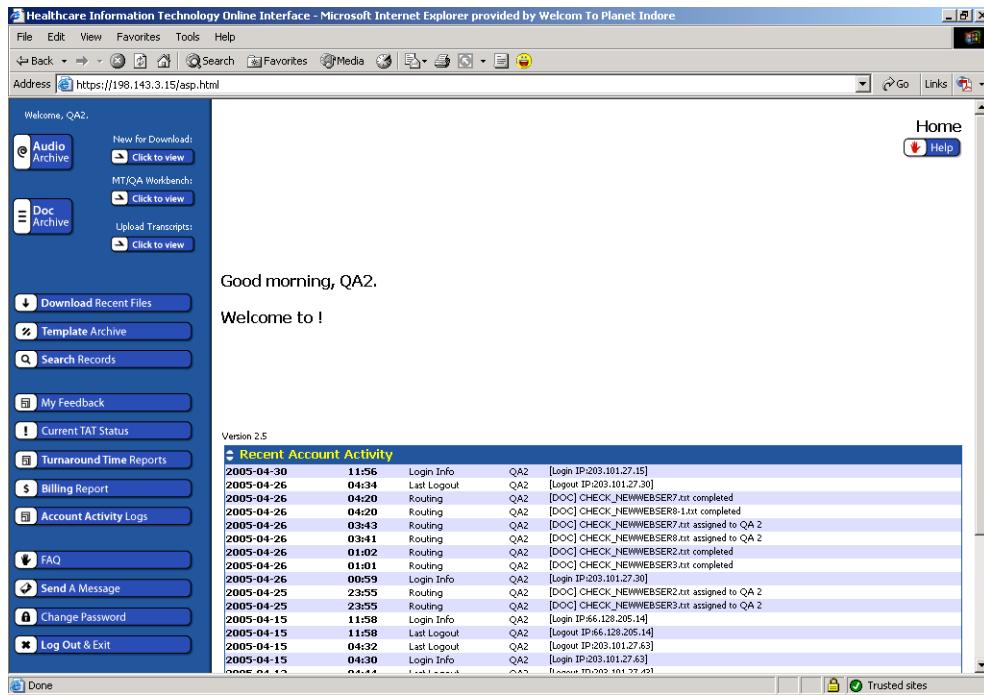


STATscript Online

QA2 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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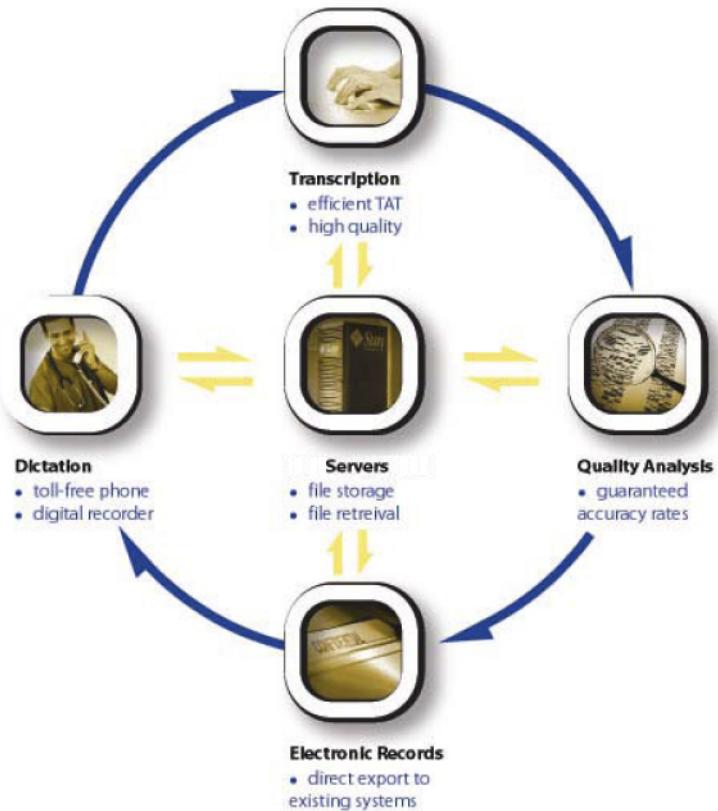
System Requirements

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



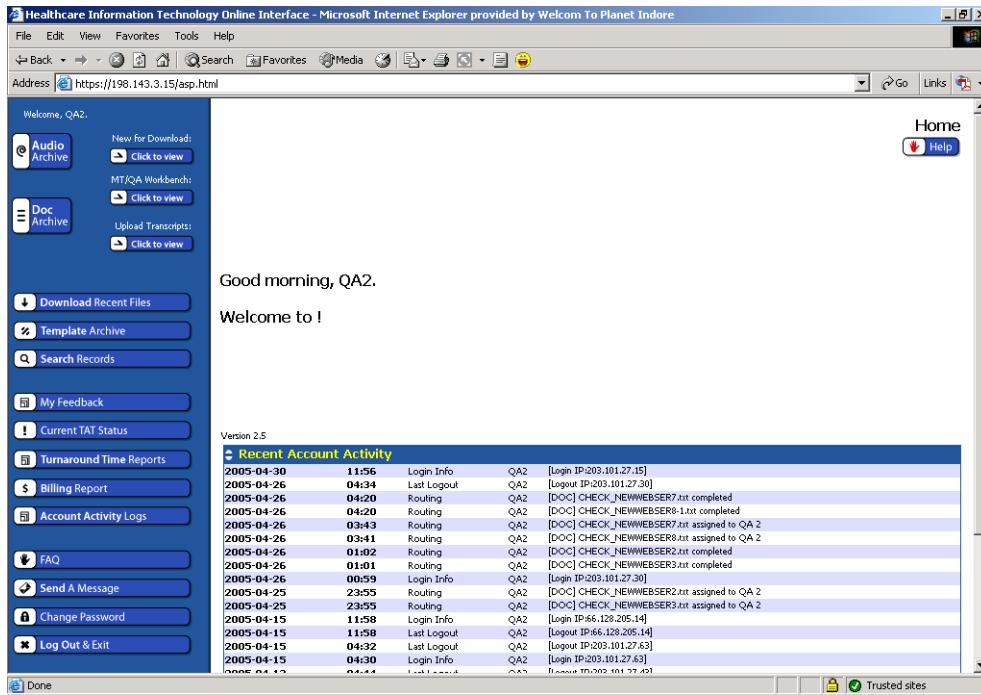
- Doctor dictates a medical note i.e. audio file on toll free dictation service, digital recorder, in-house dictation system and creates template (a pre-decided format to tell the MT that this audio file has to be transcribed in this particular format).
- Doctor logs in our system and uploads the audio 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 QA2 successfully logs in, his personalized Home Page will show up. From the Home Page he will be able to manage his entire account.

