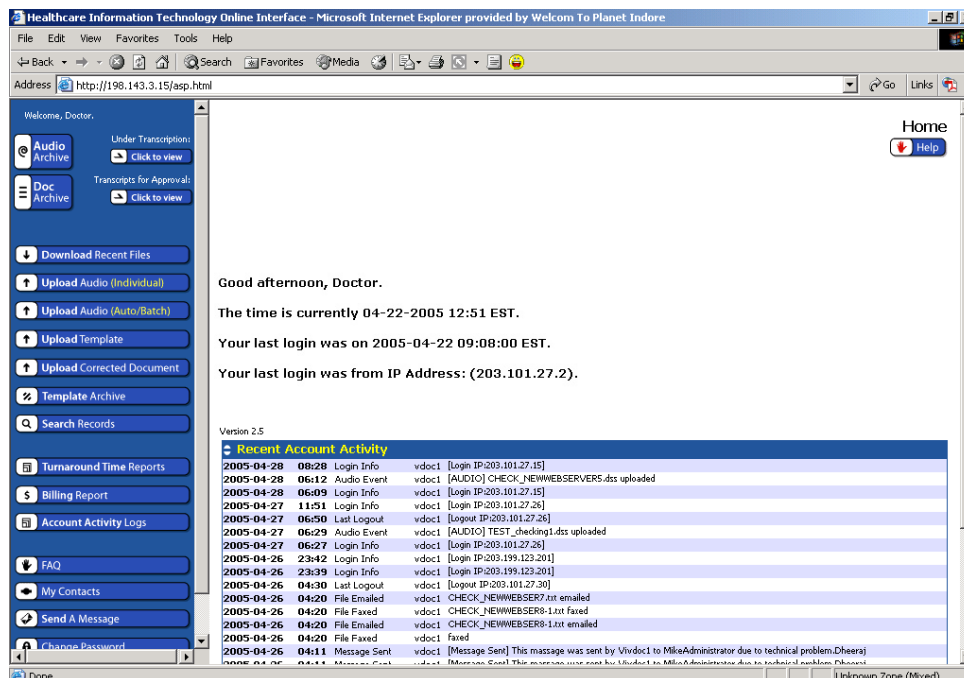


# STATscript Online, Doctor User Guide, Version 2.5



## ***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](http://www.STATscriptOnline.com) and click on "Client Login".
2. Enter your username and password to access your account.

## Process Flow on STATscript Online



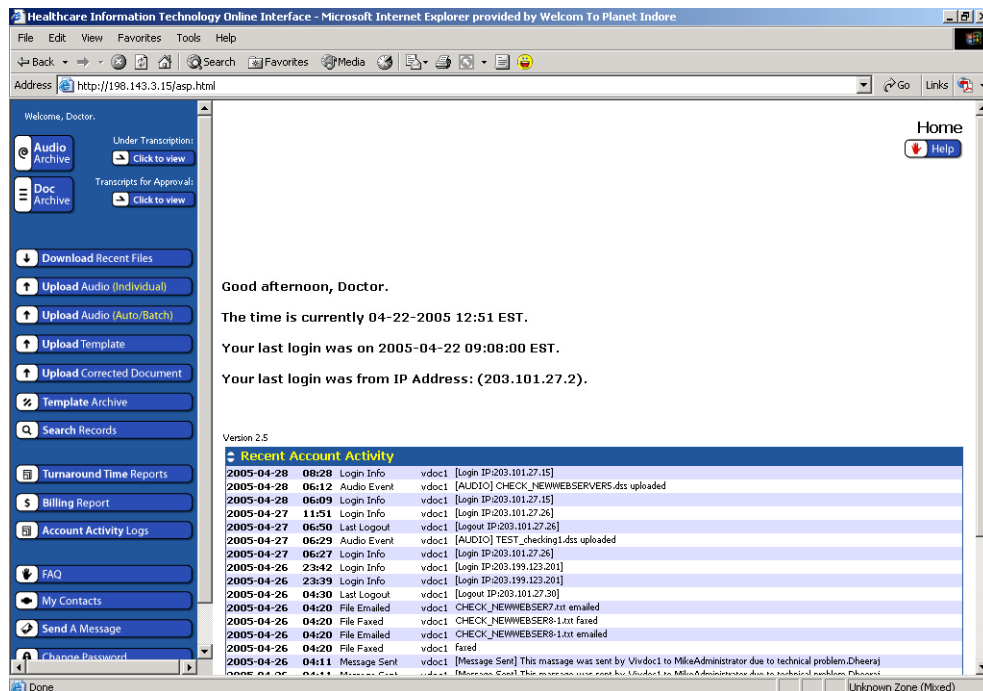
1. Doctor dictates a medical note i.e. audio file on toll free dictation service, digital recorder, in-house dictation system and creates template (a pre-decided format to tell the MT that this audio file has to be transcribed in this particular format).
2. Doctor logs in our system and uploads the audio 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.

Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore

Address: http://198.143.3.15/asp.html

Welcome, Doctor.

Audio Archive

What would you like this page to show?

Show files of MT/QA: All From: 04/13/2005 To: 04/28/2005 Go

Audio Files Archive Total : 17  
Audio Files Length Total : 75 Minute(s)  
Audio Files Size Total : 6625 KB  
Click on FILE ID to download, view and/or edit

Current Page: 1 Jump to Page: 1

File ID	Audio Filename	Size	Dictation Date/Time	Stat	Status	MT ID	Document File	Attachment	Remarks
1193110	CHECK_NEWWEBSEVER5.dss	316 K (186 q)	2005-04-29 06:12:00			Brian	-		
1188942	TEST_checking1.dss	316 K (186 q)	2005-04-27 06:29:00			Brian	-		
1184055	CHECK_NEWWEBSEVER7.dss	316 K (186 q)	2005-04-26 00:35:00			QA21	1184211		
1184056	CHECK_NEWWEBSEVER8.dss	316 K (186 q)	2005-04-26 00:35:00			QA21	1184210		
1184057	CHECK_NEWWEBSEVER9.dss	316 K (186 q)	2005-04-26 00:35:00			QA1	-		
1184036	CHECK_NEWWEBSEVER3.dss	316 K (186 q)	2005-04-25 23:33:00			QA21	1184127		
1184037	CHECK_NEWWEBSEVER2.dss	316 K (186 q)	2005-04-25 23:33:00			QA21	1184128		
1184038	CHECK_NEWWEBSEVER1.dss	316 K (186 q)	2005-04-25 23:33:00			Medik	-		
1176723	test_DL_ATX3.dss	316 K (186 q)	2005-04-22 09:10:00			Brian	-		
1176521	test_audownership9.dss	316 K (186 q)	2005-04-22 08:24:00			Brian	-		
1165035	test_DL_ATX2.dss	316 K (186 q)	2005-04-20 06:31:00			Brian	-		
		1561 K	2005-04-20 06:00:00						

