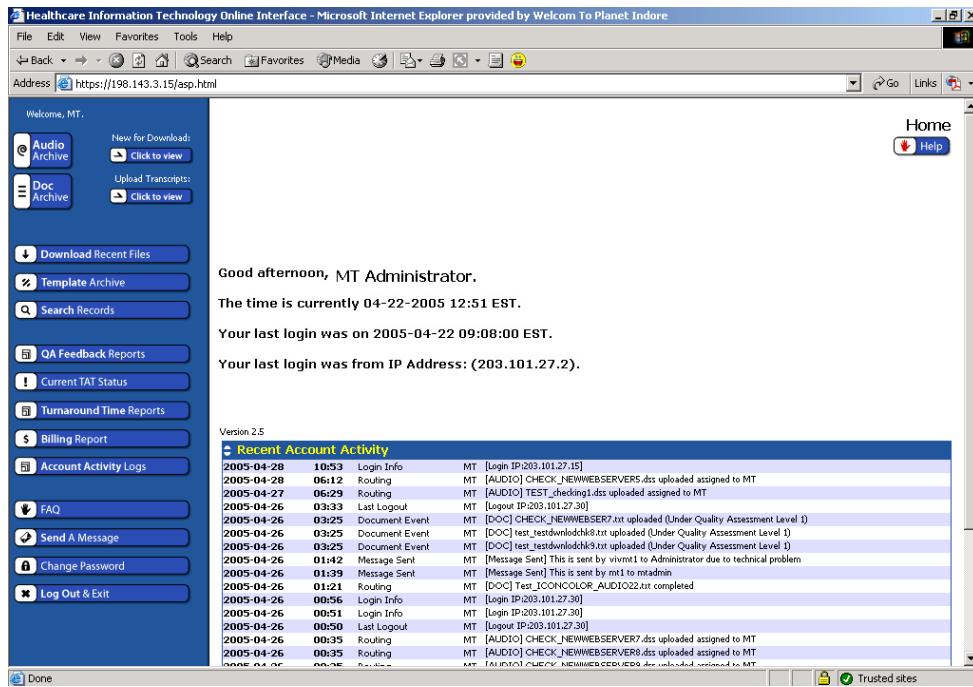


STATscript Online, MT User Guide, Version 2.5



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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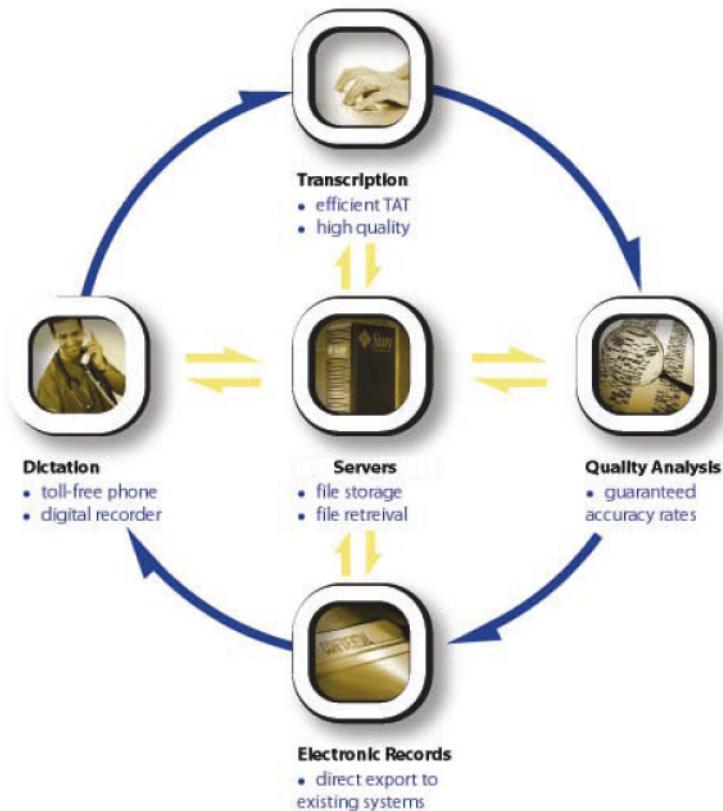
System Requirements

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

Getting Started

1. Go to www.STATscriptOnline.com and click on “Client Login”.
2. Enter your username and password to access your account.

Process Flow on STATscript Online



- 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).
- Doctor logs in our system and uploads the audio file along with the template.
- Our system then assigns the files to the MTs according to their availability status.
- System gives email notification to the MTs regarding the assignment of files.
- MTs log in the system and download the files to their own PC.

- MT transcribes the file using any audio player, foot-pedals and word processors and then uploads it by logging in the system.
- 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.
- System gives email notification to the QA1 or doctor depending upon the workflow.
- QA1 logs in the system and downloads the file. He edits it and again uploads the edited version of the document.
- 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.
- System gives email notification to the QA2 or doctor depending upon the workflow.
- QA2 logs in the system and downloads the file. He edits it and again uploads the edited version of the document.
- 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 MT successfully logs in, his personalized Home Page will show up. From the Home Page he will be able to manage his entire account.

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

File Edit View Favorites Tools Help

Address: https://198.143.3.15/asp.html

Welcome, MT.

Good afternoon, MT Administrator.

The time is currently 04-22-2005 12:51 EST.

Your last login was on 2005-04-22 09:08:00 EST.

Your last login was from IP Address: (203.101.27.2).

Version 2.5

Recent Account Activity

Date	Time	Event	Details
2005-04-28	10:53	Login Info	MT [Login IP:203.101.27.15]
2005-04-28	06:12	Routing	MT [AUDIO] CHECK_NEWWEBSERVER7.dss uploaded assigned to MT
2005-04-27	06:29	Routing	MT [AUDIO] TEST_checking1.dss uploaded assigned to MT
2005-04-26	03:33	Last Logout	MT [Logout IP:203.101.27.30]
2005-04-26	03:25	Document Event	MT [DOC] CHECK_NEWWEBSERVER7.dss uploaded (Under Quality Assessment Level 1)
2005-04-26	03:25	Document Event	MT [DOC] test_nehwanodddk.dss uploaded (Under Quality Assessment Level 1)
2005-04-26	03:25	Document Event	MT [DOC] test_nehwanodddk.dss uploaded (Under Quality Assessment Level 1)
2005-04-26	01:42	Message Sent	MT [Message Sent] This is sent by whmmt to Administrator due to technical problem
2005-04-26	01:42	Message Sent	MT [Message Sent] This is sent by mt to mtadmin
2005-04-26	01:21	Routing	MT [DOC] Test_ICONCOLOR_AUDIO022.txt completed
2005-04-26	00:56	Login Info	MT [Login IP:203.101.27.30]
2005-04-26	00:51	Login Info	MT [Login IP:203.101.27.30]
2005-04-26	00:50	Last Logout	MT [Logout IP:203.101.27.30]
2005-04-26	00:35	Routing	MT [AUDIO] CHECK_NEWWEBSERVER7.dss uploaded assigned to MT
2005-04-26	00:35	Routing	MT [AUDIO] CHECK_NEWWEBSERVER8.dss uploaded assigned to MT
2005-04-26	00:35	Routing	MT [AUDIO] CHECK_NEWWEBSERVER8.dss uploaded assigned to MT

1. MT 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. "New for Download" displays the details of new dictations assigned to the MT by the system or MT Admin. "Under Transcription" is a secure interface from where the MT can upload the transcribed files against the dictations assigned to him.
6. Navigation Menu option buttons are on the right middle of the page. Various facilitating options available to the MT are:
 - Download Recent Files: Helps the MT to download the transcribed files with one click. System automatically downloads the dictations without MT's initiation to download them individually.
 - Template Archive: This option displays the details of all the templates uploaded by the doctor for the MT.
 - Search Records: The MT can retrieve the audio and transcribed files depending upon the selected search criteria.
 - QA Feedback Reports – Helps to generate summary or detailed report of the feedback given by the QA1 for MT's performance.
 - Current TAT Status - Displays the Turn Around Time details for files under transcription/editing process.
 - Turnaround Time Reports: This option displays the TAT details for the completed transcribed files.
 - Billing Report: Helps the MT 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 MT's account on event type basis for the selected duration.
 - FAQ: These are frequently asked questions with answers to most of the doctor's general queries.
 - Send A Message: Helps the MT to send messages to the site administrator and the MT administrator if he/she faces any technical problem and to the MTs/QAs and the MT Administrator if he/she has 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 MT can change his or her account password using this option.
 - Exit: This option logs out the MT from the system.