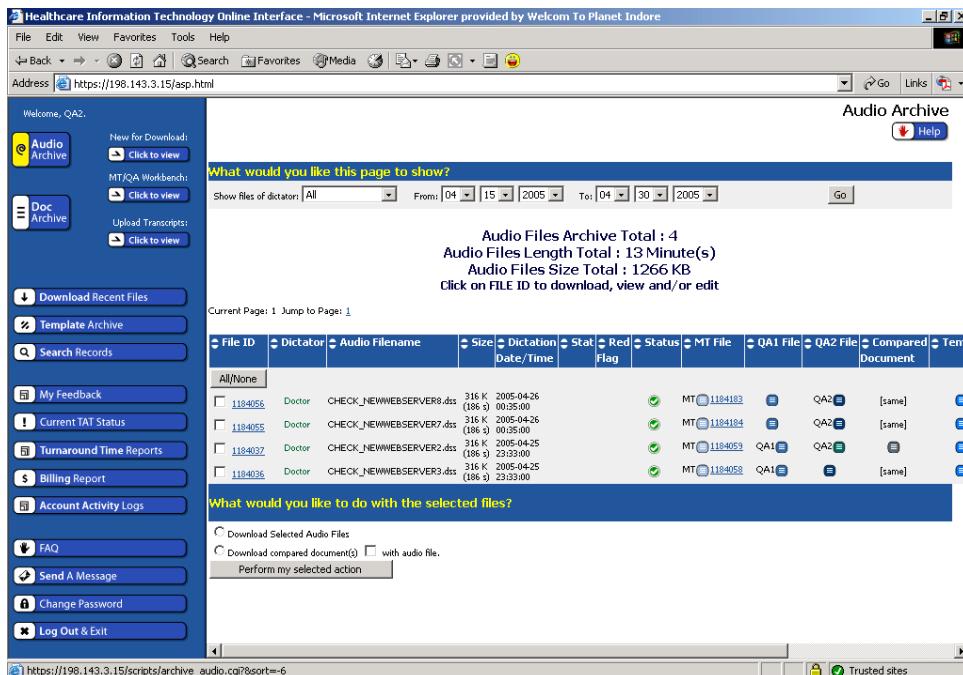


1. QA2 greeting with last login information as per Eastern Standard Time.
2. Just above the details of recent account activity – software version is given.
3. In middle of the page, details of recent account activity are displayed. It shows date, time of occurrence of event, type of event, account ID 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 QA2 by the system or MT Admin depending upon workpool type. "MT/QA1 Bench" is a view only screen, which gives an estimate of the number of audio files that are expected to come to the QA2 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 QA2 are:
 - Download Recent Files: Helps the QA2 to download the transcribed files with one click. System automatically downloads the dictations without QA2's initiation to download them individually.

- Template Archive: This option displays the details of all the templates uploaded by the doctor.
- Search Records: The QA2 can retrieve the audio and transcribed files depending upon the selected search criteria.
- 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 edited files.
- Billing Report: Helps the QA2 to generate an online summary or detailed 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 QA2'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 QA2 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 QA2 can change his or her account password using this option.
- Exit: This option logs out the QA2 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

Welcome, QA2.

Audio Archive

What would you like this page to show?

Show files of dictator: All From: 04 15 2005 To: 04 30 2005 Go

Audio Archive Total : 4
Audio Files Length Total : 13 Minute(s)
Audio Files Size Total : 1266 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 Flag	Status	MT File	QA1 File	QA2 File	Compared Document
All/None											
<input type="checkbox"/> 1184056	Doctor	CHECK_NEWWEBSERVER8.ds	316 K	2005-04-26 (186 s)	00:35:00	<input checked="" type="checkbox"/>	MT				[same]
<input type="checkbox"/> 1184055	Doctor	CHECK_NEWWEBSERVER7.ds	316 K	2005-04-26 (186 s)	00:35:00	<input checked="" type="checkbox"/>	MT				[same]
<input type="checkbox"/> 1184037	Doctor	CHECK_NEWWEBSERVER2.ds	316 K	2005-04-25 (186 s)	23:33:00	<input checked="" type="checkbox"/>	MT				[same]
<input type="checkbox"/> 1184036	Doctor	CHECK_NEWWEBSERVER3.ds	316 K	2005-04-25 (186 s)	23:33:00	<input checked="" type="checkbox"/>	MT				[same]

What would you like to do with the selected files?

Download Selected Audio Files
 Download compared document(s) with audio file.
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 QA2'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.

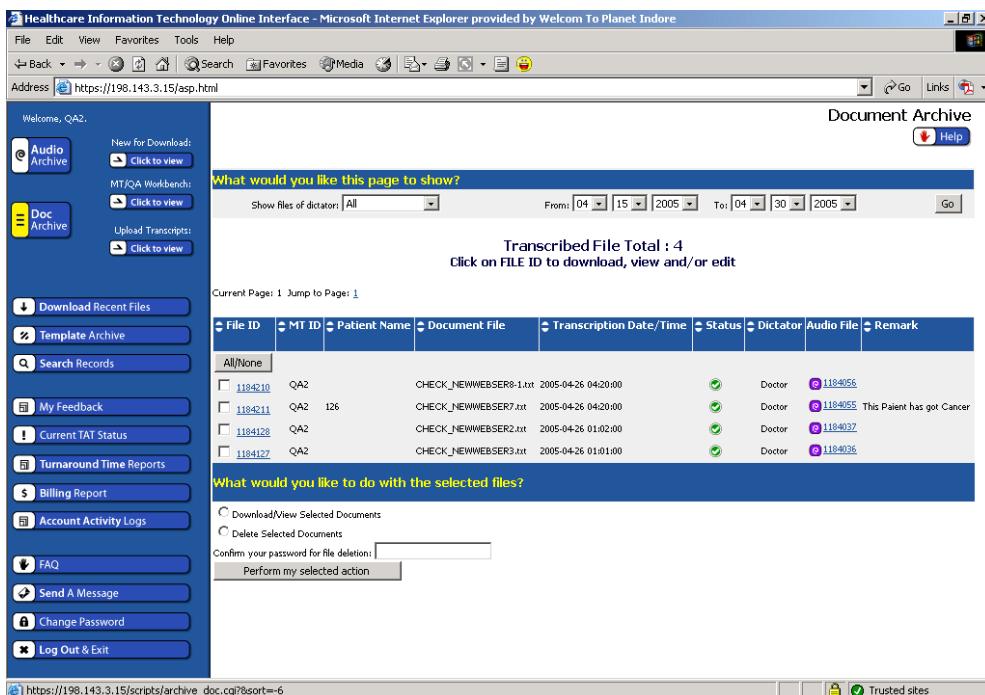
Checkbox operations

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.



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

File Edit View Favorites Tools Help

Back Click to view Home Search Favorites Media Go Links

Address https://198.143.3.15/asp.html

Welcome, QA2.

New For Download: Click to view

MT/QA Workbench: Click to view

Doc Archive: Click to view

Upload Transcripts: Click to view

Download Recent Files

Template Archive

Search Records

My Feedback

Current TAT Status

Turnaround Time Reports

Billing Report

Account Activity Logs

FAQ

Send A Message

Change Password

Log Out & Exit

Document Archive

Help

What would you like this page to show?

Show files of dictator: All From: 04 15 2005 To: 04 30 2005 Go

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

Current Page: 1 Jump to Page: 1

File ID	MT ID	Patient Name	Document File	Transcription Date/Time	Status	Dictator	Audio File	Remark
All/None								
<input type="checkbox"/> 1184210	QA2		CHECK_NEWWEBER8-1.txt	2005-04-26 04:20:00		Doctor		1184056
<input type="checkbox"/> 1184211	QA2	128	CHECK_NEWWEBER7.txt	2005-04-26 04:20:00		Doctor		1184055 This Patient has got Cancer
<input type="checkbox"/> 1184128	QA2		CHECK_NEWWEBER2.txt	2005-04-26 01:02:00		Doctor		1184037
<input type="checkbox"/> 1184127	QA2		CHECK_NEWWEBER3.txt	2005-04-26 01:01:00		Doctor		1184036

What would you like to do with the selected files?

Download/View Selected Documents
 Delete Selected Documents
Confirm your password for file deletion:
Perform my selected action

https://198.143.3.15/scripts/archive_doc.cgi?sort=-6

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 QA2 ID/name.
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 QA2 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.

