Created - 20250116

AI-Powered Medical Dictation

User Guide

Welcome to **medictate.ai**, your AI-powered medical dictation tool. This guide will walk you through the key features of the platform, helping you create, edit, and manage your medical reports quickly and efficiently.

Before reading further, it is important to understand that medictate.ai is a dictation tool, much like dictating into a tape recorder after a patient encounter, or while reading an image.

Medictate does not work well in ambient recording settings. This means that recording an entire patient interaction and attempting to produce a note or report from that may not meet your expectations.

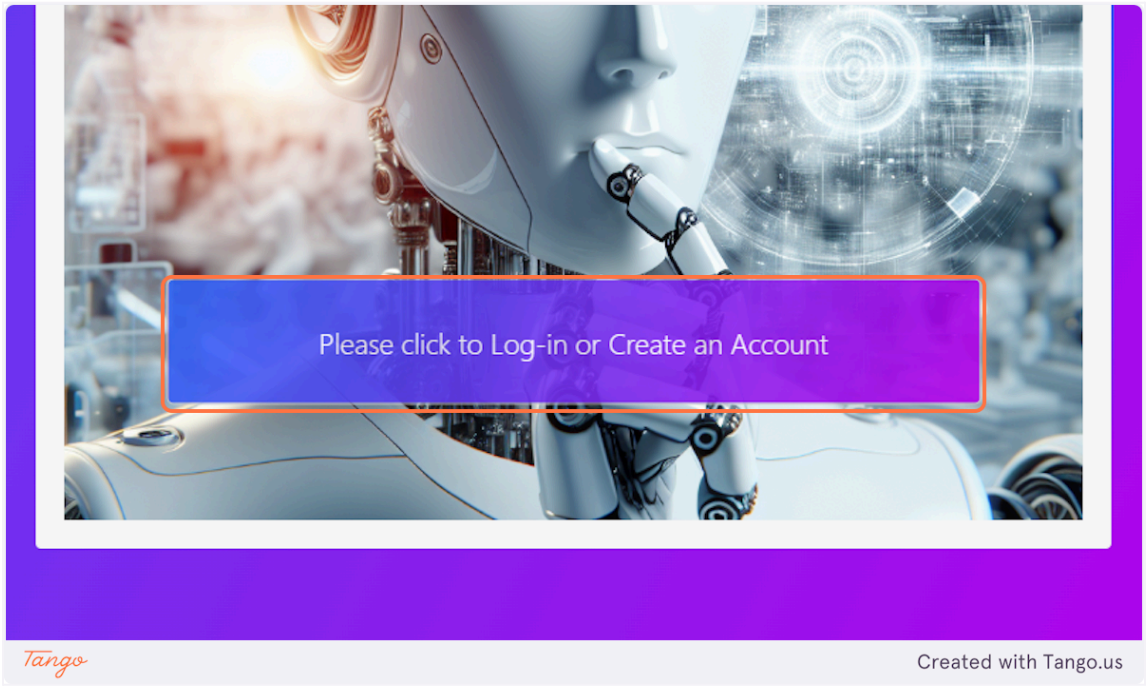
Medictate is designed for the user who wants to get the bullets of the encounter down and turn that into a report or note.