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 dictator account basis can also be generated. You can listen to, download or split the audio files, update the file information, view, download, e-mail or fax the documents and monitor the audio files' status online.

File ID	Dictator	Audio Filename	Size	Dictation Date/Time	Stat	Red Flag	Status	MT File	QA1 File	QA2 File	Compared Document	Template Document
All/None	<input type="checkbox"/> 1193110	Doctor	CHECK_NEWWEBSERVERS.dss	316 K (186 s)	2005-04-28 06:12:00		MT					
	<input type="checkbox"/> 1188942	Doctor	TEST_checking1.dss	316 K (186 s)	2005-04-27 06:29:00		MT					

Column details:

All of the column buttons are sorting buttons.

1. File ID – This column displays the unique file ID assigned automatically by the system.
2. Dictator – This column shows the name of the doctor (dictator) to whom the audio file belongs.
3. Audio File Name – This column shows the audio file name.
4. Size – This column displays the audio file length in seconds and the size in Kbytes. It shows 0 sec/K if no information is available in the file header information.
5. Dictation Date/Time – This column displays the upload date and time of the dictation as per EST and 24-hour-clock.
6. Stat – If the audio file is marked “Urgent” by the doctor, a red tick is shown to signify that this audio file is to be transcribed/edited on a priority basis.
7. Red Flag – This column shows a Red Flag image along with the account ID of the MT/QA who had red flagged it due to any problem faced by him.

8. 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.

9. MT File – This column shows the MT ID. If the MT has already uploaded the document file, it will show the transcribed file ID with a blue button.

10. QA1 File – This column displays the QA1 ID. If the QA1 has already uploaded the edited document file, it also shows a blue button.

11. QA2 File – This column displays the QA2 ID. If the QA2 has already uploaded the edited document file, it also shows a blue button.

12. Compared Document: The MT's document file is compared with the final file uploaded for the doctor so that it serves as direct feedback for the MT. This column shows "NA" when the file is not compared, "Waiting" when the file is in the process of comparison and "Same" when there were no changes made to the document file. Click the dark blue button to view the file.

13. Template – If the doctor has uploaded any template along with the audio file, or there has been an auto selection of the template by the system, this column shows the link for the template. If there is no template for the audio file, it shows "NA".

14. 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.

15. Upload – This column displays the orange button. Click it to upload the document file against the corresponding audio file.

16. Remarks – The last column depicts the dictator's (doctor's) remark for the transcriptionist for this audio file.

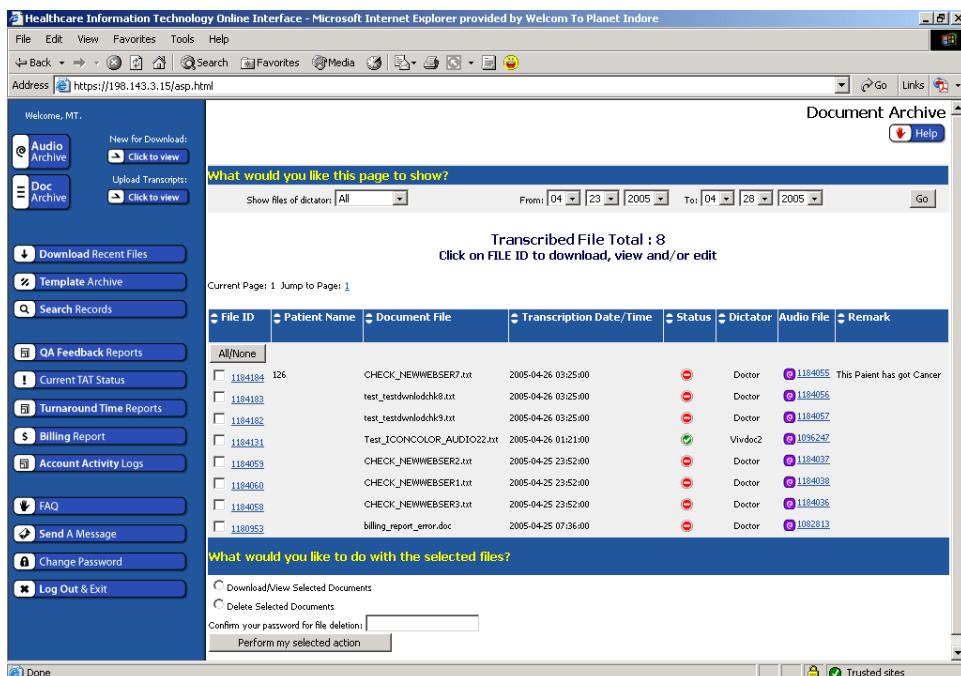
Checkbox operations

Checkbox functions facilitate the MT to perform group activity on the files.

- Download Selected Audio Files
- Split Selected Audio Files
- Download Compared Documents with audio files (QA1 Specific).

Doc Archive

Doc Archive is a store of all the transcribed files uploaded by the MT. A detailed report of document files uploaded in last fifteen days is displayed by default but a date-sorted report on dictator basis can also be generated. You can view, download, delete the document files, download, review the audio files and monitor the file status.



File ID	Patient Name	Document File	Transcription Date/Time	Status	Dictator	Audio File	Remark
All/None							
<input type="checkbox"/> 1184184	126	CHECK_NEWWEBER7.txt	2005-04-26 03:25:00	●	Doctor	 1184055	This Patient has got Cancer
<input type="checkbox"/> 1184183		test_testdownloadfile8.txt	2005-04-26 03:25:00	●	Doctor	 1184056	
<input type="checkbox"/> 1184182		test_testdownloadfile9.txt	2005-04-26 03:25:00	●	Doctor	 1184057	
<input type="checkbox"/> 1184131		Test_ICONCOLOR_AUDIO22.txt	2005-04-26 01:21:00	●	Vivdoc2	 1096247	
<input type="checkbox"/> 1184059		CHECK_NEWWEBER2.txt	2005-04-26 23:52:00	●	Doctor	 1184037	
<input type="checkbox"/> 1184050		CHECK_NEWWEBER1.txt	2005-04-26 23:52:00	●	Doctor	 1184038	
<input type="checkbox"/> 1184058		CHECK_NEWWEBER3.txt	2005-04-26 23:52:00	●	Doctor	 1184036	
<input type="checkbox"/> 1180953		billing_report_error.doc	2005-04-26 07:36:00	●	Doctor	 1082813	

Column Details

All of the column buttons are sorting buttons.

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

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

 Green – Approved: The physician has successfully downloaded the file.