The screenshot shows a Microsoft Internet Explorer window with the title 'Healthcare Information Technology Online Interface - Microsoft Internet Explorer'. The address bar shows the URL <https://198.143.3.15/asp.html>. The main content area is titled 'New for Download' and displays the following information:

New Audio Files for Download : 1
 Audio Files Length Total : 4 Minute(s)
 Audio Files Size Total : 316 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	Status	Red Flag	MT File	QA1 File	QA2 File	Compared Document	Temp
874332	Doctor	Rajnish.dss	316 K 2004-12-29 (166 s) 09:30:00	MT1	MT1	874408	QA1	QA2			

Checkbox Functions

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

Perform Checkbox Operation

The right sidebar contains links to other system modules:

- Audio Archive
- Doc Archive
- MT/QA Bench
- Under Edit
- Download Recent Files
- Template Archive
- Search Records
- My Feedback
- Current TAT Status
- Turnaround Time Reports
- Billing Report
- Account Activity Logs
- FAQ
- Send A Message
- Change Password
- Log Out & Exit

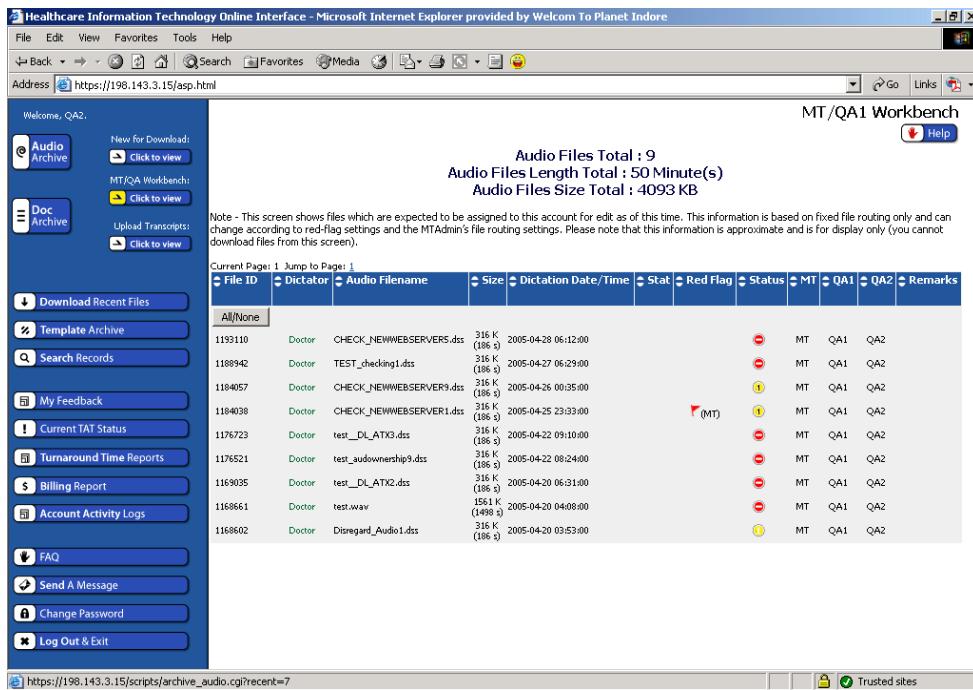
Checkbox operations

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

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

MT/QA Bench

The MT/QA Bench folder stores all the audio files that are expected to come to the QA2 for edit. This feature is based on the fixed routing module. No activity can be performed from this screen, as this is a view 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

MT/QA1 Workbench

Welcome, QA2.

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

MT/QA Workbench: [Click to view](#)

Doc Archive: [Click to view](#)

Upload Transcripts: [Click to view](#)

Download Recent Files

Template Archive

Search Records

My Feedback

Current TAT Status

Turnaround Time Reports

Billing Report

Account Activity Logs

FAQ

Send A Message

Change Password

Log Out & Exit

Audio Files Total : 9

Audio Files Length Total : 50 Minute(s)

Audio Files Size Total : 4093 KB

Note - This screen shows files which are expected to be assigned to this account for edit as of this time. This information is based on fixed file routing only and can change according to red-flag settings and the MTAdmin's file routing settings. Please note that this information is approximate and is for display only (you cannot download files from this screen).

Current Page: 1 Jump to Page: 1

File ID	Dictator	Audio Filename	Size	Dictation Date/Time	Stat	Red Flag	Status	MT	QA1	QA2	Remarks
All/None											
1193110	Doctor	CHECK_NEWWEBSERVERS.ds	316 K (196 s)	2005-04-28 06:12:00				MT	QA1	QA2	
1188942	Doctor	TEST_checking1.ds	316 K (196 s)	2005-04-27 06:29:00				MT	QA1	QA2	
1184057	Doctor	CHECK_NEWWEBSERVER9.ds	316 K (196 s)	2005-04-26 00:35:00				MT	QA1	QA2	
1184038	Doctor	CHECK_NEWWEBSERVER1.ds	316 K (196 s)	2005-04-25 23:33:00				MT	QA1	QA2	
1175723	Doctor	test_DL_ATX3.ds	316 K (196 s)	2005-04-22 09:10:00				MT	QA1	QA2	
1176521	Doctor	test_audownership9.ds	316 K (196 s)	2005-04-22 08:24:00				MT	QA1	QA2	
1169035	Doctor	test_DL_ATX2.ds	316 K (196 s)	2005-04-20 06:21:00				MT	QA1	QA2	
1168661	Doctor	test.wav	1551 K (1498 s)	2005-04-20 04:08:00				MT	QA1	QA2	
1168602	Doctor	Disregard_Audio1.ds	316 K (196 s)	2005-04-20 03:53:00				MT	QA1	QA2	

https://198.143.3.15/scripts/archive_audio.cgi?recent=7

Trusted sites

Under Edit

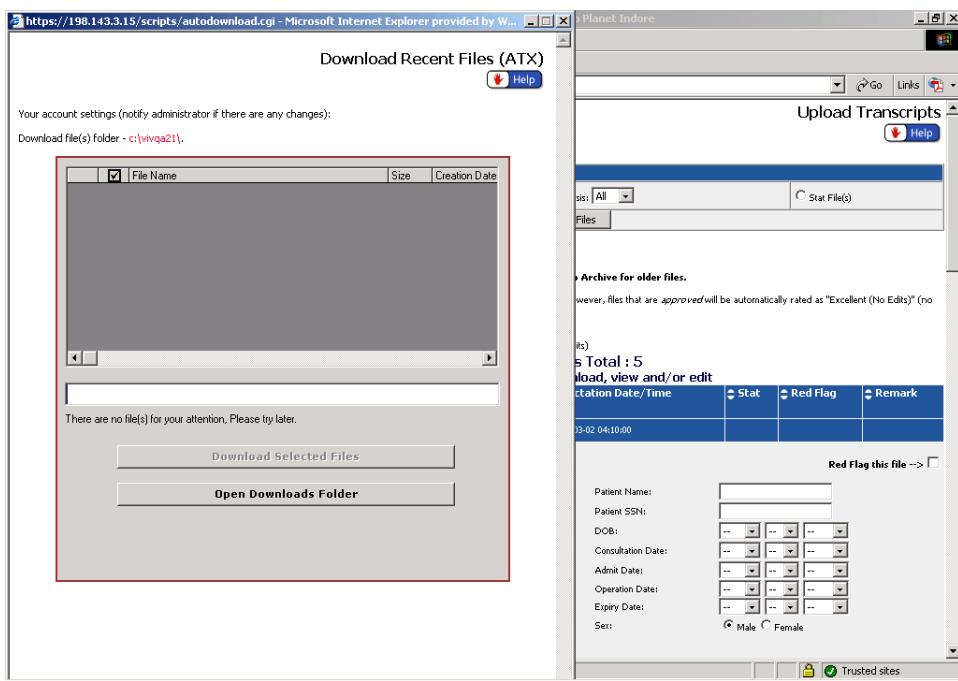
“Under Edit” shows all of the files being edited by the QA2. He can upload the transcribed files against the respective audio file from this screen. He/she can also add various attributes to the file while uploading it if the information is available.