## 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.

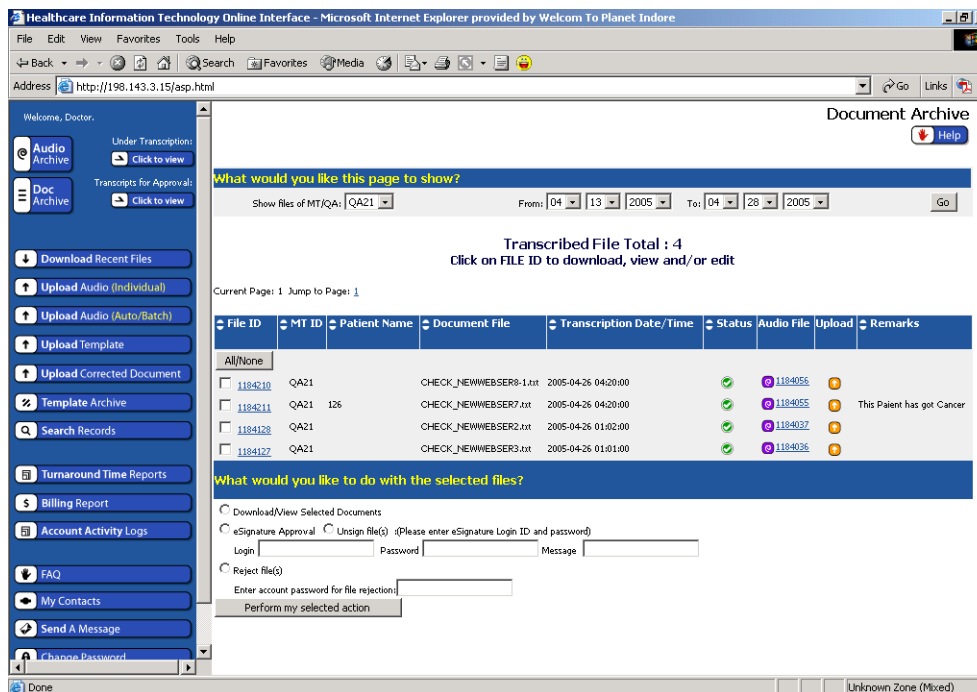
7. MT ID – This column displays the MT/QA ID who last uploaded the file (if file is completed) or who has the file for transcription/editing.
8. Document File – This column shows the document file ID assigned by the system. Click on the Blue button to view the transcribed report.
9. Attachment – This 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.



- 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.

Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore

Address: http://198.143.3.15/asp.html

Welcome, Doctor.

Under Transcription: [Click to view](#)

Transcripts for Approval: [Click to view](#)

Audio Files Under Transcription : 10  
Audio Files Length Total : 53 Minute(s)  
Audio Files Size Total : 4410 KB  
Click on FILE ID to download, view and/or edit

Current Page: 1 Jump to Page: 1

File ID	Audio Filename	Size	Dictation Date/Time	Stat	Status	MT ID	Document File	Attachment	Remarks
<input type="checkbox"/> 1193110	CHECK_NEWWEBSERVER5.dss	316 K (186 s)	2005-04-28 06:12:00		Red	Brian	-		
<input type="checkbox"/> 1188942	TEST_checking1.dss	316 K (186 s)	2005-04-27 06:29:00		Red	Brian	-		
<input type="checkbox"/> 1184057	CHECK_NEWWEBSERVER3.dss	316 K (186 s)	2005-04-26 00:35:00		Yellow	QA1	-		
<input type="checkbox"/> 1184038	CHECK_NEWWEBSERVER1.dss	316 K (186 s)	2005-04-25 23:03:00		Yellow	Medik	-		
<input type="checkbox"/> 1176723	test_DL_ATX3.dss	316 K (186 s)	2005-04-22 09:10:00		Red	Brian	-		
<input type="checkbox"/> 1176521	test_audownership9.dss	316 K (186 s)	2005-04-22 08:24:00		Red	Brian	-		
<input type="checkbox"/> 1165035	test_DL_ATX2.dss	316 K (186 s)	2005-04-20 06:31:00		Red	Brian	-		
<input type="checkbox"/> 1168661	test.wav	1561 K (1498 s)	2005-04-20 04:08:00		Red	Brian	-		
<input type="checkbox"/> 1168602	Disregard_Audio1.dss	316 K (186 s)	2005-04-20 03:53:00		Yellow	Brian	-		
<input type="checkbox"/> 1152797	DKM_ATX1.dss	316 K (186 s)	2005-04-14 09:20:00		Red	Brian	-		

What would you like to do with the selected files?

☐ Download Selected Audio Files  
☐ Delete Selected Audio Files

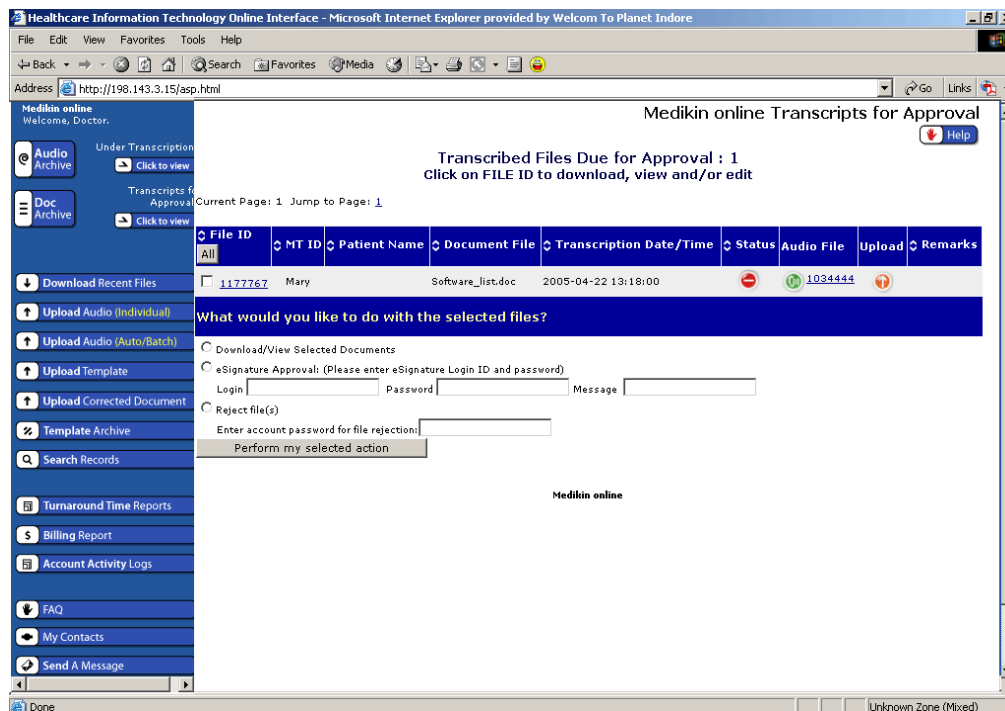
Confirm your password for file deletion:

## 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.

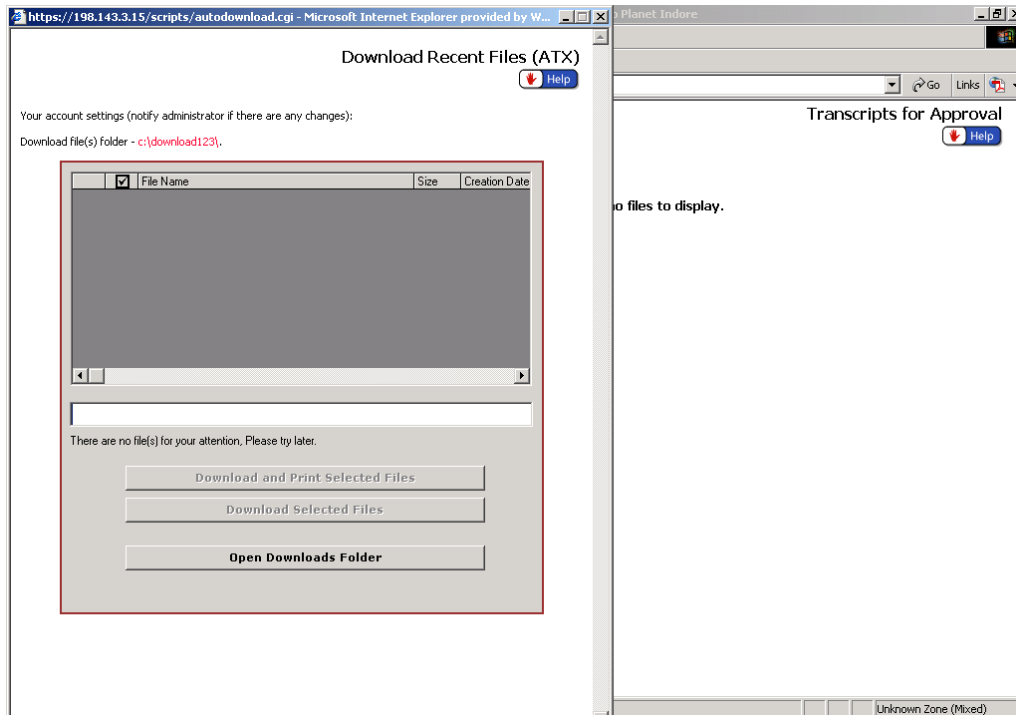


### Checkbox Functions

- 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).



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.

Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Melcom To Planet Indore

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print View Source Help

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 Audio (Individual)

[Help](#)

allows you to upload your AUDIO files for processing through this easy to use, secure interface. Just follow these steps:

- 1) Browse your local hard drive for the file you want to upload.
- 2) Mark the file 'urgent' if desired.
- 3) Link the file to a template if desired
- 4) Attach a message to the file (i.e. Special instructions).
- 5) Repeat for each file.
- 6) Click 'Upload Selected File(s)'.

When your file is uploaded it will be encrypted for security.

### Upload File(s)

[Upload Selected File\(s\)](#)

**Filename 1:**  [Browse...](#)

Stat: ☐ Template:

Report Type:  Location:

File Comment:  Attachment:  [Browse...](#)

**Filename 2:**  [Browse...](#)

Stat: ☐ Template:

Report Type:  Location:

File Comment:  Attachment:  [Browse...](#)

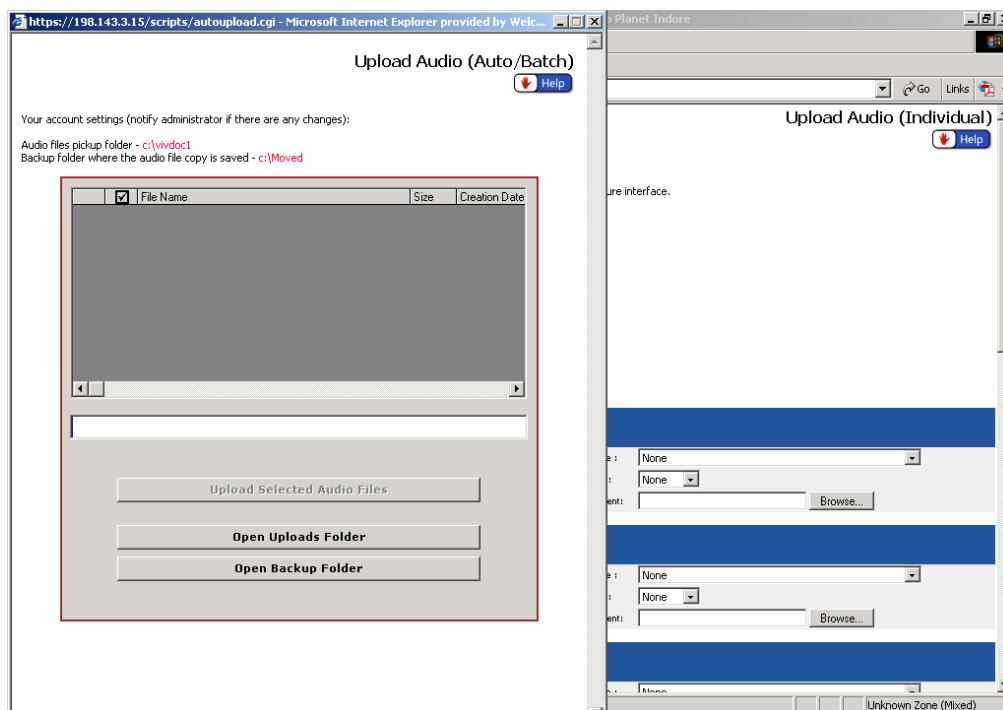
**Filename 3:**  [Browse...](#)

Done Unknown Zone (Mixed)

## 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.

The screenshot shows a web browser window titled "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows "http://198.143.3.15/asp.html". The page has a blue sidebar on the left with various navigation links: "Audio Archive", "Doc Archive", "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", and "Change Password". The main content area is titled "Upload Template" and includes a "Help" button. It contains instructions for uploading template files, a list of steps, and a section titled "Upload Files" with three identical form entries. Each entry has fields for "Template File:", "Template Name:", and "Remark:", along with a "Browse..." button and a "Set as Default" radio button. The status bar at the bottom shows "Done" and "Unknown Zone (Mixed)".