Getting Started

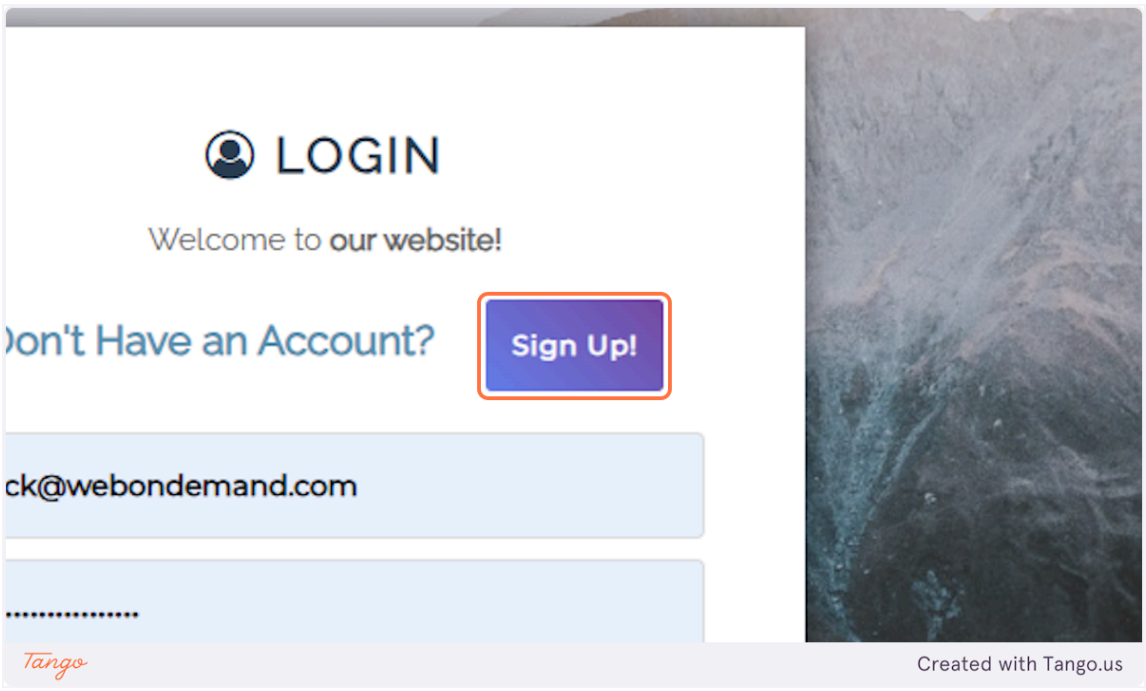
Creating an Account

1. **Sign In**
   Log in with your medictate.ai account. If it's your first time, you'll need to create a profile with your name and email address.

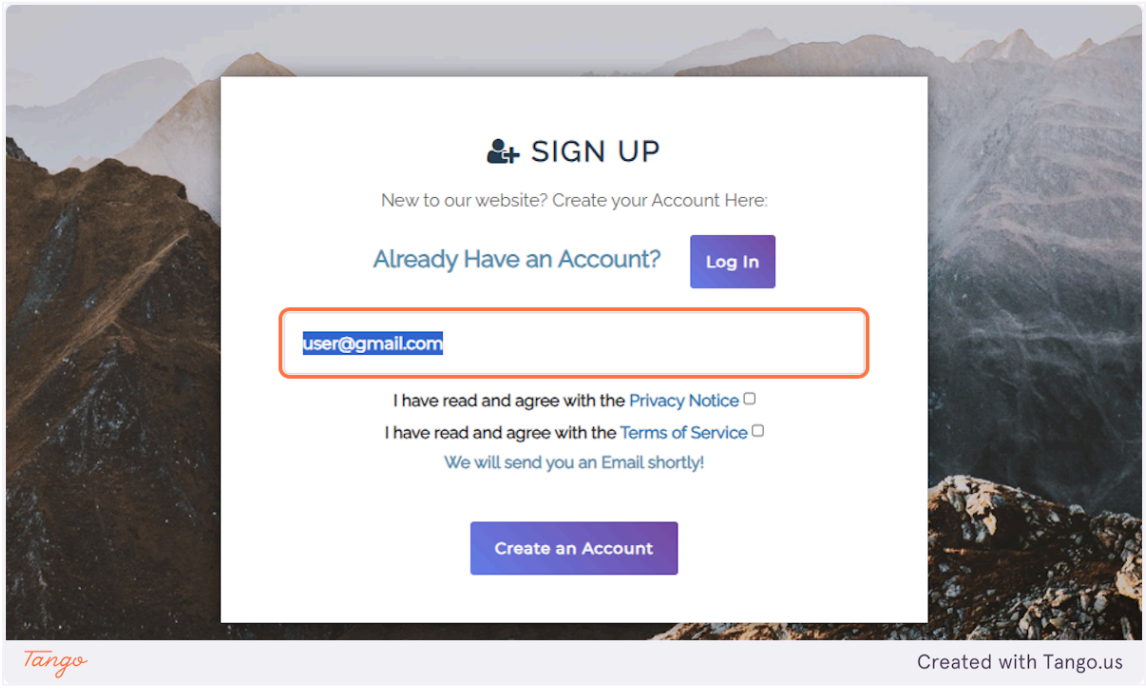
   Click on "Please click to Log-in or Create an Account"



