



eTransMed

Medical Transcriptions

A Special Provider For:
Northern Colorado IPA
PPA Nebraska's Premier Practice Management
and Group Purchasing Organization

Proud member of:
CMGMA (Colorado Medical Group Management Association)
CMS (Colorado Medical Society)

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Work Flow

Process 1: Upload & Download Procedures

Dictation from the physician is stored as digital audio files which are uploaded via the internet onto our secured FTP server. The FTP site provides you with pre-configured software which allows you to upload the audio files and download the completed reports. We also provide a toll free phone number to call in your reports. You are provided with a secure log in and password to access your file directory on our site.

Process 2: Transcription

The downloaded audio files are assigned to our transcriptionists dedicated to handle specific accounts. The file is then transcribed and put into a customized format that is pre-defined by the client. We support Word formats. You can provide any requisite file templates.

Process 3: Quality Check


Editors, process managers and physicians then proofread the transcribed report. This enables us to maintain an accuracy level of 98.6% and above at all times.

Process 4: Delivery of Reports

Completed reports are then uploaded back on to the FTP directory.

Process 5: Archival

We have in place a self-reliant, fault tolerant archival and retrieval system for better data/audio management and care. Data files are archived for a period of 12 months.



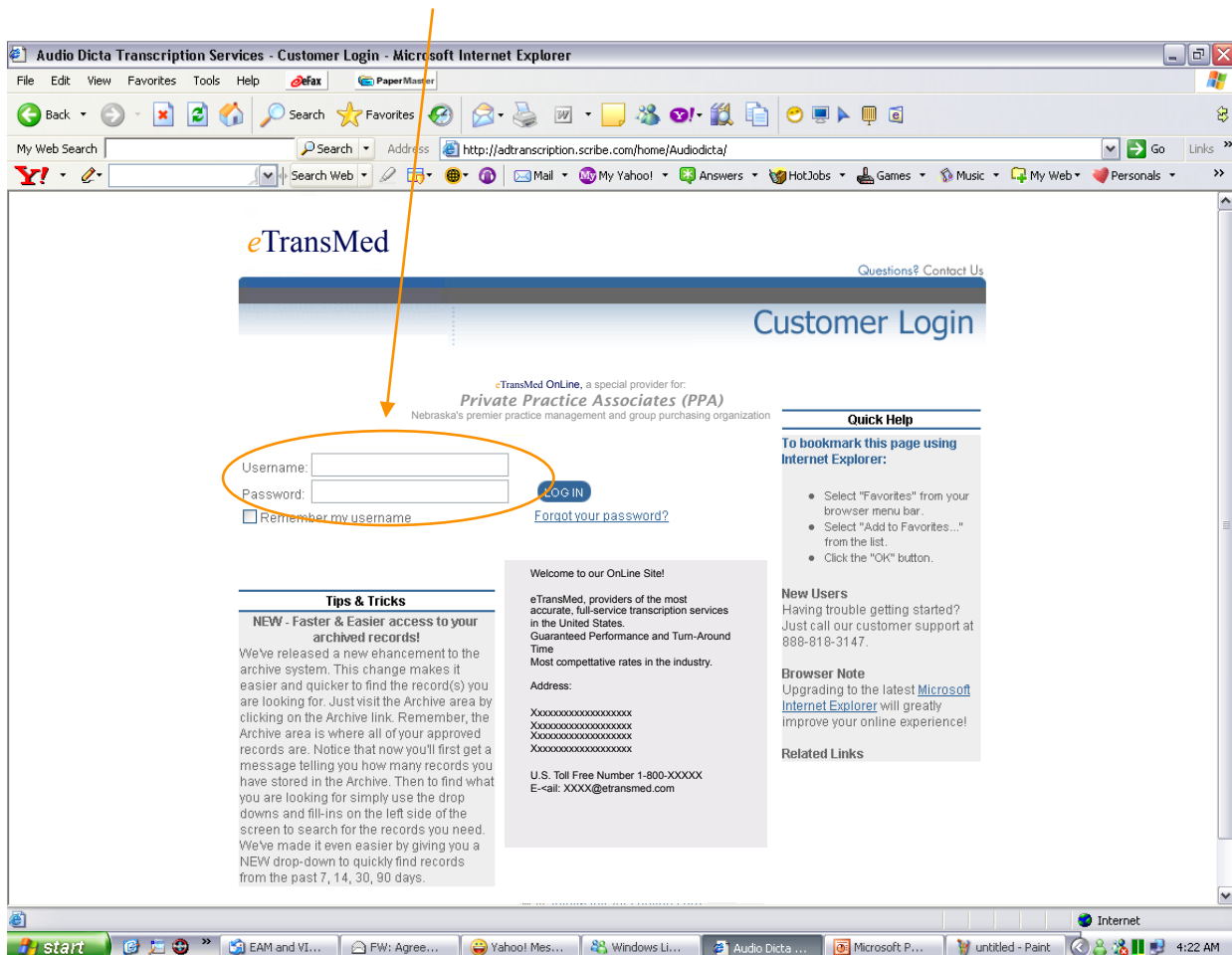
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Customer Log in Page

Please go to: <http://www.etransmedco.com> and click the client log in in the upper right hand corner.

When you see the **customer log in page**, please type your **username and password** in the spaces provided and then click **log-in**.

