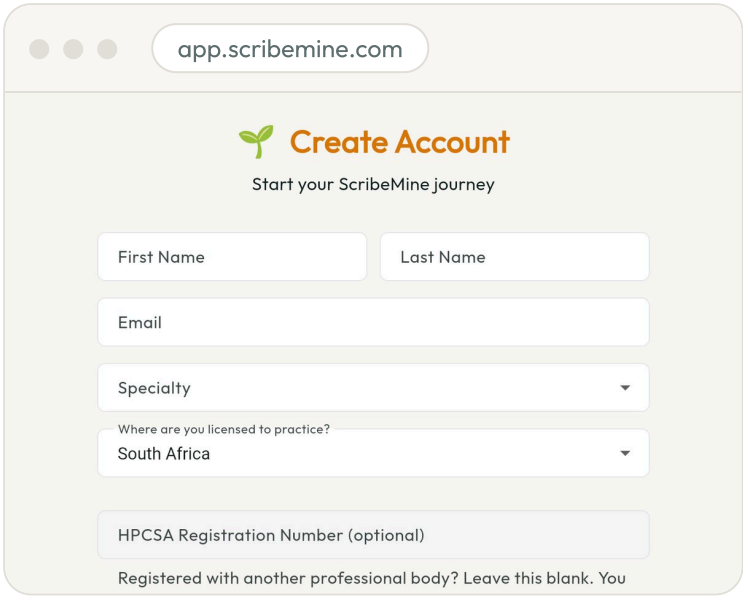
Do them in order the first time. After that, it is two clicks to a new note.

1 ABOUT 2 MINUTES

## Create your account

Go to **app.scribemine.com** and click **Sign up**.

- Enter your name, email and specialty. South Africa is already selected.
- Your HPCSA number is optional. Registered with another professional body? Leave it blank.
- Tick the confirmation and click **Create Account**.
- We email you a 6-digit code. Type it in. There is no password to remember.

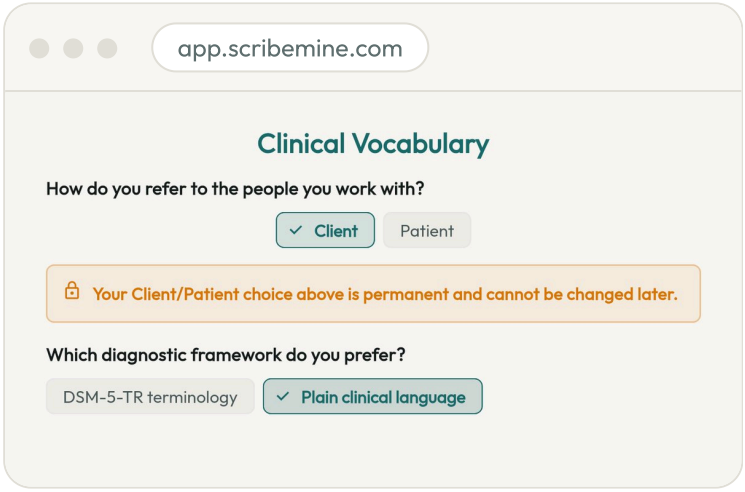



2 ABOUT 2 MINUTES

## Tell ScribeMine how you write

A few short questions shape every note it drafts for you.

- **Client or Patient:** choose with care. The app uses this word everywhere, and you cannot change it later.
- Pick your note format, first or third person, and how much interpretation you like. You can change these later in Settings.
- The last questions, about scheduling, are optional. Click **Get Started**.