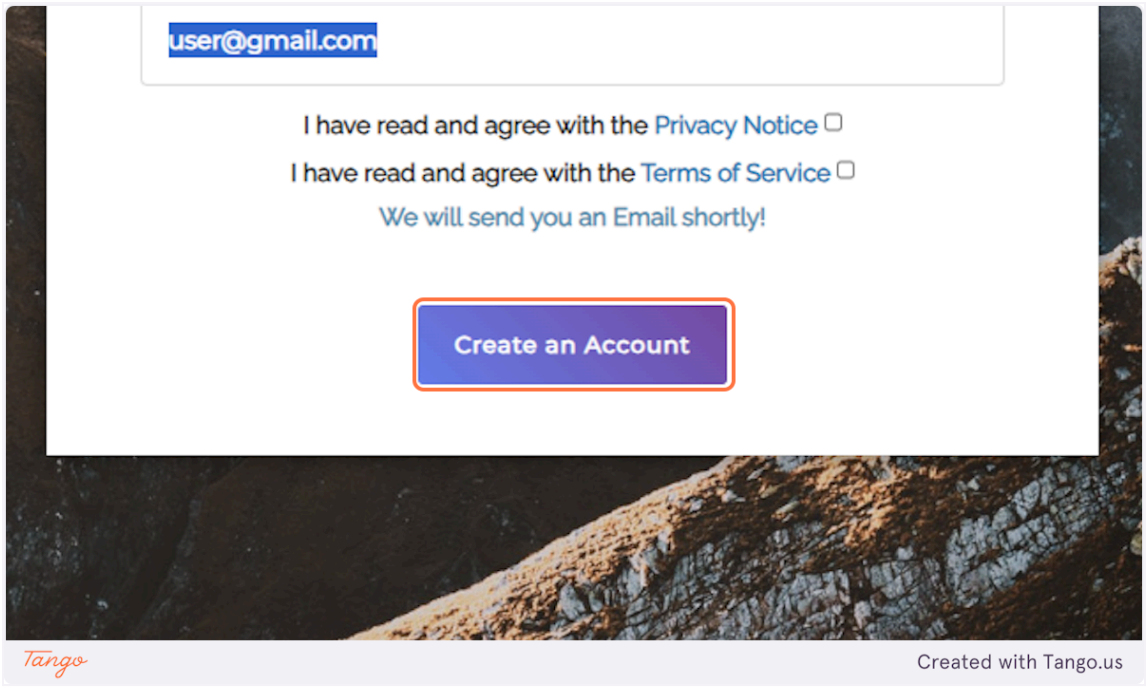
Click on Sign Up!



Type your email



Click on Create an Account



Set up

Selecting and Translating Languages

- **AI Mode** supports **over 100** languages.
- **Browser Mode** supports **55** languages.

Here's what you can do:

1. **Dictate in Your Own Language**
   Select your language, speak, and medictate.ai will generate the report in your language.

2. **Translate Your Report**
   Speak in one language (like English) and output the report in another (like Spanish).

3. **Translate Foreign-Language Reports**
   Copy and paste a report in another language into the dictation window. Select the output language, and once generated, the report will appear in your chosen language.

Calibrating Your Microphone (AI Mode Only)

If your environment is noisy, medictate.ai's calibration feature filters out background sounds:

1. **Press "Start"** in AI Mode.
2. A gear icon appears in the **top-right** corner. Click it; it turns into a **Record** icon.
3. Remain silent for **20 seconds** as medictate.ai measures background noise.
4. The icon reverts to a gear, indicating calibration is saved.

Calibrate once per environment or whenever noise levels change significantly.

Choose a Dictation Mode

Once logged in, pick your preferred mode based on your needs and browser compatibility.

Profile and Support Options

In the top-right corner, you'll see:

- **Edit Profile**: Update your name, email address, or other details.
- **Log Out**: Securely exit medictate.ai.
- **Contact Support**: Send ideas for new report styles or get help with any issues.

