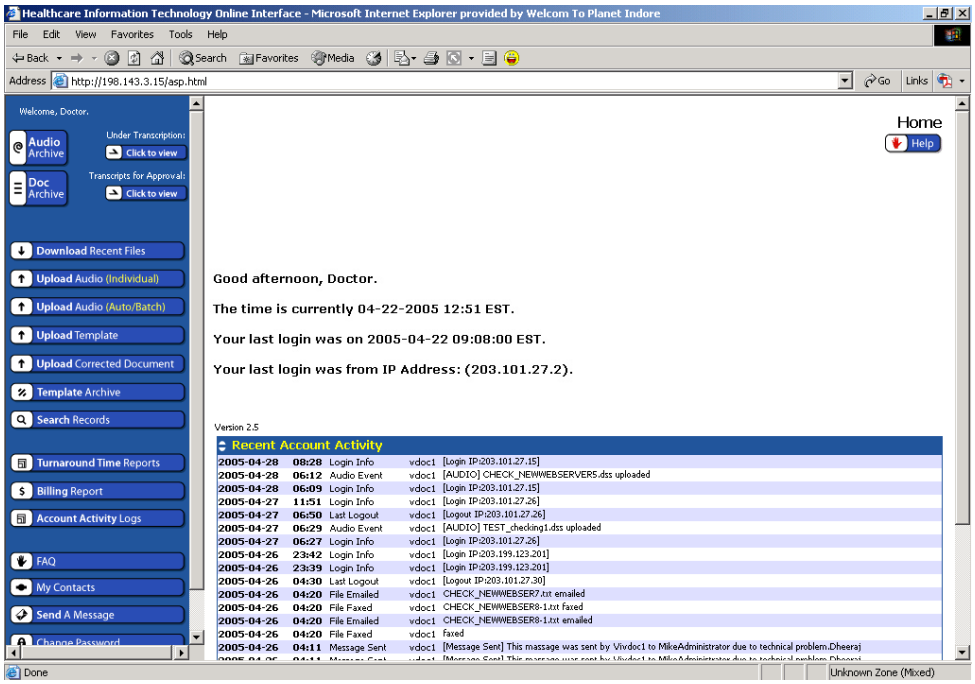
STATscript Online,
Doctor User Guide, Version 2.5



STATscript Online – The Friendly Web-Platform which Saves Money!

STATscript Online is a web-based file routing and dictation platform that facilitates audio file transfer from the physicians to the assigned transcriptionists and typed reports back to the physicians. STATscript Online manages the full life cycle of documents from the time they enter the system as dictated audio files, through distribution to the medical transcriptionists and editors, and finally back to the physicians.

The transcriptionists can pick up their assigned work from any PC connected to the Internet. STATscript has designed a very simple and user-friendly interface for users with little computer background and busy workdays.

The highlight of the STATscript Online system is the simple and friendly approach. There is no behavior change in the transcription procedure and transcriptionists can keep transcribing the same way they have been doing in past. There are no restrictions on the use of any specific transcription hardware or software. STATscript Online only works as a file routing platform with optimizing the workflow and control.

Thank you for your interest in STATscript Online!

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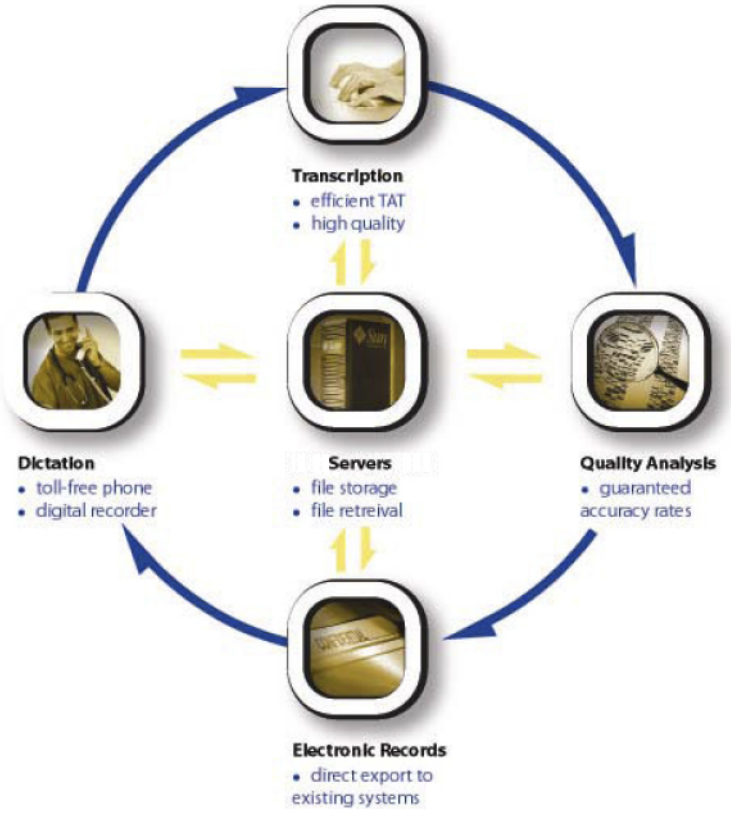
System Requirements

STATscript Online is a web-based routing platform which does not require any specific hardware or software installation. Any computer with Internet Explorer 5+ and an Internet connection can run STATscript Online. STATscript maintains the server and storage.

Getting Started

1. Go to your MT Company's site www.STATscriptOnline.com and click on "Client Login".
2. Enter your username and password to access your account.

Process Flow on STATscript Online



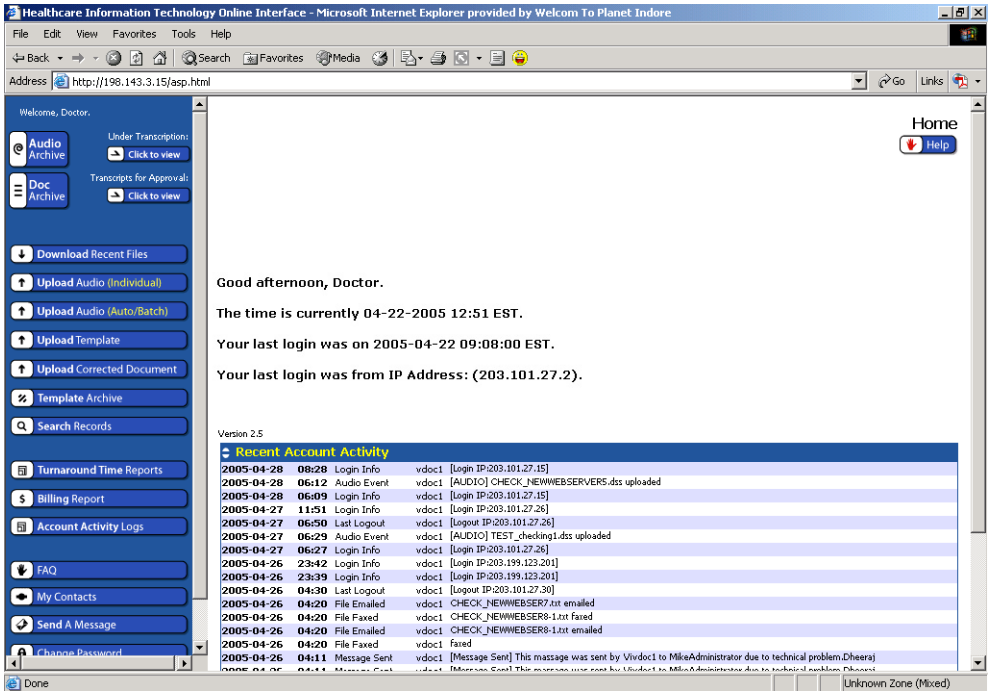
1. Doctor dictates a medical note i.e. audio file on toll free dictation service, digital recorder, in-house dictation system and creates template (a pre-decided format to tell the MT that this audio file has to be transcribed in this particular format).
2. Doctor logs in our system and uploads the audio file along with the template.
3. Our system then assigns the files to the MTs according to their availability status.
4. System gives email notification to the MTs regarding the assignment of files.
5. MTs log in the system and download the files to their own PC.

6. MT transcribes the file using any audio player, foot-pedals and word processors and then uploads it by logging in the system.
7. If workflow for the particular doctor is set as MT->Doctor, document is delivered to the doctor. While if workflow is set as MT->QA1->Doctor, file goes to the QA1 for editing.
8. System gives email notification to the QA1 or doctor depending upon the workflow.
9. QA1 logs in the system and downloads the file. He edits it and again uploads the edited version of the document.
10. If workflow for the particular doctor is set as MT->QA1->Doctor, document is delivered to the doctor and if workflow is set as MT->QA1->QA2->Doctor, file goes to the QA2 for further editing.
11. System gives email notification to the QA2 or doctor depending upon the workflow.
12. QA2 logs in the system and downloads the file. He edits it and again uploads the edited version of the document.
13. File is finally delivered to the doctor.

STATscript Online is a file routing platform and does not involve in the actual transcription procedure. MTs can use their own way of transcribing the files, choosing the audio player and foot-pedals and working on any word processor from Word Perfect, to Notepad to MS Word.

Front Page

When doctor successfully logs in, his personalized Home Page will show up. From the Home Page he will be able to manage his entire account.