Green – e Signed: The physician has successfully downloaded and electronically signed the file.

7. Dictator – This column shows the doctor (dictator) name.
8. Audio File – This column shows the audio file ID. It also displays the green button signifying that file is online and a red button to show that the audio file is offline. Click this button to send a message requesting the Admin to get the file online.
9. Remarks – If the MT had a problem while transcribing the audio file and he/she feels that it should be brought to the doctor's attention, the system provides him/her with the option to add a remark for the audio file while uploading the document file. This column displays this remark for the file.

Checkbox operations

Checkbox functions facilitate the MT to perform the following activities on the files in a group.

- Download/View Selected Documents
- Delete Selected Documents

New for Download

New for download displays the details of the dictations, which the MT has not yet downloaded. This screen looks similar to the Audio Archive. The count of this folder decreases when the MT downloads the file.

File ID	Dictator	Audio Filename	Size	Dictation Date/Time	Status	Red Flag	MT File	QA1 File	QA2 File	Compared	Document
1193110	Doctor	CHECK_NEWWEBSERVER5.dss	316 K	2005-04-28 (186 s)	06:12:00	MT					
1188942	Doctor	TEST_checking1.dds	316 K	2005-04-27 (100 s)	06:29:00	MT					
1184041	VivDocRaj	CHECK_NEWWEBSERVER6.dss	316 K	2005-04-26 (186 s)	00:20:00	MT					
1184040	VivDocRaj	CHECK_NEWWEBSERVER5.dss	316 K	2005-04-26 (186 s)	00:20:00	MT					
1184039	VivDocRaj	CHECK_NEWWEBSERVER4.dss	316 K	2005-04-26 (186 s)	00:20:00	MT					
1176722	Doctor	test_DL_ATX3.dds	316 K	2005-04-22 (186 s)	09:10:00	MT					
1176521	Doctor	test_audownership9.dds	316 K	2005-04-22 (186 s)	08:24:00	MT					
1176113	VivDocRaj	774993\video1\WAV_DSP.wav	0 K	2005-04-22 (0 s)	00:20:00	MT					
1176114	VivDocRaj	atcheck2\WAV_PCM.wav	0 K	2005-04-22 (0 s)	00:20:00	MT					
1172844	VivDocRaj	CHECK_NEWWEBSERVER1.dss	316 K	2005-04-21 (186 s)	07:10:00	MT					
1169035	Doctor	test_DL_ATX2.dds	316 K	2005-04-20 (100 s)	06:31:00	MT					
1168661	Doctor	test.wav	1514 K	2005-04-20 (1498 s)	04:08:00	MT					
1155515	VivDoc2	Copy_4_of_Welcome.dss	62 K	2005-04-15 (36 s)	06:46:00	MT					
1152006	VivDocRaj	test_ATX9.dds	316 K	2005-04-14 (186 s)	09:50:00	MT					

Checkbox operations

Checkbox functions facilitate the MT to perform group activity on the files.

- Download Selected Audio Files
- Split Selected Audio Files
- Download Compared Documents with audio files (QA1 Specific).

Under Transcription

Under Transcription shows all of the audio files being transcribed by the MT. He can upload the transcribed files against the respective audio file from this screen. The count of this screen decreases as the files are uploaded.

The screenshot shows a Microsoft Internet Explorer window with the following details:

- Header:** Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore
- Address Bar:** https://198.143.3.15/asp.html
- Left Sidebar (Buttons):**
 - Welcome, MT.
 - Audio Archive** (selected)
 - Doc Archive**
 - Download Recent Files
 - Template Archive
 - Search Records
 - QA Feedback Reports
 - Current TAT Status
 - Turnaround Time Reports
 - Billing Report
 - Account Activity Logs
 - FAQ
 - Send A Message
 - Change Password
 - Log Out & Exit
- Main Content Area:**
 - Upload Transcripts** (button)
 - Upload Criteria** (section)
 - Dictator Basis: All
 - Stat File(s) checkbox
 - View Files button
 - Current Page: 1 Jump to Page: 1
 - Note: This screen only shows files from the last 60 days, please check the Audio Archive for older files.
 - Upload/Approve Now** (button)
 - Audio Files Under Transcription : 26**
Click on FILE ID to download, view and/or edit

File ID	Dictator	Audio Filename	Size	Dictation Date/Time	Stat	Red Flag	Remark
1113386	Vividoc2	dict.dss	62 K (36 s)	2005-03-30 14:47:00	STAT		

 - Document to upload:** (input field) **Browse...** **Red Flag this file -->** (checkbox)
 - Form fields:
 - Line Count: (input field)
 - Report Type: (dropdown menu: None)
 - Provider Name: (input field)
 - Medical Record #: (input field)
 - Insurance Policy #: (input field)
 - Location: (dropdown menu: None)
 - Referring Physician: (input field)
 - File Comment: (input field)
 - Patient Name: (input field)
 - Patient SSN: (input field)
 - DOB: (input field)
 - Consultation Date: (input field)
 - Admit Date: (input field)
 - Operation Date: (input field)
 - Expiry Date: (input field)
 - Sex: (radio buttons: Male, Female)
 - File List:** (table)

File ID	Dictator	File Name	Size	Dictation Date/Time	Stat	Red Flag	Remark
1113386	Vividoc2	dict.dss	62 K (36 s)	2005-03-30 14:47:00	STAT		

Download Recent Files

This program downloads all of the dictations 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.

Download Recent Files (ATX)

Your account settings (notify administrator if there are any changes):

Download file(s) folder - C:\store.

	File Name	Size	Creation Date
46	mtdemo2.dss	148 KB	3/14/2005
45	mtdemo1.dss	337 KB	3/14/2005
47	mtdemo3.dss	155 KB	3/14/2005
65	test_audownership9.dss	316 KB	4/22/2005
37	demol.dss	121 KB	3/18/2005
11	CHECK_NEWW/EBSERVER6.dss	316 KB	4/26/2005
8	CHECK_NEWW/EBSERVER4.dss	316 KB	4/26/2005
70	tm4.dss	316 KB	3/2/2005
68	tm2.dss	134 KB	3/2/2005
67	tm1.dss	104 KB	3/2/2005
20	Dr.Tests.Dict.dss	62 KB	4/6/2005

70 file(s) available for download.

Download Selected Files

Open Downloads Folder

Upload Transcripts

Stat File(s)

Archive for older files.