Dictating

Choosing Dictation Modes

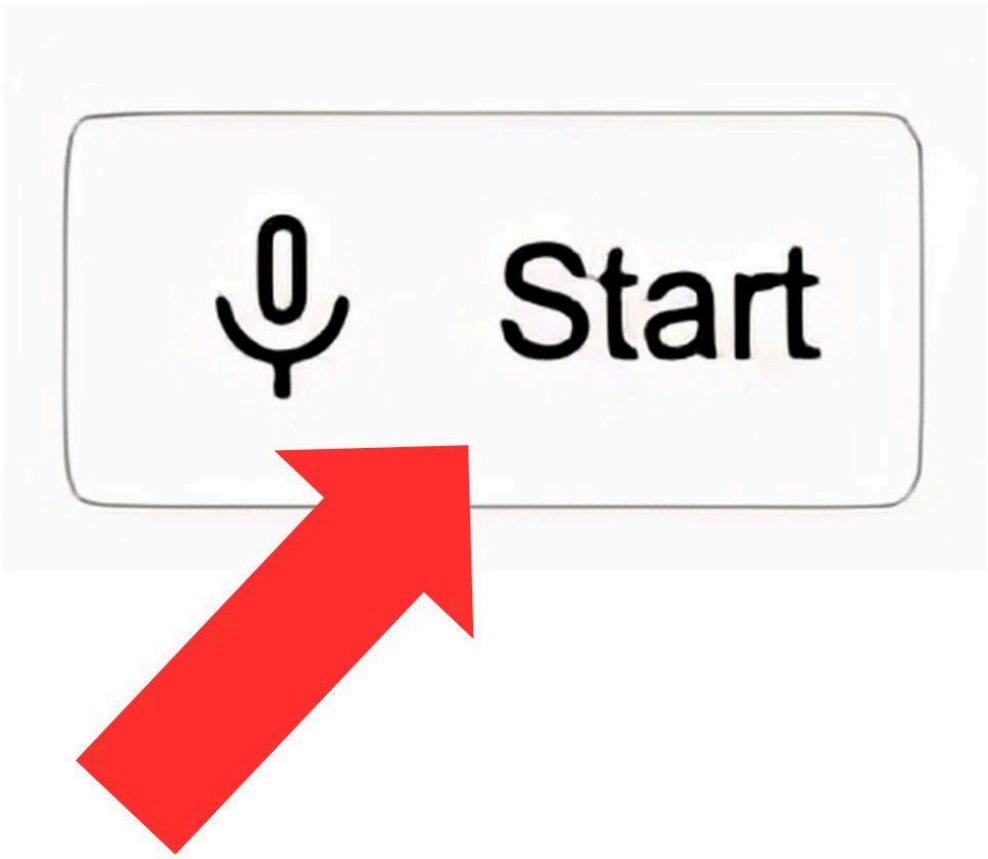
medictate.ai offers **two main dictation modes**:

- **AI Mode**
    - Works best on Windows-based browsers (Chrome, Edge, etc.).
    - Supports **over 100** languages.
    - Requires brief pauses (1–2 seconds) to process speech in real time.
- **Browser (BR) Mode**
    - Compatible with **all major browsers**, including Safari on iOS.
    - Supports **55** languages.
    - Generally faster but can be less accurate with complex medical terms.

If you encounter issues with AI Mode (like server downtime or incompatibility), switch to Browser Mode for more stability.

Dictating Your Reports

1. **Select Specialty & Note Style**
    - On the **left** side of the screen, select your medical specialty.
    - On the **right** side, choose your desired note or report style.
2. **Press “Start”**



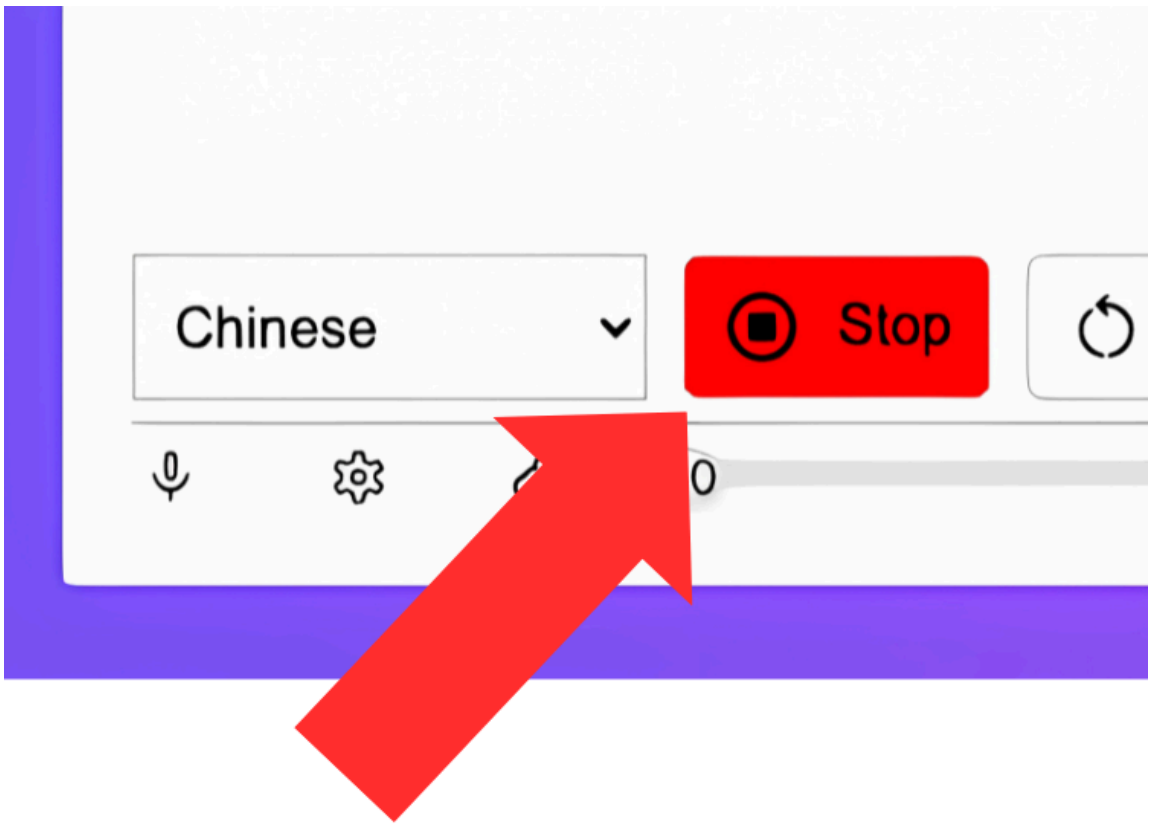
    - A red line next to the mic icon indicates the system is listening.

