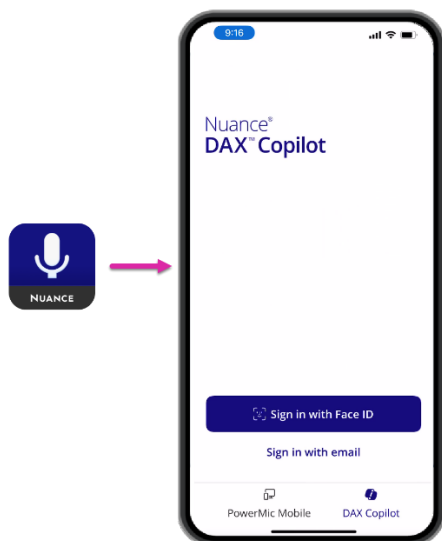# DAX Copilot Quick start guide
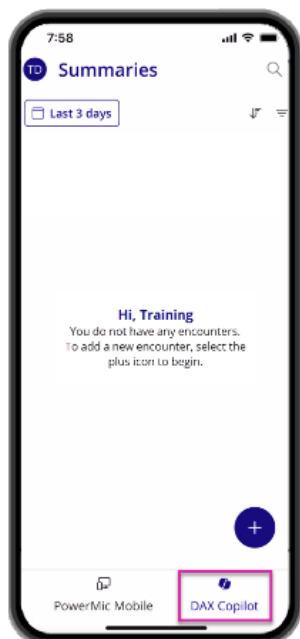
How to open DAX Copilot on the mobile app

1. Open the PowerMic Mobile app and log in with your credentials.

   o Depending on your organization's security policies, your log in process may include multifactor authentication.
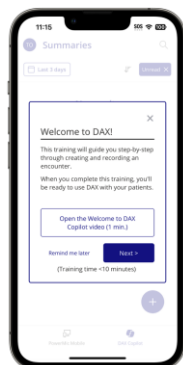

   *Note: There is no app called "DAX Copilot." DAX Copilot is accessed through the PowerMic Mobile application, which can be downloaded from the App Store on your iOS device.

2. Select the DAX Copilot button.

You know you are in the right place if you see a *Welcome to DAX* message in your DAX Copilot mobile app. (Message will appear at first log in only. Subsequent log ins will open to the Summaries list.

If you have trouble logging in, refer to the [download/install guide](#) for help.

DAX Copilot app opens to Summaries. All your recorded encounters appear in this list. You can choose to:

- Review/Edit a Summary
- Create a new Summary

Note: The Summaries list will be empty until you have recorded one or more encounters.

Here is a list of icons you will see on the Summaries page:

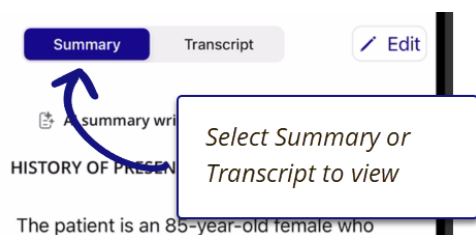| Icons	Description
Last 3 days	Use the calendar icon to view clinical summaries for last: • 3 days • 7 days • 30 days **Note:** The summaries will be automatically removed after 30 days
(sort order icon)	Use the sort order icon to display summaries by date and time in ascending or descending order
(filter icon)	Use the filter icon to display summaries with a specific status. The following filters are available: • Unread • Summary Created • In Review • Done • Errors • All
(plus icon)	Select the plus icon to create a new recording
DAX Copilot	Select DAX Copilot to open DAX Copilot when you're using the PowerMic Mobile app.
PowerMic Mobile	Select PowerMic Mobile to pair and start dictating with Dragon Medical One.
(magnifying glass icon)	Use the magnifying glass icon to search for a specific encounter

Record an encounter in DAX Copilot

Follow the steps below to start recording in DAX Copilot on the mobile app:

1. Select ⊕ to start recording

   a. Start with an introduction, using at least 2 identifiers to easily identify the summary.

   b. Obtain consent as per your organization's policies.

2. Place your device near you and the patient, unobstructed so DAX Copilot can hear the conversation.

3. The timer will count up to let you know how long you've been recording.

   a. The maximum time for recording is 75 minutes, although for optimal results, limit recordings to 45 minutes or less.

4. Select the microphone icon to stop recording.

5. Select the microphone icon again to add more recordings to an encounter.

Edit in DAX Copilot

Once you stop recording, DAX Copilot writes a summary with standard clinical sections and presents it in the DAX Copilot mobile app and in Dragon Medical One. It also includes a transcript for the encounter.

Summary displays the content generated by DAX Copilot. **Transcript** displays the exact dialogue of your conversation with the patient

Edit in DAX Copilot on the mobile app

- Select ✏ Edit to start editing sections in the summary.

- Use your mobile keyboard, dictation, and voice commands to edit the summary

  – Any field that accepts voice commands will display a small flame icon.

  – DAX Copilot recognizes most Dragon Medical One voice commands.

Edit in DAX Copilot on the desktop

- Open Dragon Medical One

- Select DAX Copilot from the DragonBar menu or say *Open DAX Copilot.*

- An indicator (dot) appears when there is a new summary in DAX Copilot

- The DAX Copilot window opens to the summary list.

- Select a summary to begin editing. You can edit manually, dictate with Dragon Medical One, or use voice commands.

Transfer to EHR

- Select desired sections in the summary or select copy all to transfer text to the EHR.

- Place your cursor in your EHR where you want the summary text to go.

- Use voice commands to transfer your summary text:

  o "Transfer selected"

  o "Transfer all"

  o "Transfer History of Present Illness"

  o "Transfer Physical Exam"

Get help

Email: DAXCopilotSupport@nuance.com
Phone number: 1 800-833-7776; ask for DAX Copilot
DAX Copilot support guide