The screenshot shows a Microsoft Internet Explorer window 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 has a "Welcome, QA2." message and links for "Audio Archive", "Doc Archive", "Download Recent Files", "Template Archive", "Search Records", "My Feedback", "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 is titled "Upload Transcripts" and contains the following sections:

- Upload Criteria:** Includes dropdowns for "Dictator Basis" (All), "MT Basis" (All), and "Stat File(s)", and a "View Files" button.
- Note:** "This screen only shows files from the last 60 days, please check the Audio Archive for older files." and "Please note that it is mandatory to select a File Rating for each edited QA document. However, files that are approved will be automatically rated as "Excellent (No Edits)" (no File Rating selection is necessary)."
- Upload/Approve Now:** Includes a checkbox "Check to Approve ALL files on THIS page (No Edits)".
- Audio Files Total : 5**
- Click on FILE ID to download, view and/or edit**
- | File ID | Dictator | Audio Filename | Size | Dictation Date/Time | Stat | Red Flag | Remark |
|---------|----------|----------------|---------------|---------------------|------|----------|--------|
| 1034465 | Viv Dec1 | tm4.dss | 316 K (186 s) | 2005-03-02 04:10:00 | | | |
- Approve this file (No edits, no new upload) ->**
- Red Flag this file ->**
- Document to upload:** Includes a "Browse..." button and fields for "Line Count", "Report Type" (None), "Provider Name", "Medical Record #", "Location" (None), "Referring Physician", and "File Comment".
- Patient Information:** Fields for "Patient Name", "Patient SSN", "DOB", "Consultation Date", "Admit Date", "Operation Date", "Expiry Date", and "Sex" (Male or Female).

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.



Template Archive

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

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.

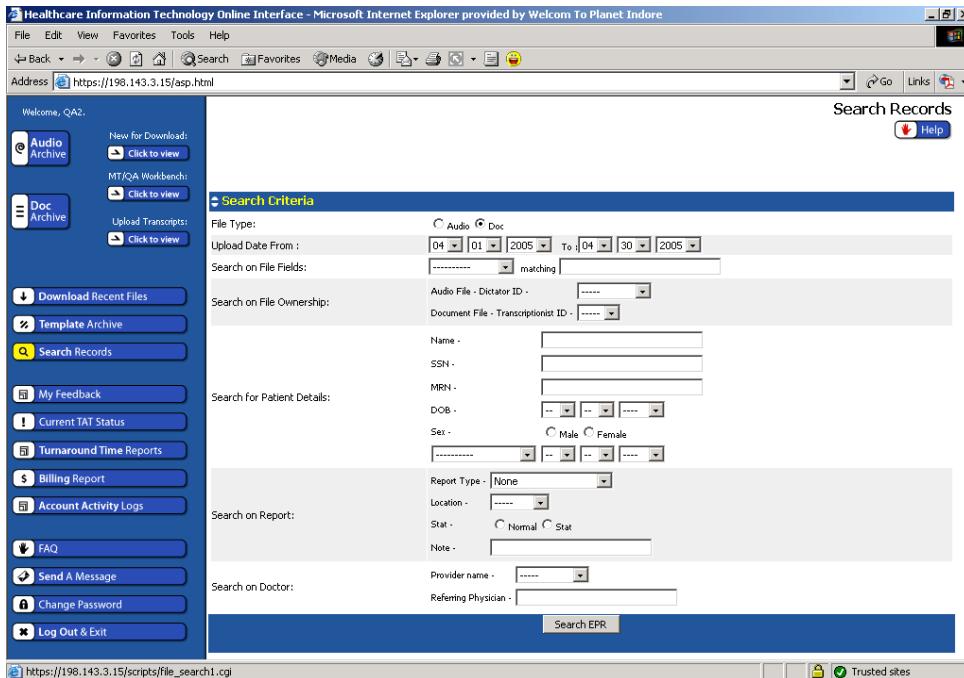
Checkbox Functions

The QA2 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 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

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, QA2.

Search Records

Audio Files Found : 4

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

File ID	Doc ID	Audio File Name	Length	Transcription Date/Time	Status	MT ID	Document File	Remarks
118405	Doctor	CHECK_NEWWEBSERVER7.ds	186 s	2005-04-26 00:05:00	<input checked="" type="checkbox"/>	QA2	<input type="button" value="Orange"/>	
118405	Doctor	CHECK_NEWWEBSERVER8.ds	186 s	2005-04-26 00:05:00	<input checked="" type="checkbox"/>	QA2	<input type="button" value="Blue"/>	
118405	Doctor	CHECK_NEWWEBSERVER3.ds	186 s	2005-04-25 23:33:00	<input checked="" type="checkbox"/>	QA1	<input type="button" value="Blue"/>	
118403	Doctor	CHECK_NEWWEBSERVER2.ds	186 s	2005-04-25 23:33:00	<input checked="" type="checkbox"/>	MT	<input type="button" value="Blue"/>	

What would you like to do with the selected files?

Download Selected Audio Files

Perform my selected action

https://198.143.3.15/scripts/file_search1.cgi

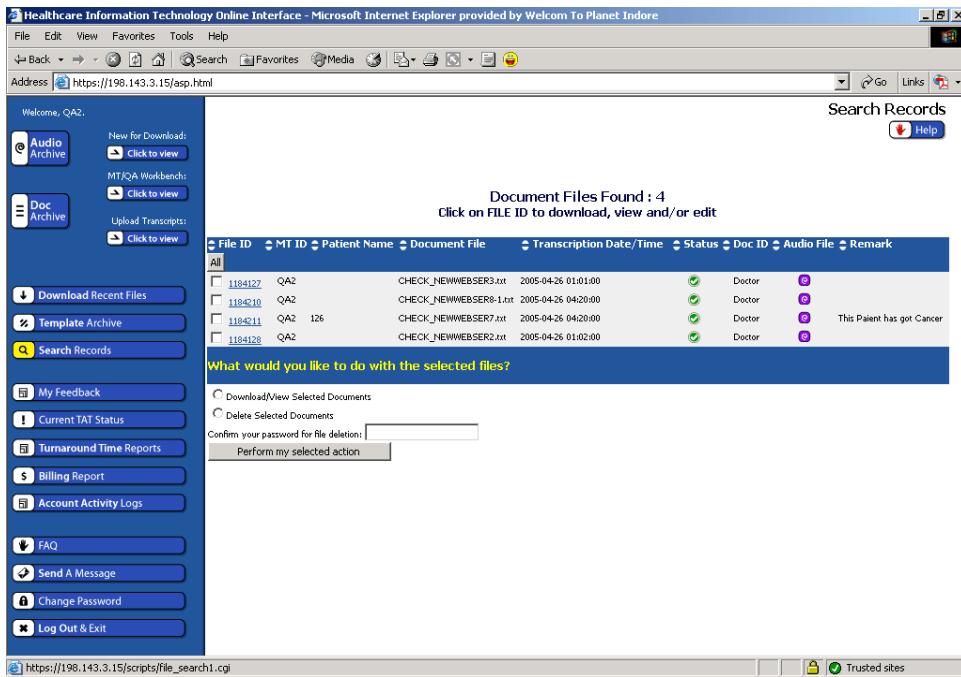
Column Details

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 main content area displays a table titled "Document Files Found : 4" with the instruction "Click on FILE ID to download, view and/or edit". The table columns are: File ID, MT ID, Patient Name, Document File, Transcription Date/Time, Status, Doc ID, Audio File, and Remark. The data in the table is as follows:

File ID	MT ID	Patient Name	Document File	Transcription Date/Time	Status	Doc ID	Audio File	Remark
All								
<input type="checkbox"/> 1184127	QA2		CHECK_NEWWEBSER3.txt	2005-04-26 01:01:00		Doctor		
<input type="checkbox"/> 1184210	QA2		CHECK_NEWWEBSER1.txt	2005-04-26 04:20:00		Doctor		
<input type="checkbox"/> 1184211	QA2	I26	CHECK_NEWWEBSER7.txt	2005-04-26 04:20:00		Doctor		This Patient has got Cancer
<input type="checkbox"/> 1184128	QA2		CHECK_NEWWEBSER2.txt	2005-04-26 01:02:00		Doctor		

Below the table, a message asks "What would you like to do with the selected files?". There are two radio buttons: "Download/View Selected Documents" (selected) and "Delete Selected Documents". A text input field "Confirm your password for file deletion:" and a button "Perform my selected action" are also present.

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.

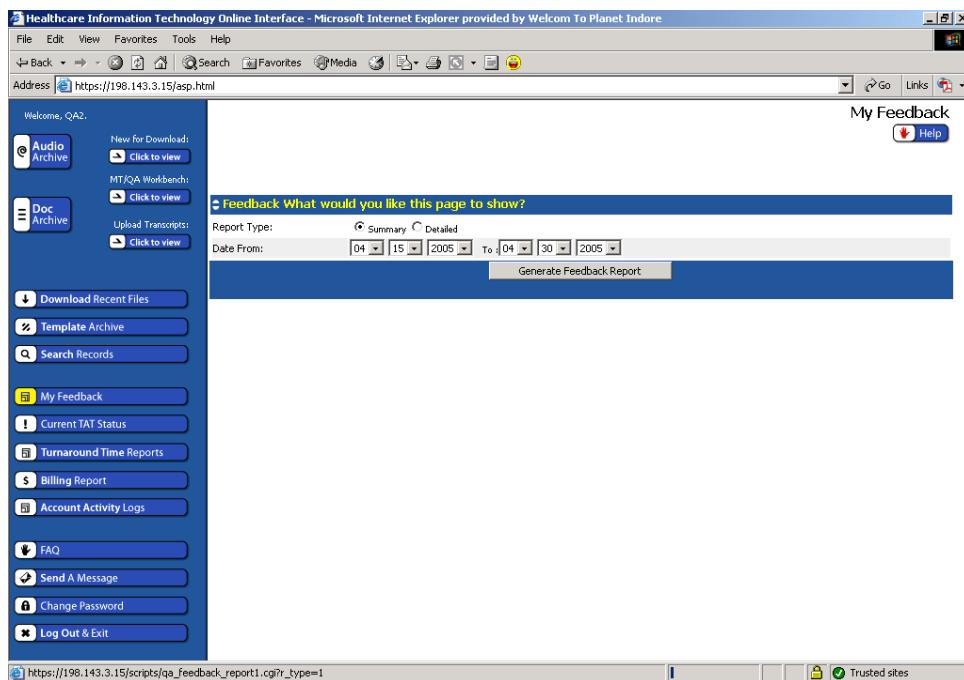
Checkbox Functions

Download/View Selected Documents

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

My Feedback

My Feedback feature helps the QA2 to generate a summary or detailed report of the feedback that he gave for the QA1's performance at the time of file upload after editing.



Summary report is the graphical representation of performance feedback of the QA1 given by the QA2. 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: https://198.143.3.15/asp.html

QA Feedback Report

What would you like this page to show?

Report Type: Summary Detailed

Date From: 04 15 2005 To: 04 30 2005

Generate Feedback Report

Welcome, QA2.

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

MT/QA Workbench: [Click to view](#)

Doc Archive: [Click to view](#)

Upload Transcripts: [Click to view](#)

Download Recent Files

Template Archive

Search Records

My Feedback

Current TAT Status

Turnaround Time Reports

Billing Report

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FAQ

Send A Message

Change Password

Log Out & Exit

QA Feedback Summary Details

Total Reports: 4

Rating (%)

Report Type	Rating (%)	Count
Errors	86.5%	34
Accurate	6.8%	27
No Rating	6.7%	27

Reports

Done Trusted sites

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

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File Edit View Favorites Tools Help

Address: https://198.143.3.15/asp.html

QA Feedback Report

What would you like this page to show?

Report Type: Summary Detailed

Date From: 04 15 2005 To: 04 30 2005

Generate Feedback Report

Welcome, QA2.

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

MT/QA Workbench: [Click to view](#)

Doc Archive: [Click to view](#)

Upload Transcripts: [Click to view](#)

Download Recent Files

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Log Out & Exit

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	QA1 ID	C	F	T	B	A	N	NR	Rating	Comment
1184191	QA1	1184055	CHECK_NEWWEBER7.txt	2005-04-26 03:40:00	Doctor	1184211											
1184190	QA1	1184056	CHECK_NEWWEBER8.txt	2005-04-26 03:41:00	Doctor	1184210											
1184062	QA1	1184037	CHECK_NEWWEBER2.txt	2005-04-25 23:55:00	Doctor	1184128											
1184061	QA1	1184036	CHECK_NEWWEBER3.txt	2005-04-25 23:55:00	Doctor	1184127											

Done Trusted sites

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

Back Search Favorites Media Links

Address https://198.143.3.15/asp.html

Welcome, QA2.