- In AI Mode, leave brief pauses to allow real-time processing.

3. **Speak Naturally**

   - Dictate clearly.
   - Remember to pause briefly so your text can appear in real time (AI Mode) or after short processing (Browser Mode).

4. **Press “Stop”**



   - Ends your dictation.
   - You’re now ready to generate or finalize your report.

Reports

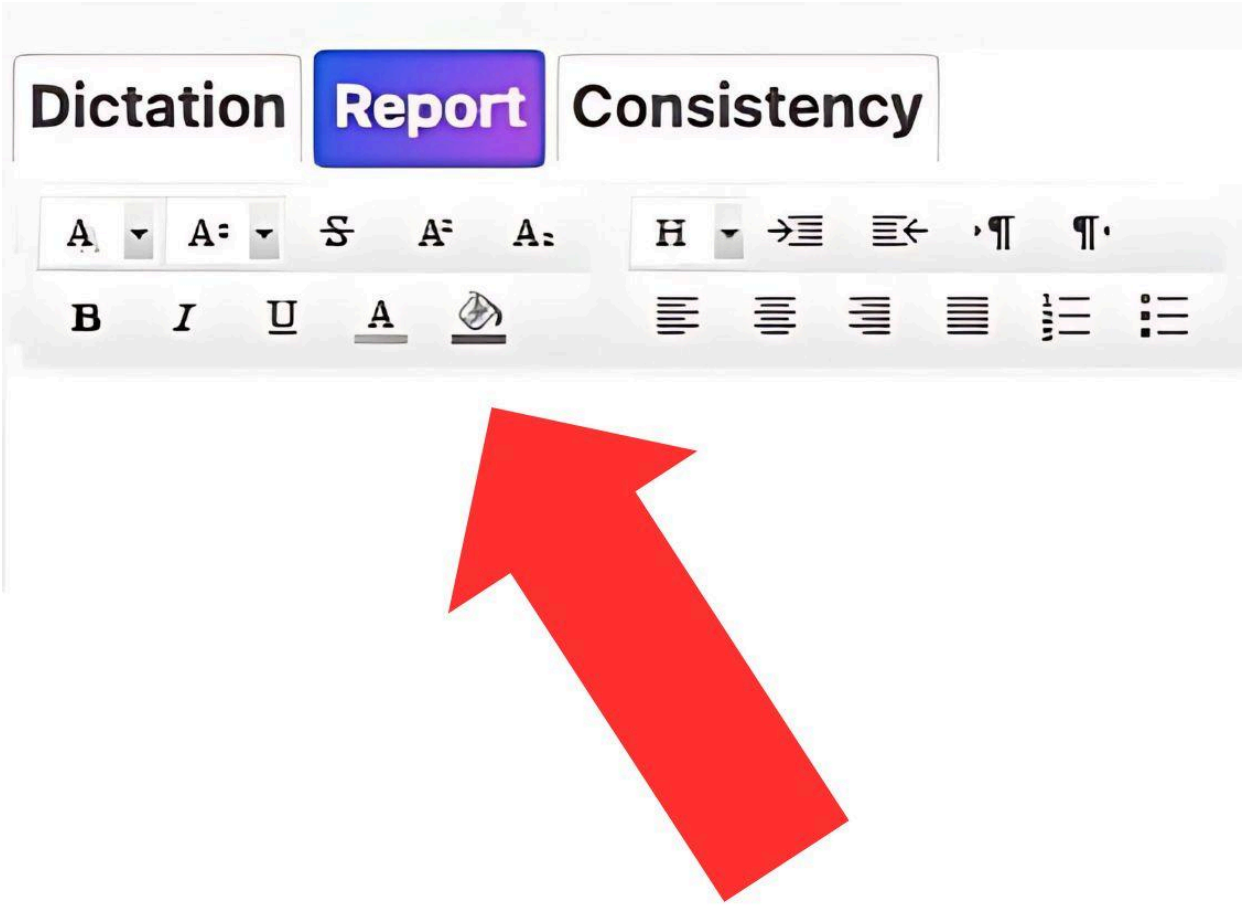
Write a report

After pressing "Stop," you can create your fully formatted report.