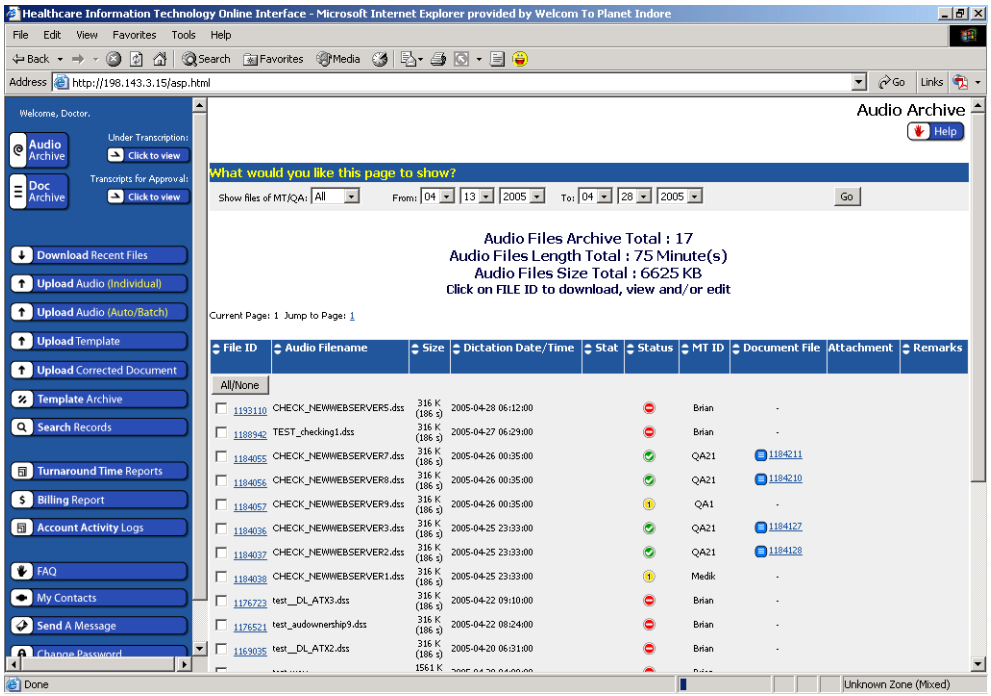


1. Doctor greeting with last login information as per Eastern Standard Time.
2. Just above the details of recent account activity – software version is given.
3. In middle of the page, details of recent account activity are displayed. It shows date, time of occurrence of event, type of event, account ID from which concerned event has occurred and IP address from where the event occurred. This information is shown of last 3 to 4 days. Click "Account Activity Logs" in the Navigation Bar for a detailed report.
4. On the right corner, are round buttons called Audio Archive and Doc Archive. Audio Archive shows the details of all the dictations. Doc Archive gives the details of all the transcribed files.
5. “Under Transcription” displays the details of the dictations under transcription/editing process. “Transcripts for Approval” displays the details of transcribed files awaiting approval by the doctor.
6. Navigation Menu option buttons are on the right middle of the page. Various facilitating options available to Doctor are:
   - Download Recent Files: Helps the doctor to download the transcribed files with one click. System automatically downloads the file with out doctor’s initiation to download them individually.
   - Manual Audio Upload: Helps the doctor to manually upload the audio files.
   - Auto Audio Upload: System automatically uploads the audio files stored in the specified folder.
   - Upload Template: Helps the doctor to upload the templates (pre-decided format) for the transcriptionists.
   - Upload Corrected Doc: In case, doctor didn’t like the transcribed file which he received, he can make the corrections in it and upload the corrected file
   - Template Archive: This option displays the details of all the templates uploaded by the doctor for the transcriptionist.

- Search Records: The doctor can retrieve the audio and transcribed files depending upon the selected search criteria.
- Turnaround Time Reports: This option displays the TAT details for the completed transcribed files.
- Billing Report: Help the doctor to generate an online billing report on the basis of the selected criteria for particular date range.
- Account Activity Logs: This option gives a detailed report of all events occurring in the doctor's account on an event and account basis for the selected duration.
- FAQ: These are frequently asked questions with answers to most of the doctor's general queries.
- Send A Message: The doctor can send a message to the Site Administrator if he faces any technical problem and to the MT Admin if he faces any transcription problem. There is no need to enter any email address or setup Outlook to use this web-based messaging function.
- Change Password: The doctor can change his or her account password using this option.
- Exit – On bottom right of the page logs out the doctor.

Audio Archive

Audio archive is a store of all the dictations (audio files) uploaded by the doctor. A detailed report of dictations uploaded in last fifteen days is displayed by default but a date-sorted report on MT/QA account basis can also be generated. You can listen to, download or delete the audio files, update the file information, view, download, e-mail or fax the documents and monitor the audio files' status online.



Column Details

1. File ID: This column displays unique File ID assigned to every audio file by the system.
2. Audio Filename – This column shows the audio file name and voice file format (dss, wav, mp3 etc.)
3. Size – This column displays the audio file length in seconds and size in KB (kilo bytes). It shows "0" if information is not available in file header information.
4. Dictation Date/Time – This column displays upload date and time as per EST and 24-hour-clock.
5. Stat – This column displays a red color tick if the doctor marks the dictation as stat (urgent).
6. Status - This column shows the audio file status. It helps you to determine the file status that is depicted in a color schema to make it clearly visible.

   Red - The audio file is waiting to be downloaded.

   Yellow – The transcriptionist has downloaded the audio file and is working on the file.

   Yellow with #1 – The editor (QA) is working on the file.

   Yellow with #2 – The senior editor is working on the file, and is ready to be uploaded soon.

   Green – The file has been successfully downloaded and approved by the physician.

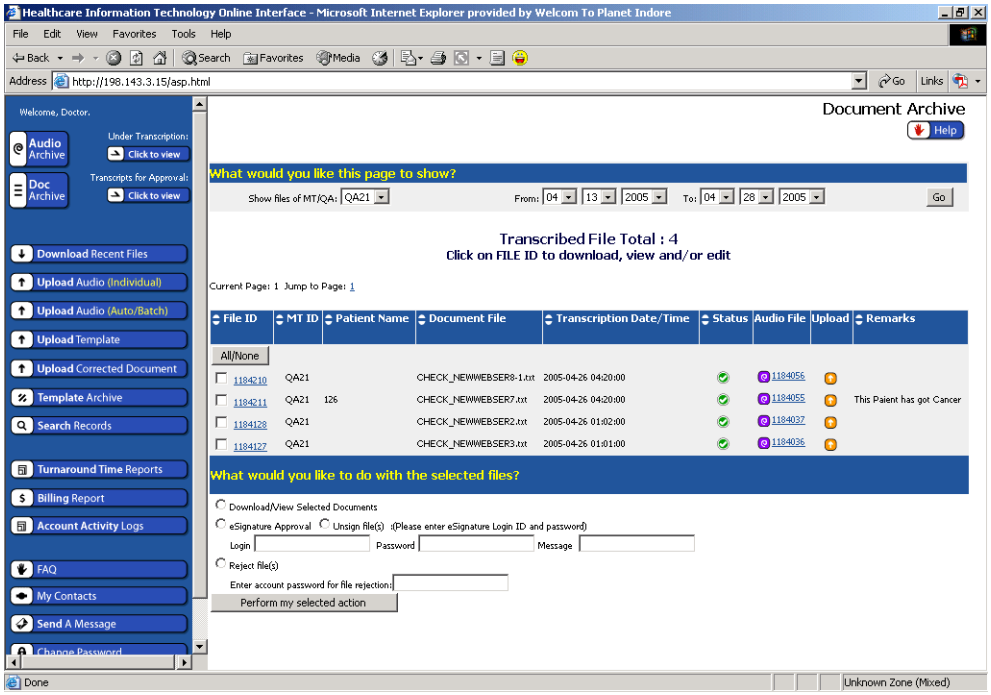
   eGreen – The file has been downloaded and electronically signed (eSigned) by the physician.
7. MT ID – This column displays the MT/QA ID who last uploaded the file (if file is completed) or who has the file for transcription/editing.
8. Document File – This column shows the document file ID assigned by the system. Click on the Blue button to view the transcribed report.
9. Attachment – This column displays a paper clip image to show any attachment uploaded by the doctor with the audio file. Download the attachment by clicking this image.
10. Remarks – This column displays the dictator's remark for the transcriptionist. It shows "REJECTED" if the doctor has rejected the file.

Checkbox Operations – With the help of these functions doctor can perform group activity on the audio files.

- Download Selected Audio Files
- Delete Selected Audio files

Doc Archive

Doc Archive is a store of all the transcribed files uploaded by the MTs/QA1s/QA2s. A detailed report of document files uploaded in last fifteen days is displayed by default but a date-sorted report on specific MT/QA account basis can also be generated. You can view, download, electronically sign or unsign, reject the document files, listen to, download the audio files and monitor the file status.



Column Details

1. File ID – A unique File ID is assigned to every document file by the system.
2. MT ID – This column displays the MT/QA1/QA2 ID who had last uploaded the file for the doctor.
3. Patient Name – This column shows the Patient / Client name.
4. Document File – This column displays the document file name.
5. Transcription Date / Time – This column shows the upload date and time of document file by the MT/QA as per EST.
6. Status – This column shows the file status. It helps the doctor to determine the file status, which is depicted in a color schema to make it clearly visible.

   Red – The file has been uploaded by the MTSO and waiting for approval by the physician.

   Green (with tick mark)– Completed – The file has been successfully downloaded by the physician.

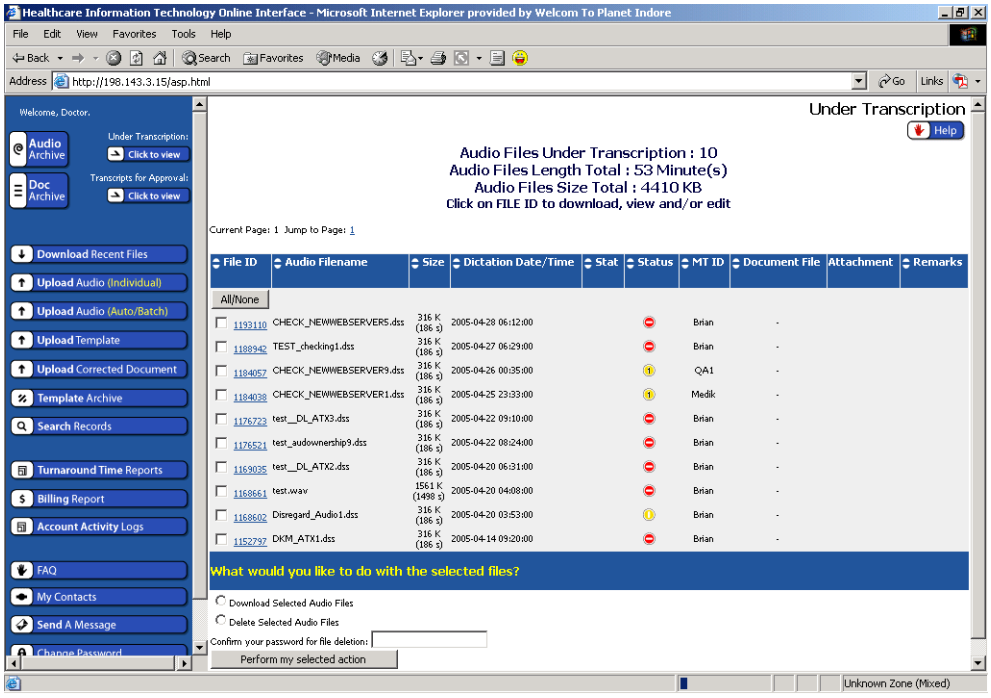
   Green (with “e” written)– The file has been successfully downloaded and electronically signed by the physician.
7. Audio File – This column shows the audio file ID. It also displays the green button signifying that file is online and red button to show that the audio file is offline.
8. Upload – This column shows an orange button to enable the doctor to upload the corrected document after making edits in the original transcribed file.