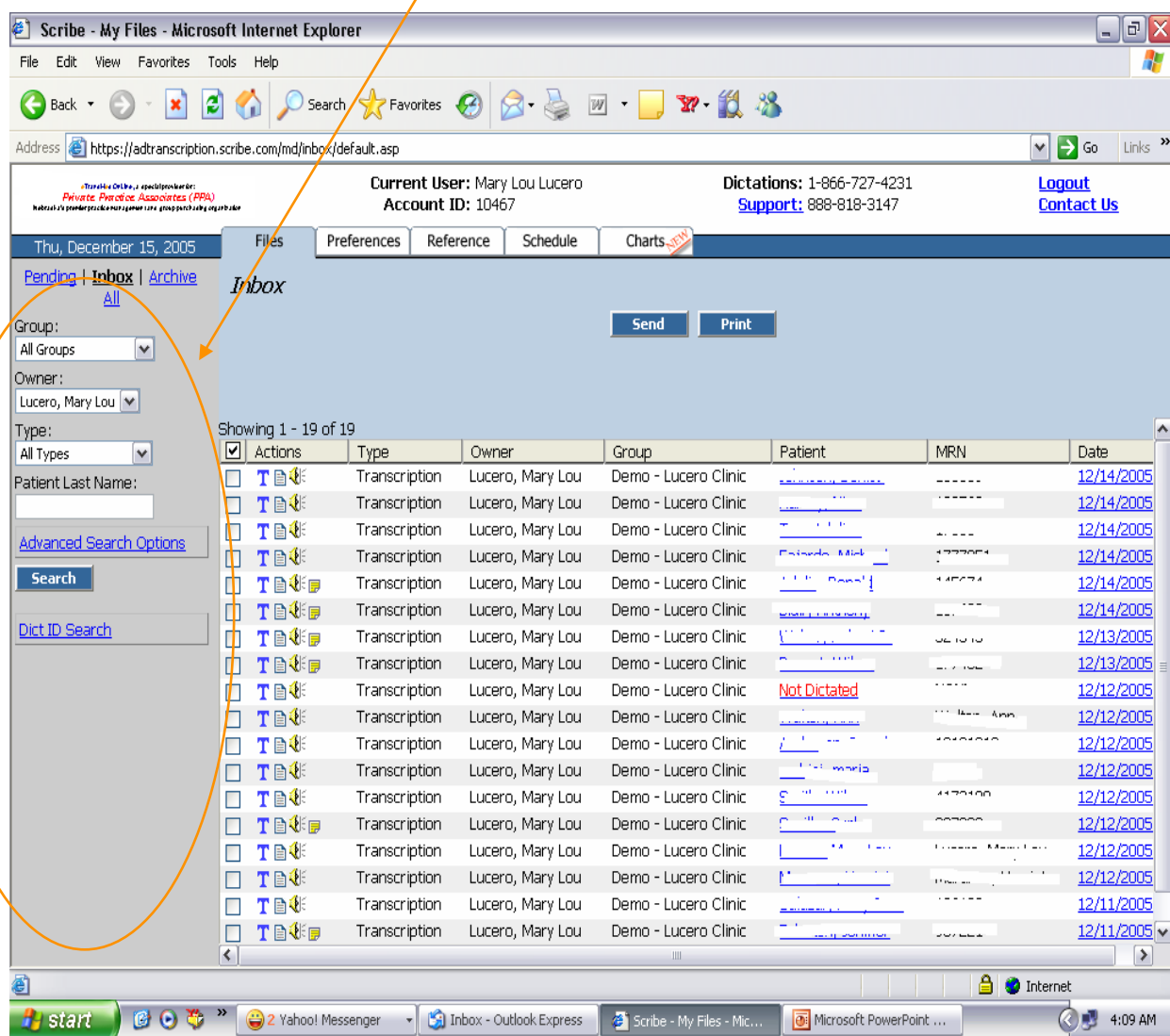


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Home Page

After logging in you will see the page displayed below. The gray shaded area on the left of this page is called the **filter field**. Just like an e-mail box, you have an **inbox** where all processed files are located for your viewing, editing and approval. A **pending** folder shows files in queue pending processing. An **archive** folder shows all approved transcripts ready for storage.



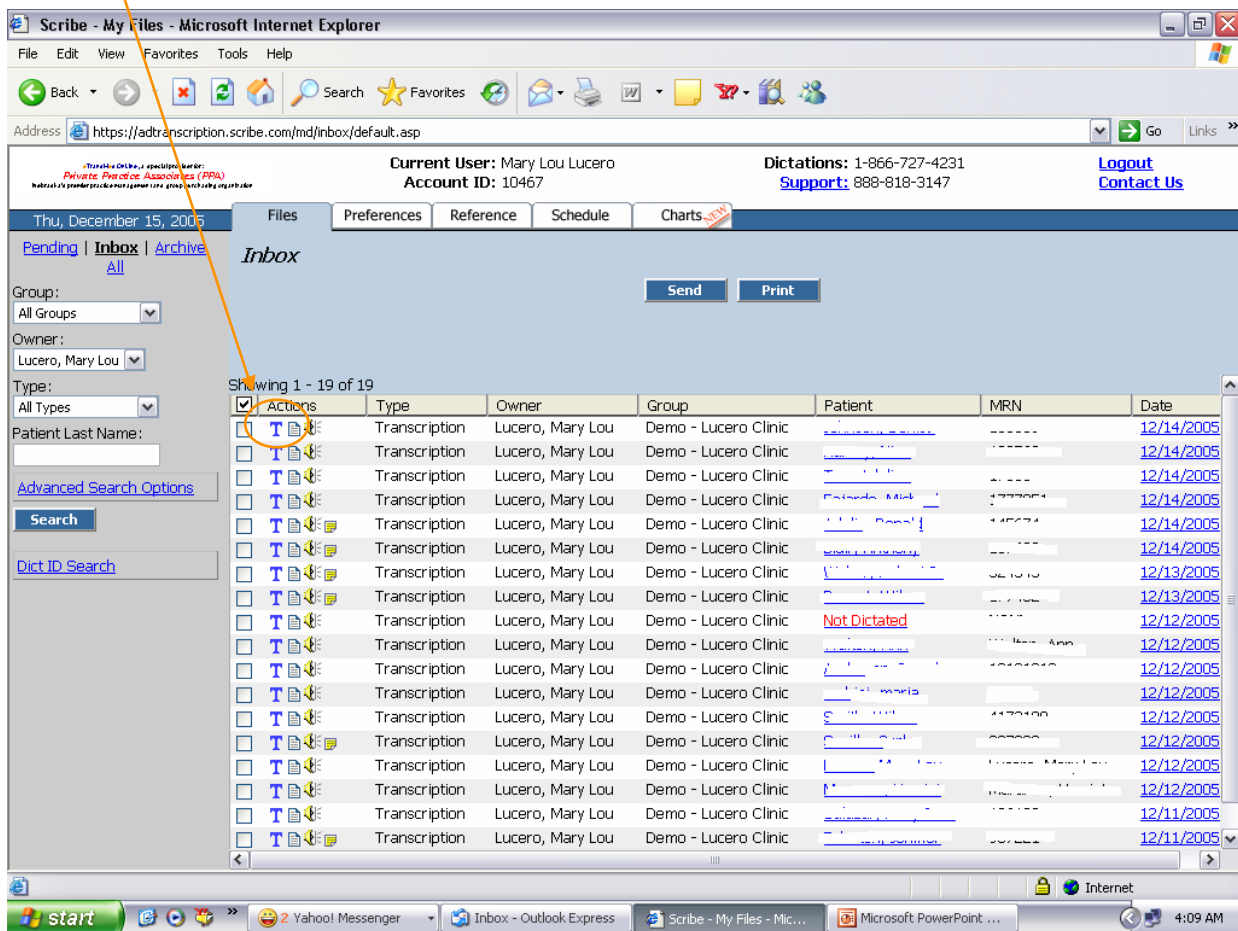
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Tracking the Dictation Process

