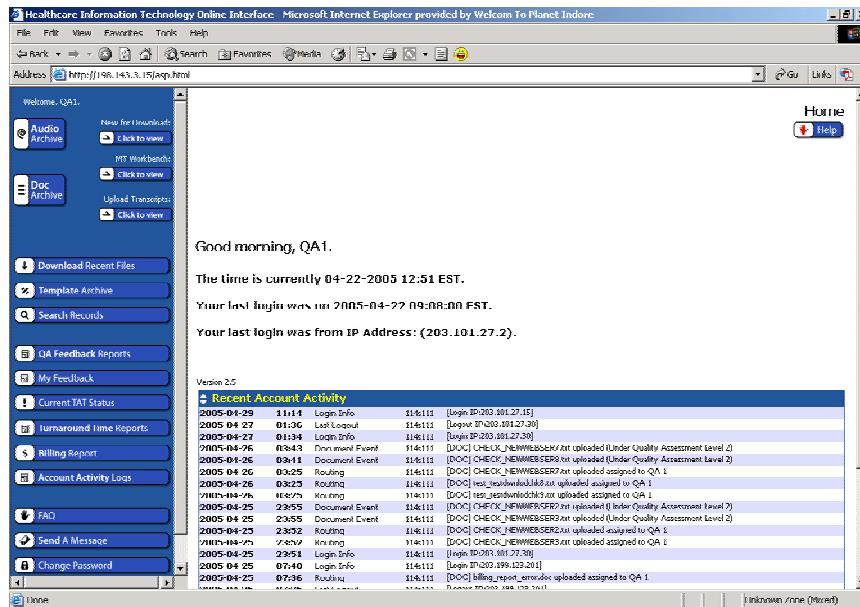


STATscript Online

QA1 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 QA1 successfully logs in, his personalized Home Page will show up. From the Home Page he will be able to manage his entire account.

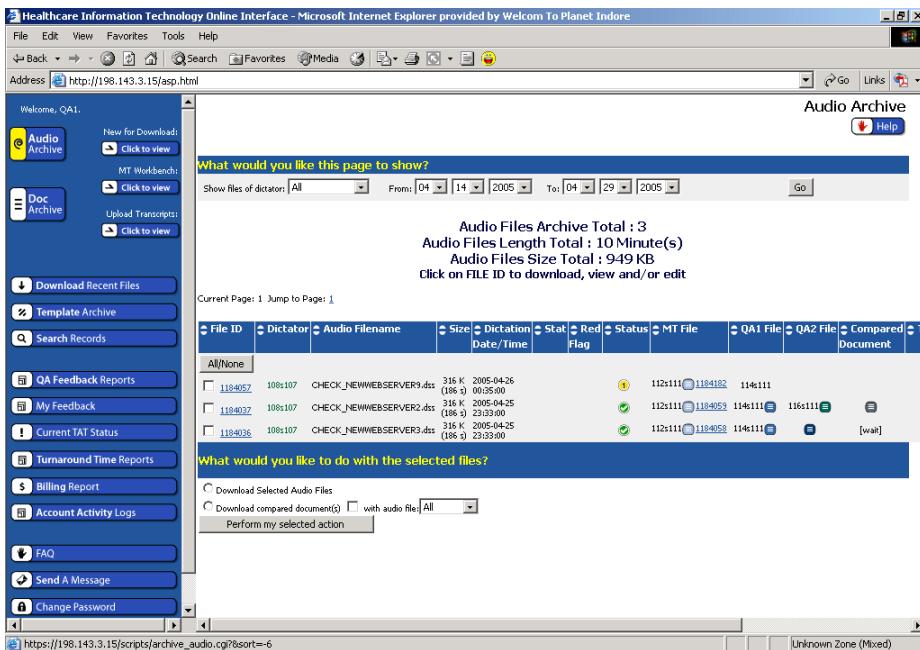
Recent Account Activity					
Date	Time	Event	Account ID	Description	
2005-04-29	01:14	Login Info	114:111	[Login ID:203.101.27.1]	
2005-04-27	01:36	Logout	114:111	[Logout ID:203.101.27.1]	
2005-04-26	08:41	Document Event	114:111	[DOC] CHECK_NBMWEBSERV3.rtf uploaded (Under Quality Assessment Level 2)	
2005-04-26	09:41	Document Event	114:111	[DOC] CHECK_NBMWEBSERV3.rtf uploaded (Under Quality Assessment Level 2)	
2005-04-26	09:25	Routing	114:111	[DOC] CHECK_NBMWEBSERV3.rtf uploaded assigned to QA 1	
2005-04-26	08:23	Routing	114:111	[DOC] test_resendfiled300.rtf uploaded assigned to QA 1	
2005-04-26	08:23	Routing	114:111	[DOC] test_resendfiled300.rtf uploaded assigned to QA 1	
2005-04-26	09:25	Document Event	114:111	[DOC] CHECK_NBMWEBSERV3.rtf uploaded (Under Quality Assessment Level 2)	
2005-04-26	23:59	Document Event	114:111	[DOC] CHECK_NBMWEBSERV3.rtf uploaded (Under Quality Assessment Level 2)	
2005-04-23	23:32	Routing	114:111	[DOC] CHECK_NBMWEBSERV3.rtf uploaded assigned to QA 1	
2005-04-23	23:32	Routing	114:111	[DOC] CHECK_NBMWEBSERV3.rtf uploaded assigned to QA 1	
2005-04-23	07:19	Login Info	114:111	[Login ID:203.101.27.1]	
2005-04-23	07:19	Login Info	114:111	[Login ID:203.101.27.201]	
2005-04-23	07:36	Routing	114:111	[DOC] billing_report_error.rtf uploaded assigned to QA 1	

1. QA1 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 QA1 by the system or MT Admin depending upon workpool type. “MT Bench” is a read only screen, which gives an estimate of the number of audio files that are expected to come to the QA1 for editing. “Under Edit” is a secure interface from where QA1 can upload the edited files.
6. Navigation Menu option buttons are on the right middle of the page. Various facilitating options available to the QA1 are:
 - Download Recent Files: Helps the QA1 to download the transcribed files with one click. System automatically downloads the dictations without QA1’s initiation to download them individually.
 - Template Archive: This option displays the details of all the templates uploaded by the doctor for the QA1.
 - Search Records: The QA1 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 QA2 for QA1’s performance.
 - My Feedback – 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 editing process.
 - Turnaround Time Reports: This option displays the TAT details for the completed transcribed files.
 - Billing Report: Helps the QA1 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 QA1’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 QA1 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 QA1 can change his or her account password using this option.
 - Exit: This option logs out the QA1 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 download, listen to the audio files, view, download the transcribed files and compared documents and monitor the audio files' status online.



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, QA1.

Audio Archive

What would you like this page to show?

Show files of dictator: All From: 04 14 2005 To: 04 29 2005 Go

Audio Files Archive Total : 3
Audio Files Length Total : 10 Minute(s)
Audio Files Size Total : 949 KB
Click on FILE ID to download, view and/or edit

Current Page: 1 Jump to Page: 1

File ID	Dictator	Audio Filename	Size	Dictation Date/Time	Stat	Red	Status	MT File	QA1 File	QA2 File	Compared Document
All/None											
<input type="checkbox"/> 1104052	100s107	CHECK_NEWWEBSERVER3.ds3	318 K	2005-04-26 23:33:40				112s111	1184182	114s111	
<input type="checkbox"/> 1104052	100s107	CHECK_NEWWEBSERVER2.ds3	318 K	2005-04-25 23:33:40				112s111	1184053	114s111	
<input type="checkbox"/> 1104056	100s107	CHECK_NEWWEBSERVER3.ds3	316 K	2005-04-25 23:33:40				112s111	1184056	114s111	

What would you like to do with the selected files?

Download Selected Audio Files
 Download compared document(s) with audio file: All

Perform my selected action

https://198.143.3.15/scripts/archive_audio.cgi?sort=6

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 doctor (dictator) name or ID 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.
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 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, document file ID and blue button. Click either file ID or blue button to view the file.
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 uploaded the edited document file, it also shows a blue button.
12. Compared Document: The QA1's document file is compared with the final file uploaded for the doctor so that it serves as direct feedback for him. 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 to upload the document file against the corresponding audio file. Nothing is shown if the document file has already been uploaded.
16. Remarks – The last column depicts the dictator's (doctor's) remark for the transcriptionist for this audio file.