9. Remarks – Last column depicts the transcriptionist's/editor's remarks for the file, which he gives while uploading the transcribed file.

Checkbox Functions
Doctor can check mark the audio files to select them and can perform the following functions on all the files in one go:
1. Download/View Selected Documents
2. E Signature Approval
3. Reject Files

Under Transcription

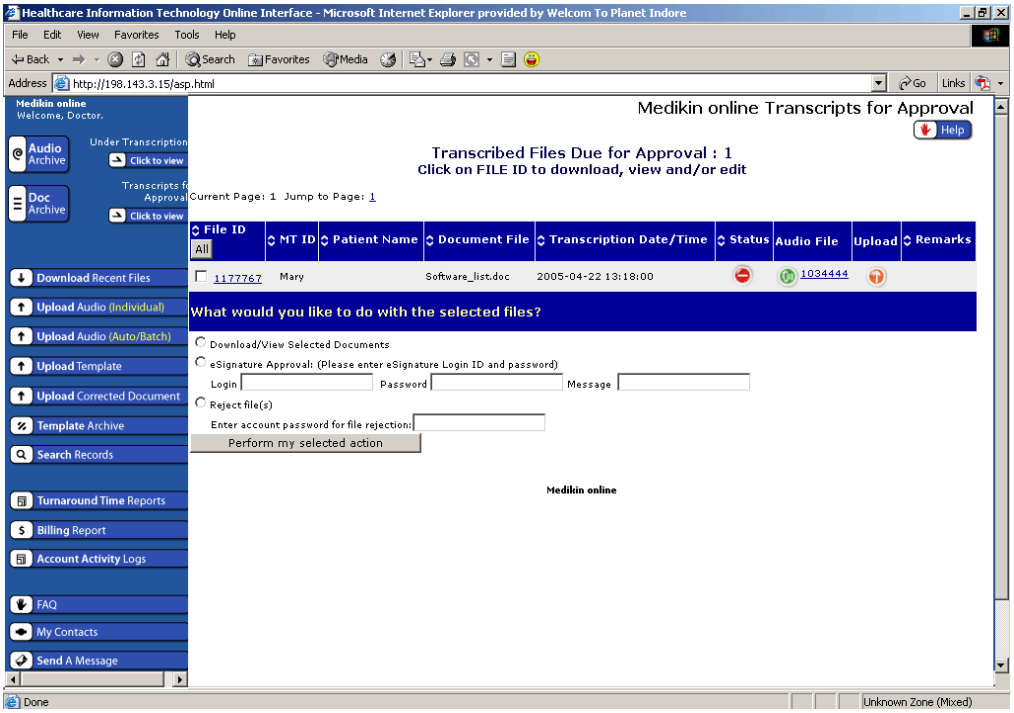
"Under Transcription" displays the details of all the dictations under transcription/editing process. The count of this folder decreases by the number of transcribed files uploaded by the MT/QA1/QA2 and it stops displaying in this folder. This screen looks similar to the audio archive screen.



Checkbox Functions
- Download Selected Audio Files
- Delete Selected Audio Files

Transcripts for Approval

“Transcripts for Approval” displays the details of the transcribed reports awaiting approval by the doctor. The count of this folder decreases when the doctor downloads the transcribed file and it stops displaying here.

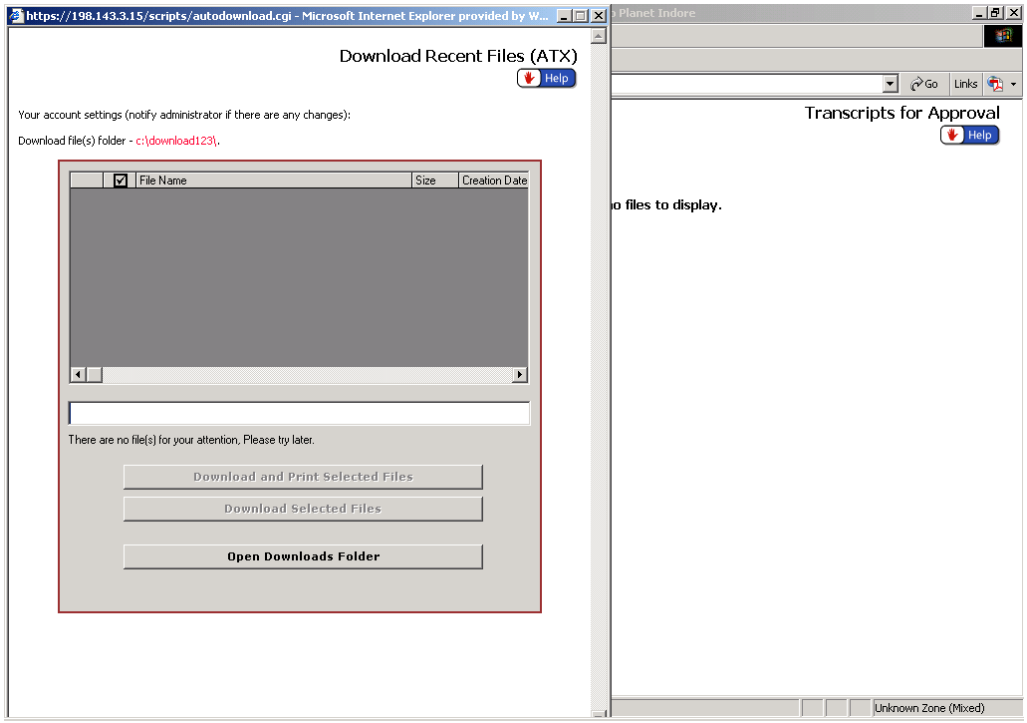


Checkbox Functions

- Download/View Selected Documents
- eSignature Approval:
- Reject file(s)

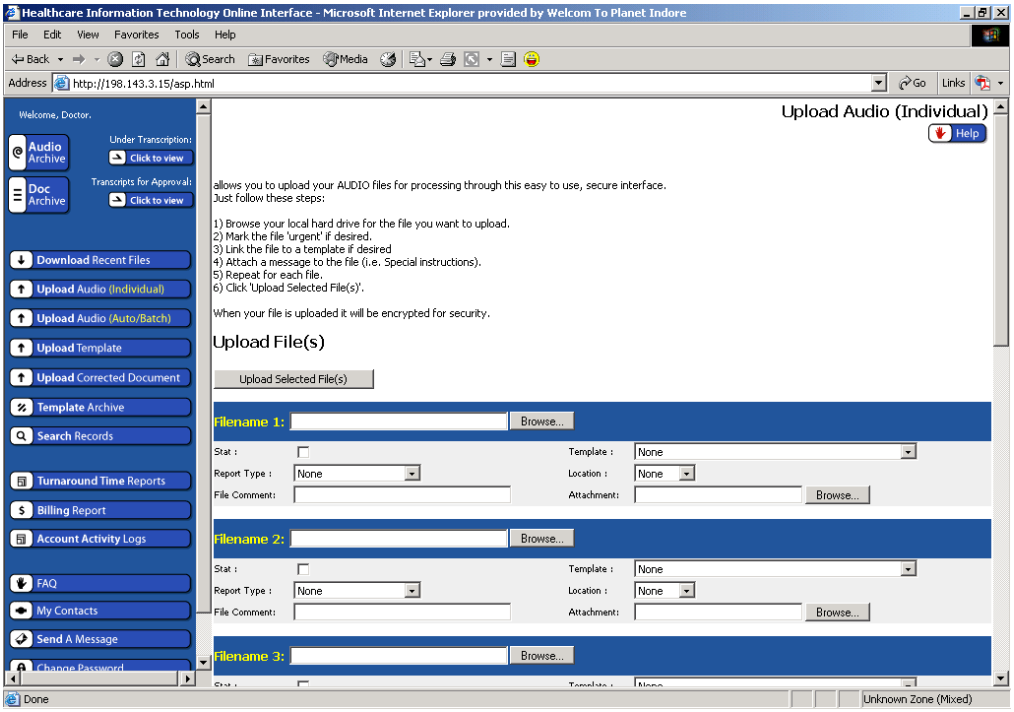
Download Recent Files

This program downloads all of the transcribed files awaiting download to a specified directory on the user machine so that the user does not have to manually download individual files. The system shows all of the files in the Download Grid, and based on user selection, files are downloaded to the specified Downloads Folder and printed (if selected).