For HIPPA compliance, we have a document tracker, known as the **audit trail**. You will see details on the selected transcription from the moment it was created (including the name of the medical transcriptionist) all the way to delivery to the physician, editing, printing, etc...

You can view details of your transcribed document by clicking on the large blue **T**.



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Sorting Files

You can sort your files by clicking on the **dark grey column heading** with the following options:

1. Type
2. Owner
3. Patient
4. Medical Record Number (MRN)
5. Date

The screenshot displays the 'Scribe - My Files' web application. The browser window title is 'Scribe - My Files - Microsoft Internet Explorer'. The address bar shows 'https://adtranscription.scribe.com/md/inbox/default.asp'. The user is identified as 'Current User: Mary Lou Lucero' with 'Account ID: 10467'. There are links for 'Logout' and 'Contact Us'. The interface includes navigation tabs for 'Files', 'Preferences', 'Reference', 'Schedule', and 'Charts'. A sidebar on the left contains filters for 'Group', 'Owner', 'Type', and 'Patient Last Name'. The main content area shows a list of transcription files under the 'Inbox' tab. The table has columns for 'Actions', 'Type', 'Owner', 'Group', 'Patient', 'MRN', and 'Date'. An orange arrow points to the 'Date' column header, which is highlighted in dark grey. The table contains 19 rows of transcription data, including dates from 12/11/2005 to 12/14/2005. The interface also includes search options and a 'Search' button.

Actions	Type	Owner	Group	Patient	MRN	Date
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/14/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/14/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/14/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/14/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/14/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/14/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/13/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/13/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/12/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/12/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/12/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/12/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/12/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/12/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/12/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/12/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/12/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/12/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/11/2005
<input type="checkbox"/> T	Transcription	Lucero, Mary Lou	Demo - Lucero Clinic	[Patient Name]	1234567	12/11/2005

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Advanced Search Options

Search Terms: Enter patient's last name, medical record number or search term.

Example: "operation"

Tracked Events: Select the event on the document you want to search for e-mailed, faxed or printed.

You may select the range of date for your action as well as select the individual you would like to identify.

The screenshot shows the eTransMed web application in a Microsoft Internet Explorer browser window. The page title is "Scribe - My Files - Microsoft Internet Explorer". The address bar shows the URL "https://adtranscription.scribe.com/md/inbox/default.asp". The current user is identified as "Bob Moran" with an account ID of "10700". There are links for "Logout" and "Contact Us". The page displays a navigation menu with options like "Files", "Preferences", "Reference", "Schedule", "Charts", and "Reports". The main content area shows an "Inbox" view with a table of transcription records. The table has columns for "Actions", "Type", "Owner", "Group", "Patient", "MRN", and "Date". One record is shown: a transcription by "Moran, Bob" for patient "Weber, Robert" with MRN "324345" dated "3/8/2006". On the left side, there are search filters. The "Find in file:" field is highlighted with an orange oval. Below it, the "Tracked Events:" section has a dropdown menu and two radio buttons labeled "After" and "Before", both of which are also highlighted with orange ovals. A "Search" button is located below the filters. The Windows taskbar at the bottom shows the Start button and several open applications, including Yahoo! Messenger, Outlook, Windows Live, PaperMaster, Internet Explorer, Sales Kit, and Microsoft PowerPoint. The system clock shows "12:48 AM".

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Options to Save, Approve, Send and Print

After clicking on the patient's name, you will view the page below.

Click on the blue icons circled below to either save edits, send documents via e-mail or fax, approve (with or without comments) the document which will automatically archive to your record or print your document.

The screenshot displays the Scribe web application interface within a Microsoft Internet Explorer browser window. The browser title is "Scribe - My Files - Microsoft Internet Explorer". The address bar shows the URL "https://adtranscription.scribe.com/md/inbox/". The page header includes the current user "Mary Lou Lucero" with account ID "10467", dictation support numbers "1-866-727-4231" and "888-818-3147", and links for "Logout" and "Contact Us". The main content area shows a patient record for ID# 1299039, LName: Houston, FName: [blank], Owner: [blank], Subj: [blank], DOB: [blank], Group: Demo - Lucero Clinic, MRN: [blank], Visit ID: [blank], Status: Inbox, Type: Transcription, and DOC: 1/29/2004. Below the patient information are buttons for "Save", "Send", "Approve", "Print", and "Back". The "Save" button is circled in orange. The main text area contains medical history, physical examination, and assessment/plan sections. The taskbar at the bottom shows the Start button, Yahoo! Messenger, Outlook Express, Scribe - My Files - Mic..., and Microsoft PowerPoint... with the time 5:09 AM.