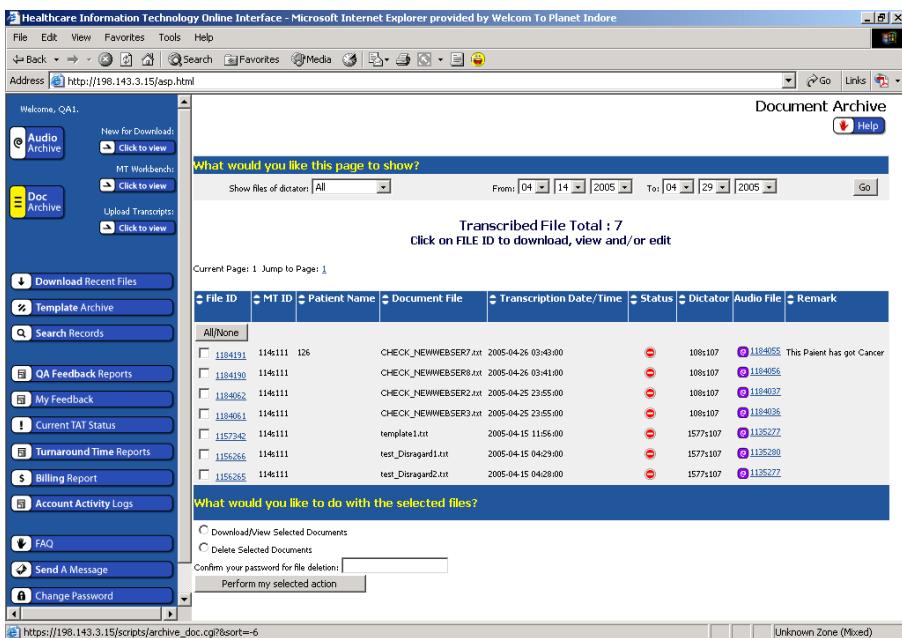
Checkbox operations

Checkbox functions facilitate the QA1 to perform group activity on the files.

- Download 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 QA1. 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	MT ID	Patient Name	Document File	Transcription Date/Time	Status	Dictator	Audio File	Remark
All/None								
1184191	114e111	126	CHECK_NEWWEBSER7.txt	2005-04-26 03:48:00		108107		1184055 This Patient has got Cancer
1184190	114e111		CHECK_NEWWEBSER8.txt	2005-04-26 03:41:00		108107		1184056
1184052	114e111		CHECK_NEWWEBSER2.txt	2005-04-25 23:55:00		108107		1184037
1184051	114e111		CHECK_NEWWEBSER3.txt	2005-04-25 23:55:00		108107		1184026
1157249	114e111		template1.txt	2005-04-15 11:58:00		1577107		1135277
1155266	114e111		test_Disregard1.txt	2005-04-15 04:29:00		1577107		1135280
1155265	114e111		test_Disregard2.txt	2005-04-15 04:28:00		1577107		1135277

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 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 QA1 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 file. This column displays this remark for the file.

Checkbox operations

Checkbox functions facilitate the QA1 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 QA1 has not yet downloaded. This screen looks similar to the Audio Archive. The count of this folder decreases when the QA1 downloads the file.

File ID	Dictator	Audio Filename	Size	Date/Time	Status	MT File
1193110	Doctor	CHECK_NEWWEBSERVERS.dss	316 K	2005-04-28 06:12:30	MT	
1189342	Doctor	TEST_checking1.dss	316 K	2005-04-27 (186 s) 06:29:00	MT	
1184041	VivDocRaj	CHECK_NEWWEBSERVER6.dss	316 K	2005-04-26 (186 s) 06:29:00	MT	NA
1184040	VivDocRaj	CHECK_NEWWEBSERVER5.dss	316 K	2005-04-26 (186 s) 06:29:00	MT	NA
1184039	VivDocRaj	CHECK_NEWWEBSERVER4.dss	316 K	2005-04-26 (186 s) 06:29:00	MT	NA
1176723	Doctor	test_DL_ATX2.dss	316 K	2005-04-22 (186 s) 09:10:00	MT	
1175521	Doctor	test_audownership9.dss	316 K	2005-04-22 (186 s) 09:24:00	MT	
1175113	VivDocRaj	774999vivodc1-IWAV_DSP.wav	0 K	00:20:00	MT	NA
1175114	VivDocRaj	attached2-IWAV_PCM.wav	0 K	00:00:00	MT	NA
1172844	VivDocRaj	CHECK_NEWWEBSERVER1.dss	316 K	2005-04-21 (186 s) 07:10:00	MT	NA
1169035	Doctor	test_DL_ATX2.dss	316 K	2005-04-20 (186 s) 06:31:00	MT	
1168661	Doctor	test.wav	158 K	2005-04-20 (186 s) 06:49:00	MT	
1155115	VivDoc2	Copy_4_of_Welcome.dss	62 K	2005-04-15 (38 s) 06:46:00	MT	
1152906	VivDocRaj	test_ATX8.dss	316 K	2005-04-14 (186 s) 09:30:00	MT	NA

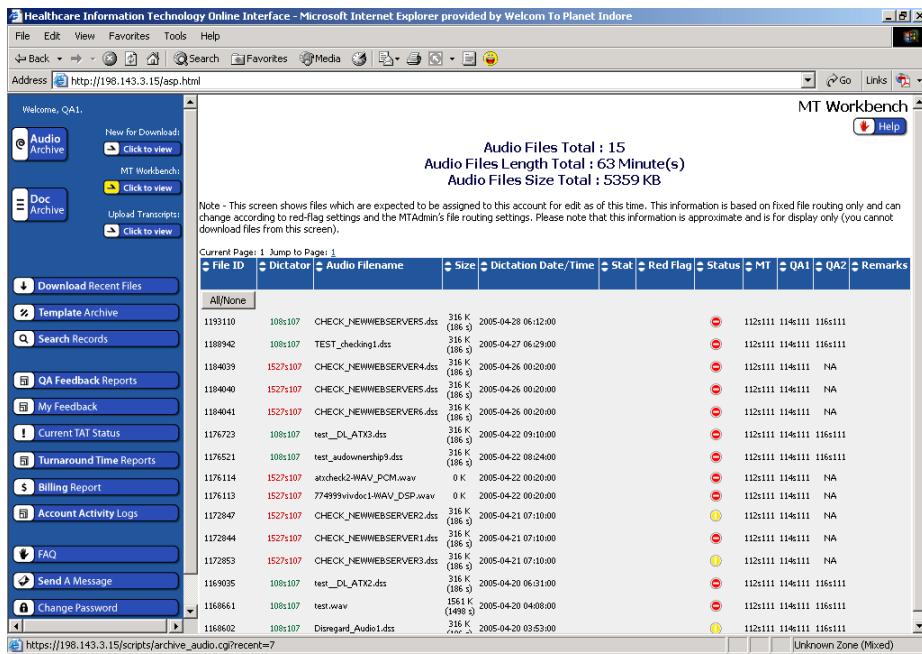
Checkbox operations

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

- Download Selected Audio Files
- Download Compared Documents with audio files.

MT Bench

The MT Bench folder stores all of the audio files that are expected to come to the QA1 for edit. This feature is based on the fixed routing module. No activity can be performed this screen as this is a view only screen.

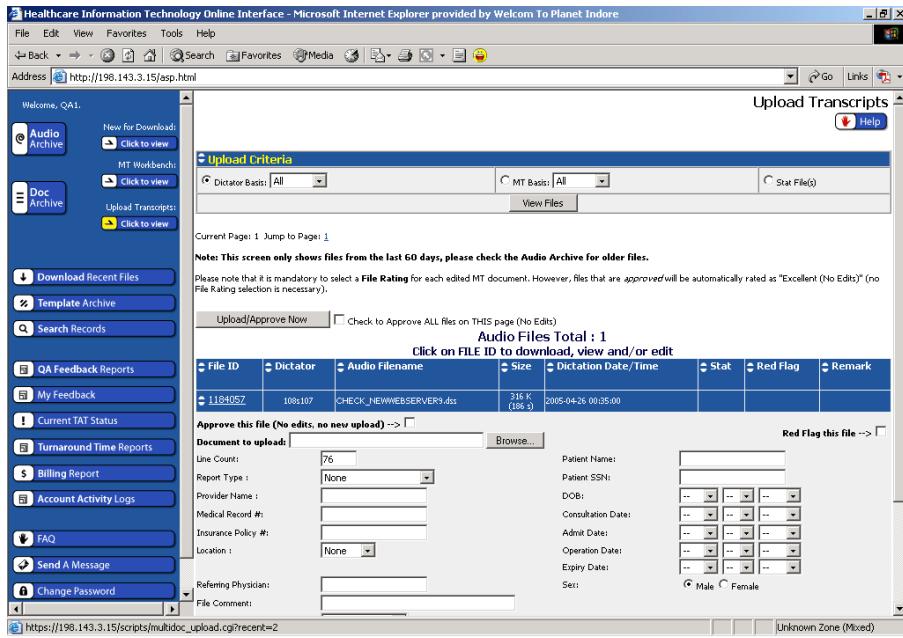


The screenshot shows a Microsoft Internet Explorer window titled "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows the URL <http://198.143.3.15/asp.html>. The main content area is titled "MT Workbench" and displays a list of audio files. The list includes columns for File ID, Dictator, Audio Filename, Size, Dictation Date/Time, Status, Red Flag, MT, QA1, QA2, and Remarks. The list shows 15 entries, with the first few entries being:

File ID	Dictator	Audio Filename	Size	Dictation Date/Time	Status	Red Flag	MT	QA1	QA2	Remarks
1193110	108x107	CHECK_NEWWEBSERVERS.dss	316 K (186 s)	2005-04-28 06:12:00	○	112x111 114x111 116x111				
1188942	108x107	TEST_checking1.dss	316 K (186 s)	2005-04-27 06:29:00	○	112x111 114x111 116x111				
1184039	1527x107	CHECK_NEWWEBSERVER4.dss	316 K (186 s)	2005-04-26 00:20:00	○	112x111 114x111 NA				
1184040	1527x107	CHECK_NEWWEBSERVER5.dss	316 K (186 s)	2005-04-26 00:20:00	○	112x111 114x111 NA				
1184041	1527x107	CHECK_NEWWEBSERVER6.dss	316 K (186 s)	2005-04-26 00:20:00	○	112x111 114x111 NA				
1176723	108x107	test_DL_ATX3.dss	316 K (186 s)	2005-04-22 09:10:00	○	112x111 114x111 116x111				
1176521	108x107	test_audownership9.dss	316 K (186 s)	2005-04-22 09:24:00	○	112x111 114x111 116x111				
1176114	1527x107	atxhed2-WAV_PCM.wav	0 K	2005-04-22 00:20:00	○	112x111 114x111 NA				
1176113	1527x107	774999ividoc1-WAV_DSP.wav	0 K	2005-04-22 00:20:00	○	112x111 114x111 NA				
1172847	1527x107	CHECK_NEWWEBSERVER2.dss	316 K (186 s)	2005-04-21 07:10:00	○	112x111 114x111 NA				
1172844	1527x107	CHECK_NEWWEBSERVER1.dss	316 K (186 s)	2005-04-21 07:10:00	○	112x111 114x111 NA				
1172883	1527x107	CHECK_NEWWEBSERVER3.dss	316 K (186 s)	2005-04-21 07:10:00	○	112x111 114x111 NA				
1169035	108x107	test_DL_ATX2.dss	316 K (186 s)	2005-04-20 06:31:00	○	112x111 114x111 116x111				
1168861	108x107	test.wav	1561 K (1498 s)	2005-04-20 04:08:00	○	112x111 114x111 116x111				
1169602	108x107	Disregard_Audio1.dss	316 K (186 s)	2005-04-20 03:53:00	○	112x111 114x111 116x111				

Under Edit

“Under Edit” shows all of the files being edited by the QA1. He can upload the transcribed files against the respective audio file from this screen. He/she can also add various attributes to the file while uploading it if the information is available.



The screenshot shows a Microsoft Internet Explorer window titled "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows the URL <http://198.143.3.15/esp.html>. The main content area is titled "Upload Transcripts".

Upload Criteria:

- Dictator Basis: All
- MT Basis: All
- Stat File(s)

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.

Please note that it is mandatory to select a **File Rating** for each edited MT document. However, files that are **Approved** will be automatically rated as "Excellent (No Edits)" (no File Rating selection is necessary).

Upload/Approve Now Check to Approve ALL files on This page (No Edit)

Audio Files Total : 1

Click on FILE ID to download, view and/or edit

File ID	Dictator	Audio Filename	Size	Dictation Date/Time	Stat	Red Flag	Remark
1194057	108s107	CHECK_NNEWWEBSERVER3.ass	316 K (186.3)	2005-04-26 00:35:00			

Approve this file (No edits, no new upload) ->

Document to upload:

Red Flag this file ->

Line Count: 76

Report Type: None

Provider Name:

Medical Record #:

Insurance Policy #:

Location: None

Referring Physician:

File Comment:

Patient Name:

Patient SSN:

DOB:

Consultation Date:

Admit Date:

Operation Date:

Expiry Date:

Sex: Male Female

https://198.143.3.15/scripts/multidoc_upload.cgi?recent=2

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:\vivqa1.

	File Name	Size	Creation D
137	edittest3.dss	100 KB	3/2/2005
136	edittest3.doc	7 KB	3/2/2005
55	DKM_billing2.txt	1 KB	4/1/2005
50	DKM_billing2.dss	316 KB	4/1/2005
54	DKM_billing1.txt	2 KB	4/1/2005
49	DKM_billing1.dss	316 KB	4/1/2005
181	test_audio5.dss.WAV	7 KB	1/26/2005
180	test_audio4.dss.WAV	5 KB	1/26/2005
173	test_audio1.dss.wav	1 KB	1/26/2005
177	test_audio2.dss.wav	2 KB	1/26/2005
179	test_audio3.dss.wav	5 KB	1/26/2005

235 file(s) available for download.

Download Selected Files

Open Downloads Folder

Upload Transcripts

Stat File(s)

Archive for older files.

Total : 1

Load, view and/or edit

Red Flag this file --> □

Patient Name:

Patient SSN:

DOB:

Consultation Date:

Admit Date:

Operation Date:

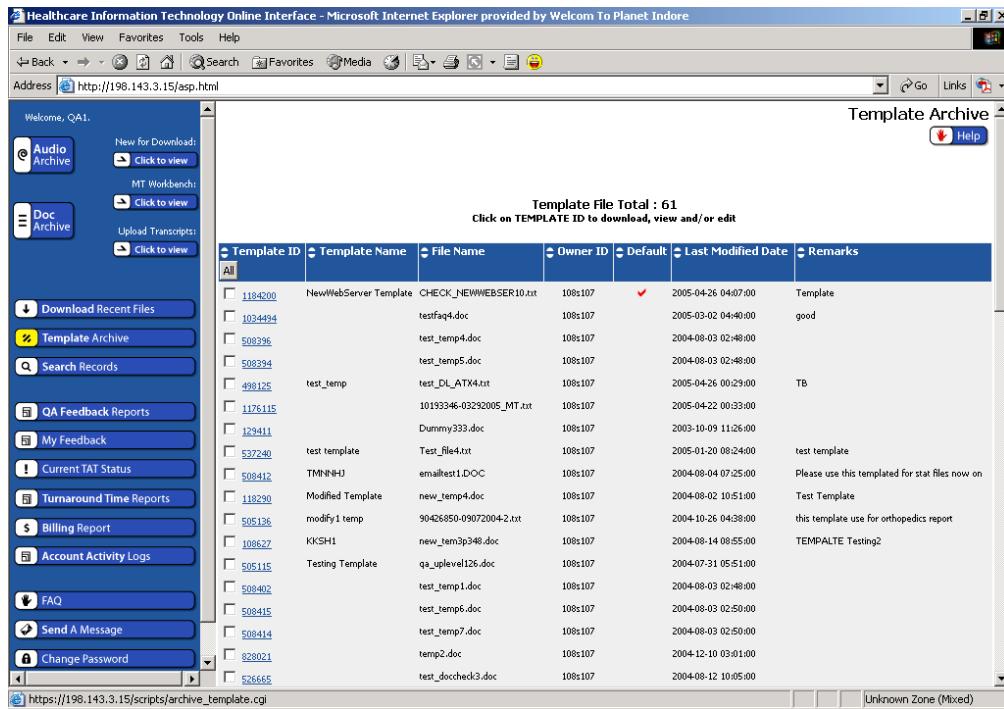
Expiry Date:

Sex: Male Female

Unknown Zone (Mixed)

Template Archive

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



Template ID	Template Name	File Name	Owner ID	Default	Last Modified Date	Remarks
All						
1184200	NewWebServer Template	CHECK_NEWWEBSER10.txt	108107	✓	2005-04-26 04:07:00	Template
1034494		testfa4.doc	108107		2005-03-02 04:40:00	good
508396		test_temp4.doc	108107		2004-08-03 02:48:00	
508394		test_temp5.doc	108107		2004-08-03 02:48:00	
498125	test_temp	test_DL_ATX4.txt	108107		2005-04-26 00:29:00	TB
1176115		10193346-02292005_MT.txt	108107		2005-04-22 00:33:00	
129411		Dummy333.doc	108107		2003-10-09 11:26:00	
537240	test template	Test_file4.txt	108107		2005-01-20 08:24:00	test template
508412	TNNN4HJ	emailtest1.DOC	108107		2004-08-04 07:25:00	Please use this templated for stat files now on
118290	Modified Template	new_temp4.doc	108107		2004-08-02 10:51:00	Test Template
505136	modify1 temp	90426850-09072004-2.txt	108107		2004-10-26 04:36:00	this template use for orthopedics report
108627	KKSH1	new_temp3p348.doc	108107		2004-08-14 08:55:00	TEMPALTE Testing2
505115	Testing Template	qa_uplevel126.doc	108107		2004-07-31 05:51:00	
508402		test_temp1.doc	108107		2004-08-03 02:48:00	
508415		test_temp6.doc	108107		2004-08-03 02:50:00	
508414		test_temp7.doc	108107		2004-08-03 02:50:00	
828021		temp2.doc	108107		2004-12-10 03:01:00	
526665		test_doccheck3.doc	108107		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.