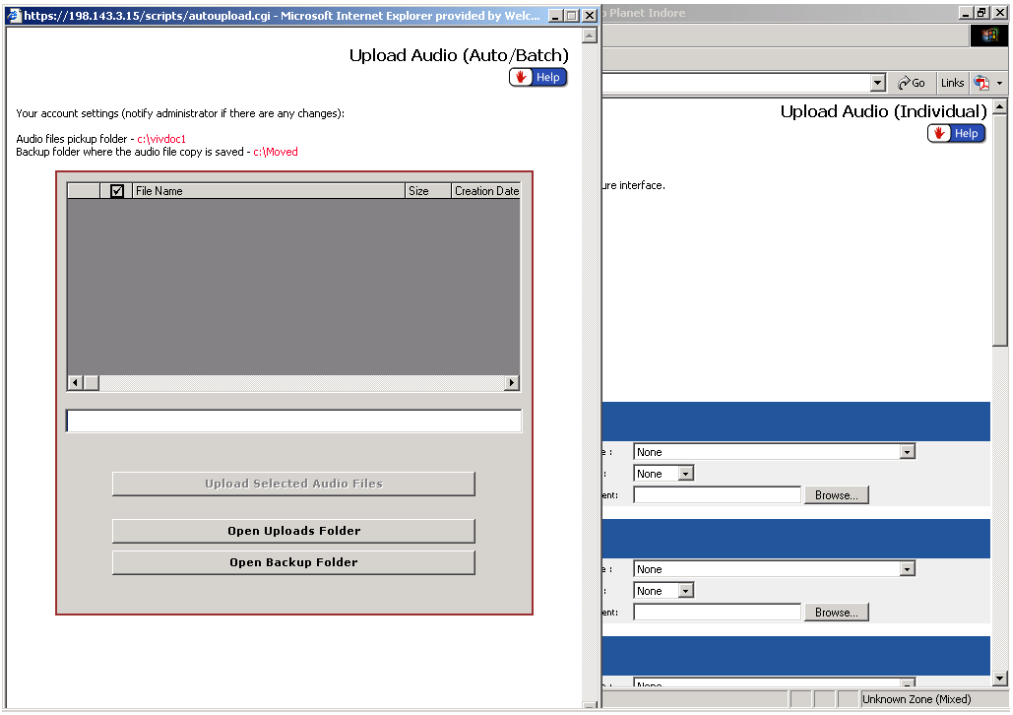
Manual Audio Upload

This option allows the doctor to manually upload the audio files for transcription. The process of uploading the audio files through this easy to use secure interface is similar to the process of attaching the file to email. The instructions written at the top can guide you while uploading the file or you can refer the help.



Auto Audio Upload

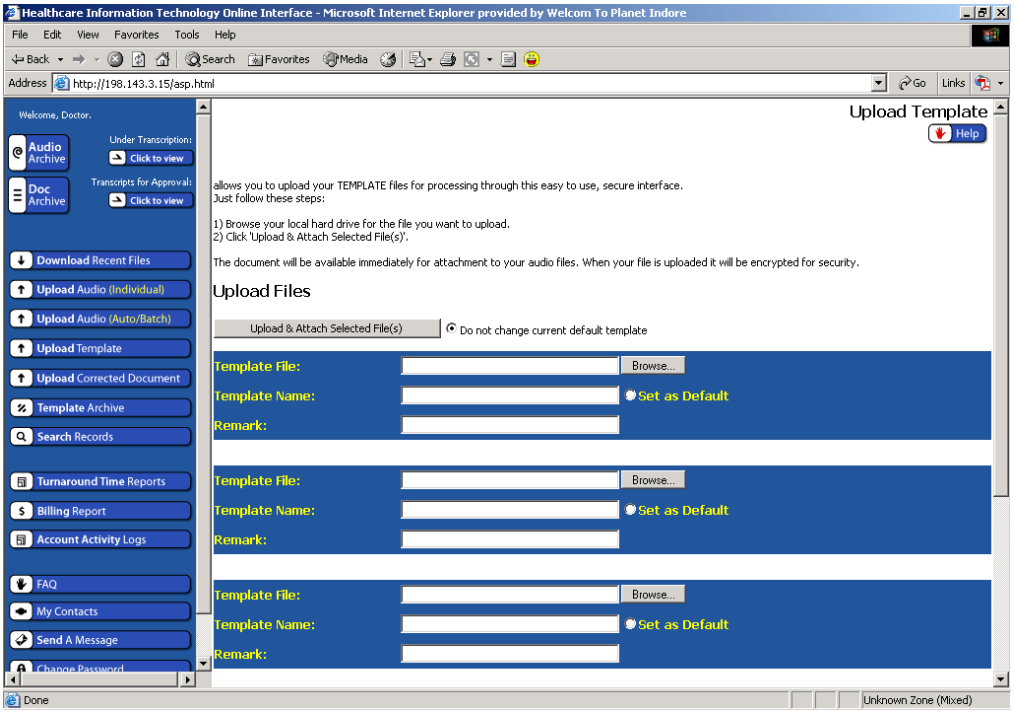
This program uploads all of the audio files from a specified directory from the user's machine to the servers so that the user does not have to upload each file individually. After dictating, the user syncs the digital recorder to his or her PC to copy the audio file to the Uploads Folder.
Before downloading the audio files from the digital recorder, ensure that the DSS Player Software of the respective digital recorder (which you are using) is installed. For e.g. If you are using an Olympus/Philips Digital Recorder then the Olympus/Philips DSS player should be installed accordingly.



The system is set to look into the specified "Uploads Folder" and copy the available files to the Upload Grid. The user can select the files to upload and then click on the "upload audio files" button to begin uploading.

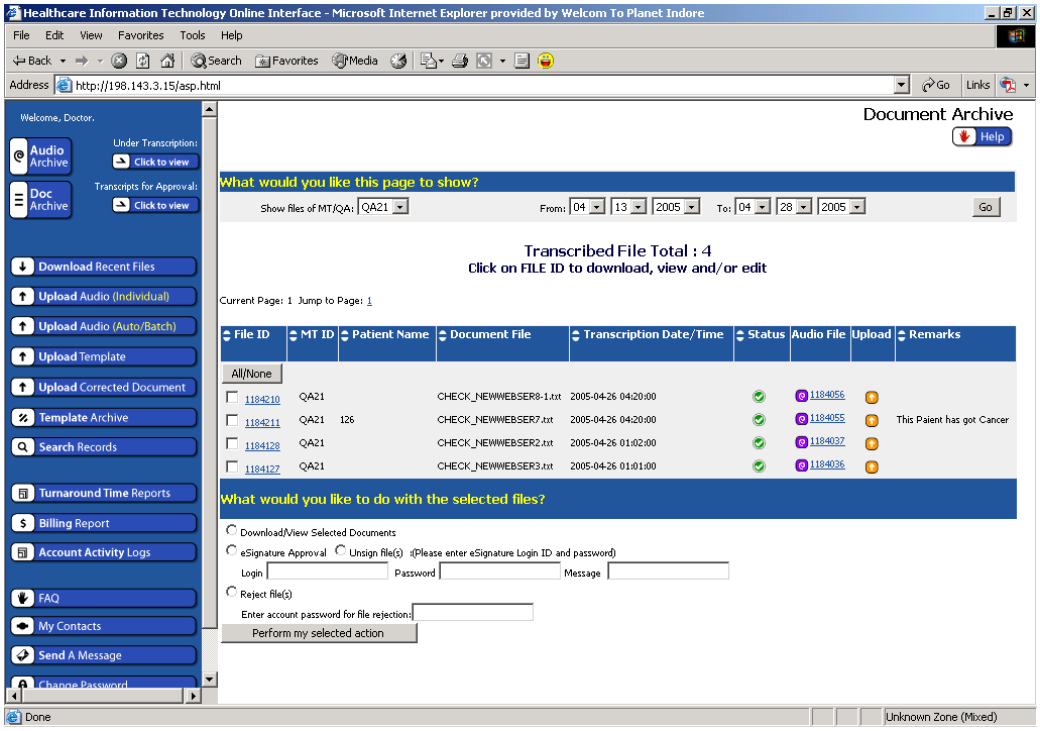
Upload Template

This option allows the doctor to manually upload the template files for transcriptionists. The instructions written at the top can guide you while uploading the files.



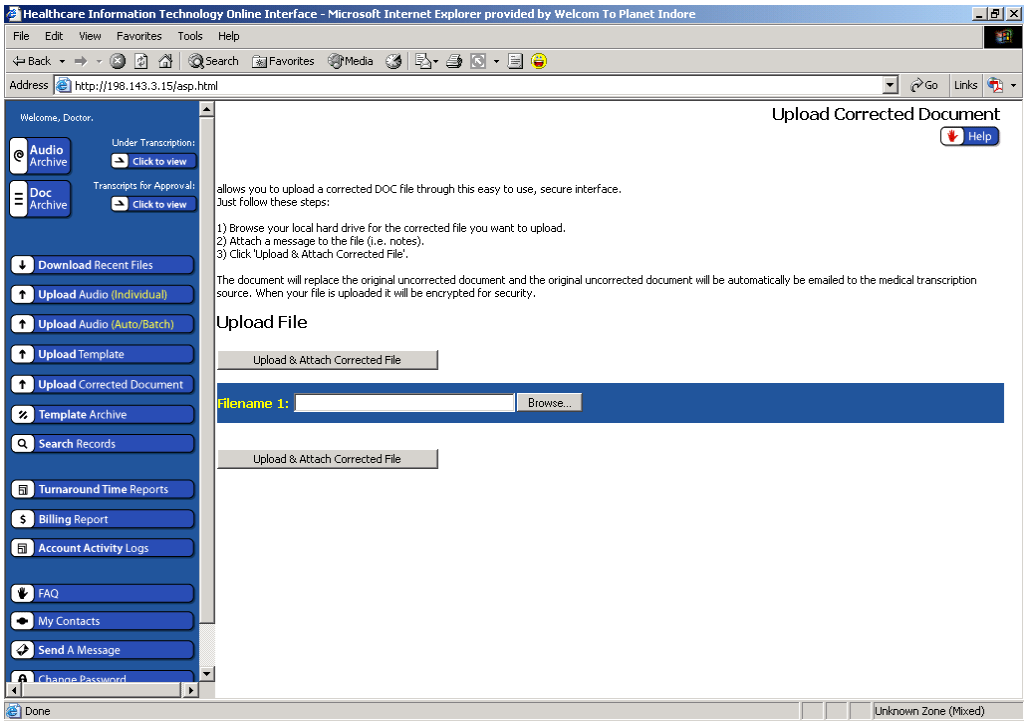
Upload Corrected Doc

This option helps the doctor to upload the corrected version of transcribed file after making edits in it if he didn't liked the transcribed file which he received from MT Company.