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 Template** [Help](#)

allows you to upload your TEMPLATE files for processing through this easy to use, secure interface. Just follow these steps:

1) Browse your local hard drive for the file you want to upload.  
2) Click 'Upload & Attach Selected File(s)'.

The document will be available immediately for attachment to your audio files. When your file is uploaded it will be encrypted for security.

**Upload Files**

[Upload & Attach Selected File\(s\)](#) ☐ Do not change current default template

**Template File:**  [Browse...](#)

**Template Name:**  ☒ Set as Default

**Remark:**

**Template File:**  [Browse...](#)

**Template Name:**  ☒ Set as Default

**Remark:**

**Template File:**  [Browse...](#)

**Template Name:**  ☒ Set as Default

**Remark:**

Done Unknown Zone (Mixed)

## 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.

Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore

Address: http://198.143.3.15/asp.html

Welcome, Doctor.

Document Archive

What would you like this page to show?

Show files of MT/QA: QA21 From: 04/13/2005 To: 04/28/2005 Go

Transcribed File Total : 4  
Click on FILE ID to download, view and/or edit

Current Page: 1 Jump to Page: 1

File ID	MT ID	Patient Name	Document File	Transcription Date/Time	Status	Audio File	Upload	Remarks
<a href="#">1184210</a>	QA21		CHECK_NEWWEBSESR8-1.txt	2005-04-26 04:20:00	Success	<a href="#">1184055</a>		
<a href="#">1184211</a>	QA21	126	CHECK_NEWWEBSESR7.txt	2005-04-26 04:20:00	Success	<a href="#">1184055</a>		This Patient has got Cancer
<a href="#">1184128</a>	QA21		CHECK_NEWWEBSESR2.txt	2005-04-26 01:02:00	Success	<a href="#">1184037</a>		
<a href="#">1184127</a>	QA21		CHECK_NEWWEBSESR3.txt	2005-04-26 01:01:00	Success	<a href="#">1184036</a>		

What would you like to do with the selected files?

☐ Download/View Selected Documents

☐ eSignature Approval ☐ Undign file(s) (Please enter eSignature Login ID and password)

Login:  Password:  Message:

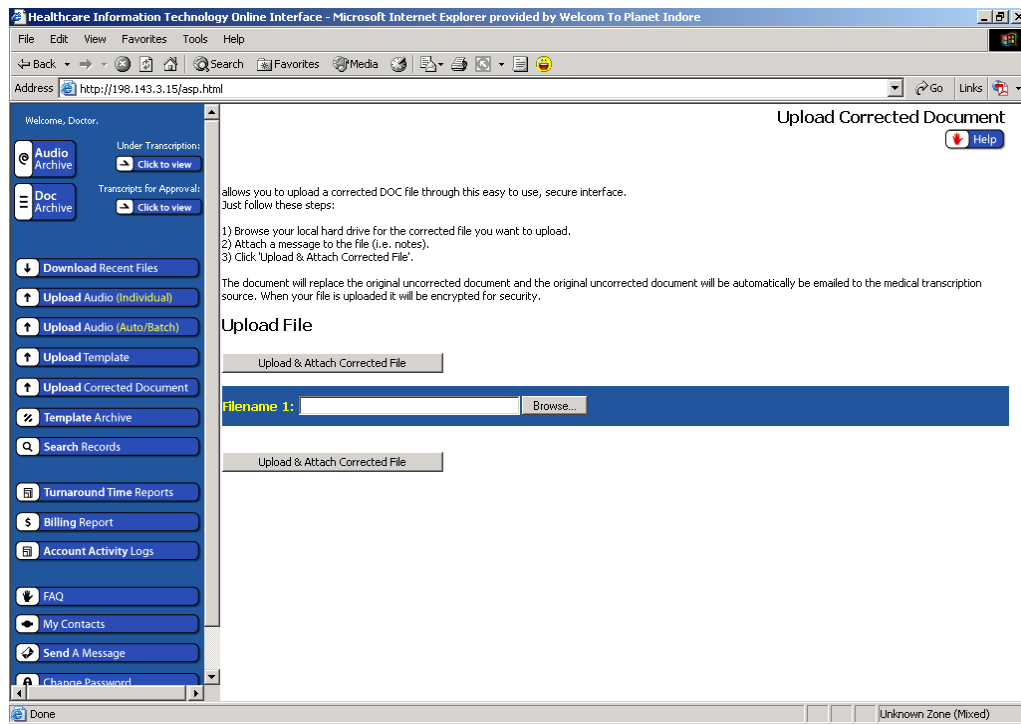
☐ Reject file(s)

Enter account password for file rejection:

Perform my selected action

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

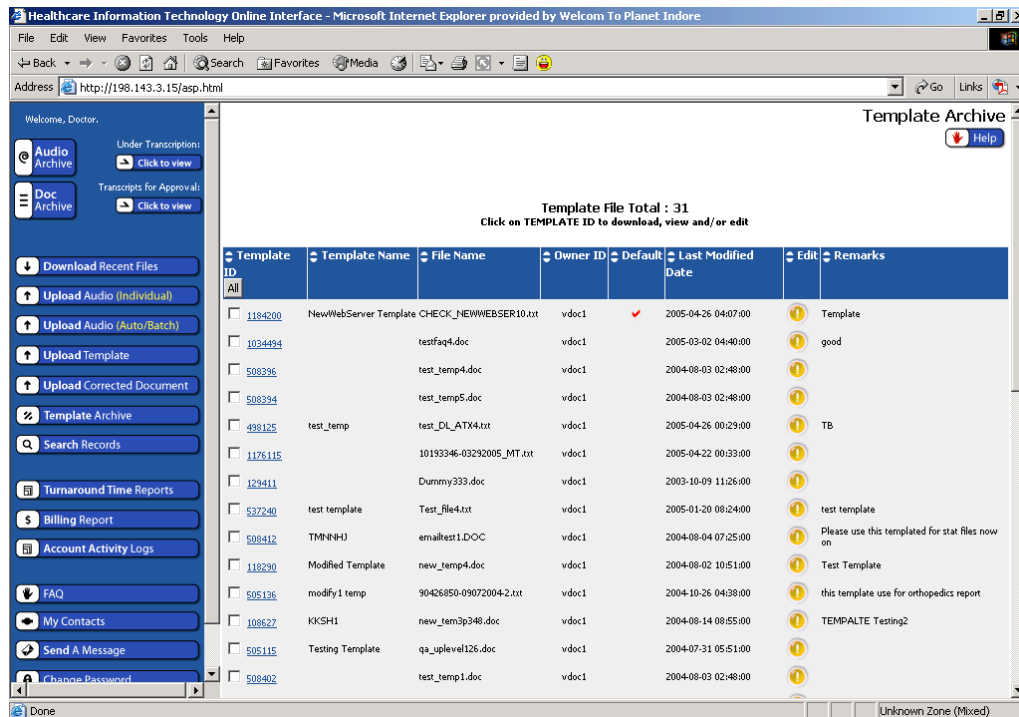
A new screen appears from where you can upload the corrected document files.





## 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.

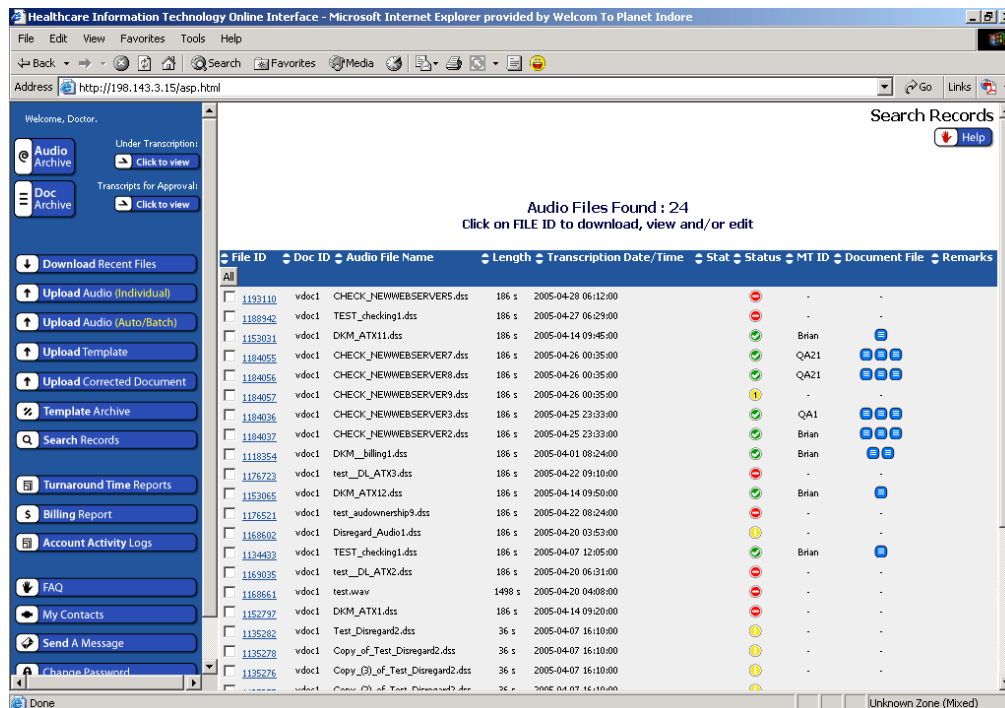
The screenshot displays a web browser window titled "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows "http://198.143.3.15/asp.html". The interface features a left-hand navigation menu with options like "Audio Archive", "Doc Archive", "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", and "Change Password". The main content area is titled "Search Records" and contains a "Search Criteria" form. The form includes sections for "File Type" (Audio or Doc), "Upload Date From" and "To" (date pickers), "Search on File Fields" (a dropdown menu), "Search on File Ownership" (Audio File - Dictator ID and Document File - Transcriptionist ID), "Search for Patient Details" (Name, SSN, MRN, DOB, Sex, and Date of Consultation), "Search on Report" (Report Type, Location, Stat, and Note), and "Search on Doctor" (Provider name and Referring Physician). A "Search EPR" button is located at the bottom of the form.

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



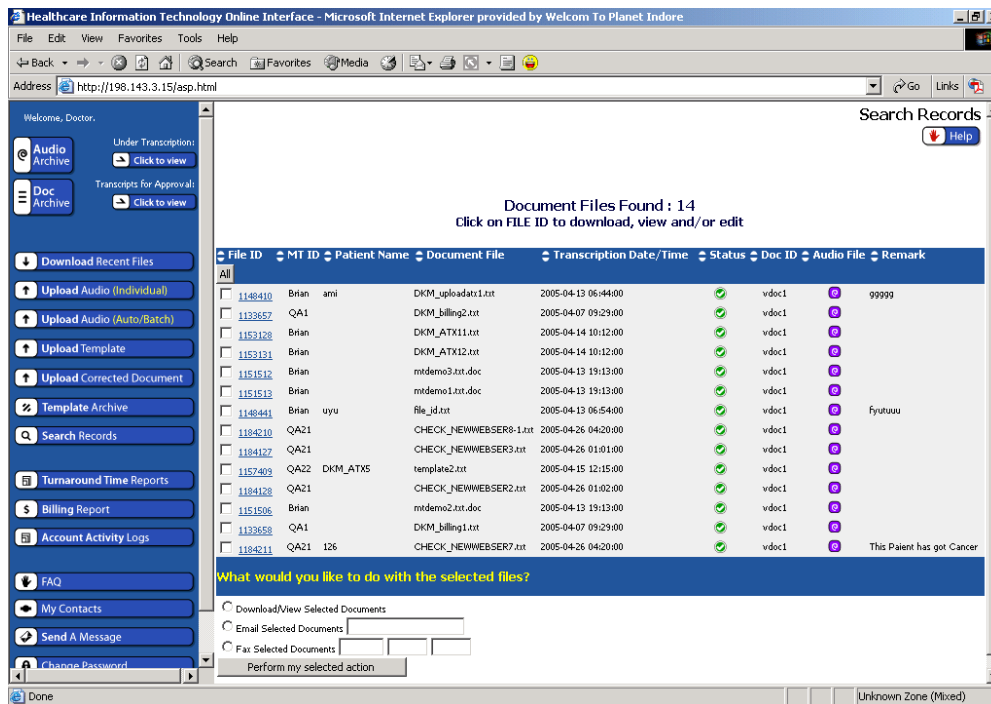
## Column Details

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.