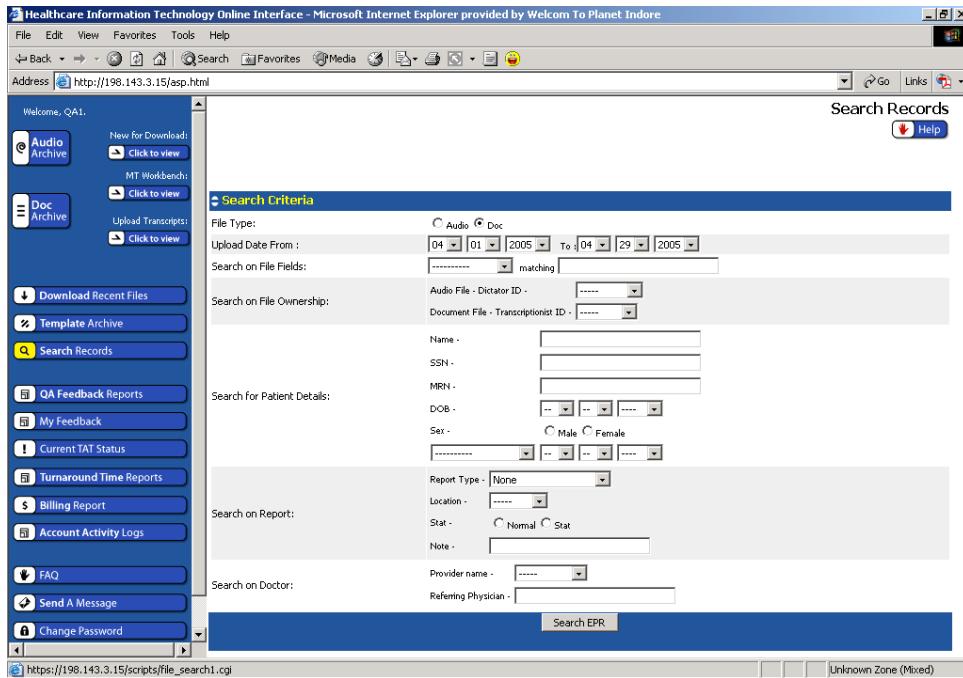
Checkbox Functions

The QA1 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.



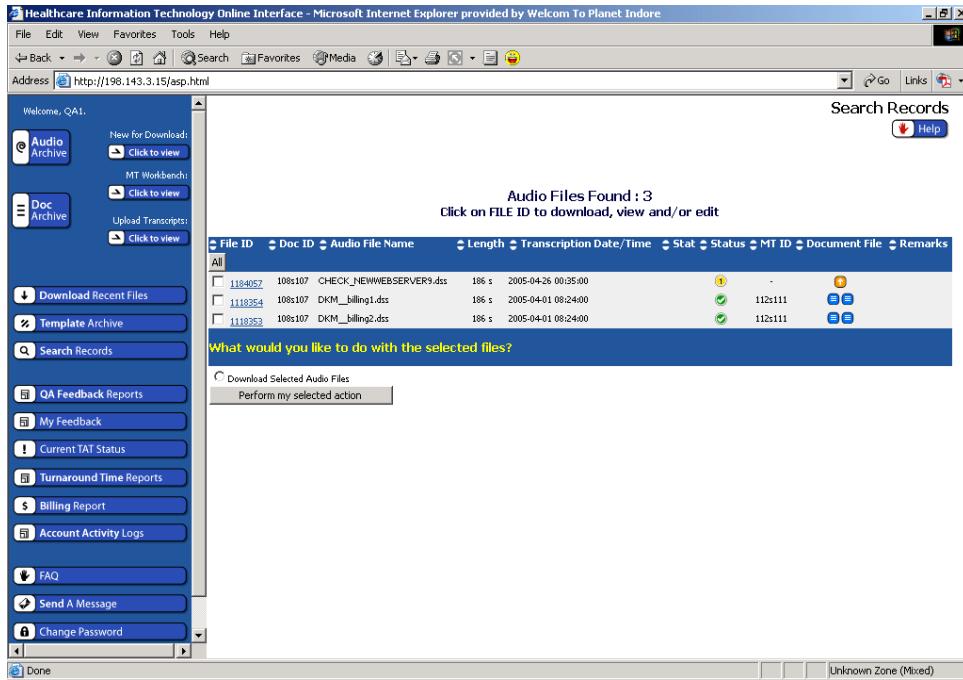
The screenshot shows a Microsoft Internet Explorer window with the title "Healthcare Information Technology Online Interface - Microsoft Internet Explorer provided by Welcom To Planet Indore". The address bar shows the URL <http://198.143.3.15/asp.html>. The left sidebar contains links for "Welcome, QA1", "Audio Archive", "Doc Archive", "Download Recent Files", "Template Archive", "Search Records", "QA Feedback Reports", "My Feedback", "Current TAT Status", "Turnaround Time Reports", "Billing Report", "Account Activity Logs", "FAQ", "Send A Message", and "Change Password". The main content area is titled "Search Records" and contains a "Search Criteria" form. The form includes fields for "File Type" (radio buttons for "Audio" and "Doc", with "Doc" selected), "Upload Date From" (date pickers for day, month, year, and time), "Search on File Fields" (a dropdown menu and a "matching" text input), "Search on File Ownership" (dropdowns for "Audio File - Dictator ID" and "Document File - Transcriptionist ID"), "Search for Patient Details" (fields for Name, SSN, MRN, DOB, Sex, Report Type, Location, Stat, Note), "Search on Report" (dropdowns for Report Type, Location, Stat, Note), and "Search on Doctor" (dropdowns for Provider name and Referring Physician). A "Search EPR" button is at the bottom of the form. The status bar at the bottom shows the URL https://198.143.3.15/scripts/file_search1.cgi and the text "Unknown Zone (Mixed)".

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 QA1.
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



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 "http://198.143.3.15/asp.html". The main content area displays a list of "Audio Files Found : 3". The table has columns: File ID, Doc ID, Audio File Name, Length, Transcription Date/Time, Stat, Status, MT ID, Document File, and Remarks. The data is as follows:

File ID	Doc ID	Audio File Name	Length	Transcription Date/Time	Stat	Status	MT ID	Document File	Remarks
1184057	108s107	CHECK_NEWWEBSERVER9.dss	186 s	2005-04-26 00:35:00	<input checked="" type="checkbox"/>	-			
1118354	108s107	DKM_billing1.dss	186 s	2005-04-01 08:24:00	<input checked="" type="checkbox"/>	112s111			
1118353	108s107	DKM_billing2.dss	186 s	2005-04-01 08:24:00	<input checked="" type="checkbox"/>	112s111			

Below the table, a message asks "What would you like to do with the selected files?". There are two options: "Download Selected Audio Files" and "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

File ID	MT ID	Patient Name	Document File	Transcription Date/Time	Status	Doc ID	Audio File	Remark
1184190	114e111		CHECK_NEWWEBSER8.txt	2005-04-26 03:41:00	●	108e107	●	
1184191	114e111	126	CHECK_NEWWEBSER1.txt	2005-04-26 03:49:00	●	108e107	●	This Patient has got Cancer
1184062	114e111		CHECK_NEWWEBSER2.txt	2005-04-25 23:55:00	●	108e107	●	
1157242	114e111		template1.txt	2005-04-15 11:56:00	●	1577e107	●	
1184061	114e111		CHECK_NEWWEBSER3.txt	2005-04-25 23:55:00	●	108e107	●	
1156265	114e111		test_Disregard2.txt	2005-04-15 04:29:00	●	1577e107	●	
1133658	114e111		DKM_billing1.txt	2005-04-07 09:29:00	●	108e107	●	
1156266	114e111		test_Disregard1.txt	2005-04-15 04:29:00	●	1577e107	●	
1133557	114e111		DKM_billing2.txt	2005-04-07 09:29:00	●	108e107	●	
1129909	114e111		ssh2.txt	2005-04-06 11:21:00	●	108e107	●	
1129908	114e111		Test_Disregard_1.txt	2005-04-06 11:21:00	●	108e107	●	
1129907	114e111		Test_Disregard_2.txt	2005-04-06 11:21:00	●	108e107	●	
1129905	114e111		demo2.txt	2005-04-06 11:21:00	●	109e107	●	

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.