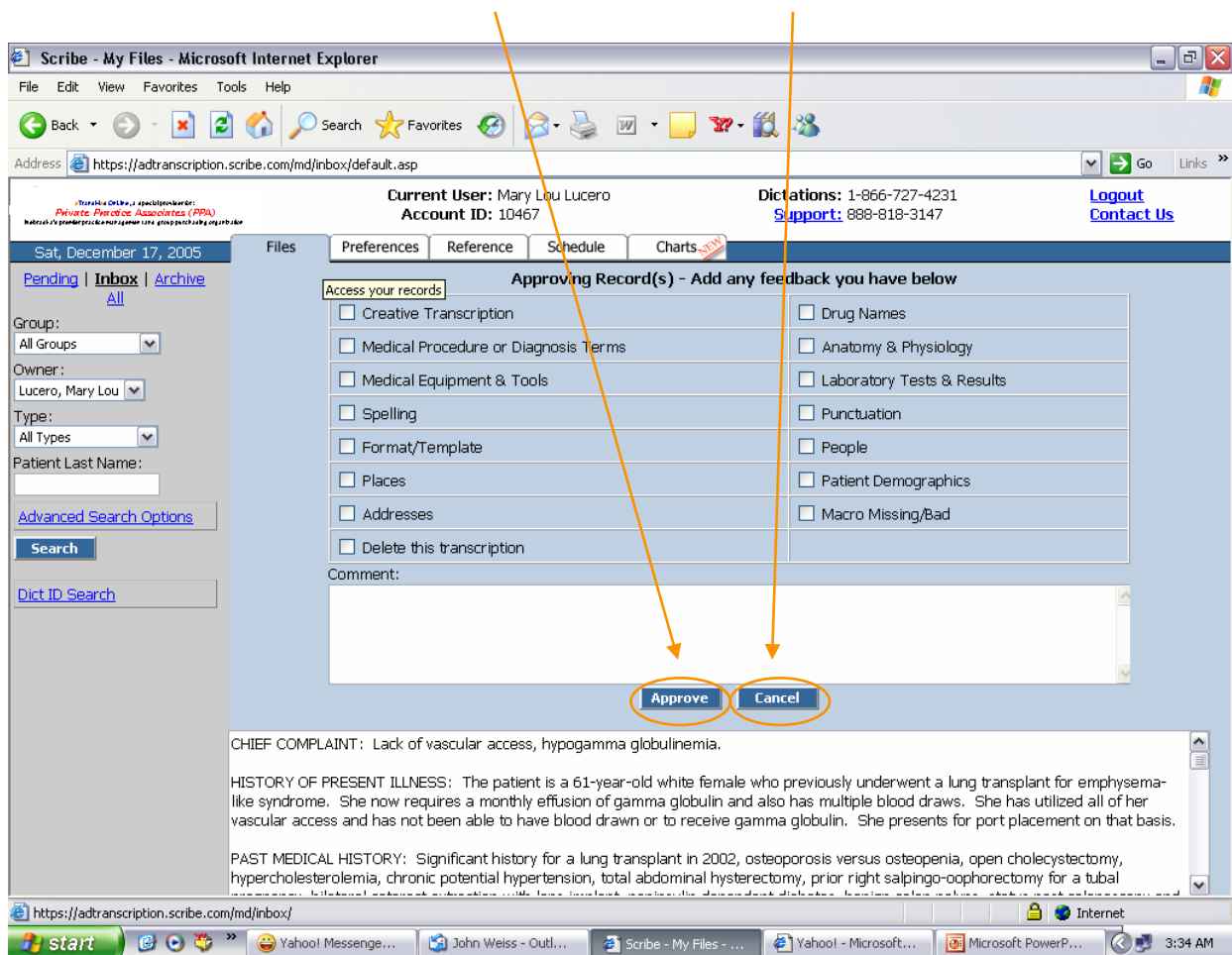
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Approve or Send Back for Corrections

If you choose to **comment** click the necessary boxes for your comments. You may use the comment box area for additional comments. Your comments will be sent to the medical transcriptionist when you click **approve**.

To cancel comments, click **cancel**.



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Printing

To print a document, click the **print** button.

Scribe - My Files - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://adtranscription.scribe.com/md/inbox/default.asp

Current User: Mary Lou Lucero
Account ID: 10467

Dictations: 1-866-727-4231
Support: 888-818-3147

Logout
Contact Us

Sat, December 17, 2005

Pending | **Inbox** | Archive
All

Group: All Groups

Owner: Lucero, Mary Lou

Type: All Types

Patient Last Name:

Advanced Search Options
Search

Dict ID Search

Files Preferences Reference Schedule Charts

Inbox

Text options:
 Letterhead Font: times new roman
 Headers/Footers Size: 12pt

Print Back

CHIEF COMPLAINT: Jaw pain.

HISTORY OF PRESENT ILLNESS: The patient is a 17-year-old who was cutting firewood. Apparently, a piece of wood block hit him under the chin and then his face and knocked him backwards with a questionable loss of consciousness, but he states that he was knocked out only "for a second." He had some bleeding. He comes in to have evaluated. He denies neck pain. No extremity weakness, numbness, tingling, or headache. He complains of jaw pain at the chin and also in the left TMJ area. He has difficulty moving his jaw, allows opening and closure. He states he does not feel his back teeth are coming together.

REVIEW OF SYSTEMS: As above. Tetanus status is unknown. Ten systems are reviewed and are otherwise negative.

PAST MEDICAL/PAST SURGICAL HISTORY: Noncontributory.

FAMILY/SOCIAL HISTORY: Noncontributory.

MEDICATIONS/ALLERGIES: None.

PHYSICAL EXAMINATION: The patient is 17 years old. Vital signs: Temperature 96.9, pulse 78, respirations 20, and BP 131/83. HEENT: Normocephalic. Sclera are clear and anicteric. Membranes are hydrated. Neck: Supple without adenopathy or JVD. Lungs: Breath sounds are clear and symmetrical. No wheezes, rales, or rhonchi. Heart: Regular. No murmur or gallop. Abdomen: Soft and nontender. Teeth: It appears in good repair. He is very tender at the left TMJ but no crepitation was felt. He is very tender at the chin and under the jaw. He has an abrasion under the chin, one on the front of the chin and one on the right corner of his lower lip. It does not appear that any of this will be amicable to suturing and they are really not gapped open at this time. Panorex of mandible is pending.