Transcription : 26

Load, view and/or edit

Red Flag this file --> □

Patient Name:

Patient SSN:

DOB:

Consultation Date:

Admit Date:

Operation Date:

Expiry Date:

Sex: Male Female

2005-03-30 14:47:00

STAT

Red Flag

Remark

Trusted sites

Template Archive

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

Template ID	Template Name	File Name	Owner ID	Default	Last Modified Date	Remarks
118400	NewWebServer Template	CHECK_NEWWEBSER10.txt	Doctor	✓	2005-04-26 04:07:00	Template
103494		testfa4.doc	Viv Doc1		2005-03-02 04:40:00	good
508396		test_temp4.doc	Viv Doc1		2004-08-03 02:48:00	
508394		test_temp5.doc	Viv Doc1		2004-08-03 02:48:00	
498125	test_temp	test_DL_ATK4.rxt	Viv Doc1		2005-04-26 00:29:00	TB
1176115		1019334-03252005_MT.txt	Doctor		2005-04-22 00:33:00	
129411		Dummy333.doc	Viv Doc1		2003-10-09 11:26:00	
537240	test template	Test_file4.rxt	Viv Doc1		2005-01-20 08:24:00	test template
508412	TMNNHJ	emailtest1.DOC	Viv Doc1		2004-08-04 07:25:00	Please use this templated for stat files now on
118230	Modified Template	new_temp4.doc	Viv Doc1		2004-08-02 10:51:00	Test Template
505136	modify1 temp	90426850-09072004-2.rxt	Viv Doc1		2004-10-26 04:38:00	this template use for orthopedics report
108827	KKSH1	new_temp3.rxt	Viv Doc1		2004-08-14 08:55:00	TEMPALTE Testing2
505115	Testing Template	qa_uplevel126.doc	Viv Doc1		2004-07-31 05:51:00	
508402		test_temp1.doc	Viv Doc1		2004-08-03 02:48:00	
508415		test_temp6.doc	Viv Doc1		2004-08-03 02:50:00	
508414		test_temp7.doc	Viv Doc1		2004-08-03 02:50:00	
828021		temp2.doc	Viv Doc1		2004-12-10 03:01:00	
526665		test_doccheck3.doc	Viv Doc1		2004-08-12 10:05:00	

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 ID: 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 MT can check mark the templates and perform the following function:

Download Selected Templates

Search Records

Search Records helps 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 – Here the account user ID is displayed that is of the MT
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

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

File Edit View Favorites Tools Help

Address https://198.143.3.15/asp.html

Welcome, MT.

Search Records

Audio Files Found : 12. Click on FILE ID to download, view and/or edit

File ID	Doc ID	Audio File Name	Length	Transcription Date/Time	Stat	Status	MT ID	Document File	Remarks
All									
<input type="checkbox"/> 1126723	Doctor	test__DL_ATX3.dss	196 s	2005-04-22 09:10:00	●	-	-	●	
<input type="checkbox"/> 1176112	VivDoc(Raj)	attachek2-WAV_PCM.wav	5 s	2005-04-22 00:20:00	●	-	-	●	
<input type="checkbox"/> 1176113	VivDoc(Raj)	774993vvd0c1-WAV_DSP.wav	>3 s	2005-04-22 00:20:00	●	-	-	●	
<input type="checkbox"/> 1176521	Doctor	test_audownership9.dss	196 s	2005-04-22 09:24:00	●	-	-	●	
<input type="checkbox"/> 1172847	VivDoc(Raj)	CHECK_NEWWEBSERVER2.dss	196 s	2005-04-21 07:10:00	●	-	-	●	
<input type="checkbox"/> 1172844	VivDoc(Raj)	CHECK_NEWWEBSERVER1.dss	196 s	2005-04-21 07:10:00	●	-	-	●	
<input type="checkbox"/> 1172853	VivDoc(Raj)	CHECK_NEWWEBSERVER3.dss	196 s	2005-04-21 07:10:00	●	-	-	●	
<input type="checkbox"/> 1193110	Doctor	CHECK_NEWWEBSERVER5.dss	196 s	2005-04-29 06:12:00	●	-	-	●	
<input type="checkbox"/> 1188942	Doctor	TEST_checking1.dss	196 s	2005-04-27 06:23:00	●	-	-	●	
<input type="checkbox"/> 1184033	VivDoc(Raj)	CHECK_NEWWEBSERVER4.dss	196 s	2005-04-26 00:20:00	●	-	-	●	
<input type="checkbox"/> 1184040	VivDoc(Raj)	CHECK_NEWWEBSERVER5.dss	196 s	2005-04-26 00:20:00	●	-	-	●	
<input type="checkbox"/> 1184041	VivDoc(Raj)	CHECK_NEWWEBSERVER6.dss	196 s	2005-04-26 00:20:00	●	-	-	●	

What would you like to do with the selected files?

Download Selected Audio Files

Perform my selected action

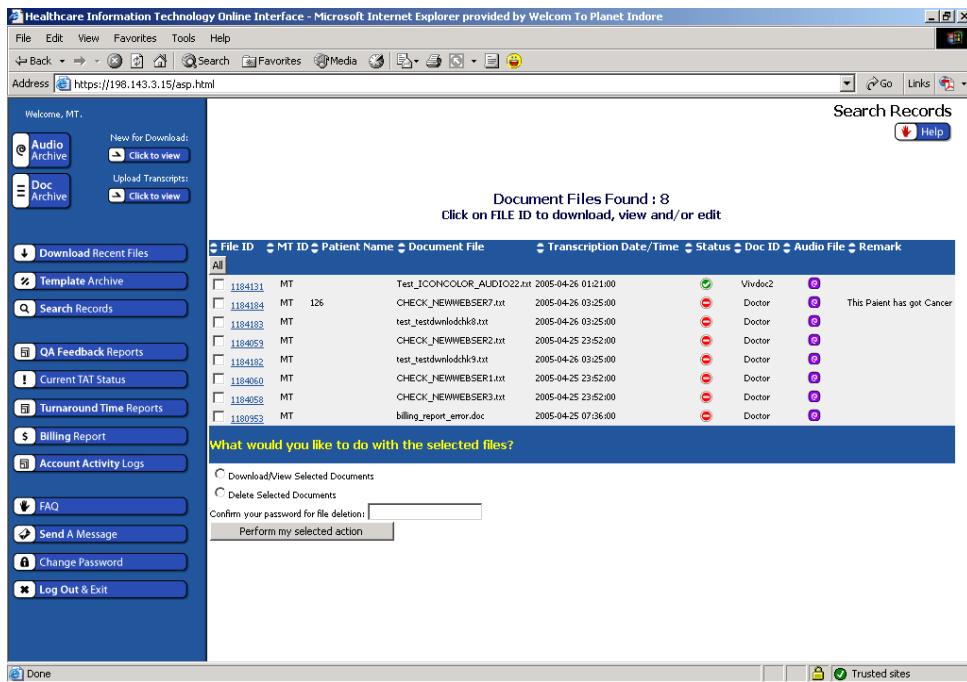
Column Details

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

If Document File(s) is/are retrieved



The screenshot shows a Microsoft Internet Explorer window for the 'Healthcare Information Technology Online Interface'. The address bar shows the URL: <https://198.143.3.15/asp.html>. The page title is 'Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore'. On the left, there is a sidebar with various links: 'Welcome, MT.', 'Audio Archive' (with 'Click to view'), 'Doc Archive' (with 'Click to view'), 'Download Recent Files', 'Template Archive', 'Search Records', 'QA Feedback Reports', 'Current TAT Status', 'Turnaround Time Reports', 'Billing Report', 'Account Activity Logs', 'FAQ', 'Send A Message', 'Change Password', and 'Log Out & Exit'. The main content area has a heading 'Document Files Found : 8' and a sub-instruction 'Click on FILE ID to download, view and/or edit'. Below this is a table with the following data:

File ID	MT ID	Patient Name	Document File	Transcription Date/Time	Status	Doc ID	Audio File	Remark
1184131	MT		Test_ICONCOLOR_AUDIO022.txt	2005-04-26 01:21:00	<input checked="" type="checkbox"/>	Vivdoc2		
1184134	MT	126	CHECK_NEWWEBSER7.txt	2005-04-26 02:25:00	<input type="checkbox"/>	Doctor		This Patient has got Cancer
1184133	MT		test_testdwlddhk8.txt	2005-04-26 03:25:00	<input type="checkbox"/>	Doctor		
1184053	MT		CHECK_NEWWEBSER2.txt	2005-04-25 23:52:00	<input type="checkbox"/>	Doctor		
1184102	MT		test_testdwlddhk9.txt	2005-04-26 03:25:00	<input type="checkbox"/>	Doctor		
1184060	MT		CHECK_NEWWEBSER1.txt	2005-04-25 23:52:00	<input type="checkbox"/>	Doctor		
1184058	MT		CHECK_NEWWEBSER3.txt	2005-04-25 23:52:00	<input type="checkbox"/>	Doctor		
1180953	MT		billing_report_error.doc	2005-04-25 07:36:00	<input type="checkbox"/>	Doctor		

Below the table, a blue bar says 'What would you like to do with the selected files?'. It contains two radio buttons: 'Download/View Selected Documents' (selected) and 'Delete Selected Documents'. A text input field 'Confirm your password for file deletion:' is followed by a button 'Perform my selected action'.