1. **Activate the "Write" Button:** Once you press *Stop*, the "Write" button becomes active. Click it to generate your report.
2. **Wait for Processing:** The system will process your dictation and produce a formatted report. This may take a few seconds.
3. **View Your Report:** The completed report will appear in the editor window, ready for review or further editing.

Now you’re ready to move to editing and finalizing your report.

Editing and Finalizing Your Reports



After dictating, your report appears in the editor. You can:

- Insert, delete, or replace text.
- Apply formatting, such as **bold** or *italics*.
- Copy and paste the final text into your Electronic Health Record (EHR).

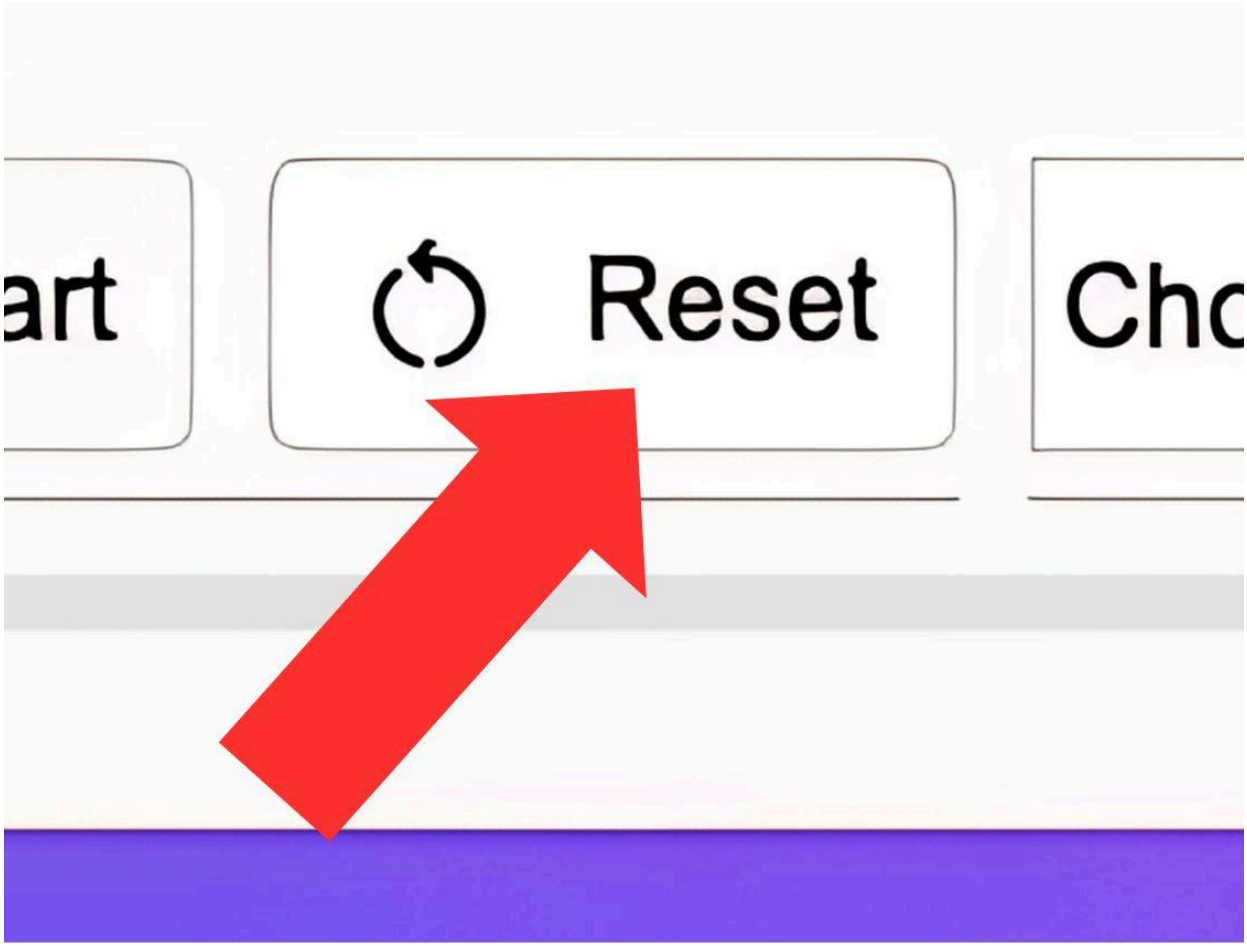
Emailing Reports



- Use the **Email** button to toggle sending reports to your inbox.
    - **Black** means off, so no emailed reports.
    - **Blue** means on, so reports go to the address in your profile.
- Ideal for when you're on the move, ensuring your reports are ready in your email for later review.

