User Guide for Pickup Transcription Reports



Office of Disability Determinations

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Electronic Records Express Website Document Exchange Services

Pickup Transcription Reports

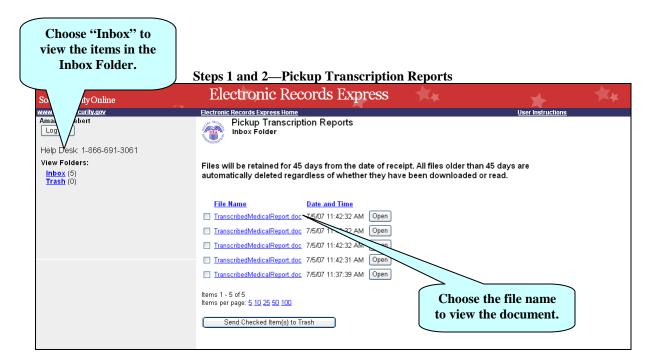
The Pickup Transcription Reports feature of the website allows Consultative Examination (CE) providers to retrieve transcribed CE reports sent to the CE provider by a transcriptionist.

Users sign into the Electronic Records Express Home Page with username and password. Under the Document Exchange Services heading, select Pickup Transcription Reports. This takes you to your Inbox and allows you to pickup files sent via the Electronic Records Express website.

Please contact your Medical/Professional Relations Officer if you are interested in having this function available to you and it is not currently available to you.

Please note that you are responsible for information submitted on the ERE website when using your ERE User ID and password. You should never share your ERE User ID or password with others.

Electronic Records Express Home—Pickup Transcription Reports Social Security Online Electronic Records Express Electronic Records Express Home Welcome to Electronic Records Express Bulletin Board John Public Consultative Examination (CE) Services John.Public@ssa.gov (410)3456789 Updated 07/07/2010 Pickup Provider's Transcription Reports Prepare CE Report for Provider Log Out What's New? Send CE Report(s) with Scanned Signature Get important information about Electronic Record Express availability. FAQ's mail for more information or call toll free **Document Exchange Services** 1-866-691-3061 Access Provider's Electronic Requests
Send Transcription Report To Provider **User Instructions** Pickup Transcription Reports
Teacher Questionnaire
Track Status of Submissions From here you can also: Modify your account information **Communication Services** Change your password Secure Messaging: Home Inbox For your security, please log out and close all Internet windows when you are finished.



Step 1—View Inbox

• To view the inbox, select **Inbox** under the **View Folders:** heading.

Step 2—View and Open File

- To view a file, select the file name you wish to open under the **File Name** heading or the **Open** button. You may be prompted to either open or save the file.
- Open or save, as necessary

Instructions to Move File To Trash



Step 1—Move File to Trash

From the **Inbox**:

- Check the box(es) next to the **File Name** of the file(s) you want to add to **Trash**.
- Select Send Checked Item(s) to Trash.

Step 2—View Items in Trash **Electronic Records Express** Social Security Online www.socialsecurity.gov Amanda Hebert Pickup Transcription Reports Trash Folder Log Out Help Desk: 1-866-691-3061 Files will be retained for 45 days from the date of receipt. All files older than 45 days are Inbox (3) Trash (2) automatically deleted regardless of whether they have been downloaded or read. File Name Date and Time TranscribedMedicalReport.doc 7/5/07 11:42:32 AM Open ☐ <u>TranscribedMedicalReport.doc</u> 7/5/07 11:42:32 AM Open Items 1 - 2 of 2 Items per page: <u>5 10 25 50 100</u> Delete Checked Item(s) Restore Checked Item(s) Choose "Trash" to view items in the Trash folder.

Step 2—View Items in Trash

- Select **Trash** under the **View Folders** heading.
- To delete items in **Trash**, select **Delete Checked Item(s)**
- To restore items in **Trash** to your **Inbox**, select **Restore Checked Item(s)**.

Note: Documents are deleted after 45 days from the beginning of the process. This includes items in the Inbox and Trash.

Access Keys

This application contains access keys to improve navigation and provide information. You will find a list of these keys in the table below:

Button	Access Key
Delete Checked Item(s)	1
Log Out	1
Restore Checked Item(s)	r
Send Checked Item(s) to Trash	S

Other keyboard commands, hotkeys or access keys will vary based upon browser and the version of the browser that you are using. A list of these commands can be found in the Help section of your browser. The Help feature can be located on the Menu bar of your browser or by using the F1 function key on the keyboard. Any assistive devices that you may be using will also have a list of these shortcut keys in their Help section.

Note: To use these keys select the "Alt" button on your keyboard and the access key simultaneously.

How to Get Important Information about Electronic Records Express Website Availability

You may subscribe to receive ERE website availability notifications through the GovDelivery services on the Social Security Administration's Electronic Records Express internet website: Social Security Online: Electronic Records Express. Please see the following website for GovDelivery FAQs: https://service.govdelivery.com/service/help.html#general1

To subscribe to the ERE website availability notification, follow these instructions:

Click Get important information about Electronic Records Express website availability.

- Type your email address and select **Go**
- Confirm your email address
- Select "Send updates immediately by e-mail."
- Choose an optional password
- Select Save
- Select Next
- <u>Subscribe</u> to additional topics by checking the boxes or <u>unsubscribe</u> by unchecking the boxes
- Select Save
- <u>Subscribe</u> to topics from other agencies by checking the boxes or <u>unsubscribe</u> by un-checking the boxes
- Select Save

^{**}Once you have subscribed, you will receive a <u>Subscription Acknowledgement</u> e-mail with instructions on how to update your user profile**