ED COURSE/PLAN OF CARE/MEDICAL DECISION MAKING: Please see Dr. Jay Sario's chart for details of my shift is over. He will follow up on the patient's x-ray and will disposition the patient.

Done

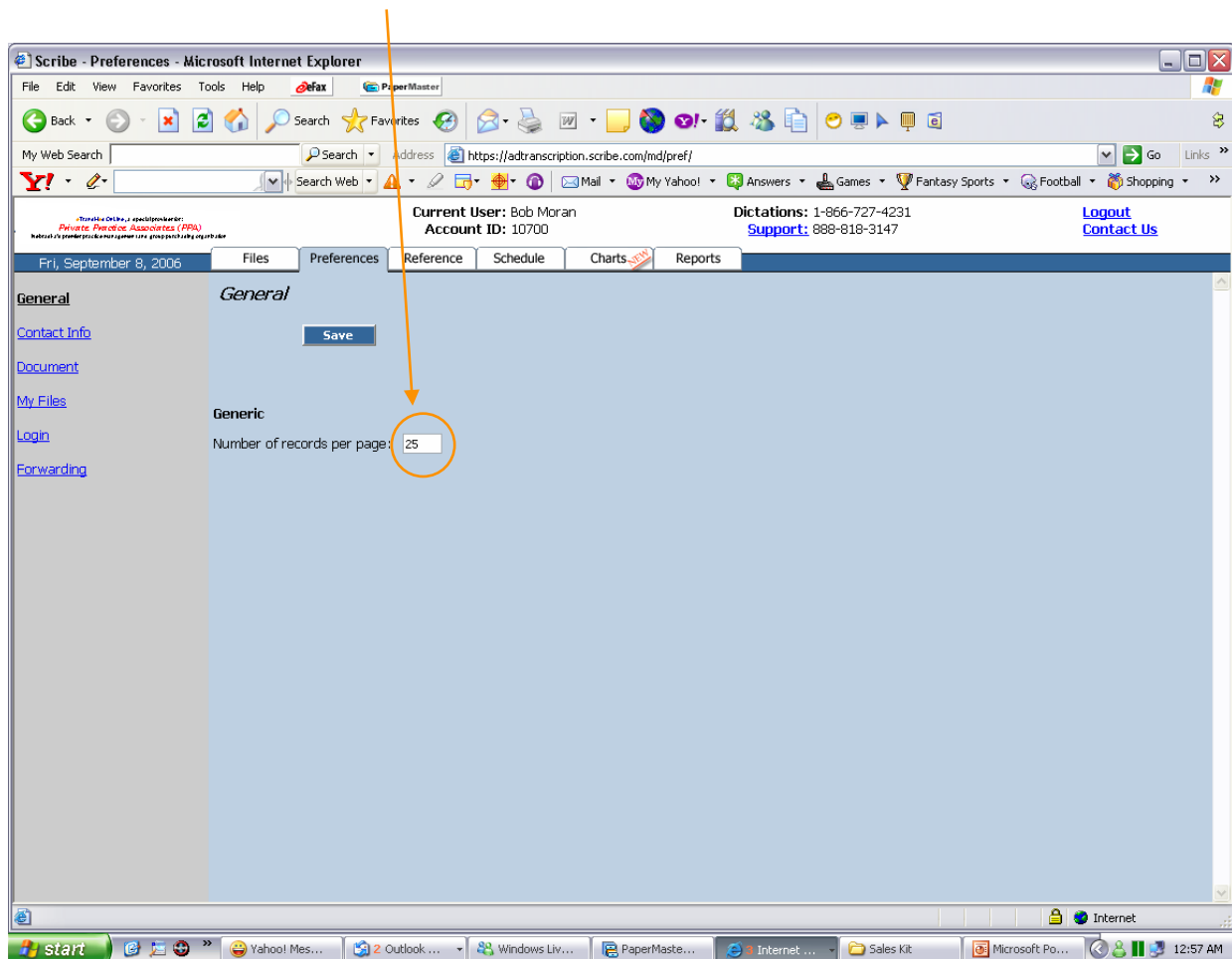
start Yahoo! Messenger... sky (crispinseman... Inbox - Outlook E... Internet Explorer Microsoft PowerP... 5:53 AM

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Preference Tab Options

Select the number of records you want to view per page.