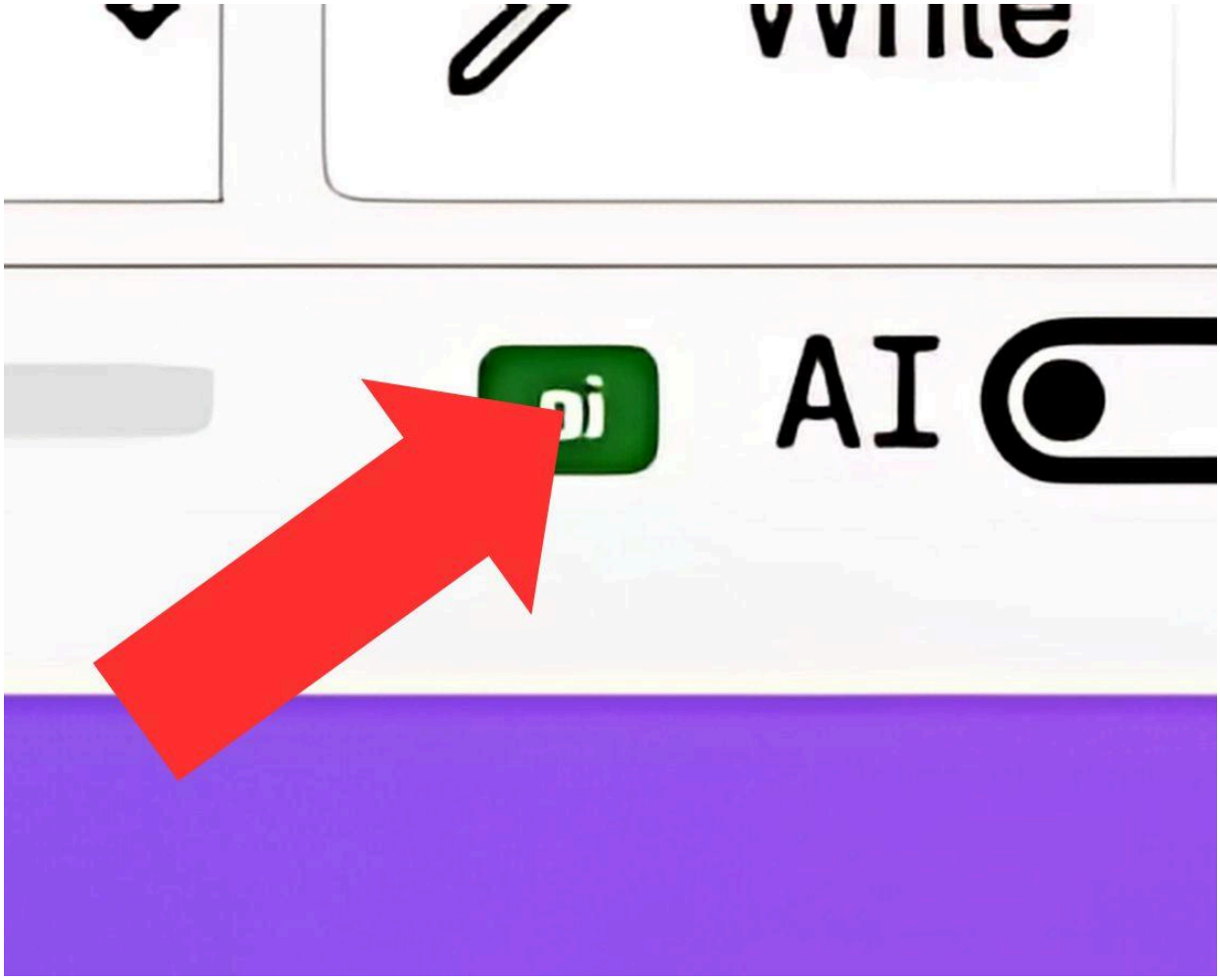
Other

Resetting the Screen



After copying your final report to your EHR, click **Reset**. This clears the current text and returns you to the dictation page, ready for a new report.