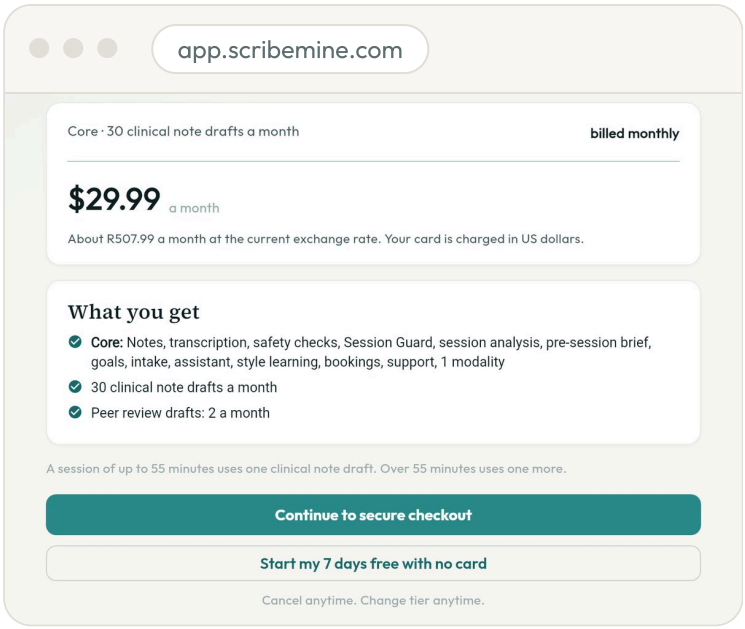


3 1 MINUTE

## Start your free trial

Choose a package. Nothing is charged today.

- **Start my 7 days free with no card** starts at once.
- **Continue to secure checkout** adds a card and gives you 21 days free. Add a card during the 7 days and you get a fresh 21 days: up to 28 days free in all.
- You can change your package during the trial.
- Prices are in US dollars. The app shows an estimate in Rand.

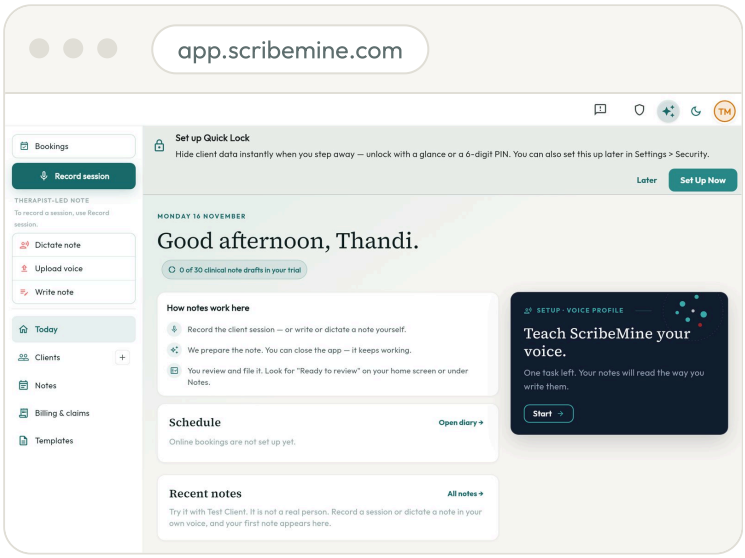



4 1 MINUTE

## Meet Test Client

Your account opens on **Today**, with **Test Client** ready for you.

- Test Client is not a real person. Try every feature on it, with no risk to real records.
- Its consent is already on file, so you can dictate and record straight away.
- First, click **Start** on **Teach ScribeMine your voice** and speak naturally for 30 seconds. ScribeMine uses it to tell your voice from your client's.