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.

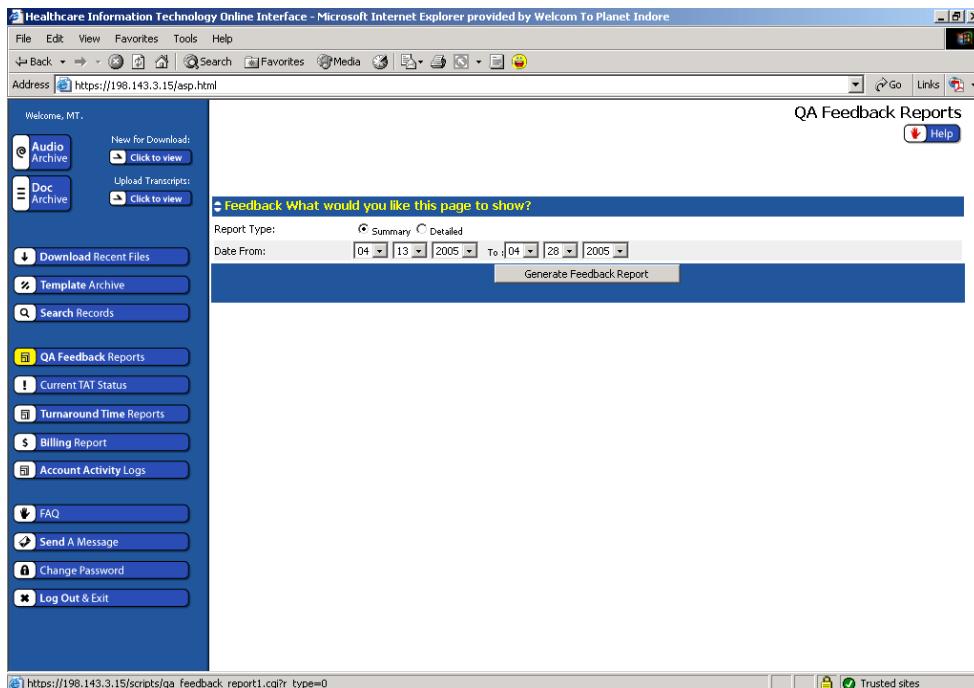
Checkbox Functions

Download/View Selected Documents

Note: More information will lead to less time consumption for the system to search for the files.

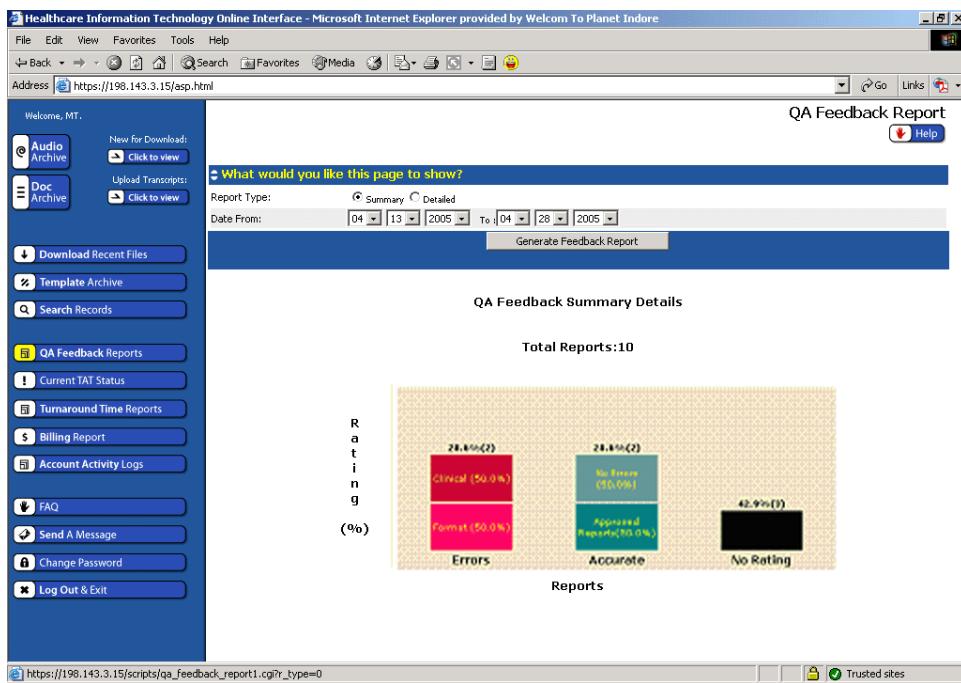
QA Feedback Reports

The QA Feedback feature helps the MT to generate the summary or detailed report of the feedback given by the QA1 for his performance.



Summary Feedback report is the graphical representation of performance feedback of the MT. Three bars appear showing percentage of reports

- having errors
- which were accurate
- which were not rated.



Detailed Feedback Report gives file-to-file details regarding errors or approval.

The screenshot shows a Microsoft Internet Explorer window for the Healthcare Information Technology Online Interface. The title bar reads "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows the URL "https://198.143.3.15/asp.html". The main content area is titled "QA Feedback Report".

Current Page: 1 Jump to Page: 1

Doc ID	MT ID	Document File	Transcription Date/Time	Dictator	Audio File ID	QA1 ID	QA1 File	C	F	T	B	A	NE	NR	Rating Comment
1184184	MT	CHECK_NEWWEBSER7.txt	2005-04-26 03:25:00	Doctor	1184055	QA1	1184191								
1184183	MT	test_retestdownlochk8.txt	2005-04-26 03:25:00	Doctor	1184055	QA1	1184190								
1184182	MT	test_retestdownlochk9.txt	2005-04-26 03:25:00	Doctor	1184057	QA1	1184190								
1184060	MT	CHECK_NEWWEBSER1.txt	2005-04-25 23:52:00	Doctor	1184038	MT Administrator	1184190								
1184059	MT	CHECK_NEWWEBSER2.txt	2005-04-25 23:52:00	Doctor	1184037	QA1	1184062								
1184058	MT	CHECK_NEWWEBSER3.txt	2005-04-25 23:52:00	Doctor	1184036	QA1	1184061								
1180953	MT	billing_report_error.doc	2005-04-25 07:36:00	Doctor	1082813	QA1	1184061								
1151504	MT	2000testfile.txt.doc	2005-04-13 19:13:00	Doctor	1037041	samqa	1184061								
1148604	MT	test_retestcheck21.txt	2005-04-13 07:50:00	Vivodc2	1148519	samqa	1184061								
1148442	MT	Test_ICONCOLOR_AUDIO23.txt	2005-04-13 07:06:00	Vivodc2	1149307	samqa	1184061								

Current TAT Status

The Current TAT Status displays the TAT details of the files, which are still with the MT for transcription. No activity can be performed from here as it is read only screen.