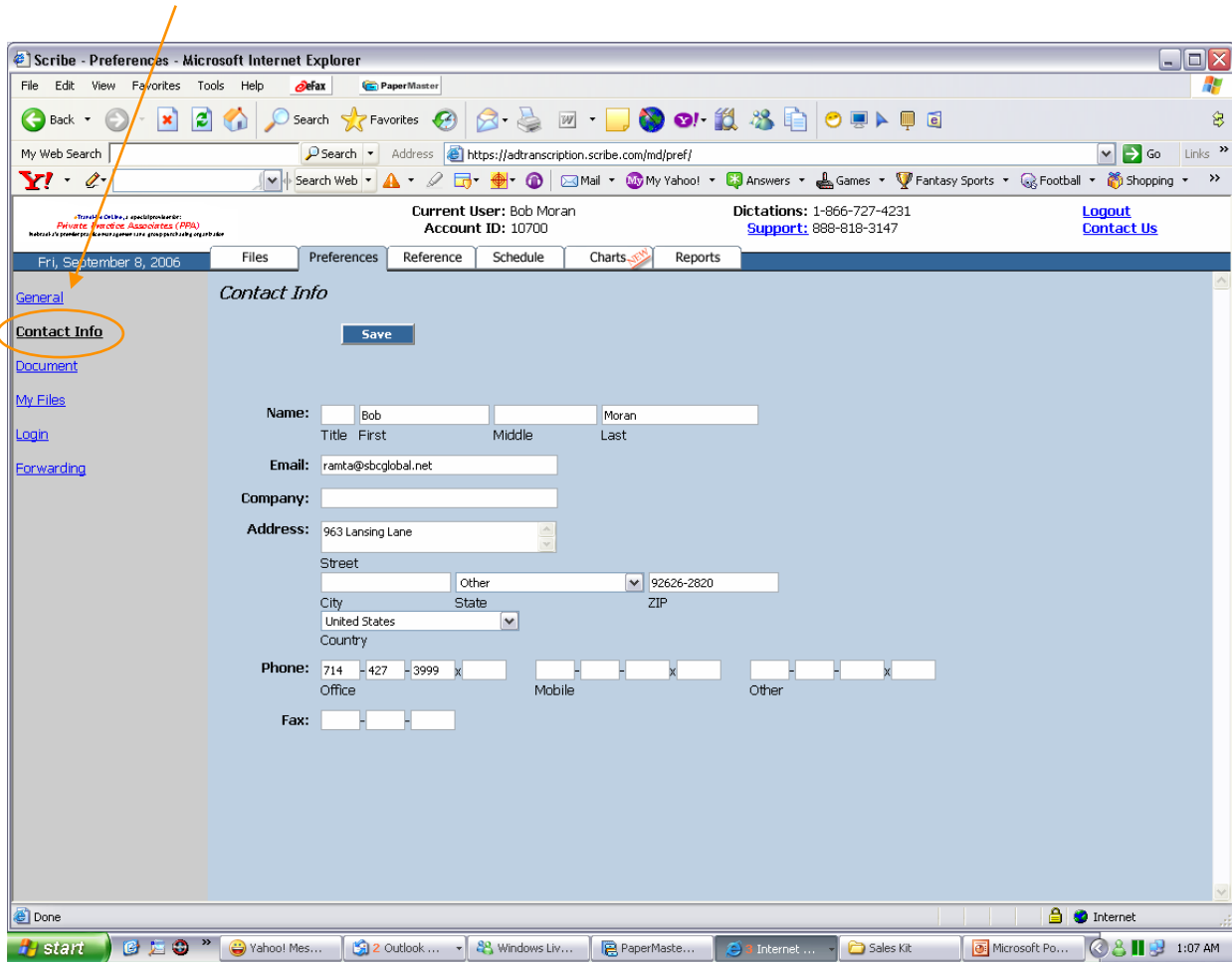


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Contact Information

You may list your contact information here.

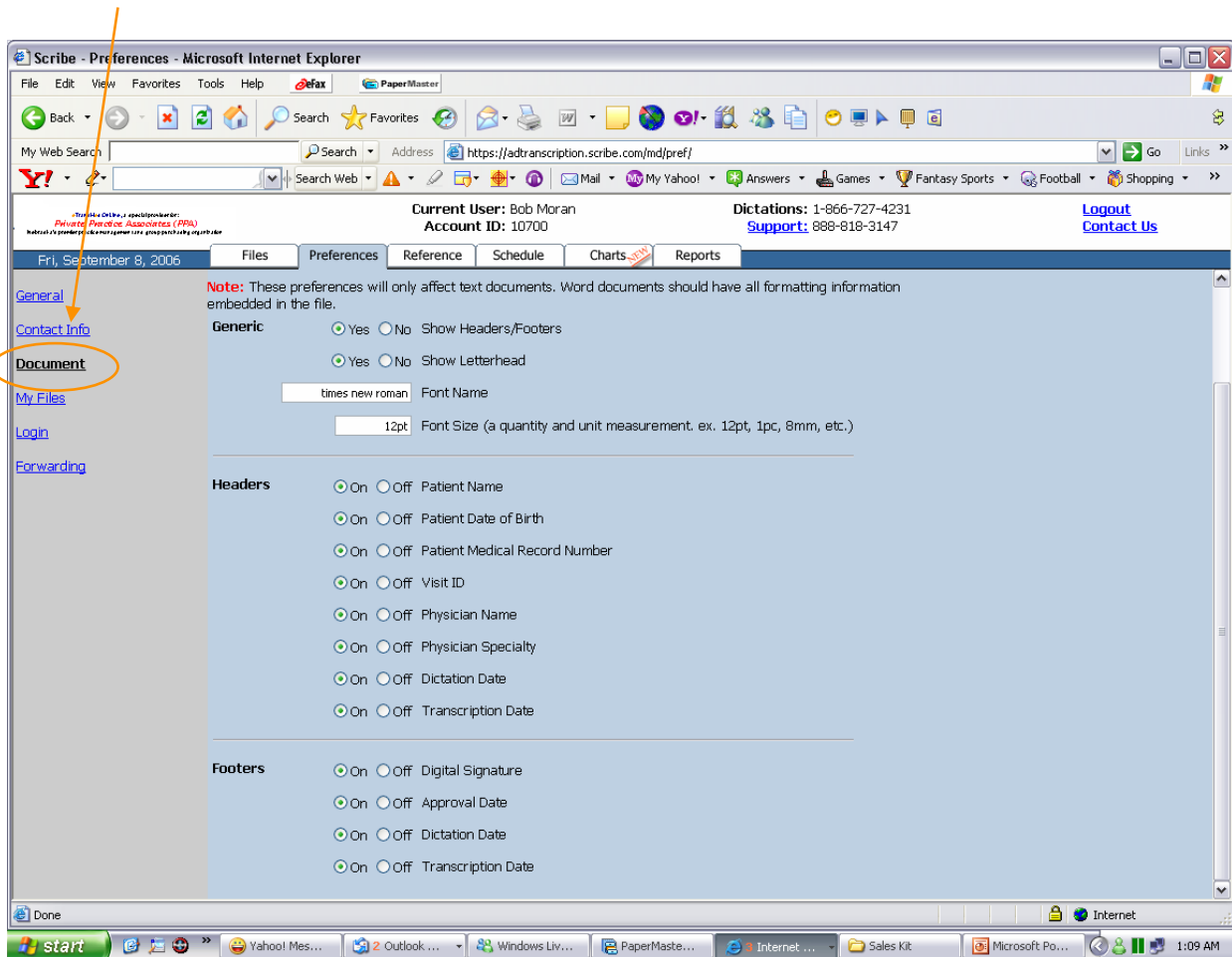


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Print Preferences

You may configure or set-up your print preferences for the document .