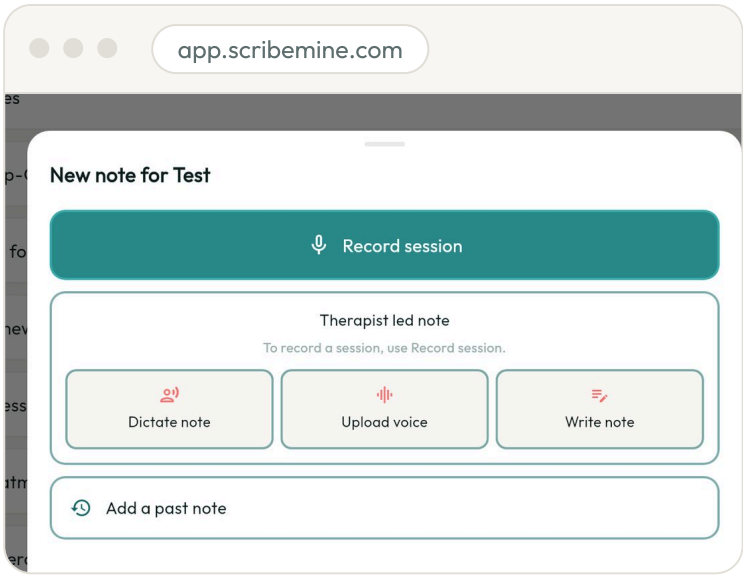


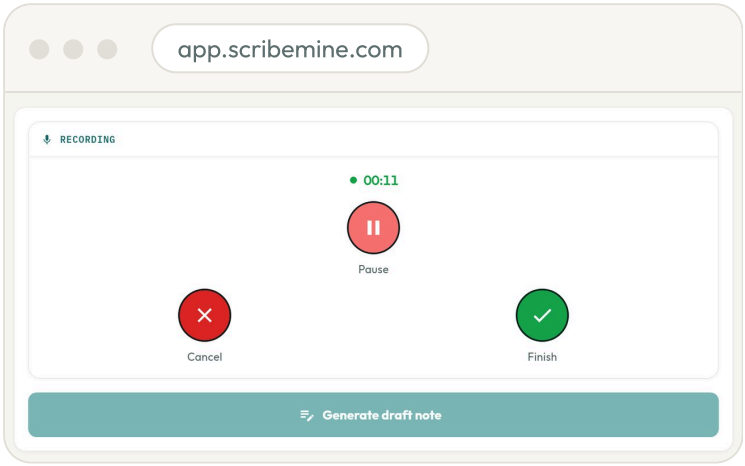
5 ABOUT 2 MINUTES

## Dictate your first note

Click **Clients**, then **Test Client**, then **New note** and **Dictate note**.

- Check the note details, click **Continue**, then choose the modality, for example Individual CBT.
- Click **Start**. The first time, your browser asks to use the microphone: click **Allow**.
- Describe an imaginary session in your own words. Two to five sentences are enough.
- Click **Finish**, then **Generate now**. The draft is ready in about a minute.




**NOT SURE WHAT TO SAY? READ THIS ALOUD**

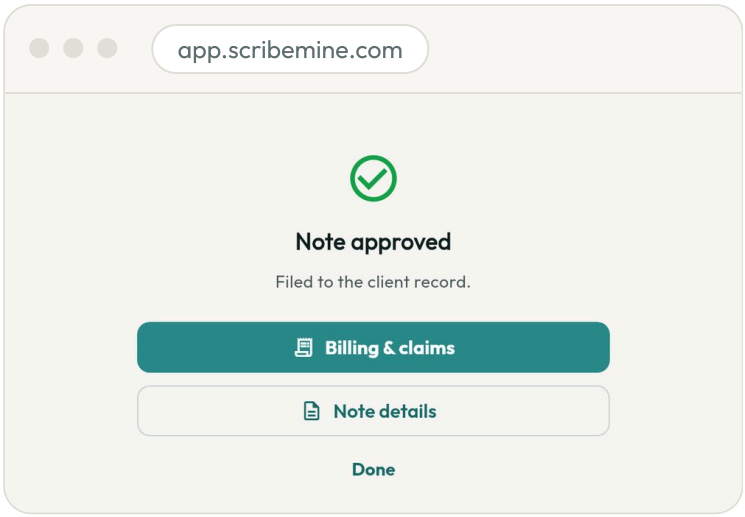
*"Fourth CBT session with Test Client. Sleep is better and the client kept to the 9 p.m. email cut-off. Anxiety was 80 out of 100 before handing over the release checklist, and 20 after. We tested the belief that everything goes wrong unless the client checks it personally. Belief dropped from 90 to 40 percent. Plan: a second delegation experiment, with the prediction and the outcome written down."*

6 ABOUT 2 MINUTES

## Review and approve

The draft opens in your note format, section by section, like the one at the top of this page.

- Read it. Click **Edit** to change any section.
- Click **Approve note**. Only then is it filed to the client record. Nothing is filed without you.
- Filed notes stay in the client's Notes list, with your name and the time.