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

File Edit View Favorites Tools Help

Address https://198.143.3.15/asp.html

Welcome, MT.

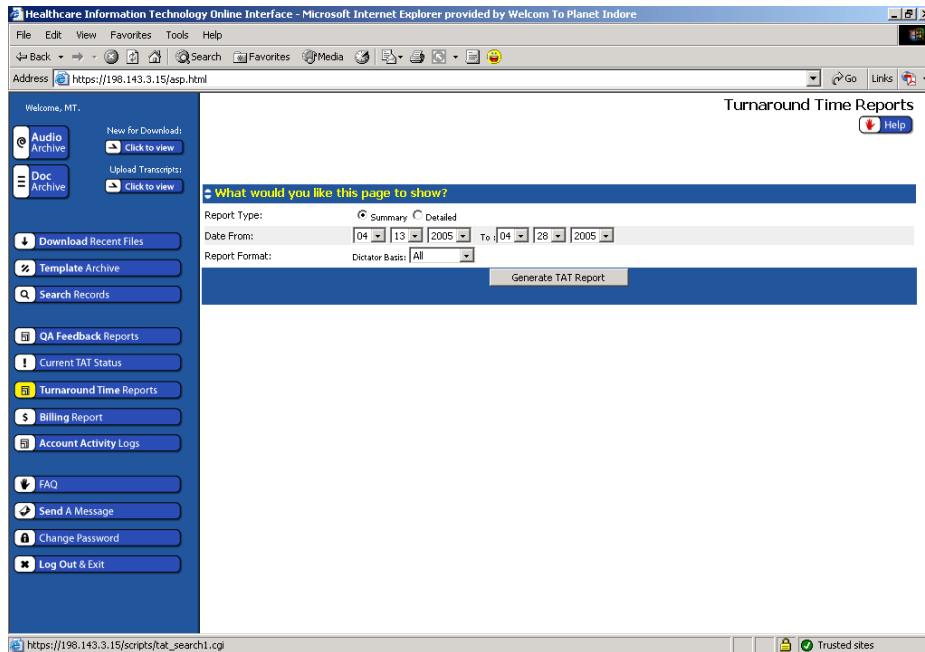
Current TAT Status

TAT summary for current files

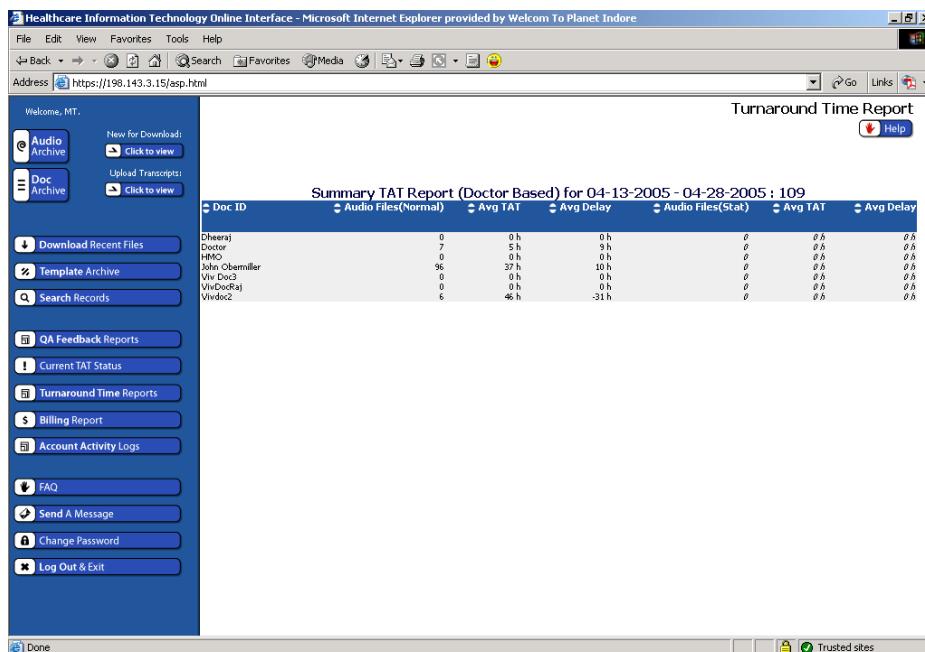
File ID	Dictator	Audio Filename	Size	Dictation Timestamp	Stat	Status	Report Type	TAT Target	TAT Remaining	MT ID	QA1 ID	QA2 ID
1148273	VivDoc2	[Part 1 of] TEST_checking1.dss	158 K	2005-04-13 05:28:00	✓	🟡	Primary Care	4 h	363h 22m OVERDUE	MT		
1180809	VivDoc2	[Part 2 of] TEST_checking1.dss	159 K	2005-04-13 (93 s)	05:28:00	✓	🟡	Primary Care	4 h	363h 22m OVERDUE	MT	
1176723	Doctor	test_DL_ATX3.dss	316 K	2005-04-22 (186 s)	00:20:00	🔴	None	28 h	119h 42m OVERDUE	MT		
1152798	VivDocRaj	DKM_ATX2.dss	316 K	2005-04-14 (186 s)	00:20:00	🔴	Gynecology	26 h	31h 36m OVERDUE	MT		
1176114	VivDocRaj	attached2.wav	0 K	2005-04-22 00:20:00		🔴	Gynecology	35 h	121h 36m OVERDUE	MT		
1176113	VivDocRaj	774999vividoc1-WAV_DSP.wav	0 K	2005-04-22 (3 s)	00:20:00	🔴	Gynecology	35 h	121h 36m OVERDUE	MT		
1176521	Doctor	test_udownership9.dss	316 K	2005-04-22 (186 s)	00:20:00	🔴	None	29 h	119h 30m OVERDUE	MT		
1172847	VivDocRaj	CHECK_NEWWEBSERVER2.dss	316 K	2005-04-21 (186 s)	07:10:00	🟡	Gynecology	28 h	145h 42m OVERDUE	MT		
1172844	VivDocRaj	CHECK_NEWWEBSERVER1.dss	316 K	2005-04-21 (186 s)	07:10:00	🔴	Gynecology	28 h	145h 42m OVERDUE	MT		
1172853	VivDocRaj	CHECK_NEWWEBSERVER3.dss	316 K	2005-04-21 (186 s)	07:10:00	🟡	Gynecology	28 h	145h 42m OVERDUE	MT		
1168602	Doctor	Disregard_Audio1.dss	316 K	2005-04-20 (186 s)	03:50:00	🟡	None	34 h	167h 0m OVERDUE	MT		
1156515	VivDoc2	Copy_4_of_Welcome.dss	62 K	2005-04-15 (30 s)	06:46:00	🔴	None	15 h	30h 6m OVERDUE	MT		
1148308	VivDocRaj	test3.dss	62 K	2005-04-13 (36 s)	05:50:00	🟡	Gynecology	30 h	337h 6m OVERDUE	MT		
1130978	VivDoc2	Welcome.dss	62 K	2005-04-06 (36 s)	14:11:00	🟡	None	15 h	511h 42m OVERDUE	MT		
1169035	Doctor	test_DL_ATX2.dss	316 K	2005-04-20 (186 s)	00:10:00	🔴	Orthopedics	31 h	167h 22m OVERDUE	MT		
1168661	Doctor	test.wav	156 K	2005-04-20 (495 s)	04:00:00	🔴	None	33 h	167h 48m OVERDUE	MT		
1152901	VivDocRaj	DKM_ATX6.dss	316 K	2005-04-14 (186 s)	09:50:00	🔴	Gynecology	26 h	31h 22m OVERDUE	MT		

Turnaround Time Reports

The Turnaround Time Report feature helps to generate a Summary or Detailed TAT report of the completed transcribed on dictator account basis for the selected time duration.