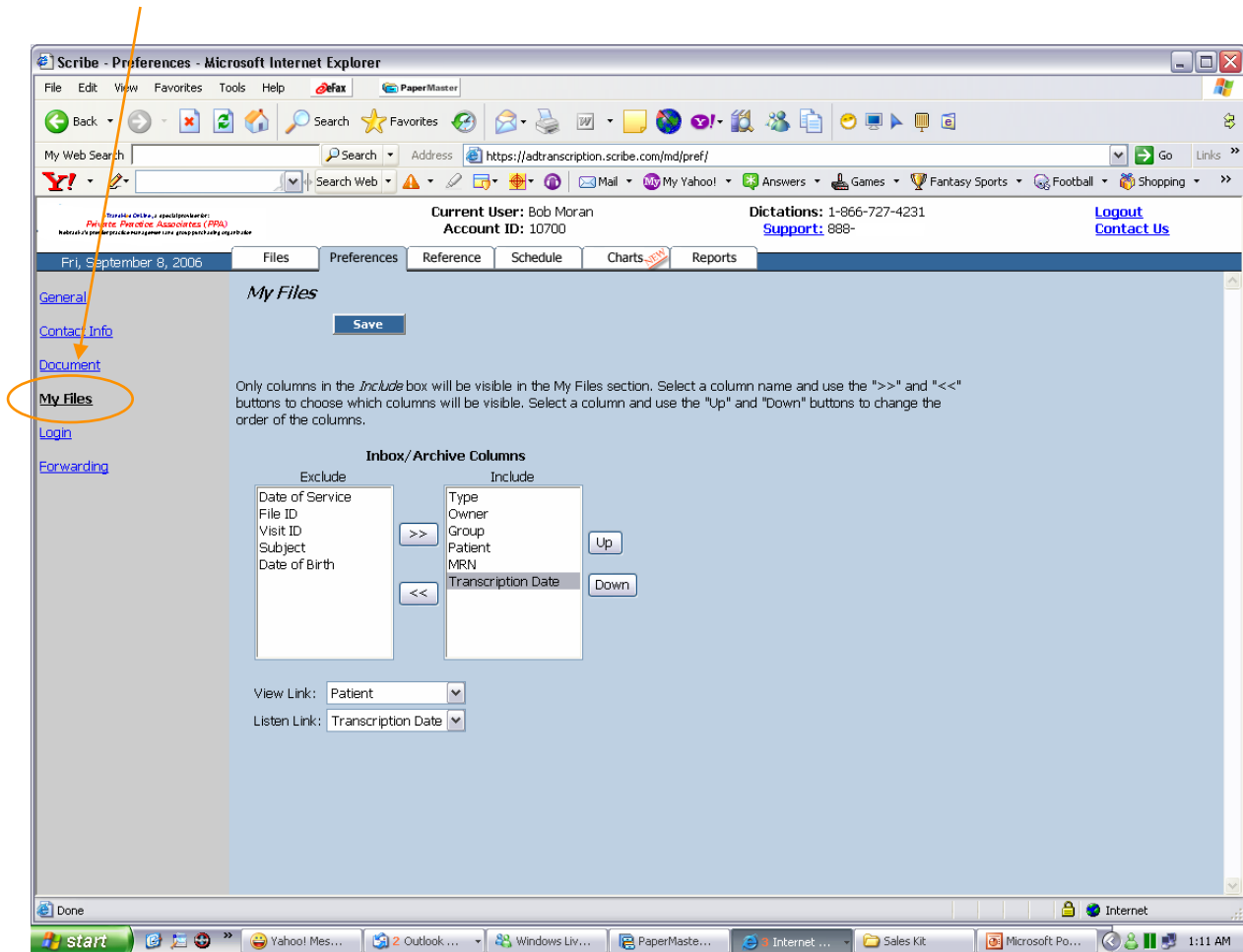


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Setting up Fields

Set up the fields you wish to view in the **inbox** and **archive columns**.