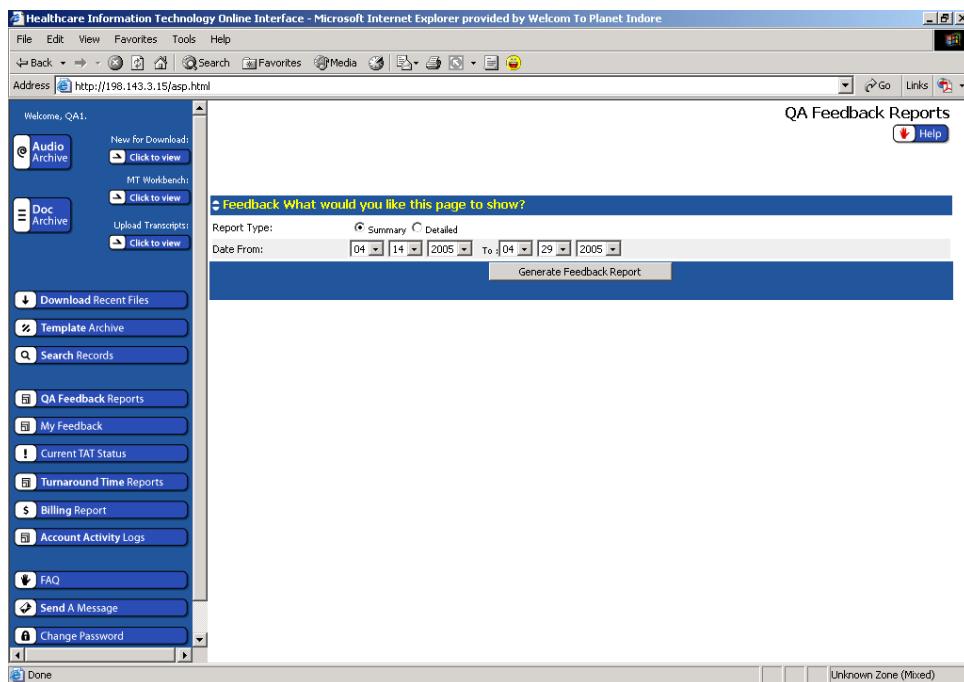
Checkbox Functions

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 QA1 to generate the summary or detailed report of the feedback given by the QA2 for his performance.



Summary Feedback report is the graphical representation of performance feedback of the QA1. Three bars appear showing percentage of reports

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

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

QA Feedback Report

What would you like this page to show?

Report Type: Summary Detailed

Date From: 04 14 2005 To: 04 29 2005

Generate Feedback Report

QA Feedback Summary Details

Total Reports: 7

Rating (%)

Rating (%)	Errors	Accurate	No Rating
Clinical (20.0%)	28.6% (2)	71.4% (5)	0.0% (0)
Format (20.0%)			
Typo (20.0%)			
Blank (20.0%)			
AGT/Tag (20.0%)			

Reports

Done Unknown Zone (Mixed)

Detailed Feedback Report gives file-to-file feedback details.

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

QA Feedback Report

What would you like this page to show?

Report Type: Summary Detailed

Date From: 04 14 2005 To: 04 29 2005

Generate Feedback Report

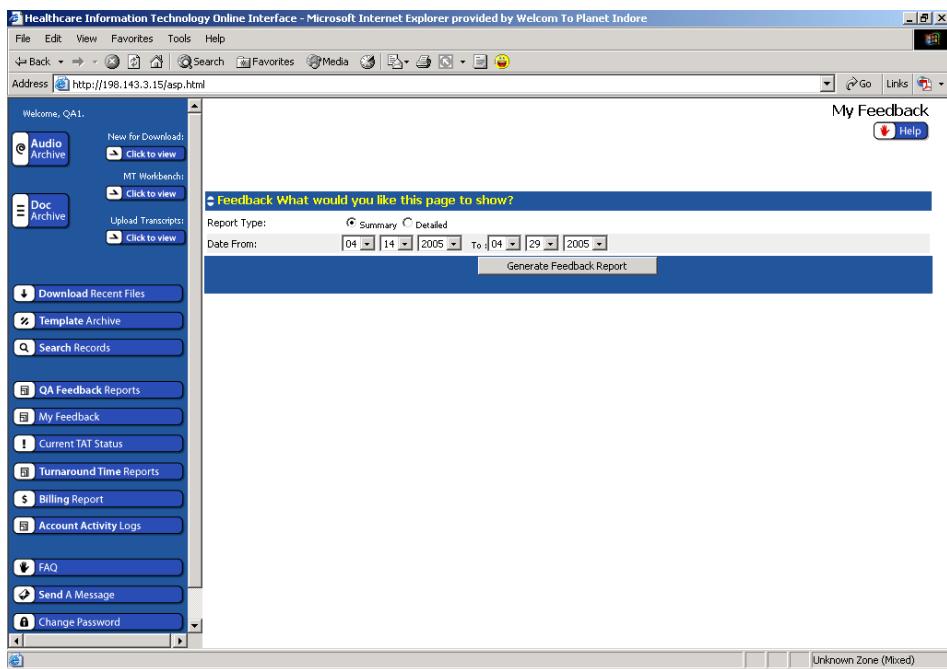
Current Page: 1 Jump to Page: 1

File ID	Doc ID	QA ID	Document File	Transcription Date/Time	Dictator ID	Audio File ID	QA2 ID	C File ID	F File ID	T File ID	B File ID	A File ID	NE File ID	NR File ID	Rating Comment
1184191	114111	CHECK_NEWWEBSER7.txt	2005-04-26 03:43:00	108107	1184055	116111	1184211		■	■					
1184190	114111	CHECK_NEWWEBSER8.txt	2005-04-26 03:41:00	108107	1184056	116111	1184210								
1184062	114111	CHECK_NEWWEBSER2.txt	2005-04-25 23:55:00	108107	1184037	116111	1184128	■	■	■					
1184061	114111	CHECK_NEWWEBSER3.txt	2005-04-25 23:55:00	108107	1184036	116111	1184127								
1157242	114111	template1.txt	2005-04-15 11:58:00	1577107	1185277	1110	1184127								
1156266	114111	test_Disregard1.txt	2005-04-15 04:29:00	1577107	1185280	1110	1184127								
1156265	114111	test_Disregard2.txt	2005-04-15 04:28:00	1577107	1185277	1110	1184127								

Done Unknown Zone (Mixed)

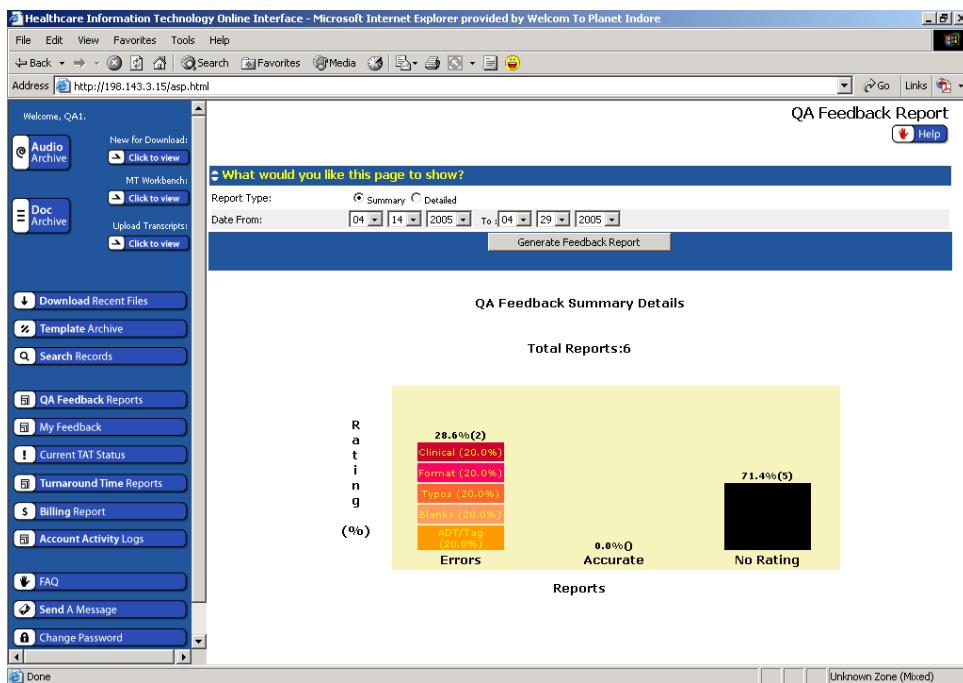
My Feedback

My Feedback feature helps the QA1 to generate a summary or detailed report of the feedback that he gave for the MT's performance at the time of file upload after editing.



Summary report is the graphical representation of performance feedback of the MT given by the QA1. Three bars appear showing percentage of reports

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



Detailed Feedback Report gives file-to-file feedback details.