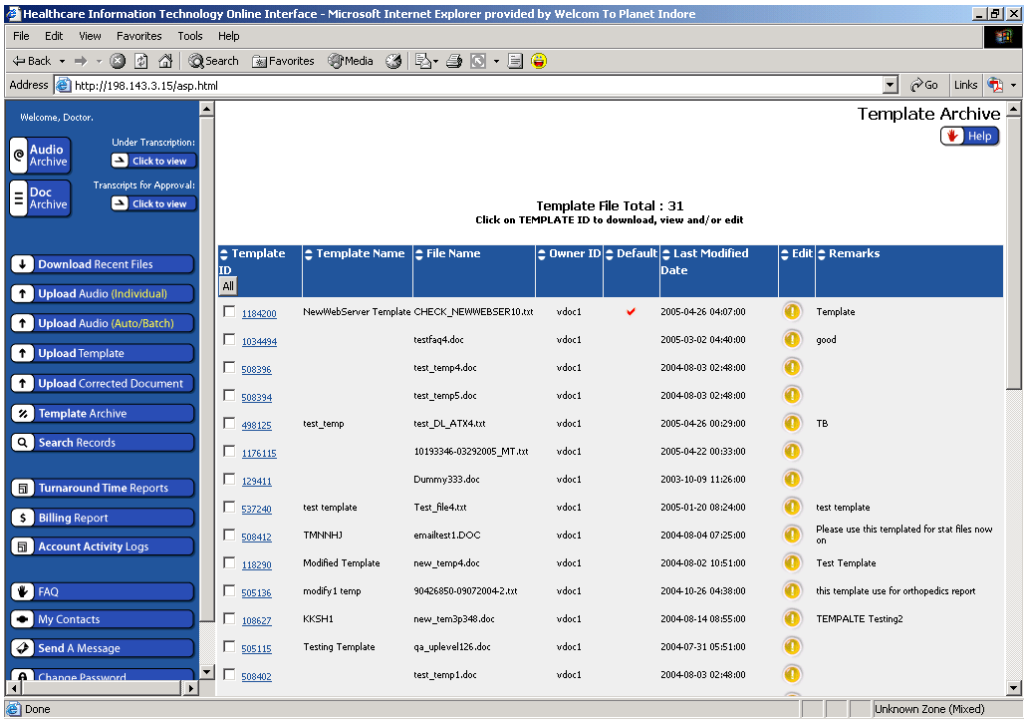
Click the orange button in the "Upload Column" corresponding to audio file against which corrected document is to be uploaded.

A new screen appears from where you can upload the corrected document files.


Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://198.143.3.15/asp.html
Go Links
Welcome, Doctor.
Audio Archive
Under Transcription:
Click to view
Doc Archive
Transcripts for Approval:
Click to view
Download Recent Files
Upload Audio (Individual)
Upload Audio (Auto/Batch)
Upload Template
Upload Corrected Document
Template Archive
Search Records
Turnaround Time Reports
Billing Report
Account Activity Logs
FAQ
My Contacts
Send A Message
Change Password
Upload Corrected Document
Help
allows you to upload a corrected DOC file through this easy to use, secure interface.
Just follow these steps:
1) Browse your local hard drive for the corrected file you want to upload.
2) Attach a message to the file (i.e. notes).
3) Click 'Upload & Attach Corrected File'.
The document will replace the original uncorrected document and the original uncorrected document will be automatically be emailed to the medical transcription source. When your file is uploaded it will be encrypted for security.
Upload File
Upload & Attach Corrected File
Filename 1:
Browse...
Upload & Attach Corrected File
Done
Unknown Zone (Mixed)

Template Archive

The Template Archive is a store of all the templates uploaded by the doctor for the MTs.



Column details:

1. Template ID: This column displays the ID assigned to the template by the system when uploaded.
2. Template: This column shows the name given to the template by the doctor while uploading.
3. File Name: This column displays the file name.
4. Owner: This column shows the doctor's ID who is the owner of the file.
5. Default: Shows the tick mark with a "Default" mouse-over image if the template was set default by the doctor while uploading.
6. Last Modified Date: Shows the date when the last modification was made to the template.
7. Remarks: This column shows the comment added by the doctor while uploading the template.

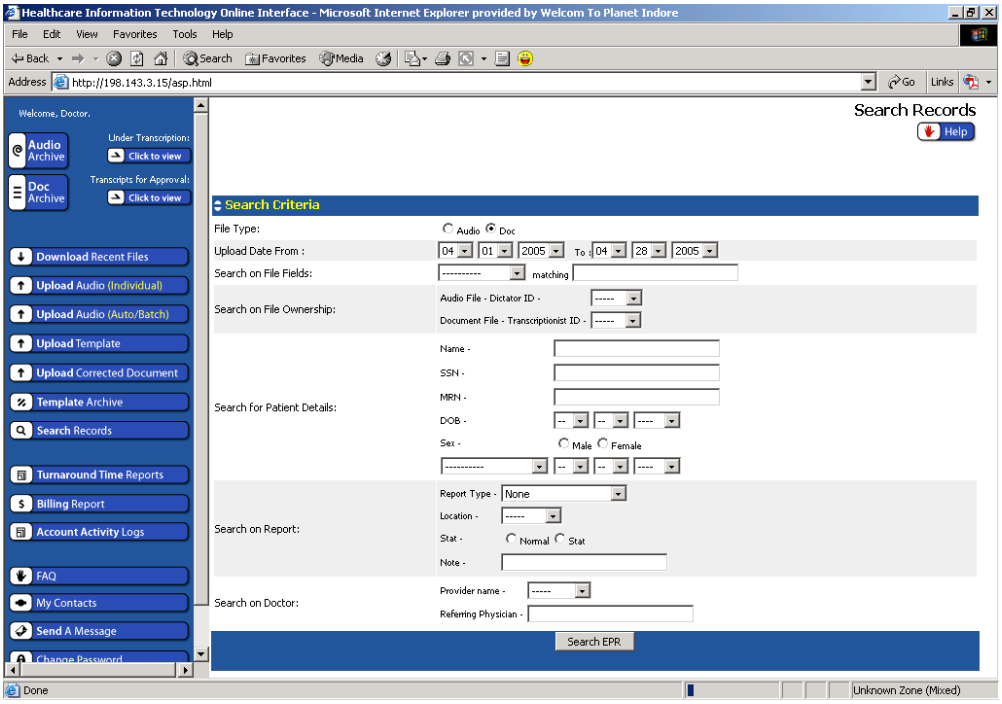
Checkbox Functions

The doctor can check mark the templates and perform the following functions:

Download Selected Templates
Change Default Template
Delete Selected Templates

Search Records

Search Records helps the doctor to retrieve the medical (patient) records according to the selected search criteria.

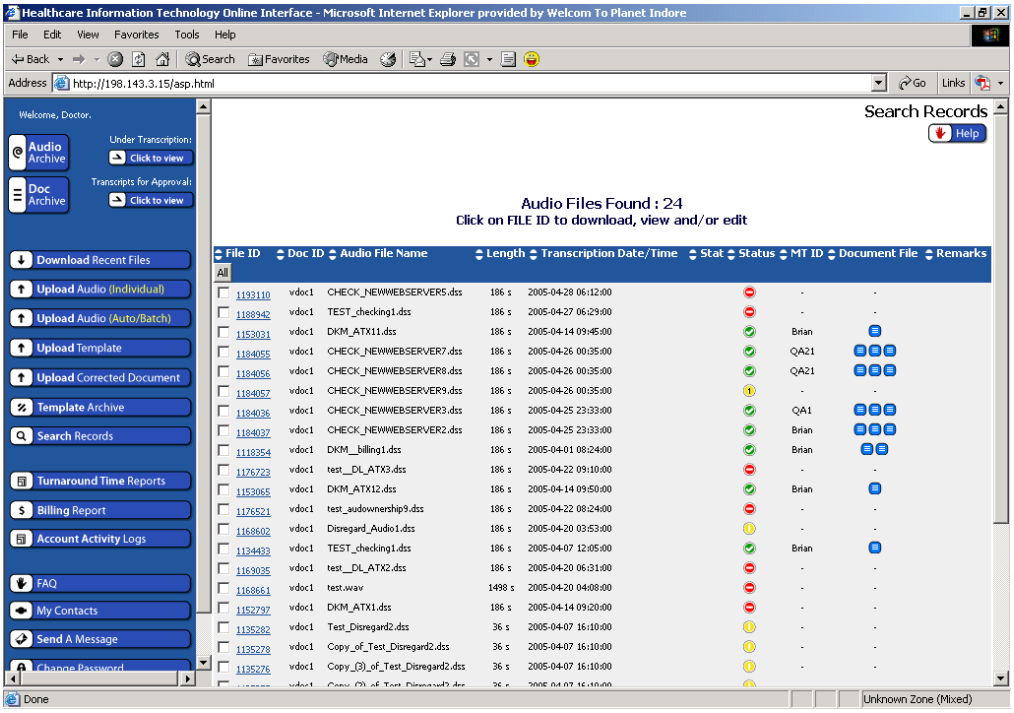


Search Criteria are based on the following:

1. File Type - This gives the option to search an audio file or a document file.
2. Upload Date From – To: Select the period during which the file/files was/were uploaded.
3. Search on File Fields - Files can be searched on the basis of their fields – File ID, File Name, File Extension
4. Search on file Ownership – Files can be searched on the basis of ownership - Audio File-Dictator ID, Document File - Transcriptionists ID (MT/QA1/QA2)
5. Search for Patient Details – Files can be searched on the basis of patient details: Name, Social Security Number (SSN), Medical Record Number (MRN), Date of Birth, Sex, Date of Consultation, Admission, Operation.
6. Search on Report – Files can be searched on the basis of report details: Report type, Location, Stat, Note
7. Search on Doctors – Files can be searched on the basis of doctor details: Providers Name, Referring Physician.

A new screen appears displaying the report of the searched file(s).

