Copy from transcript and share exact wording

Purpose: Capture exact phrases from the call when wording matters.

Steps

1. Anywhere in the screen identify the text you want.
2. Locate a copy icon and click on it to copy the content
3. Paste it into your note or SMS.
4. If needed, click the play icon to confirm the audio for that line.

Steps to change DOB and phone format for direct copy

1. Locate the patient info on the right panel where phone and DOB appear.
2. Hover over them to see setting icon, click on it.
3. Choose a phone format such as:
   - (123) 456-7890
   - 123-456-7890
   - 1234567890

4. Choose a DOB format such as:
   - MM/DD/YYYY
   - DD/MM/YYYY
   - DD-MM-YYYY

Tips and good practice

- Use this for medication names, dates, and quoted instructions.

Revision #1
Created 18 September 2025 18:18:00 by Admin
Updated 18 September 2025 18:18:12 by Admin