The screenshot shows the QA Feedback Report page with a detailed table of feedback results. The table has columns for Doc ID, MT ID, Document File, Transcription Date/Time, Dictator ID, Audio File ID, QA1 ID, QA1 File, C, F, T, B, A, NE, and NR. The table lists several entries, each with a small red square icon next to the NR column. The table is titled 'Current Page: 1 Jump to Page: 1'.

Doc ID	MT ID	Document File	Transcription Date/Time	Dictator ID	Audio File ID	QA1 ID	QA1 File	C	F	T	B	A	NE	NR	Rating Comment
1184181	112111	CHECK_NEWWEBER7.txt	2005-04-26 03:25:00	108107	1184055	114111	1184191								
1184182	112111	test_testdownldch3.txt	2005-04-26 03:25:00	108107	1184056	114111	1184190								
1184182	112111	test_testdownldch3.txt	2005-04-26 03:25:00	108107	1184057	114111	1184190								
1184055	112111	CHECK_NEWWEBER2.txt	2005-04-25 23:52:00	108107	1184057	114111	1184062								
1184056	112111	CHECK_NEWWEBER3.txt	2005-04-25 23:52:00	108107	1184058	114111	1184061								
1180953	112111	billing_report_error.doc	2005-04-25 07:36:00	108107	1182813	114111	1184061								

Current TAT Status

The Current TAT Status displays the TAT details of the files, which are still with the QA1 for editing. 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 http://198.143.3.15/esp.html

Welcome, QA1.

New for Download: Click to view

MT Workbench: Click to view

Upload Transcripts: Click to view

Download Recent Files

Template Archive

Search Records

QA Feedback Reports

My Feedback

Current TAT Status

Turnaround Time Reports

Billing Report

Account Activity Logs

FAQ

Send A Message

Change Password

Current TAT Status

File ID Dictator Audio Filename Size Dictation Timestamp Stat Status Report Type TAT Target TAT Remaining ID MT QA1 ID

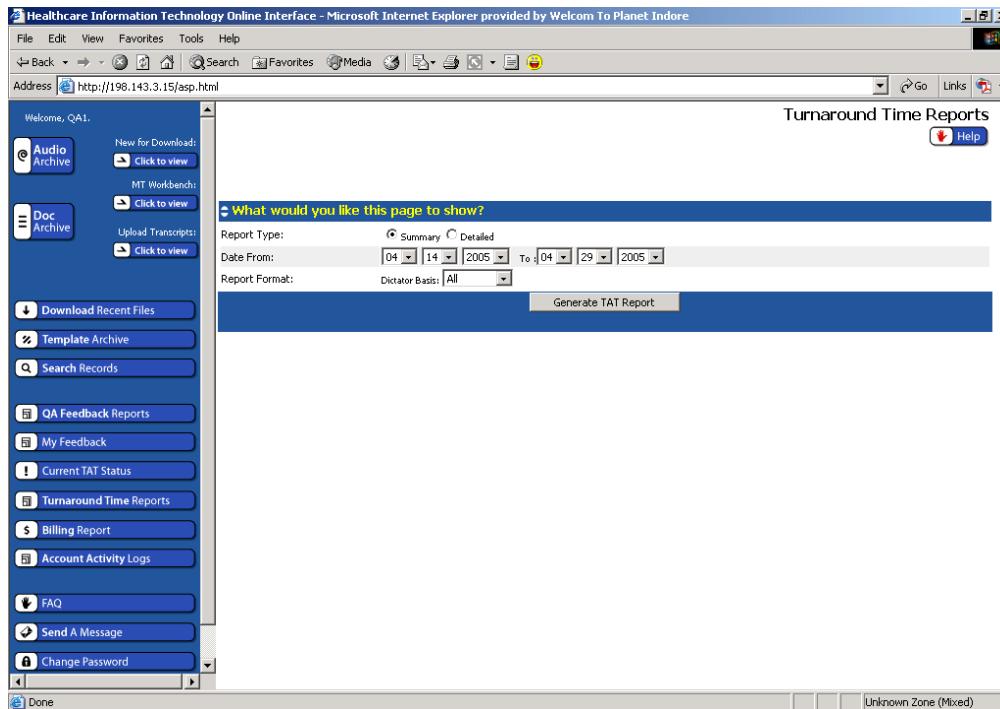
File ID	Dictator	Audio Filename	Size	Dictation Timestamp	Stat	Status	Report Type	TAT	Target	TAT	Remaining ID	MT	QA1	ID
1184057	108s107	CHECK_J_NEWWEBSEERVER9.dss	316 K (186 s)	2005-04-26 00:35:00	①	Gynecology	37 h	52h 22m OVERDUE	112s111	114s111				
1082813	108s107	demo1.dss	121 K (70 s)	2005-03-18 09:45:00	①	None	34 h	967h 6m OVERDUE	112s111					
1057225	108s107	DKM_uploadat2.dss	316 K (186 s)	2005-03-09 08:49:00	①	Gynecology	29 h	1203h 16m OVERDUE	112s111					
1057224	108s107	DKM_uploadat1.dss	316 K (186 s)	2005-03-09 08:49:00	①	Gynecology	29 h	1203h 10m OVERDUE	112s111					
1057156	108s107	DKM_uploadat2.dss	316 K (186 s)	2005-03-09 08:32:00	①	None	29 h	1203h 30m OVERDUE	112s111					
1095956	108s107	Copy_of_Welcome.dss	62 K (36 s)	2005-03-23 16:19:00	①	Operative	21 h	867h 42m OVERDUE	112s111					
1095957	108s107	Welcome.dss	62 K (36 s)	2005-03-23 16:19:00	①	Ophthalmology	4 h	884h 42m OVERDUE	112s111					
1061197	1527s107	DKM_uploadat2.dss	316 K (186 s)	2005-03-10 08:50:00	①	Gynecology	27 h	1181h 12m OVERDUE	113s111					
877982	108s107	check_uploadat5.dss	316 K (186 s)	2004-12-30 09:45:00	①	Gynecology	35 h	2859h 48m OVERDUE	139s111	114s111				
872572	110s107	Test_check.dss	316 K (186 s)	2004-12-27 09:45:00	①	None	18 h	2941h 10m OVERDUE	113s111	114s111				
810893	109s107	Test_markascomplete7.dss	316 K (186 s)	2004-12-04 09:55:00	①	None	15 h	3497h 12m OVERDUE	113s111	114s111				
740484	108s107	test__DOB3.dss	316 K (186 s)	2004-11-09 10:49:00	①	None	27 h	4083h 12m OVERDUE	112s111	114s111				
440496	108s107	auto_comp3.dss	106 K (6 s)	2004-06-28 06:11:00	①	None	31 h	7300h 48m OVERDUE	112s111	114s111				
775000	108s107	Test_UT4.dss	316 K (186 s)	2004-11-22 01:19:00	①	None	36 h	3771h 42m OVERDUE	112s111	114s111				
338642	108s107	NEW5061.dss	135 K (78 s)	2004-04-19 01:19:00	①	Gynecology	36 h	8980h 48m OVERDUE	139s111	114s111				
773129	108s107	Test_alemaleM54.dss	316 K (186 s)	2004-11-20 07:55:00	①	None	30 h	3819h 6m OVERDUE	112s111	114s111				
774996	108s107	Test_UT1.dss	316 K (186 s)	2004-11-22 01:16:00	①	None	36 h	3771h 42m OVERDUE	112s111	114s111				

https://198.143.3.15/scripts/ss_tat_search.cgi

Unknown Zone (Mixed)

Turnaround Time Reports

The Turnaround Time Report feature helps to generate a Summary or Detailed TAT report of the edited files 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.

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, QA1.

