User Guide for Pickup Transcription Reports

Office of Disability Determinations

October 2011

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

Choose "Inbox" to view the items in the Inbox Folder.

Steps 1 and 2—Pickup Transcription Reports

Electronic Records Express

Social Security Online

www.socialsecurity.gov   Electronic Records Express Home   User Instructions

Amanda Hebert
Log

Help Desk: 1-866-691-3061

View Folders:
   Inbox (5)
   Trash (0)

Pickup Transcription Reports
Inbox Folder

Files will be retained for 45 days from the date of receipt. All files older than 45 days are 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
☐	TranscribedMedicalReport.doc	7/5/07 11:42:32 AM	Open
☐	TranscribedMedicalReport.doc	7/5/07 11:42:32 AM	Open
☐	TranscribedMedicalReport.doc	7/5/07 11:42:31 AM	Open
☐	TranscribedMedicalReport.doc	7/5/07 11:37:39 AM	Open

Items 1 - 5 of 5
Items per page: 5 10 25 50 100

Send Checked Item(s) to Trash

Choose the file name to view the document.

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

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☐	TranscribedMedicalReport.doc	7/5/07 11:42:31 AM	Open
☐	TranscribedMedicalReport.doc	7/5/07 11:37:39 AM	Open

Items 1 - 5 of 5
Items per page: 5 10 25 50 100

Send Checked Item(s) to Trash

Check the box to select an item to delete. Select "Send Checked Item(s) 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

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)	l
Log Out	l
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**

- Subscribe to additional topics by checking the boxes or unsubscribe by un-checking the boxes

- Select **Save**

- Subscribe to topics from other agencies by checking the boxes or unsubscribe by un-checking the boxes

- Select **Save**

Once you have subscribed, you will receive a *Subscription Acknowledgement* e-mail with instructions on how to update your user profile