Summary TAT report displays the count of normal and stat (urgent) audio files, their average TAT and Average delay time for the selected doctor.



Doc ID	Audio Files(Normal)	Avg TAT	Avg Delay	Audio Files(Stat)	Avg TAT	Avg Delay
DharaJ	0	0 h	0 h	0	0 h	0 h
Doctor	7	5 h	0 h	0	0 h	0 h
HMO	0	0 h	0 h	0	0 h	0 h
John Obermiller	96	37 h	10 h	0	0 h	0 h
Viv Do3	0	0 h	0 h	0	0 h	0 h
Viv Do6	0	0 h	0 h	0	0 h	0 h
Viv Do62	6	46 h	-31 h	0	0 h	0 h

Detailed TAT report displays the file-to-file TAT details.

The screenshot shows a Microsoft Internet Explorer window with the title "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows the URL <https://198.143.3.15/asp.html>. The left sidebar contains various links for audio and document management, search, and system navigation. The main content area is titled "Turnaround Time Report" and displays two tables of data.

Detailed TAT Report (Doctor Based - Doctor) for 04-13-2005 - 04-28-2005 : 7

SNo	MT ID	Doc ID	Audio	Dictation Date/Time	Document File ID	Transcription Date/Time	Set TAT	Actual TAT	Difference
1	MT	Doctor	1153031	2005-04-14 09:00:00	1153128	2005-04-14 10:00:00	8 h	0.5 h	✓
2	QA2	Doctor	1184055	2005-04-26 00:55:00	1184211	2005-04-26 04:20:00	8 h	3.8 h	✓
3	QA2	Doctor	1184056	2005-04-26 00:55:00	1184210	2005-04-26 04:20:00	8 h	3.8 h	✓
4	QA2	Doctor	1184036	2005-04-25 23:33:00	1184127	2005-04-26 01:01:00	15 h	1.5 h	✓
5	QA2	Doctor	1184037	2005-04-25 23:33:00	1184128	2005-04-26 01:02:00	15 h	1.5 h	✓
6	MT	Doctor	1153065	2005-04-14 09:50:00	1153131	2005-04-14 10:12:00	8 h	0.4 h	✓
7	QA22	Doctor	1152900	2005-04-14 09:50:00	1157409	2005-04-15 12:15:00	8 h	26.8 h	✗

Totals : 70.0 h 38.3 h 31.7 h
Averages : 10.0 h 5.0 h 4.0 h

Detailed TAT Report (Doctor Based - Vivodoc2) for 04-13-2005 - 04-28-2005 : 6

SNo	MT ID	Doc ID	Audio	Dictation Date/Time	Document File ID	Transcription Date/Time	Set TAT	Actual TAT	Difference
1	QA22	Vivodoc2	1152903	2005-04-14 09:00:00	1184122	2005-04-26 00:54:00	15 h	279.4 h	✗
2	MT2	Vivodoc2	1159373	2005-04-16 05:00:00	1159374	2005-04-16 05:00:00	6 h	0 h	✓
3	MT2	Vivodoc2	1159371	2005-04-16 05:00:00	1159372	2005-04-16 05:01:00	6 h	0 h	✓
4	MT2	Vivodoc2	1159368	2005-04-16 05:00:00	1159369	2005-04-16 04:00:00	6 h	0.1 h	✓
5	MT	Vivodoc2	1153066	2005-04-14 09:50:00	1153130	2005-04-14 10:12:00	15 h	0.4 h	✓

Billing Report

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

The screenshot shows a Microsoft Internet Explorer window with the title "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows the URL <https://198.143.3.15/asp.html>. The left sidebar contains various links for audio and document management, search, and system navigation. The main content area is titled "Billing Reports" and displays a configuration form.

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 28 2005

Show me a list of files which is: Grouped according to the doctor: All

Generate Billing Report

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

Summary Billing Report (Doctor Based) for 04-01-2005 - 04-28-2005 : 27

Dictator	No. Reports	Lines	Length
Allius, MT1	0	0 L 0 W	0M 0S
Divers	0	0 L 0 W	0M 0S
Doctor	2	0 L 0 W	1M 12S
HMO	19	394 L 0 W	53M 54S
Viv Doc3	0	0 L 0 W	0M 0S
Viv Doc2	6	6 L 0 W	1M 12S
Grand Totals	27	400 L 0 W	65M 195

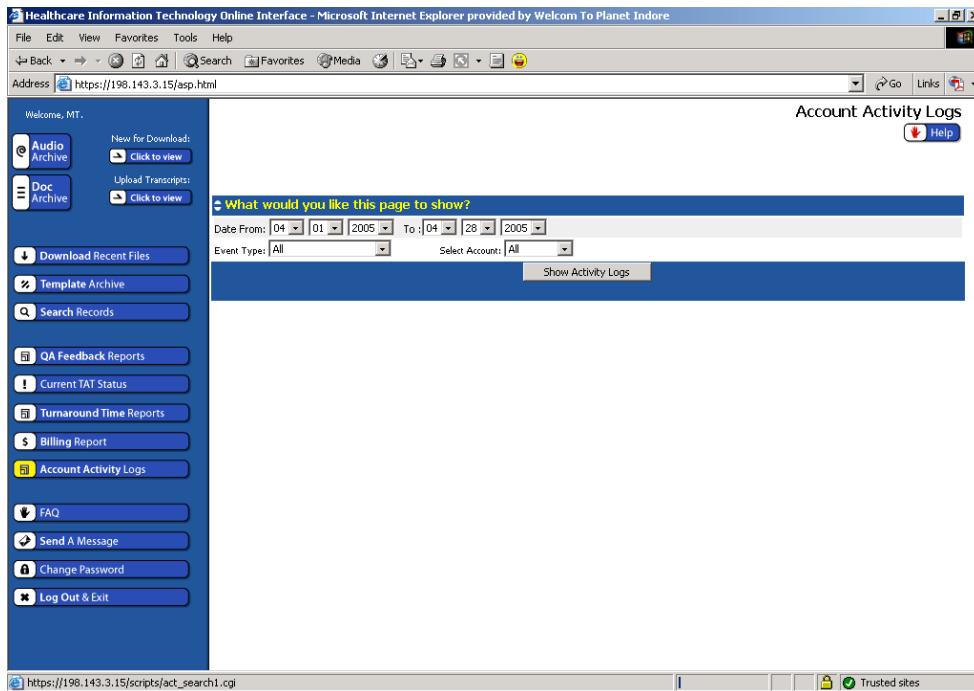
Detailed billing report displays the file-to-file billing details for the specific account for the selected date range.