If Audio File(s) is/are retrieved



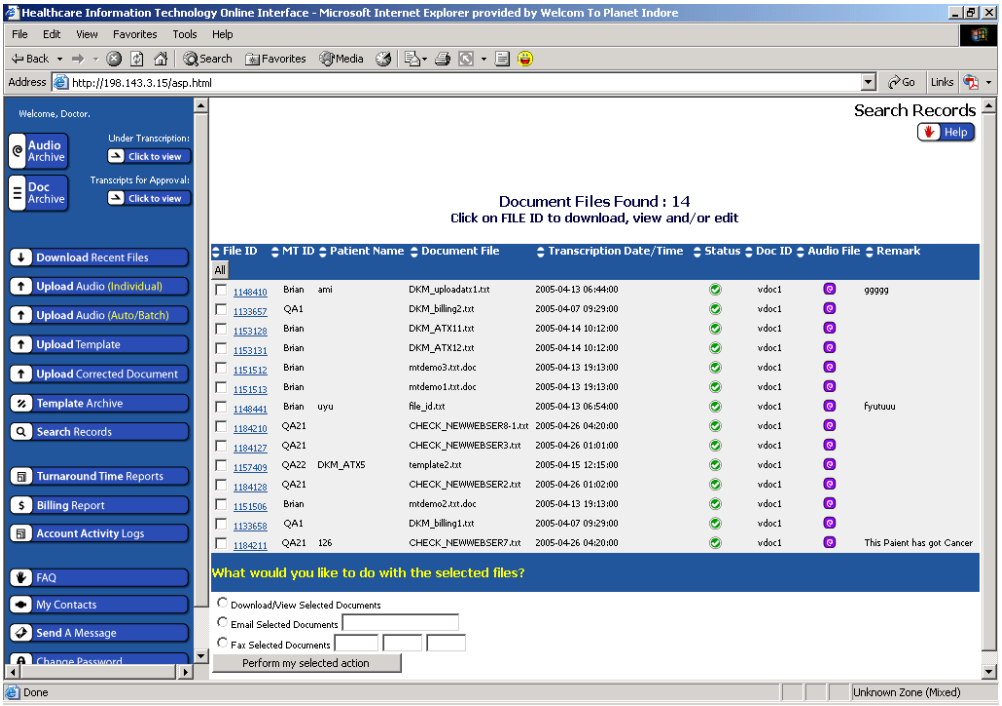
Column Details

1. File ID – This column displays the unique file ID assigned automatically by the system
2. Doc ID - This column shows the doctor (dictator) ID.
3. Audio Filename - This column shows the audio file name.
4. Length – This column displays the length of the audio file in seconds.
5. Transcription Date/Time – This column displays the audio file upload Date and Time as per EST.
6. Stat – A red tick is displayed in this column if the audio file is marked “Urgent” by the doctor.
7. Status – This column shows the file status with the help of a color schema.
8. MT ID – This column displays the MT/QA ID who last uploaded the file.
9. Document File – This column displays:
   - The orange button if the file is being transcribed or edited. Click this button to upload the document file.
   - The blue buttons for the complete MT/QA1/QA2 files depending upon the workflow set for the doctor.
10. Remarks – This column depicts the dictator's (doctor’s) remarks for the transcriptionist.

Checkbox Functions

- Download Selected Audio Files
- Delete Selected Audio Files

If Document File(s) is/are retrieved



Column Details

1. File ID – This column displays the unique file ID assigned automatically by the system.
2. MT ID – This column shows the MT/QA1/QA2 ID who last uploaded the file.
3. Patient Name – This column displays the patient name.
4. Document File – This column shows the document file name.
5. Transcription Date/Time – This column displays the upload date and time of the transcribed file.
6. Status – This column shows the file status through a color schema.
7. Doc ID – This column displays the doctor ID.
8. Audio File – This column displays:
   - The green color button if the audio file is online. Click it to play the audio file.
   - The red button if the audio file is offline. Click it to send a message asking the administrator to make the file online.
9. Remarks – This column displays the comment made by the transcriptionist while uploading the file.

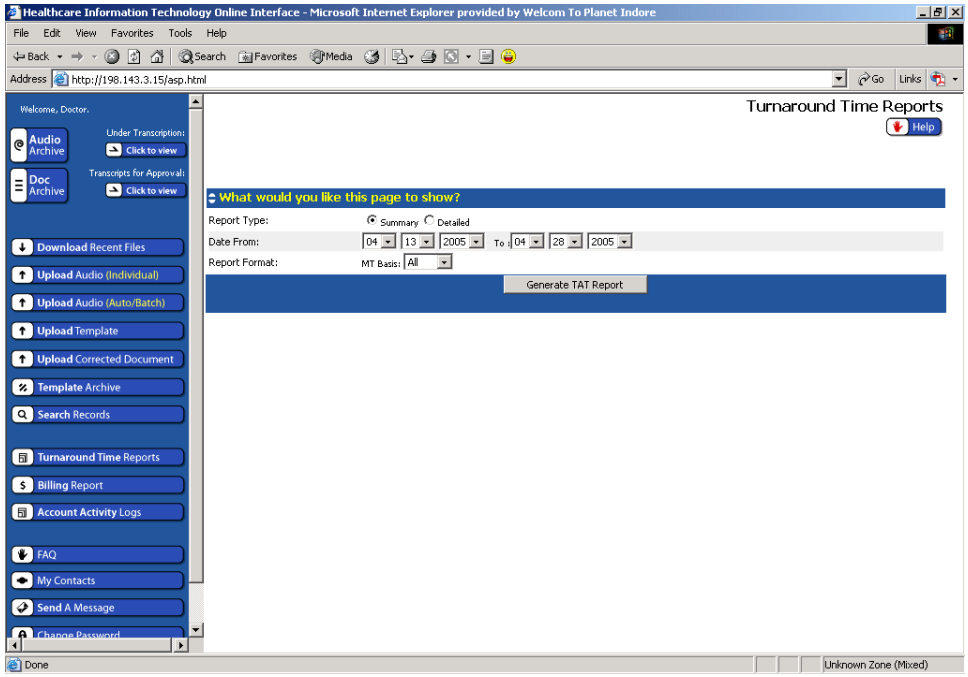
Checkbox Functions

- Download/View Selected Documents
- Email Selected Documents
- Fax Selected Documents

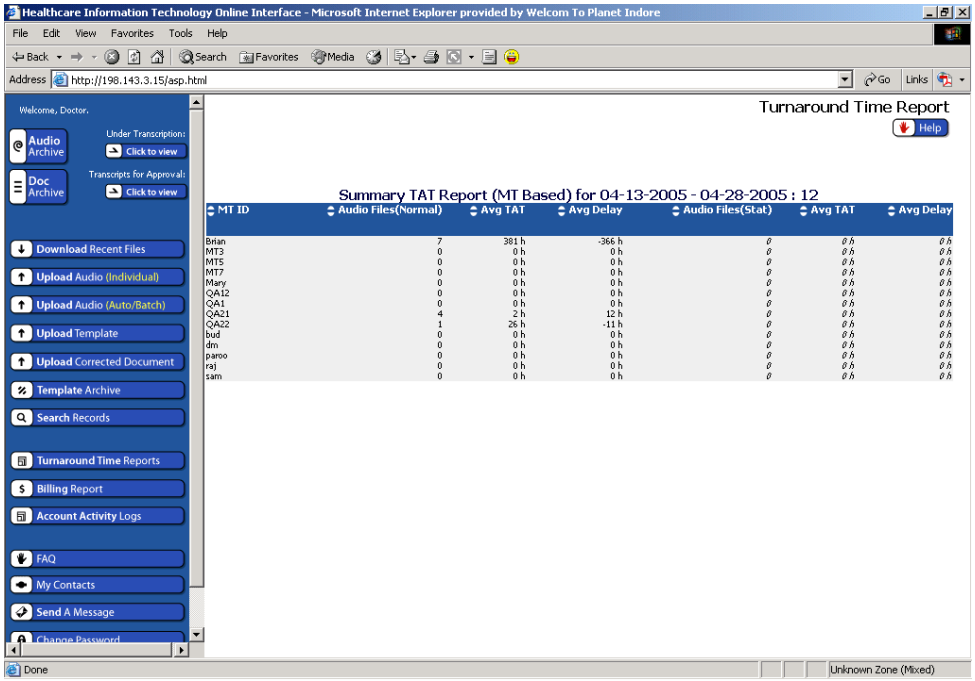
Note: More information will lead to narrow search and less time consumption for searching the files.

Turnaround Time Reports

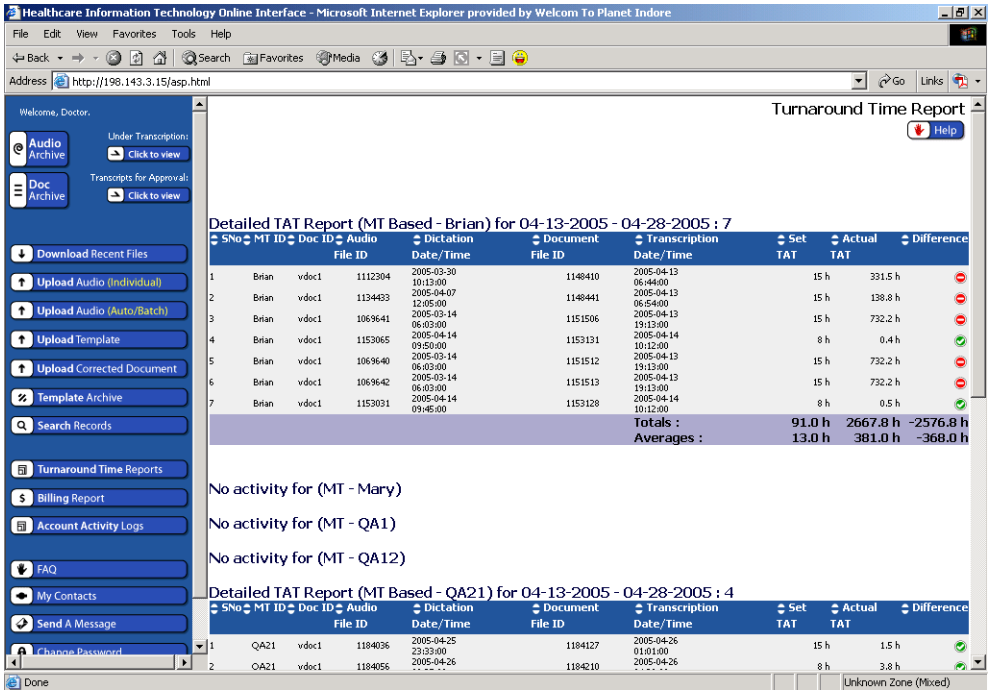
The Turnaround Time Report feature helps to generate a Summary or Detailed TAT report of completed transcribed files on MT/QA1/QA2 account basis for the selected date range.