The screenshot shows a web browser window titled "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows "http://198.143.3.15/asp.html". The page has a sidebar with various navigation links including "Audio Archive", "Doc Archive", "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", and "Change Password". The main content area is titled "Turnaround Time Reports" and contains a "What would you like this page to show?" section. This section has a "Report Type" dropdown set to "Summary", a "Date From" field set to "04/13/2005" and a "Date To" field set to "04/28/2005", and a "Report Format" dropdown set to "MT Basis: All". A "Generate TAT Report" button is located at the bottom of this section.

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.

The screenshot shows the same web browser window as before, but now displaying the generated "Summary TAT Report (MT Based) for 04-13-2005 - 04-28-2005 : 12". The report is presented as a table with the following columns: "MT ID", "Audio Files(Normal)", "Avg TAT", "Avg Delay", "Audio Files(Stat)", "Avg TAT", and "Avg Delay". The data is as follows:

MT ID	Audio Files(Normal)	Avg TAT	Avg Delay	Audio Files(Stat)	Avg TAT	Avg Delay
Brian	7	301 h	-366 h	0	0 h	0 h
MT3	0	0 h	0 h	0	0 h	0 h
MT5	0	0 h	0 h	0	0 h	0 h
MT7	0	0 h	0 h	0	0 h	0 h
Mary	0	0 h	0 h	0	0 h	0 h
QA12	0	0 h	0 h	0	0 h	0 h
QA1	0	0 h	0 h	0	0 h	0 h
QA21	4	2 h	12 h	0	0 h	0 h
QA22	1	26 h	-11 h	0	0 h	0 h
Sud	0	0 h	0 h	0	0 h	0 h
dm	0	0 h	0 h	0	0 h	0 h
paroo	0	0 h	0 h	0	0 h	0 h
rsj	0	0 h	0 h	0	0 h	0 h
sam	0	0 h	0 h	0	0 h	0 h

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

Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore

Address: http://198.143.3.15/asp.html

Welcome, Doctor.

Under Transcription: [Click to view](#)

Transcripts for Approval: [Click to view](#)

**Audio Archive**

**Doc Archive**

[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](#)

**Turnaround Time Report**

[Help](#)

**Detailed TAT Report (MT Based - Brian) for 04-13-2005 - 04-28-2005 : 7**

SNo	MT ID	Doc ID	Audio File ID	Dictation Date/Time	Document File ID	Transcription Date/Time	Set TAT	Actual TAT	Difference
1	Brian	vdoc1	1112304	2005-03-30 10:13:00	1140410	2005-04-13 06:44:00	15 h	331.5 h	
2	Brian	vdoc1	1134403	2005-04-07 12:05:00	1140441	2005-04-13 06:54:00	15 h	138.8 h	
3	Brian	vdoc1	1069641	2005-03-14 06:03:00	1151506	2005-04-13 19:13:00	15 h	732.2 h	
4	Brian	vdoc1	1153065	2005-04-14 09:50:00	1153131	2005-04-14 10:12:00	0 h	0.4 h	
5	Brian	vdoc1	1069640	2005-03-14 06:03:00	1151512	2005-04-13 19:13:00	15 h	732.2 h	
6	Brian	vdoc1	1069642	2005-03-14 06:03:00	1151513	2005-04-13 19:13:00	15 h	732.2 h	
7	Brian	vdoc1	1153031	2005-04-14 09:45:00	1153128	2005-04-14 10:12:00	0 h	0.5 h	
<b>Totals :</b>							<b>91.0 h</b>	<b>2667.8 h</b>	<b>-2576.8 h</b>
<b>Averages :</b>							<b>13.0 h</b>	<b>381.0 h</b>	<b>-368.0 h</b>

No activity for (MT - Mary)

No activity for (MT - QA1)

No activity for (MT - QA12)

**Detailed TAT Report (MT Based - QA21) for 04-13-2005 - 04-28-2005 : 4**

SNo	MT ID	Doc ID	Audio File ID	Dictation Date/Time	Document File ID	Transcription Date/Time	Set TAT	Actual TAT	Difference
1	QA21	vdoc1	1184036	2005-04-25 23:03:00	1184127	2005-04-26 01:01:00	15 h	1.5 h	
2	QA21	vdoc1	1184056	2005-04-26	1184210	2005-04-26	8 h	3.8 h	

Done

Unknown Zone (Mixed)

## 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.

The screenshot displays a web browser window titled "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows "http://198.143.3.15/asp.html". The interface includes a left sidebar with navigation links: "Welcome, Doctor.", "Audio Archive", "Doc Archive", "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", and "Change Password". The main content area is titled "Billing Reports" and contains a "What would you like this page to show?" section. This section includes a "Report Style" dropdown with options "Summary - Show only totals for each account" (selected) and "Detailed - Show file details for each account". Below this is a "Date Range" section with "From" and "To" date pickers set to "04/01/2005" and "04/28/2005" respectively. Further down, there are radio button options for "Grouped according to the doctor (myself) only:" with sub-options "Showing every audio file uploaded by the doctor, regardless of a file's current status" (selected) and "Showing only the document files of completed work actually returned to the doctor". An "OR" section follows with a radio button option "Grouped according to the following MT/QA:" and a dropdown menu set to "All". A "Generate Billing Report" button is located at the bottom of the form.

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

Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore

File Edit View Favorites Tools Help

Address http://198.143.3.15/asp.html

Welcome, Doctor.

Audio Archive Under Transcriptions: 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

Billing Report Help

What would you like this page to show?

Report Style: ☒ Summary - Show only totals for each account ☐ Detailed - Show file details for each account

Date Range: From 04 01 2005 To 04 30 2005

Grouped according to the doctor (myself) only: ☒ Showing every audio file uploaded by the doctor, regardless of a file's current status ☐ Showing only the document files of completed work actually returned to the doctor

OR

Grouped according to the following MT/QA: All

Generate New Billing Report

Summary Billing Report (Doctor Based) for 04-01-2005 - 04-30-2005 : 24

Dictator	No. Reports	Tollfree File Size	Tollfree File Length	Other File Size	Other File Length	Faxed
vdoc1	24	0 K	0M 0S	7824 K	36M 16S	0
<b>Grand Totals</b>	<b>24</b>	<b>0 K</b>	<b>0M 0S</b>	<b>7824 K</b>	<b>36M 16S</b>	<b>0</b>

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

Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore

File Edit View Favorites Tools Help

Address http://198.143.3.15/asp.html

Welcome, Doctor.