Audio Archive: New for Download: Click to view

MT/QA Workbench: Click to view

Doc Archive: Upload Transcripts: Click to view

Download Recent Files

Template Archive

Search Records

My Feedback

Current TAT Status

Turnaround Time Reports

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Log Out & Exit

Current TAT Status

TAT summary for current files

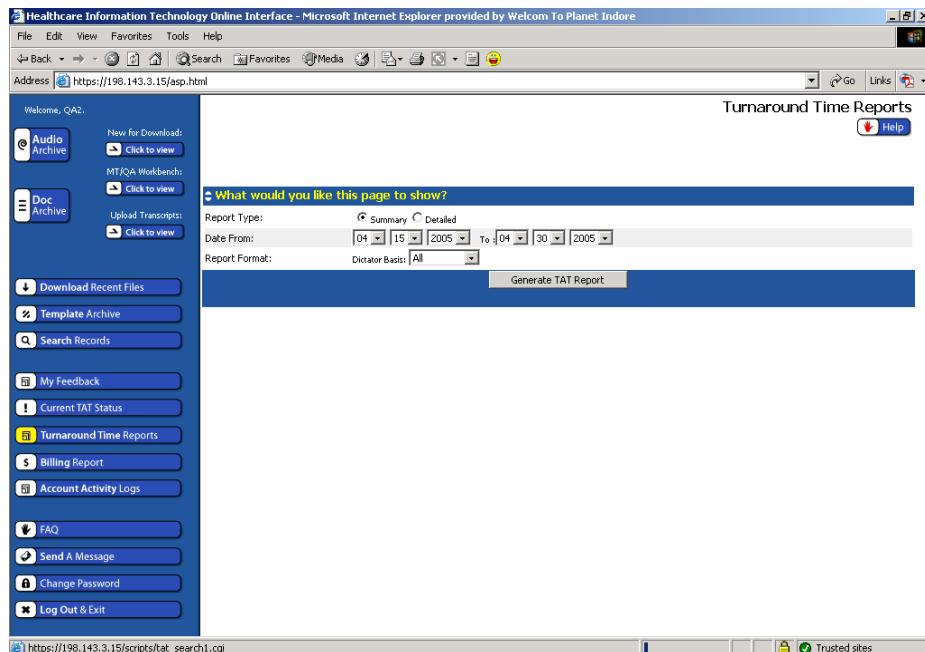
File ID	Dictator	Audio Filename	Size	Dictation Timestamp	Stat	Status	Report Type	TAT Target	TAT Remaining	MT ID	QA1 ID
1048678	Viv Doc1	ssh2.dss	144 K (84 s)	2005-03-07 08:10:00	✓	②	Pediatrics	4 h	1295h 12m OVERDUE	MT2	QA1
1040609	Viv Doc1	Test_Disregard_1.DSS	62 K (36 s)	2005-03-03 14:29:00	②	None	23 h	1365h 48m OVERDUE	MT2	QA1	
1040608	Viv Doc1	Test_Disregard_2.DSS	62 K (36 s)	2005-03-03 14:29:00	②	None	23 h	1365h 48m OVERDUE	MT2	QA1	
973003	Doctor	demo2.dss	1848 K (1097 s)	2005-02-08 08:15:00	②	None	15 h	1932h 6m OVERDUE	MT2	QA1	
1040607	Viv Doc1	Test_Disregard_3.DSS	62 K (36 s)	2005-03-03 14:29:00	②	None	23 h	1365h 48m OVERDUE	MT2	QA1	
1034465	Viv Doc1	tm1.dss	316 K (186 s)	2005-03-02 04:10:00	②	Gynecology	33 h	1390h 12m OVERDUE			
936288	Doctor	tm1.dss	104 K (60 s)	2004-10-24 05:59:00	②	None	15 h	229h 22m OVERDUE	MT2	QA1	
734408	Viv Doc1	Test_alemateM52.dss	316 K (186 s)	2004-11-06 07:13:00	②	None	30 h	4174h 6m OVERDUE	MT	samqa	
799341	Viv Doc1	test_web0Qs@uplevel7.dss	316 K (186 s)	2004-12-01 08:19:00	②	None	29 h	3574h 0m OVERDUE	MT5	QA1	
734677	Viv Doc1	Test_ICONCOLOR_AUDIO11.dss	316 K (113400 s)	2004-11-06 11:34:00	②	None	26 h	4173h 48m OVERDUE	MT2	QA1	
681257	Viv Doc1	test_redflagchk30.dss	316 K (109 s)	2004-10-21 06:59:00	②	None	27 h	4550h 18m OVERDUE	MT5	samqa	
677988	Viv Doc1	test_audio34.wav	42 K (40 s)	2004-10-20 07:06:00	②	None	30 h	4580h 12m OVERDUE	MT5	QA1	
680634	Viv Doc1	test_fileattachment1.dss	316 K (186 s)	2004-10-21 07:24:00	②	None	30 h	4550h 54m OVERDUE	MT5	samqa	
681255	Viv Doc1	test_redflagchk31.dss	316 K (186 s)	2004-10-21 10:59:00	②	None	27 h	4550h 18m OVERDUE	MT5	samqa	
799340	Viv Doc1	test_web0Qs@uplevel8.dss	316 K (109 s)	2004-12-01 06:59:00	②	None	29 h	3574h 0m OVERDUE	MT5	QA1	
734812	Viv Doc1	Test_alemateM73.dss	316 K (186 s)	2004-11-06 06:14:00	②	None	31 h	4174h 6m OVERDUE	MT	QA1	
734376	Viv Doc1	Test_alemateM47.dss	316 K (186 s)	2004-11-06 06:53:00	②	None	31 h	4173h 22m OVERDUE	MT2	samqa	

https://198.143.3.15/scripts/ss_tat_search.cgi

Trusted sites

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.



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File Edit View Favorites Tools Help

Address: https://198.143.3.15/asp.html

Welcome, QA2.

Turnaround Time Reports [Help](#)

What would you like this page to show?

Report Type: Summary Detailed

Date From: 04 15 2005 To: 04 30 2005

Report Format: Doctor Based: All

Generate TAT Report

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

MT/QA Workbench: [Click to view](#)

Upload Transcripts: [Click to view](#)

Download Recent Files

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My Feedback

Current TAT Status

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FAQ

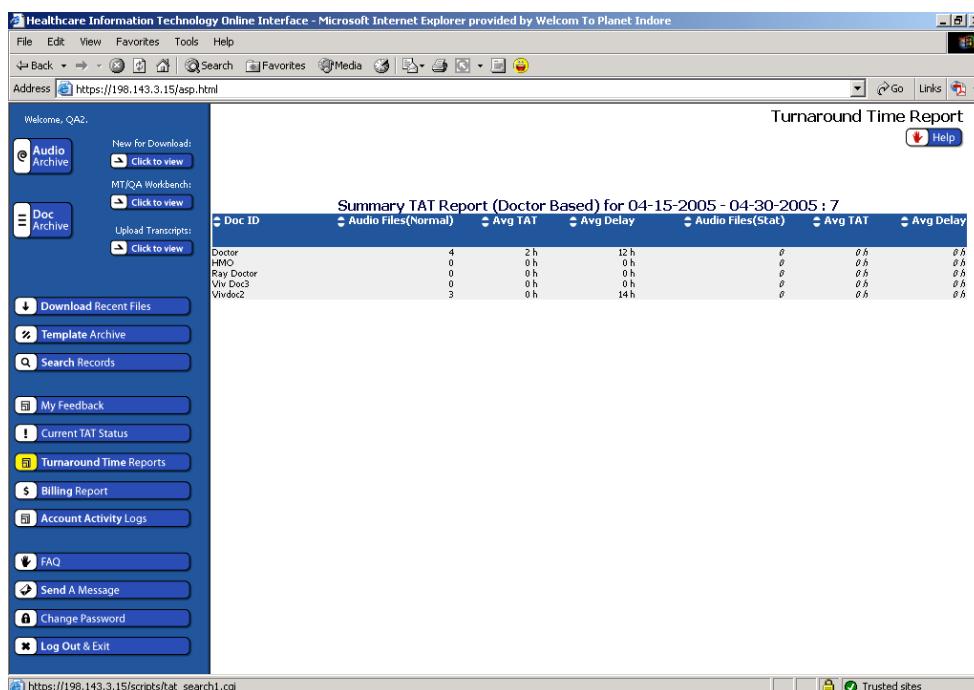
Send A Message

Change Password

Log Out & Exit

https://198.143.3.15/scripts/tat_search1.cgi

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: https://198.143.3.15/asp.html

Welcome, QA2.