Detailed Billing Report (Doctor Based - Doctor) for 03-01-2005 - 03-31-2005 : 11 (Billing Choice - Manual Entry)

Document File ID	Work Date	Dictator	Patient Name	Document File Name	Document File Size	Line Count	Length	Line/Length
1046510	2005-03-06	Viv Doc1		temp11.doc	6.5 K	0 L	0M 49S	0
1046522	2005-03-07	Viv Doc1		Copy_2_of_tempFAQ10.doc	6.5 K	10 L	0M 36S	7
1048807	2005-03-07	Viv Doc1		Copy_7_of_temp10.doc	6.5 K	0 L	0M 36S	0
1049497	2005-03-07	Viv Doc1		Copy_4_of_tempFAQ10.doc	6.5 K	0 L	0M 36S	0
1049496	2005-03-07	Viv Doc1		Copy_4_of_temp11.doc	6.5 K	0 L	0M 36S	0
1049495	2005-03-07	Viv Doc1		Copy_4_of_temp10.doc	6.5 K	0 L	0M 36S	0
1049301	2005-03-07	Viv Doc1		Copy_5_of_temp11.doc	6.5 K	0 L	0M 36S	0
1048979	2005-03-07	Viv Doc1		tempFAQ10.doc	6.5 K	0 L	0M 18S	0
1104752	2005-03-12	Viv Doc1		temp11.doc	6.5 K	0 L	0M 36S	0
1104751	2005-03-28	Doctor		tempFAQ10.doc	6.5 K	0 L	0M 36S	0
1104759	2005-03-28	Doctor		temp10.doc	6.5 K	0 L	0M 36S	0
Totals :								75.5KB 10L 0W11M 21S
Grand Totals:								
Reports: 11								
Document Size: 75.5 KB								
Line Count: 10L 0W								

Account Activity Logs

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



Account activity report displays the details such as date, time, event type, event type and description of event.

Recent Activity Report - MT for 04-28-2005 - 04-28-2005

Date	Time EST	Event Type	ID	Activity
2005-04-28	10:53	Login Info	MT	[Login IP:203.101.27.15]
2005-04-28	06:12	Routing	MT	[AUDIO] CHECK_NEWWEBSERVERS.dss uploaded assigned to MT

No activity for Dheeraj for 04-28-2005 - 04-28-2005

Recent Activity Report - Doctor for 04-28-2005 - 04-28-2005

Date	Time EST	Event Type	ID	Activity
2005-04-28	09:19	Last Logout	Doctor	[Logout IP:203.101.27.15]
2005-04-28	08:28	Login Info	Doctor	[Login IP:203.101.27.15]
2005-04-28	06:12	Audio Event	Doctor	[AUDIO] CHECK_NEWWEBSERVERS.dss uploaded
2005-04-28	06:12	Routing	MT	[AUDIO] CHECK_NEWWEBSERVERS.dss uploaded assigned to MT
2005-04-28	06:09	Login Info	Doctor	[Login IP:203.101.27.15]

No activity for Vividoc2 for 04-28-2005 - 04-28-2005

No activity for Vividoc2 for 04-28-2005 - 04-28-2005

Recent Activity Report - Doctor for 04-28-2005 - 04-28-2005

Date	Time EST	Event Type	ID	Activity
2005-04-28	09:19	Last Logout	Doctor	[Logout IP:203.101.27.15]
2005-04-28	08:28	Login Info	Doctor	[Login IP:203.101.27.15]

FAQ

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

Frequently Asked Questions

Frequently Asked Questions

- How can I listen to the audio files?**
Click on the Audio archive option, which is the first round button on the top right corner of the page. This displays a list of audio files sorted by Date of Upload. Click on the File ID to listen or download the file.
- How can I download all of the recently dictated files with one click?**
Click on the menu choice "Download Recent Files." This option will download all the files which have been dictated and assigned to you into a zip file onto your computer. This feature eliminates the need for you to manually download every single file. In any case, you can always download individual audio files from the audio archive as audio files are maintained online for 15 days from the dictation day.
- How can I open the downloaded zip file?**
Just go to the location on your computer where the zipped file was saved and double click on the file to open its contents. You can use Winzip or any other program to unzip the file; Winzip comes as a standard utility with the Windows operating system. If you do not have Winzip you can download by clicking here. <http://www.winzip.com/downauto.cgi?winzip81.exe>
- What player do I need to play the audio files?**
Winamp or Real media player, which can be downloaded free from Internet.
- How can I transcribe and upload a transcribed document?**
After downloading the audio file, or listening to the file online, you can type out the report in Microsoft Word or any other text editor and save it on your computer. Go to the Audio Archive and click the orange button adjacent to the audio file which you want to upload this document for. This will let you browse and upload the file along with the file attributes.

Send A Message

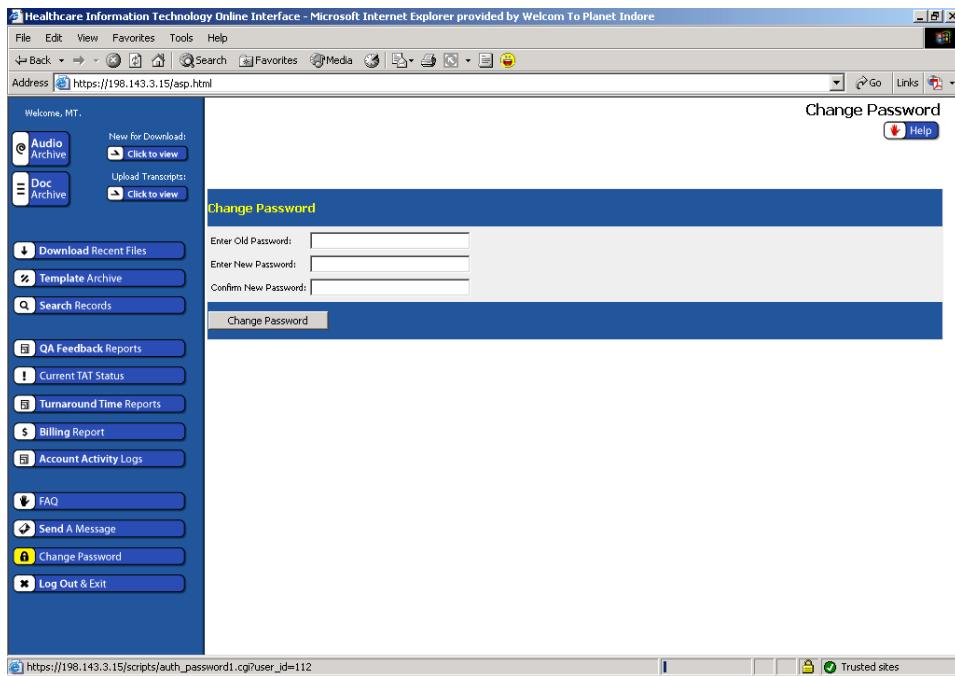
The Send Message Function feature helps the MT to send messages concerning technical problem to the site administrator and the MT administrator and to the MTs/QAs and the MT Administrator if he/she has any transcription problem.

The screenshot shows a Microsoft Internet Explorer window with the following details:

- Address Bar:** https://198.143.3.15/asp.html
- Toolbar:** File, Edit, View, Favorites, Tools, Help
- Left Sidebar:** A vertical list of links including: Welcome, MT, Audio Archive, Doc Archive, Download Recent Files, Template Archive, Search Records, QA Feedback Reports, Current TAT Status, Turnaround Time Reports, Billing Report, Account Activity Logs, FAQ, Send A Message, Change Password, and Log Out & Exit.
- Header:** Send a Message, Help
- Content Area:**
 - Send Message:** A blue header bar.
 - Message Type:** Radio buttons for "Technical Issue (problem using the website)" and "Transcription Issue".
 - Subject:** A text input field.
 - Message:** A large text area for the message content.
 - Send:** A button at the bottom of the message area.
- Bottom Status Bar:** https://198.143.3.15/scripts/message1.cgi, Trusted sites

Change Password

This feature enables the MT to change his account password.



Exit

When MT 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 help image



. On clicking this image, another window opens. When you go through this help documentation you will be having a thorough knowledge of the feature.

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