AI Service Status

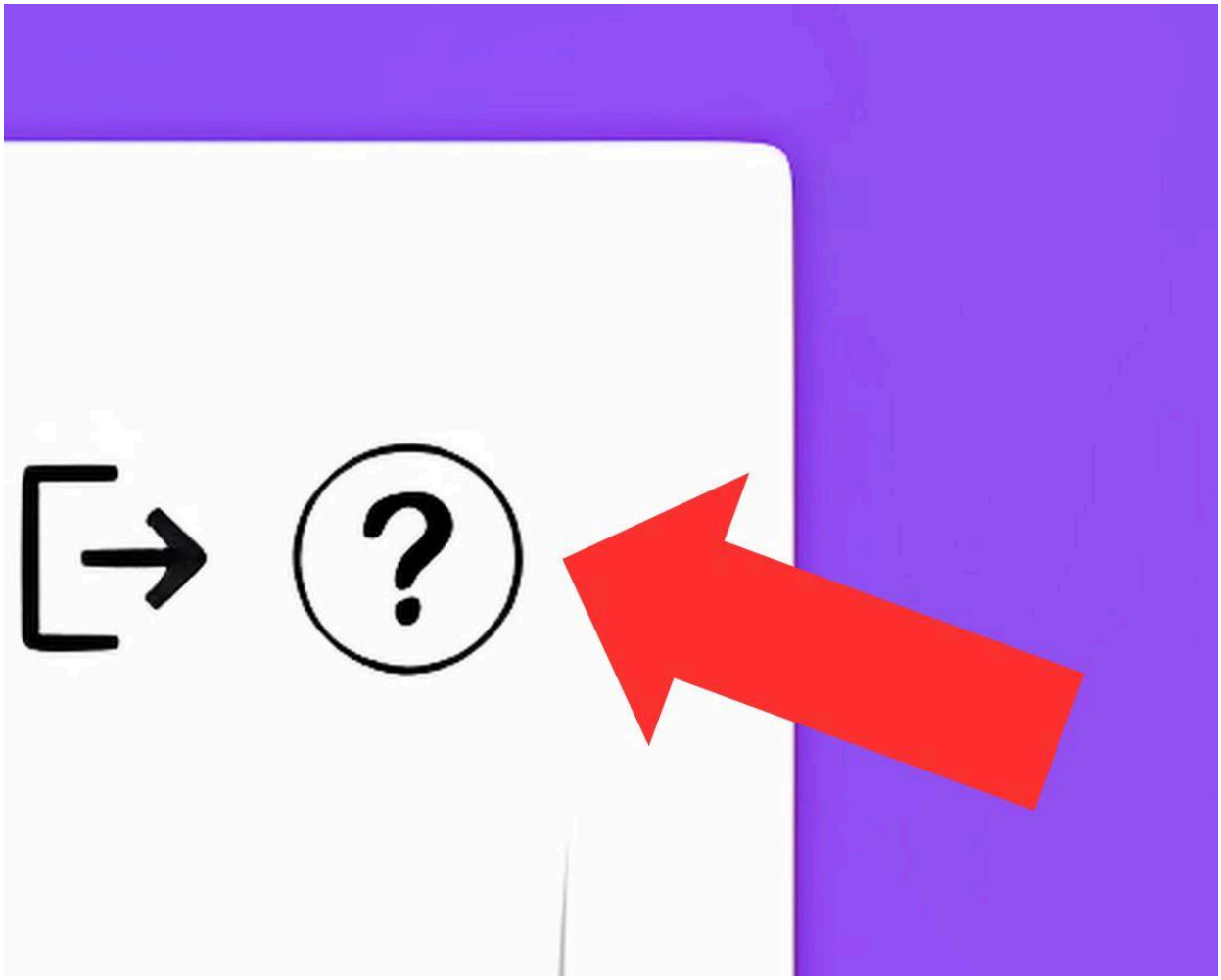


You'll see an indicator for the **OpenAI service status** at the bottom of the screen:

- **Green**: Everything is working smoothly.
- **Yellow or Red**: Indicates issues on OpenAI's end.

Because medictate.ai relies on OpenAI servers, both AI Mode and Browser Mode can be affected if the status isn't green.

Contacting Support



You'll see the question mark icon on the top right of the input window. If you have a question, a problem with the interface, or would like to recommend a new report template, let us know!

Conclusion

You're now ready to use medictate.ai! Choose the mode that suits your workflow, calibrate your mic if needed, and easily edit, translate, or share your reports. We hope medictate.ai streamlines your documentation process
—**happy dictating!**