Turnaround Time Report [Help](#)

Summary TAT Report (Doctor Based) for 04-15-2005 - 04-30-2005 : 7

Doc ID	Audio Files(Normal)	Avg TAT	Avg Delay	Audio Files(Stat)	Avg TAT	Avg Delay
Doctor	4	2 h	12 h	0	0 h	0 h
HMO	0	0 h	0 h	0	0 h	0 h
Ray Doctor	0	0 h	0 h	0	0 h	0 h
Vlv Doc3	0	0 h	0 h	0	0 h	0 h
Vlv Doc2	3	0 h	14 h	0	0 h	0 h

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

MT/QA Workbench: [Click to view](#)

Upload Transcripts: [Click to view](#)

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https://198.143.3.15/scripts/tat_search1.cgi

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

Detailed TAT Report (Doctor Based - Doctor) for 04-15-2005 - 04-30-2005 : 4								
SNo	MT ID	Doc ID	Audio	Dictation Date/Time	Document File ID	Transcription Date/Time	Set TAT	Actual TAT
1	QA2	Doctor	1184055	2005-04-26 00:35:00	1184211	2005-04-26 04:20:00	8 h	3.8 h
2	QA2	Doctor	1184056	2005-04-26 00:35:00	1184210	2005-04-26 04:20:00	8 h	3.8 h
3	QA2	Doctor	1184036	2005-04-25 23:53:00	1184127	2005-04-26 01:10:00	15 h	1.5 h
4	QA2	Doctor	1184037	2005-04-25 23:53:00	1184128	2005-04-26 01:02:00	15 h	1.5 h

Detailed TAT Report (Doctor Based - Vividoc2) for 04-15-2005 - 04-30-2005 : 3								
SNo	MT ID	Doc ID	Audio	Dictation Date/Time	Document File ID	Transcription Date/Time	Set TAT	Actual TAT
1	MT2	Vividoc2	1159373	2005-04-16 05:07:00	1159374	2005-04-16 05:09:00	6 h	0 h
2	MT2	Vividoc2	1159371	2005-04-16 05:09:00	1159372	2005-04-16 05:11:00	6 h	0 h
3	MT2	Vividoc2	1159368	2005-04-16 04:44:00	1159369	2005-04-16 04:50:00	6 h	0.1 h

Billing Report

Billing Report feature enables the QA2 to generate a Summary or Detailed billing report on specific doctor account and file type (audio or document) basis for the selected date range.

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

Summary Billing Report (Doctor Based) for 04-01-2005 - 04-30-2005 : 4

Doctor	No. Reports	Lines	Length
Doctor	4	0 L 0 W	0M 0S
HMO	0	0 L 0 W	0M 0S
Ray HMO	0	0 L 0 W	0M 0S
Ray Doctor	0	0 L 0 W	0M 0S
Viv Doc3	0	0 L 0 W	0M 0S
VivDoc2	0	0 L 0 W	0M 0S
Grand Totals	4	208 L 0 W	12M 24S

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

Detailed Billing Report (Doctor Based -) for 04-01-2005 - 04-30-2005 : 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 - HMO) for 04-01-2005 - 04-30-2005 : 0 (Billing Choice -)

Document File ID	Work Date	Dictator	Patient Name	Document File Name	Document File Size	Line Count	Length	Line/Length

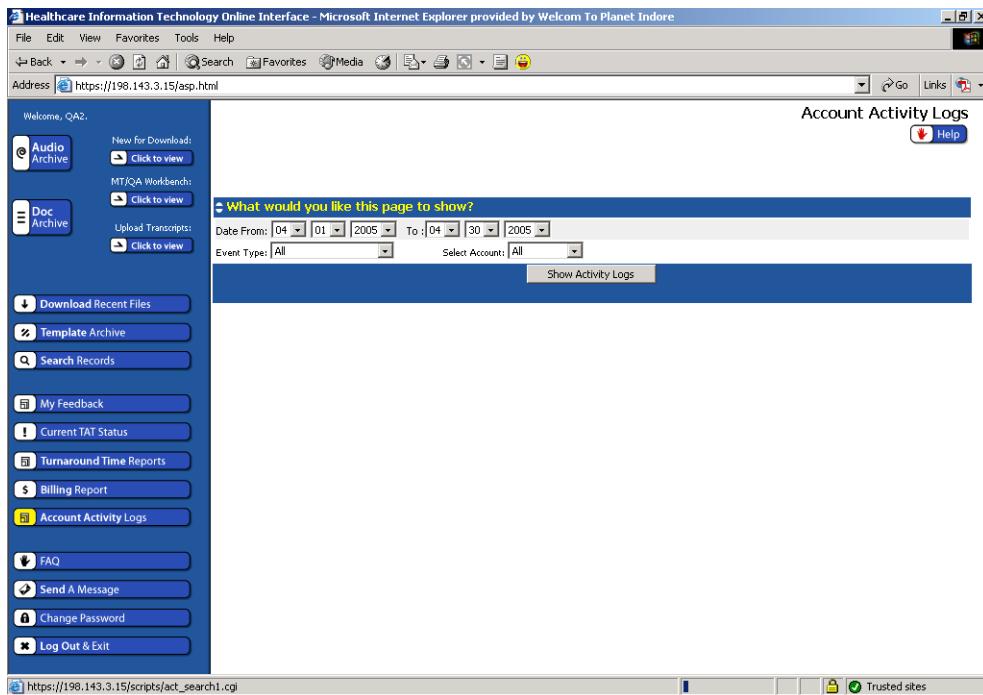
Totals : 0.5KB 0L 0W 0M 0S

Detailed Billing Report (Doctor Based - Doctor) for 04-01-2005 - 04-30-2005 : 4 (Billing Choice - Manual Entry)

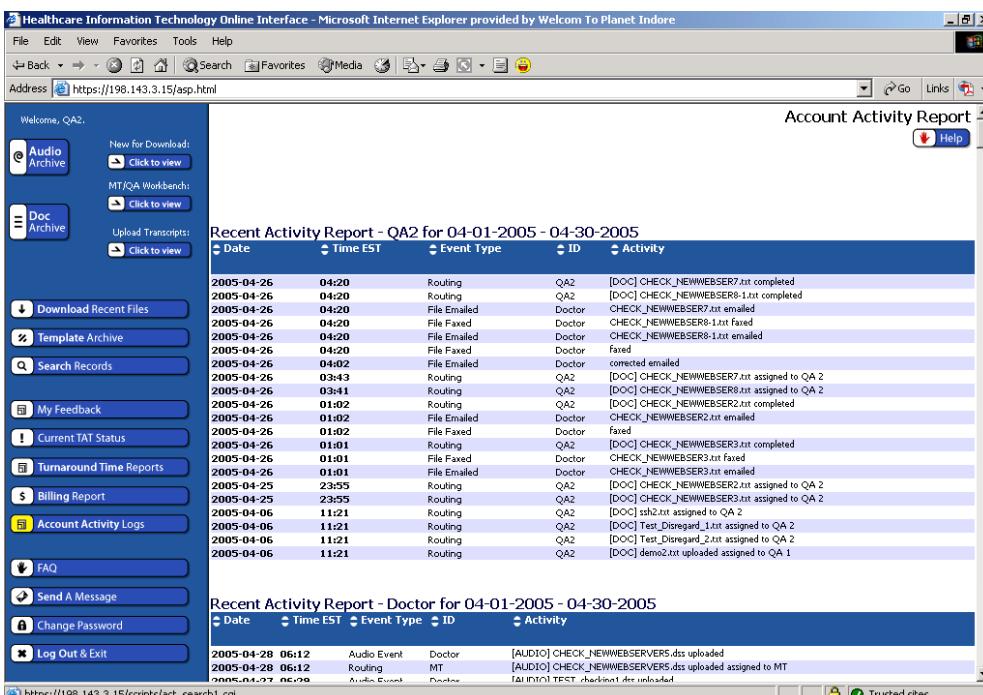
Document File ID	Work Date	Dictator	Patient Name	Document File Name	Document File Size	Line Count	Length	Line/Length
1184127	2005-04-26	Doctor	None	CHECK_NEWWEBSER3.txt	2.5 K	35 L	3M 6S	11

Account Activity Logs

The Account Activity Logs option helps the QA2 to generate his account activity report on event type and his account or specific doctor account basis for the selected date range.