New for Download: [Click to view](#)

MT Workbench: [Click to view](#)

Doc Archive: [Click to view](#)

Upload Transcripts: [Click to view](#)

Download Recent Files

Template Archive

Search Records

QA Feedback Reports

My Feedback

Current TAT Status

Turnaround Time Reports

Billing Report

Account Activity Logs

FAQ

Send A Message

Change Password

Turnaround Time Report

Summary TAT Report (Doctor Based) for 04-14-2005 - 04-29-2005 : 13

Doc ID	Audio Files(Normal)	Avg TAT	Avg Delay	Audio Files(Stat)	Avg TAT	Avg Delay
108s107	7	5 h	9 h	0	0 h	0 h
109s107	6	46 h	31 h	0	0 h	0 h
110s107	0	0 h	0 h	0	0 h	0 h
1527s107	0	0 h	0 h	0	0 h	0 h

Done Unknown Zone (Mixed)

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

Detailed TAT Report (Doctor Based - 108s107) for 04-14-2005 - 04-29-2005 : 7									
SNo	MT ID	Doc ID	Audio	Dictation Date/Time	Document File ID	Transcription Date/Time	Set TAT	Actual TAT	Difference
1	112c111	108s107	1153031	2005-04-14 09:30:00	1153128	2005-04-14 10:15:00	8 h	0.5 h	✓
2	116s111	108s107	1184055	2005-04-26 00:35:00	1184211	2005-04-26 04:20:00	8 h	3.8 h	✓
3	116s111	108s107	1184056	2005-04-26 00:35:00	1184210	2005-04-26 04:20:00	8 h	3.8 h	✓
4	118s111	108s107	1184036	2005-04-25 00:30:00	1184127	2005-04-26 01:00:00	15 h	1.5 h	✓
5	116s111	108s107	1184037	23:33:00	1184128	2005-04-26 01:02:00	15 h	1.5 h	✓
6	112c111	108s107	1153065	09:50:00	1153131	2005-04-14 10:12:00	8 h	0.4 h	✓
7	117s111	108s107	1152300	2005-04-14 09:30:00	1157409	2005-04-15 12:15:00	8 h	26.8 h	✗
Totals :								70.0 h	38.3 h
Averages :								10.0 h	5.0 h

Detailed TAT Report (Doctor Based - 109s107) for 04-14-2005 - 04-29-2005 : 6									
SNo	MT ID	Doc ID	Audio	Dictation Date/Time	Document File ID	Transcription Date/Time	Set TAT	Actual TAT	Difference
1	117s111	109s107	1152303	2005-04-14 09:30:00	1184122	2005-04-26 04:20:00	15 h	279.4 h	✗
2	113s111	109s107	1159373	2005-04-16 05:07:00	1159374	2005-04-16 05:09:00	6 h	0 h	✓
3	113s111	109s107	1159371	2005-04-16 04:44:00	1159372	2005-04-16 05:01:00	6 h	0 h	✓
4	113s111	109s107	1159368	2005-04-16 04:44:00	1159369	2005-04-16 04:50:00	6 h	0.1 h	✓
5	112c111	109s107	1153066	2005-04-14 09:50:00	1153130	2005-04-14 10:12:00	15 h	0.4 h	✓
6	112c111	109s107	1153067	2005-04-14 09:50:00	1153129	2005-04-14 10:12:00	15 h	0.4 h	✓
Totals :								63.0 h	280.3 h
Averages :								10.5 h	47.0 h

Billing Report

Billing Report feature enables the QA1 to generate a Summary or Detailed billing report on specific doctor account and file type (audio or document) basis for the selected date range.

Billing Reports

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: 04/29/2005

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.

Billing Report

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

Date Range: From: 04 To: 04 2005 2005

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

Generate New Billing Report

Generating Report.....

Summary Billing Report (Doctor Based) for 04-01-2005 - 04-29-2005 : 13

Dictator	No. Reports	Lines	Length
107s0	0	0 L 0 W	0M 0S
108s107	9	208 L 0 W	21M 175
109s107	1	0 L 0 W	18M 175
110s107	0	0 L 0 W	0M 0S
1527s107	0	0 L 0 W	0M 0S
1538s0	0	0 L 0 W	0M 0S
1549s1548	0	0 L 0 W	0M 0S
1577s107	3	0 L 0 W	1M 485
187s0	0	0 L 0 W	0M 0S
792s0	0	0 L 0 W	0M 0S
Grand Totals	13	208 L 0 W	41M 175

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

Billing Report

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

Date Range: From: 04 To: 04 2005 2005

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

Generate New Billing Report

Detailed Billing Report (Doctor Based -) for 04-01-2005 - 04-29-2005 : 0 (Billing Choice -)

Document File ID	Work Date	Dictator	Patient Name	Document File Name	Document File Size	Line Count	Length	Line/Length
					Totals :	0.5KB	0L 0W	0M 0S

Detailed Billing Report (Doctor Based - 107s0) for 04-01-2005 - 04-29-2005 : 0 (Billing Choice -)

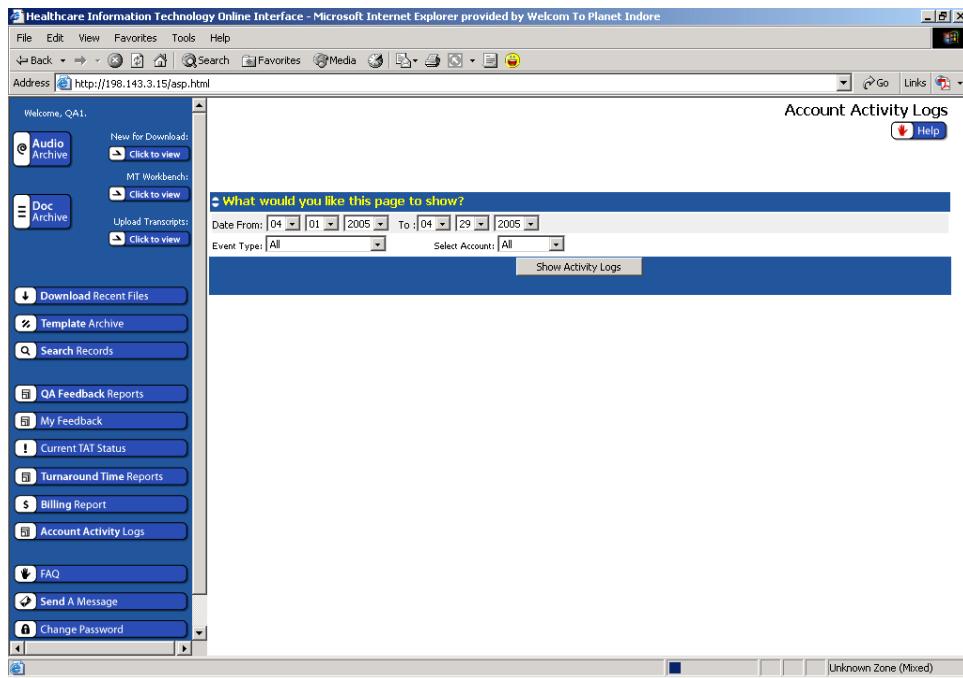
Document File ID	Work Date	Dictator	Patient Name	Document File Name	Document File Size	Line Count	Length	Line/Length
					Totals :	0.5KB	0L 0W	0M 0S

Detailed Billing Report (Doctor Based - 108s107) for 04-01-2005 - 04-29-2005 : 9 (Billing Choice - Manual Entry)

Document File ID	Work Date	Dictator	Patient Name	Document File Name	Document File Size	Line Count	Length	Line/Length
1129909	2005-04-06	108s107		sh2.rpt	2.5 K	0 L	1M 245	0M 0S
1129909	2005-04-06	108s107		Text Document - 1	2.5 K	0 L	1M 245	0M 0S

Account Activity Logs

The Account Activity Logs option helps the QA1 to generate his account activity report on event type and his account or specific doctor account basis for the selected date range.

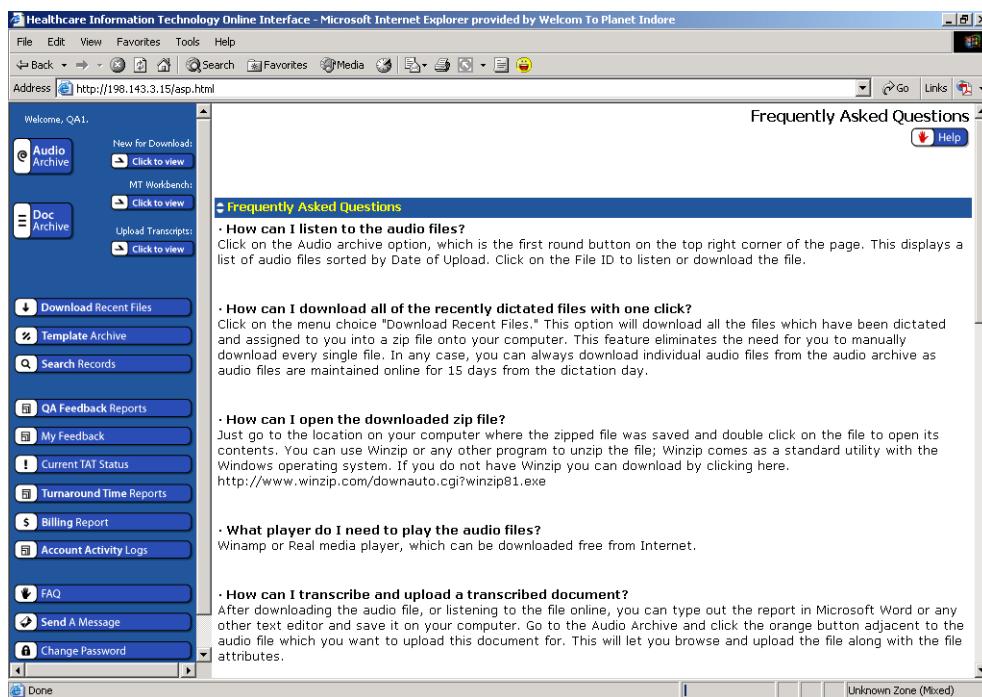


Account activity report displays the details such as date, time, event type, event type and description of event.