Audio Archive Under Transcriptions: 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

Billing Report Help

What would you like this page to show?

Report Style: ☐ Summary - Show only totals for each account ☒ Detailed - Show file details for each account

Date Range: From 04 01 2005 To 04 30 2005

Grouped according to the doctor (myself) only: ☒ Showing every audio file uploaded by the doctor, regardless of a file's current status ☐ Showing only the document files of completed work actually returned to the doctor

OR

Grouped according to the following MT/QA: All

Generate New Billing Report

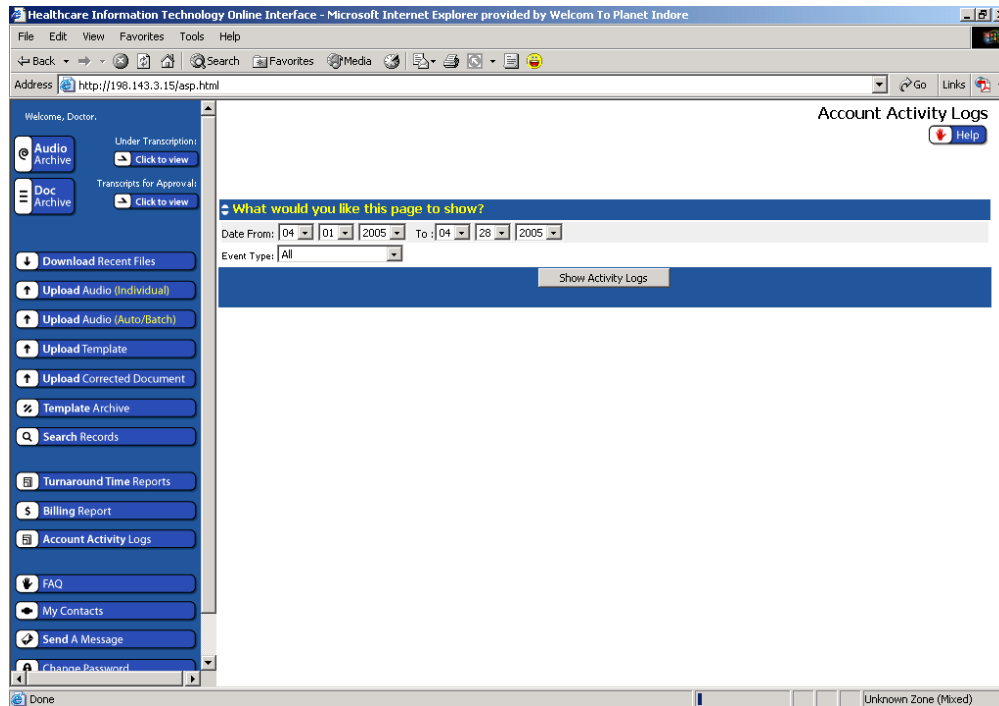
Detailed Billing Report (Doctor Based - vdoc1) for 04-01-2005 - 04-30-2005 : 24

#	Audio	Dictation	Dictator	Status	Audio File Name	Tollfree File Size	Tollfree File Length	Other File Size	Other File Length	Faxed Pages
1118954	2005-04-01	108:107		✓	DKM_billing1.dss	--	--	316.5 K	3M 6S	
1118953	2005-04-01	108:107		✓	DKM_billing2.dss	--	--	316.5 K	3M 6S	
1124463	2005-04-07	108:107		✓	TEST_checking1.dss	--	--	316.5 K	3M 6S	
1125282	2005-04-07	108:107		ⓘ	Test_Disregard2.dss	--	--	62.5 K	0M 36S	
1125278	2005-04-07	108:107		ⓘ	Copy_of_Test_Disregard2.dss	--	--	62.5 K	0M 36S	
1125276	2005-04-07	108:107		ⓘ	Copy_of_Test_Disregard2.dss	--	--	62.5 K	0M 36S	
1125275	2005-04-07	108:107		ⓘ	Copy_of_Test_Disregard2.dss	--	--	62.5 K	0M 36S	
1153031	2005-04-14	108:107		✓	DKM_ATX11.dss	--	--	316.5 K	3M 6S	
1153065	2005-04-14	108:107		✓	DKM_ATX12.dss	--	--	316.5 K	3M 6S	
1152797	2005-04-14	108:107		✗	DKM_ATX1.dss	--	--	316.5 K	3M 6S	

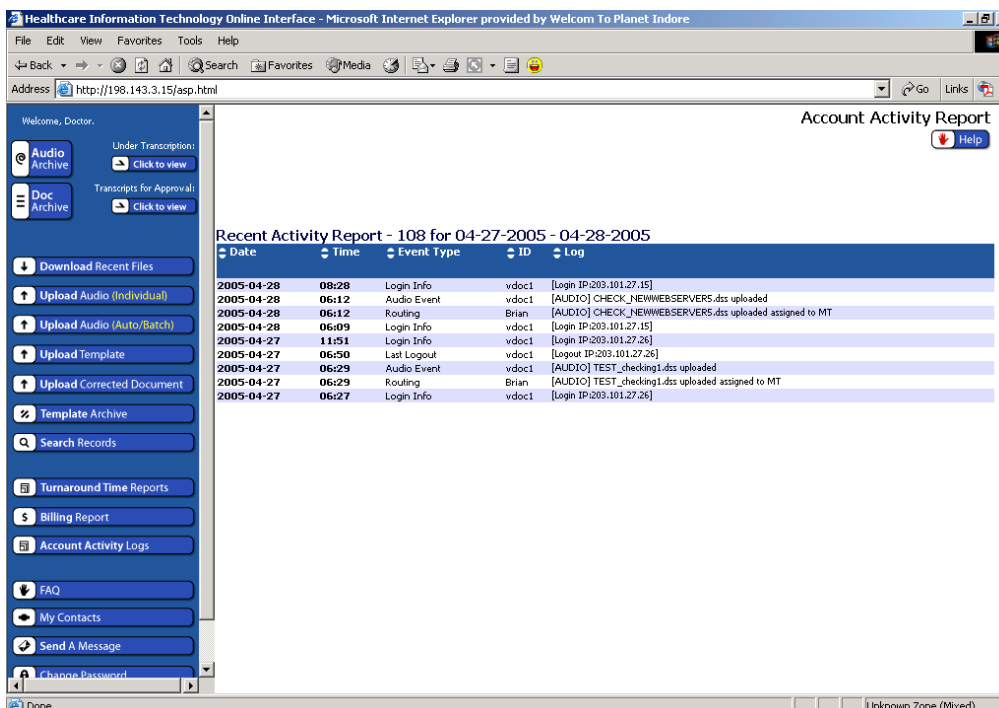


## Account Activity Logs

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.