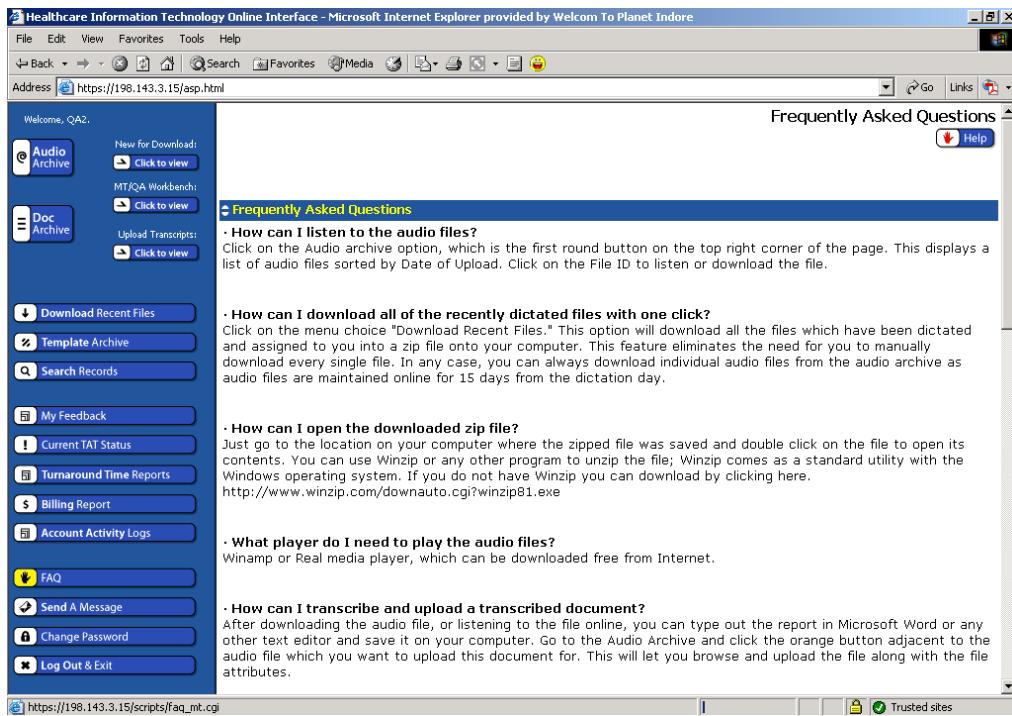


Account activity report displays the details such as date, time, event type, event type and description of event.



FAQ

FAQ refers to Frequently Asked Questions, which act as quick reference for the QA2 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 following details:

- Address Bar:** https://198.143.3.15/asp.html
- Left Sidebar (Navigation):**
 - Welcome, QA2.
 - Audio Archive:** New for Download: [Click to view](#)
 - MTI/QA Workbench: [Click to view](#)
 - Doc Archive:** Upload Transcripts: [Click to view](#)
 - Buttons:** Download Recent Files, Template Archive, Search Records, My Feedback, Current TAT Status, Turnaround Time Reports, Billing Report, Account Activity Logs, FAQ, Send A Message, Change Password, Log Out & Exit.
- Header:** Frequently Asked Questions [Help](#)
- FAQ Section:**
 - 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?**

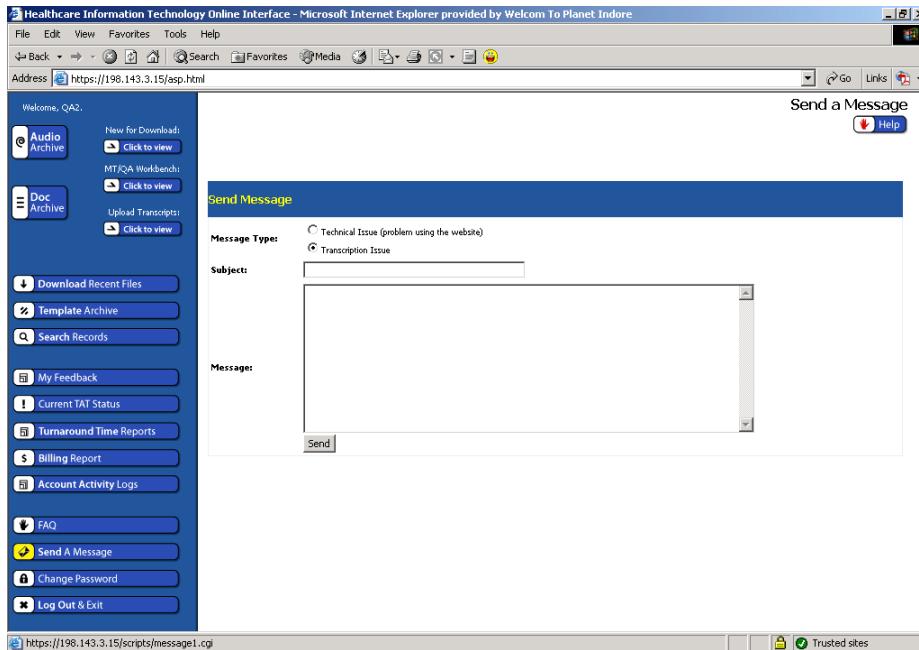
Just go to the location on your computer where the zipped file was saved and double click on the file to open its contents. You can use Winzip or any other program to unzip the file; Winzip comes as a standard utility with the Windows operating system. If you do not have Winzip you can download by clicking [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.
- Address Bar:** https://198.143.3.15/scripts/faq_mt.cgi

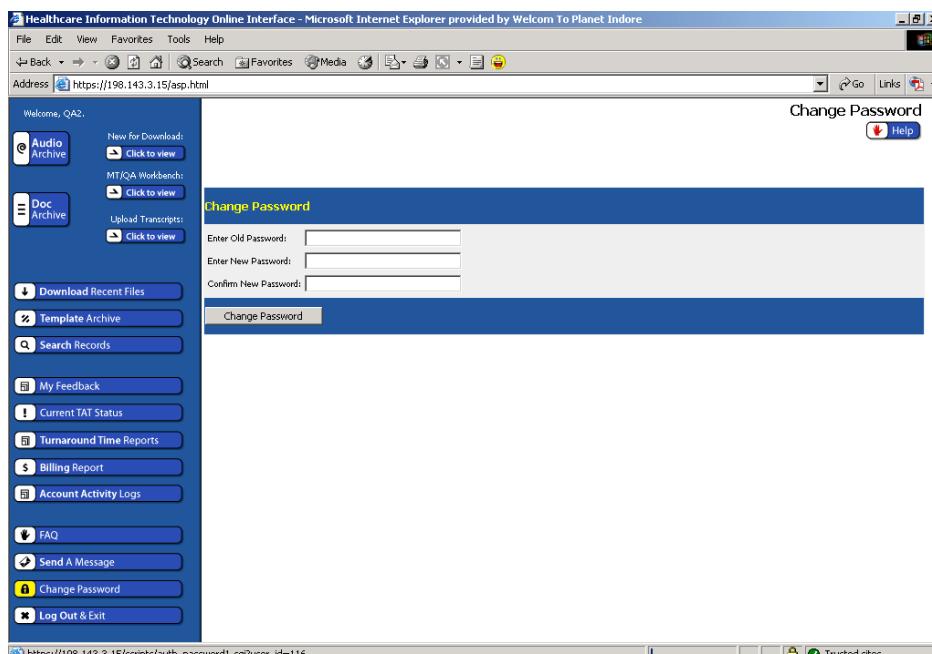
Send A Message

The Send Message Function feature helps the QA2 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 QA2 to change his account password.



Exit

When QA2 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

 **Help**. 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!