Recent Activity Report - 114s111 for 04-01-2005 - 04-29-2005				
Date	Time EST	Event Type	ID	Activity
2005-04-29	11:14	Login Info	114s111	[Login IP:203.101.27.15]
2005-04-27	01:36	Last Logout	114s111	[Logout IP:203.101.27.30]
2005-04-27	01:34	Login Info	114s111	[Login IP:203.101.27.30]
2005-04-26	03:43	Document Event	114s111	[DOC] CHECK_NEWWEBSER7.txt uploaded (Under Quality Assessment Level 2)
2005-04-26	03:41	Document Event	114s111	[DOC] CHECK_NEWWEBSER8.txt uploaded (Under Quality Assessment Level 2)
2005-04-26	03:25	Routing	114s111	[DOC] test.txt uploaded assigned to QA 1
2005-04-26	03:25	Routing	114s111	[DOC] test.txt uploaded assigned to QA 1
2005-04-25	23:55	Document Event	114s111	[DOC] CHECK_NEWWEBSER2.txt uploaded (Under Quality Assessment Level 2)
2005-04-25	23:55	Document Event	114s111	[DOC] CHECK_NEWWEBSER3.txt uploaded (Under Quality Assessment Level 2)
2005-04-25	23:52	Routing	114s111	[DOC] CHECK_NEWWEBSER2.txt uploaded assigned to QA 1
2005-04-25	23:52	Routing	114s111	[DOC] CHECK_NEWWEBSER3.txt uploaded assigned to QA 1
2005-04-25	23:51	Login Info	114s111	[Login IP:203.101.27.30]
2005-04-25	07:48	Login Info	114s111	[Login IP:203.199.123.201]
2005-04-25	07:36	Routing	114s111	[DOC] billing_report_error.doc uploaded assigned to QA 1
2005-04-25	07:25	Last Logout	114s111	[Logout IP:203.199.123.201]
2005-04-25	05:48	Login Info	114s111	[Login IP:203.199.123.201]
2005-04-20	06:48	Login Info	114s111	[Login IP:203.101.27.23]
2005-04-20	01:41	Login Info	114s111	[Login IP:203.101.27.23]
2005-04-20	01:27	Last Logout	114s111	[Logout IP:203.101.27.23]
2005-04-20	00:48	Login Info	114s111	[Login IP:203.101.27.23]
2005-04-20	00:44	Login Info	114s111	[Login IP:203.101.27.23]
2005-04-18	18:18	Last Logout	114s111	[Logout IP:203.101.27.23]
2005-04-18	16:40	Login Info	114s111	[Login IP:203.101.27.23]
2005-04-15	11:57	Last Logout	114s111	[Logout IP:66.128.205.14]
2005-04-15	11:56	Document Event	114s111	[DOC] template.txt uploaded (Under Quality Assessment Level 2)
2005-04-15	04:30	Last Logout	114s111	[Logout IP:203.101.27.63]
2005-04-15	04:29	Document Event	114s111	[DOC] test_Disregard2.txt uploaded (Under Quality Assessment Level 2)
2005-04-15	04:29	Login Info	114s111	[Login IP:203.101.27.63]

FAQ

FAQ refers to Frequently Asked Questions, which act as quick reference for the QA1 for his general queries. On clicking the FAQ option on the navigation menu, you get the screen similar to the one below.



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 <http://198.143.3.15/asp.html>. The page content is titled "Frequently Asked Questions". On the left, there is a vertical navigation menu with icons and labels: "Welcome, QA1.", "Audio Archive" (with "Click to view"), "MT Workbench" (with "Click to view"), "Doc Archive" (with "Click to view"), "Download Recent Files", "Template Archive", "Search Records", "QA Feedback Reports", "My Feedback", "Current TAT Status", "Turnaround Time Reports", "Billing Report", "Account Activity Logs", "FAQ" (selected, with "Click to view"), "Send A Message", and "Change Password". The main content area contains a section titled "Frequently Asked Questions" with the following questions and answers:

- 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?**

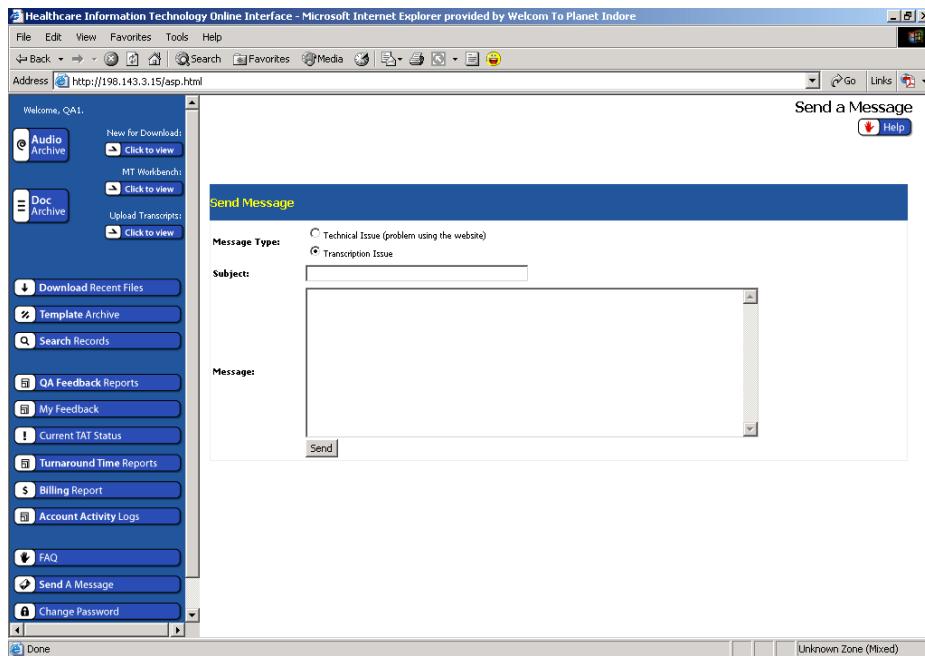
Just go to the location on your computer where the zipped file was saved and double click on the file to open its contents. You can use Winzip or any other program to unzip the file; Winzip comes as a standard utility with the Windows operating system. If you do not have Winzip you can download by clicking [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.

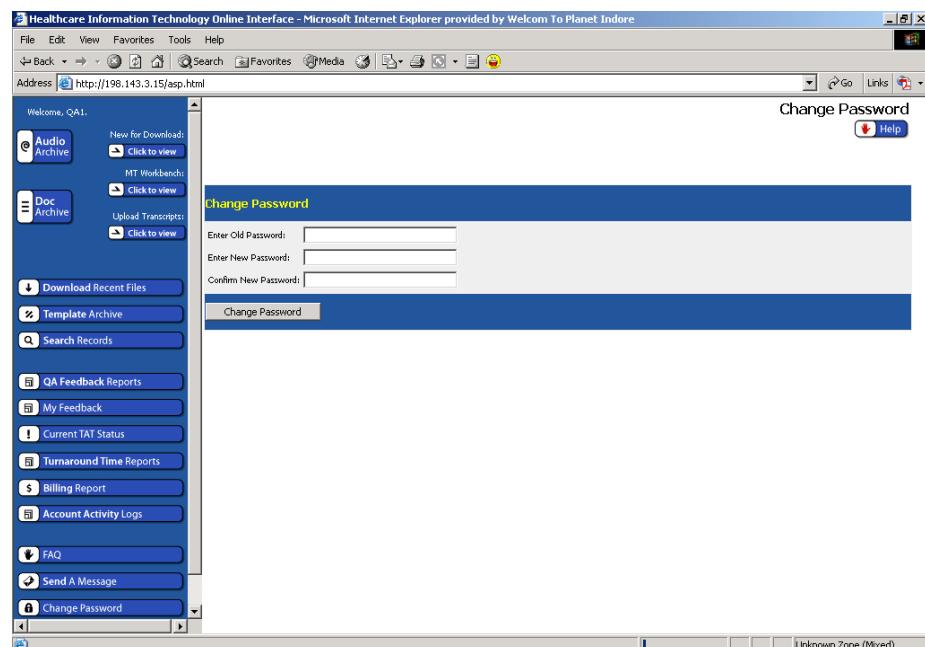
Send A Message

The Send Message Function feature helps the QA1 to send messages concerning technical problem to the site administrator and to the MTs/QAs regarding transcription problem. In both the cases, message will be sent to MT Administrator.



Change Password

This feature enables the QA1 to change his account password.



Exit

When QA1 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!