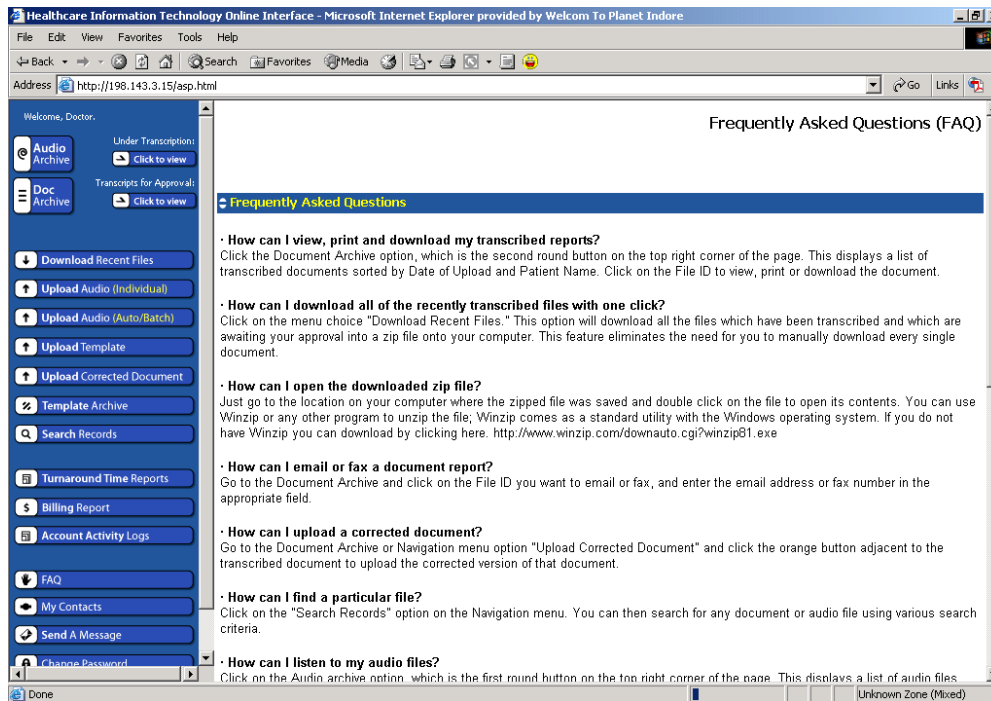


When a report is generated, the screen appears in this way.



## 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.

The screenshot displays a web browser window titled "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows "http://198.143.3.15/asp.html". The page features a left sidebar with a "Welcome, Doctor." message and a list of navigation links: Audio Archive, Doc Archive, 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, and Change Password. The main content area is titled "Send a Message" and contains a "Send Message" form. The form includes a "Message Type" section with two radio buttons: "Technical Issue (problem using the website)" and "Transcription Issue". A "Note" states: "Technical issue" emails will go to the site administrator, and "Transcription issue" emails will go to the MT administrator. In either case, a copy of your message will be sent to the office manager as well. The form also has a "Subject:" label and a text input field, a "Message:" label and a large text area, and a "Send" button at the bottom.

Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

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

Send a Message Help

Send Message

Message Type: ☐ Technical Issue (problem using the website) ☒ Transcription Issue

Note: "Technical issue" emails will go to the site administrator, and "Transcription issue" emails will go to the MT administrator. In either case, a copy of your message will be sent to the office manager as well.

Subject:

Message:

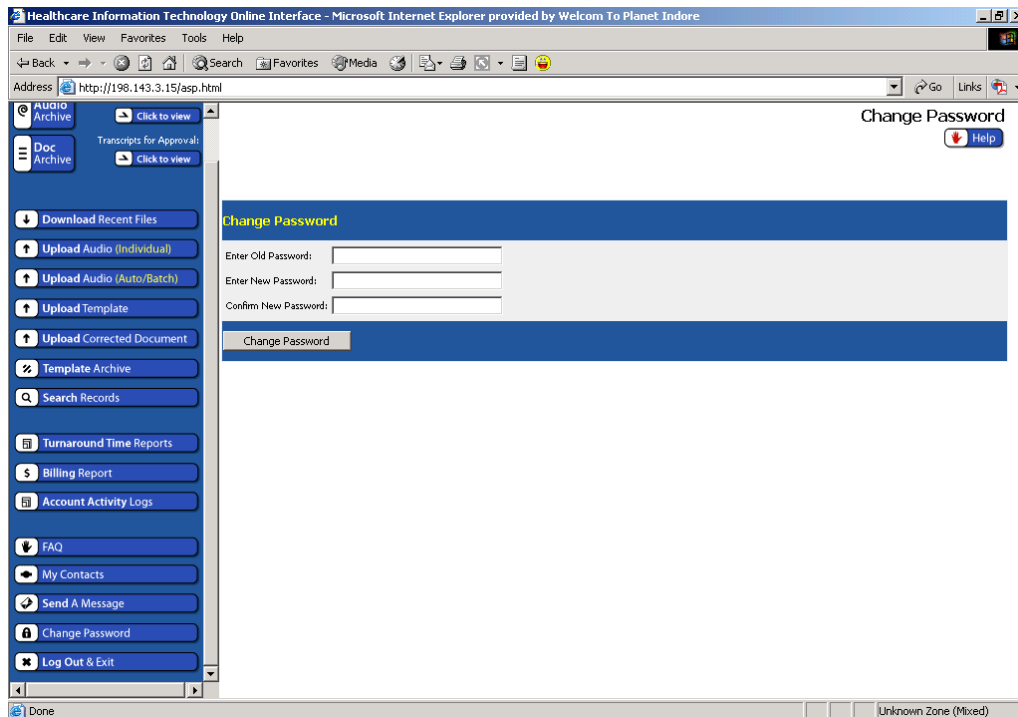
Send

Done

Unknown Zone (Mixed)

## 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!***