When Summary TAT report is generated, screen appears this way. This report gives average TAT and average delay details for both normal and urgent audio files.

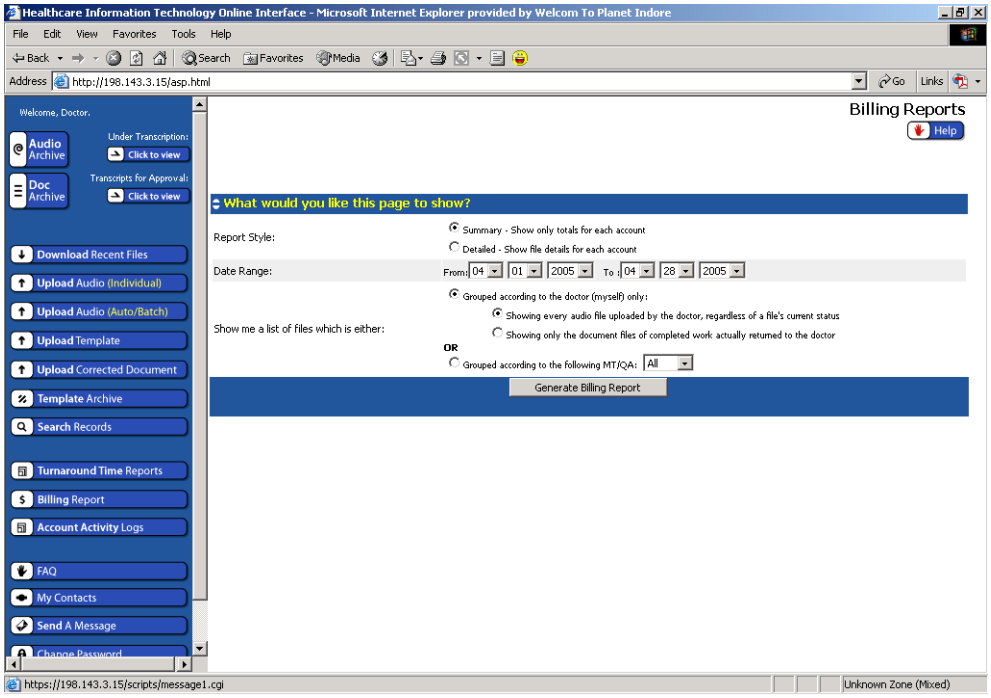


When Detailed TAT report is generated, screen appears this way. Detailed report gives file-to-file TAT details.

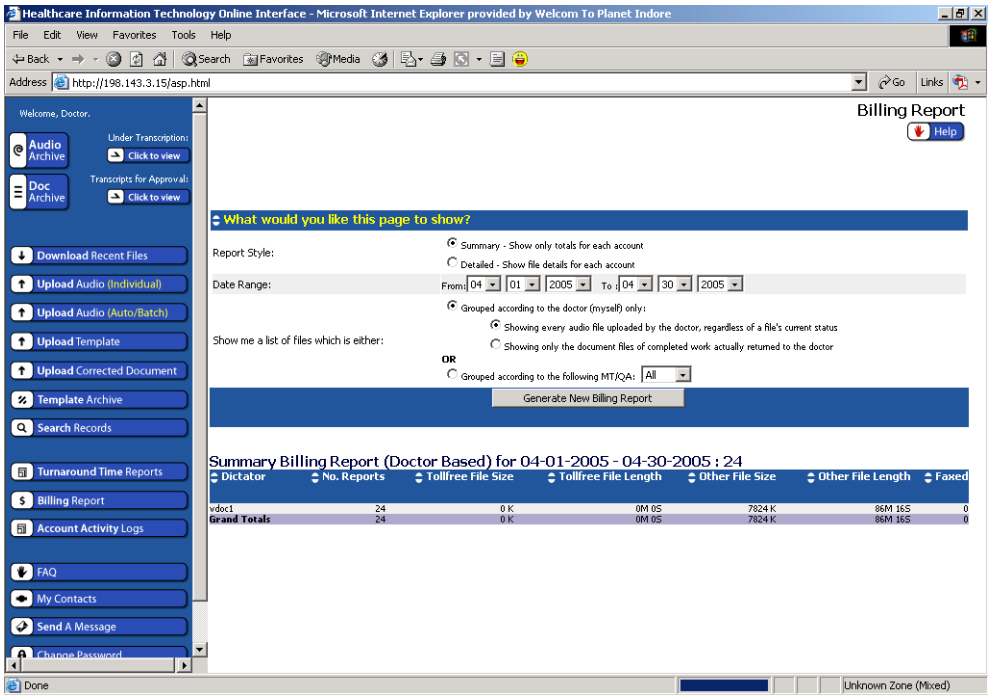


Billing Report

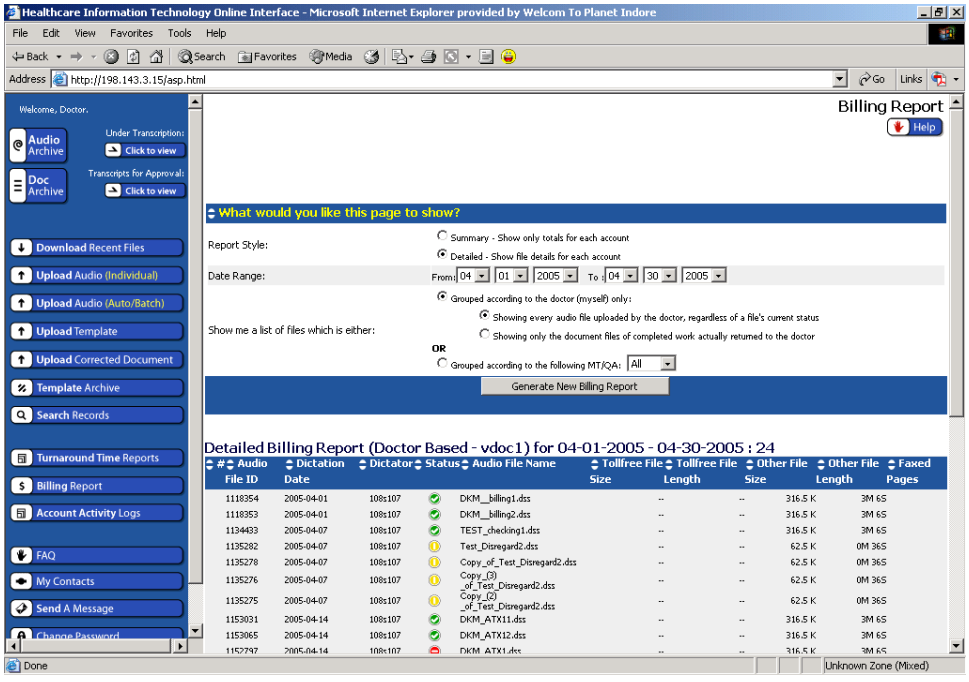
Billing Report feature enables the doctor to generate a Summary or Detailed billing report on his own account or specific MT account and file type (audio or document) basis for the selected date range.



Summary billing report shows number of reports, line count and number of audio files for the selected MT/QA.

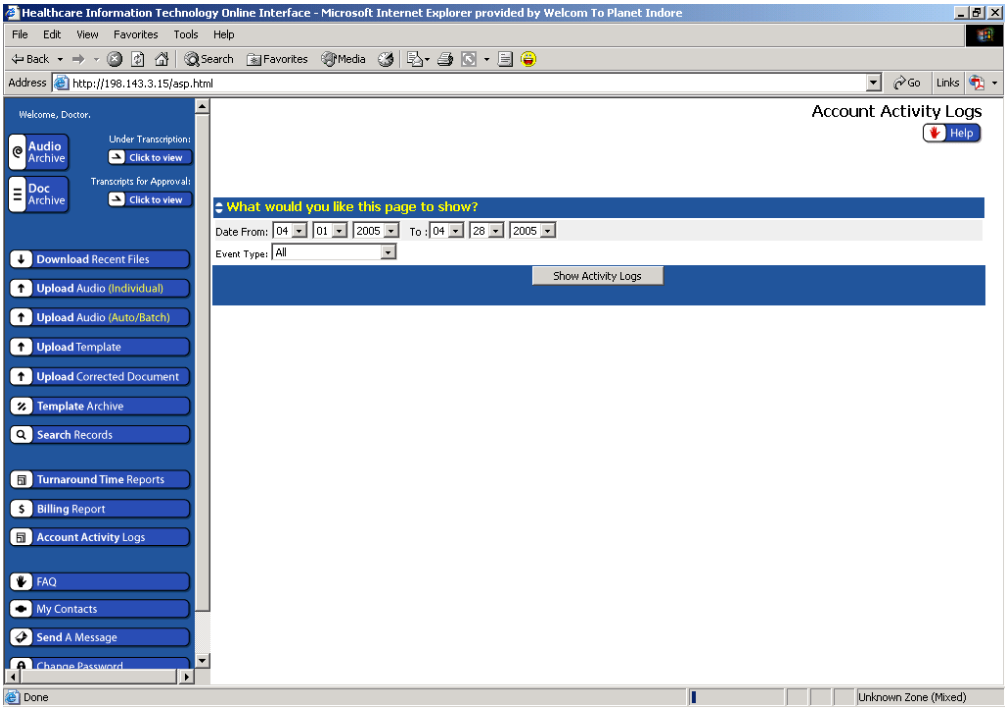


Detailed billing report displays the file-to-file billing details for the specific account for the selected date range.