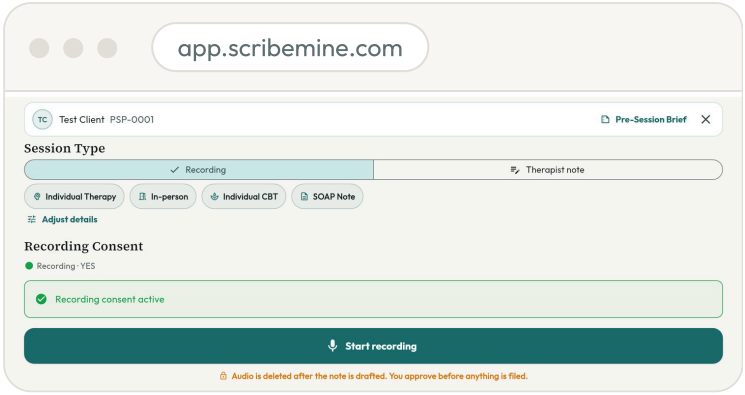

**THAT IS IT**

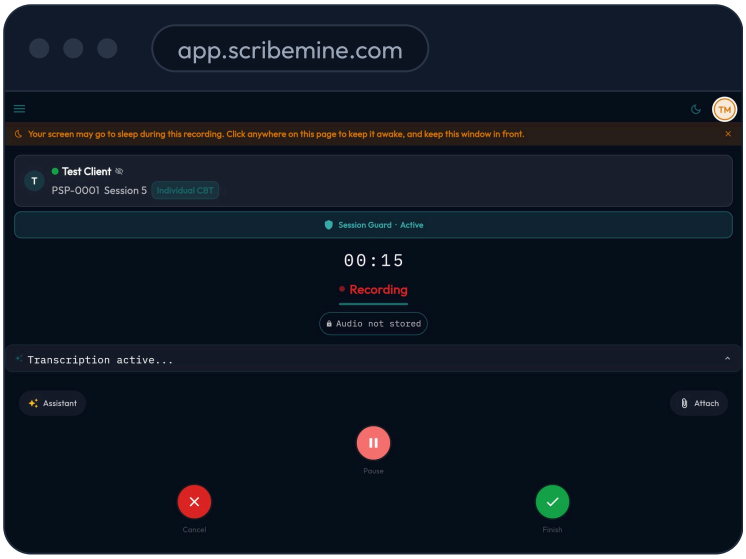
You have made and filed a note. Every next note is the same few clicks, from **Dictate note** or **Record session** on the left of the Today screen.

# Your first real session

When you are ready, add a real client and record a session in the room.

- Click **New client: quick**. A first name and a surname are enough. The rest can wait.
- **Consent first.** Before the first recording, the app asks for the client's recording consent.
- Click **Record session**, choose the client, then **Start recording**.
- Keep the ScribeMine window in front, and keep the laptop awake and plugged in. If the app says the screen may sleep, click anywhere on the page.
- Click **Finish** when the session ends. The draft is ready a few minutes later under **Notes**. You can close the app while it works.




**PRIVATE BY DESIGN**

Session audio is deleted once the transcript is captured. The AI companies that power ScribeMine never train their models on your data.

# Four ways to make a note

All of them end in the same draft that you review and approve.

### Record session

Capture the session in the room. A session of up to 55 minutes uses one note draft.

### Dictate note

Right after a session, say what happened in your own words. Your voice only.

### Upload voice

Already dictated on your phone's voice recorder? Upload the file.

### Write note

Type or paste your own notes. ScribeMine puts them into your note format.

## Once you have a few notes

ScribeMine reads your filed notes, so it gets more useful with every session.

### Pre-Session Brief

A short brief on the client page before each session.

### Bring your history

Add past notes, so new notes start with context.

### Reports and letters

Progress reports and letters from the client page.

### Medical aid claim slip

A claim slip as a PDF, from a filed note. You send it, ScribeMine never does.

## Your trial at a glance

Pay nothing while you decide.

| 7 days | 21 days | 28 days | 50% off |
|---|---|---|---|
| free, with no card | free, when you add a card | free at most, in all | your first two paid months on a monthly plan |

Each note uses one clinical note draft from your package. A recorded session of up to 55 minutes uses one, and a longer session uses one more.

## Good to know on the web

The questions new users ask first.

**The microphone does not work?**
Click the icon to the left of app.scribemine.com in the address bar, allow the microphone, then reload the page.

**Step away from your desk?**
Set up **Quick Lock**: a 6-digit PIN that hides client data. Click your initials at the top right, then *Set up Quick Lock*.

**Another computer?**

Go to app.scribemine.com and sign in with your email. We send a new code each time.

**Something looks wrong?**

Click the feedback icon at the top right of the Today screen, or email inquiries@scribemine.com. One line is enough.

### ON YOUR PHONE

app.scribemine.com also works in your phone's browser. It is handy to read, edit and approve notes between sessions.

To record a whole session, use a laptop or desktop. A phone browser can stop recording when the screen locks.