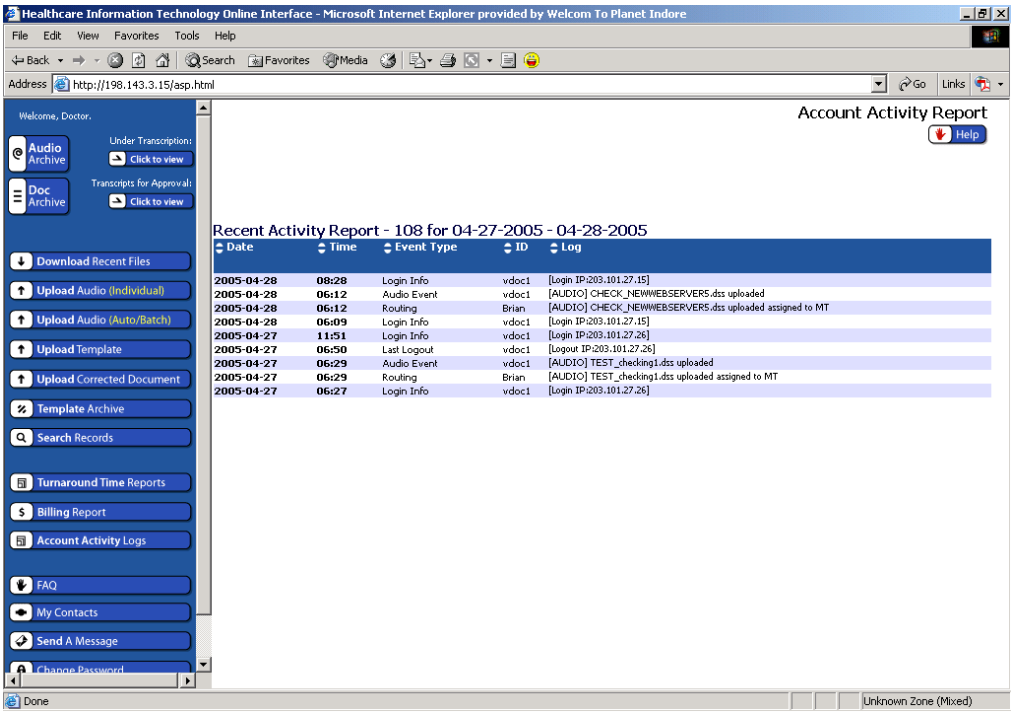


Account Activity Logs

The Account Activity Logs option helps the doctor to generate the account activity report on event type and specific MT/QA account basis for the selected date range.

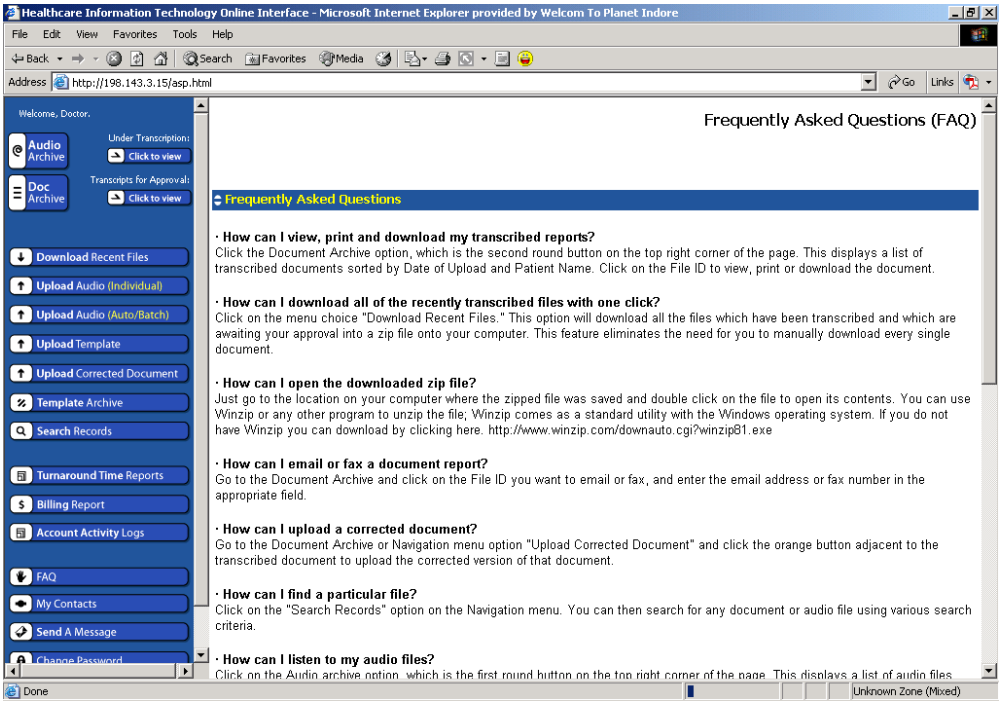


When a report is generated, the screen appears in this way.



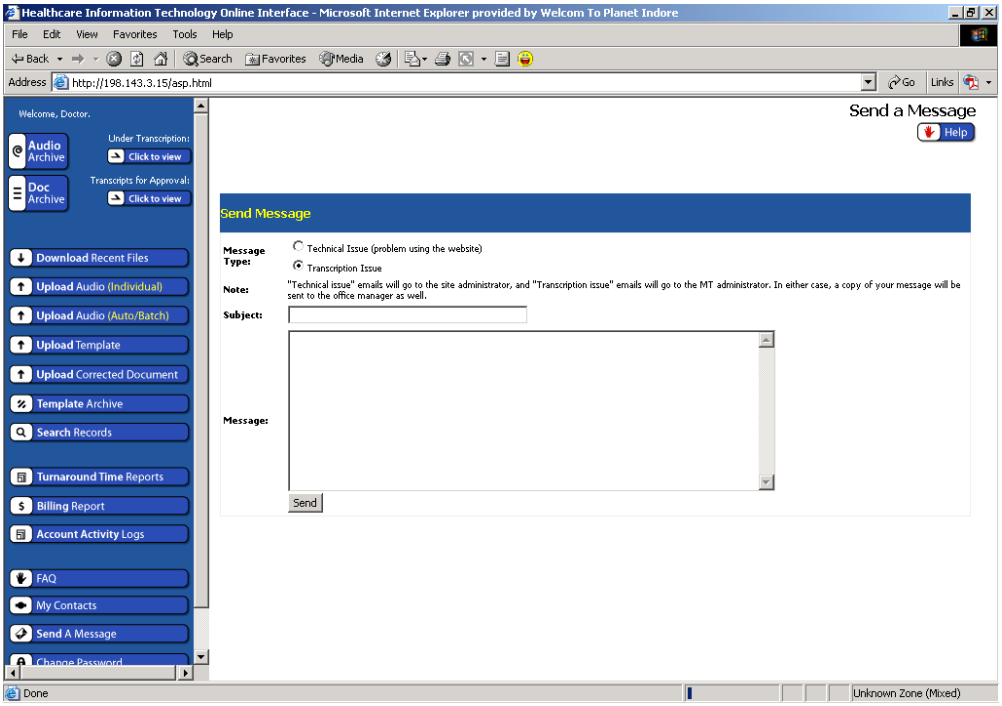
FAQ

FAQ refers to Frequently Asked Questions, which act as quick reference for the doctor for his general queries. On clicking the FAQ option on the navigation menu, you get the screen similar to the one below.



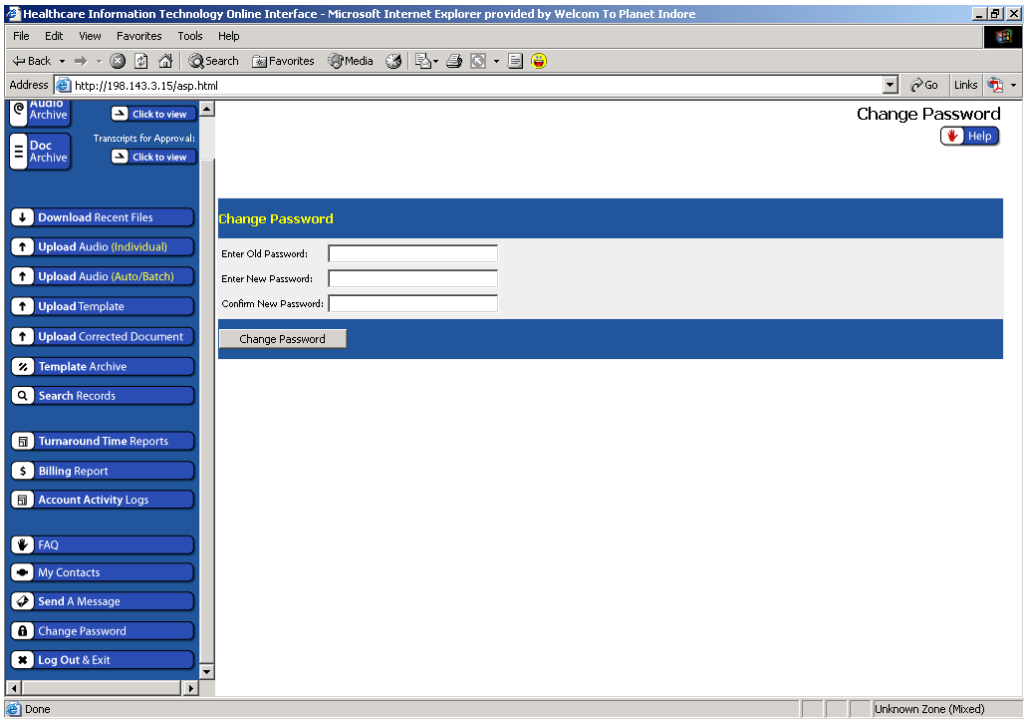
Send A Message

The Send Message Function feature helps the doctor to send messages to the site administrator if he/she faces any technical problem and to the MTs/QAs/doctors if he/she has any transcription problem.



Change Password

This option helps the doctor to change his account password.



Exit

When doctor clicks this option, he is logged out of the system.

Help Documentation

Help Documentation is one of the most important features of any software as it is a link between the user and the software. On every page you can see such icon

. On clicking this icon, another window opens. When you go through this help documentation you will be having a thorough knowledge of the feature for which you opened the help page.

If you are interested in an online demo or to receive more information, please contact our Sales Department at sales@STATscript.com.
We are looking forward to hearing from you!