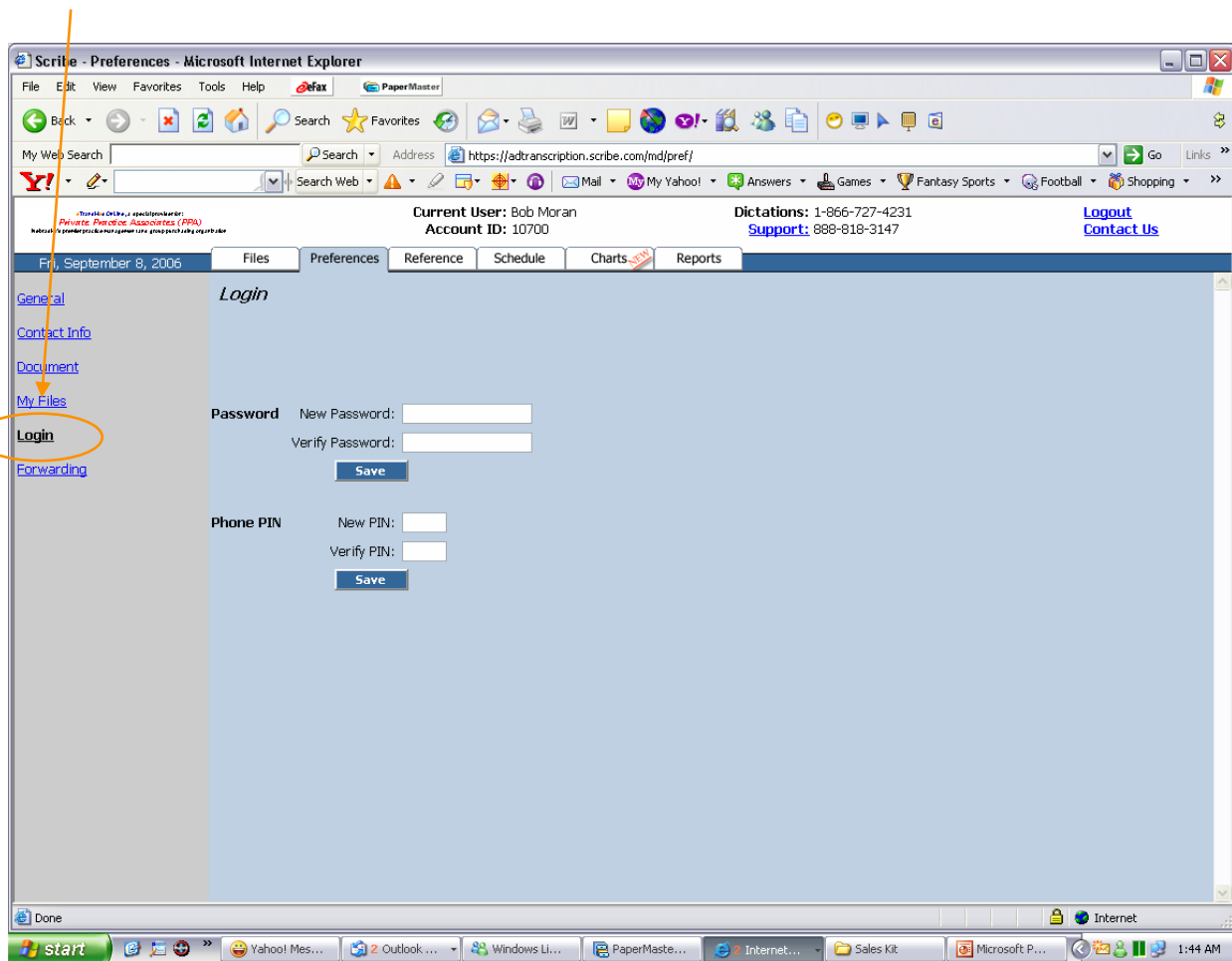


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Log In Security

You may can change the system generated log in details for security purposes.

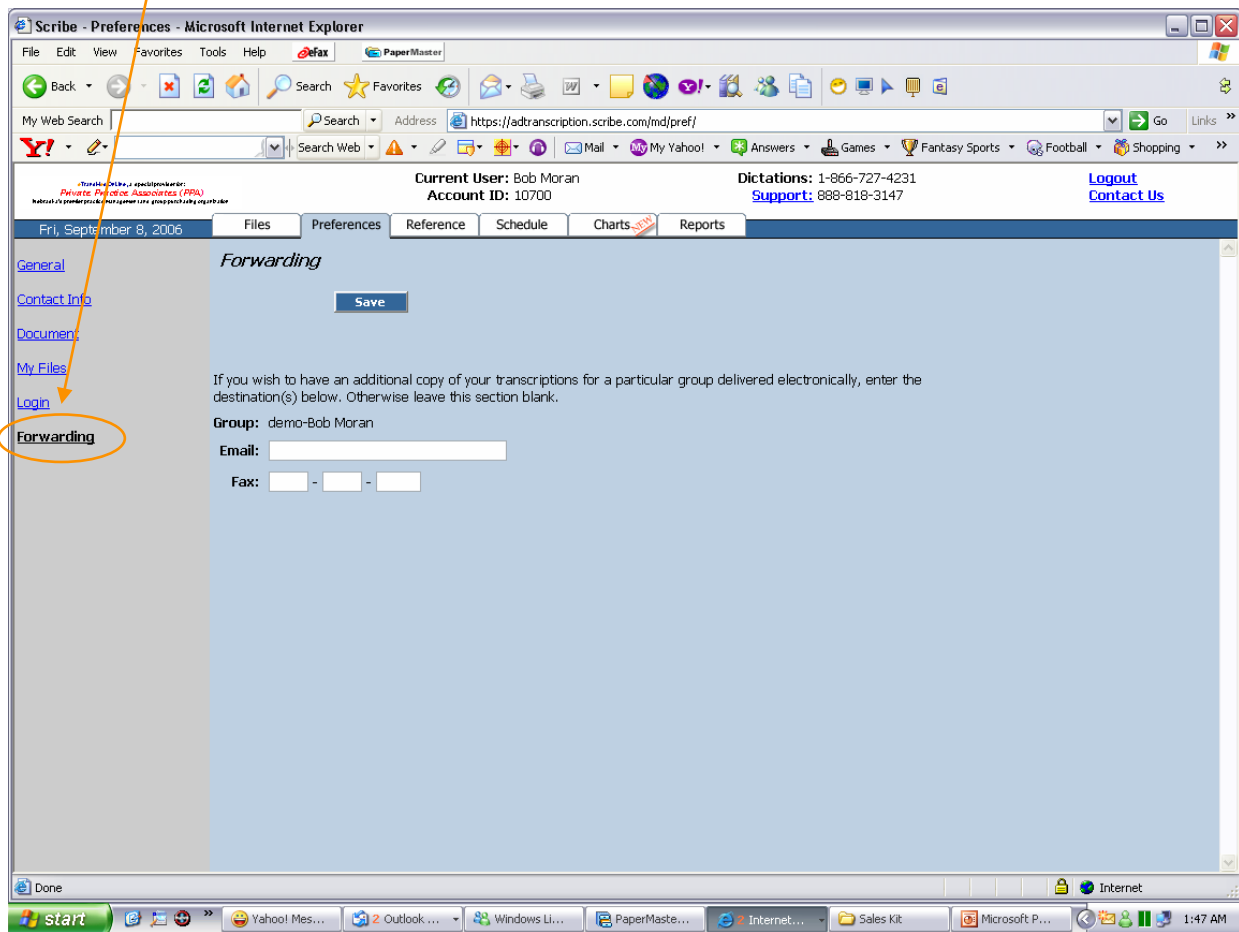


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Forwarding

Type in the e-mail address and fax number where you want to forward a document.

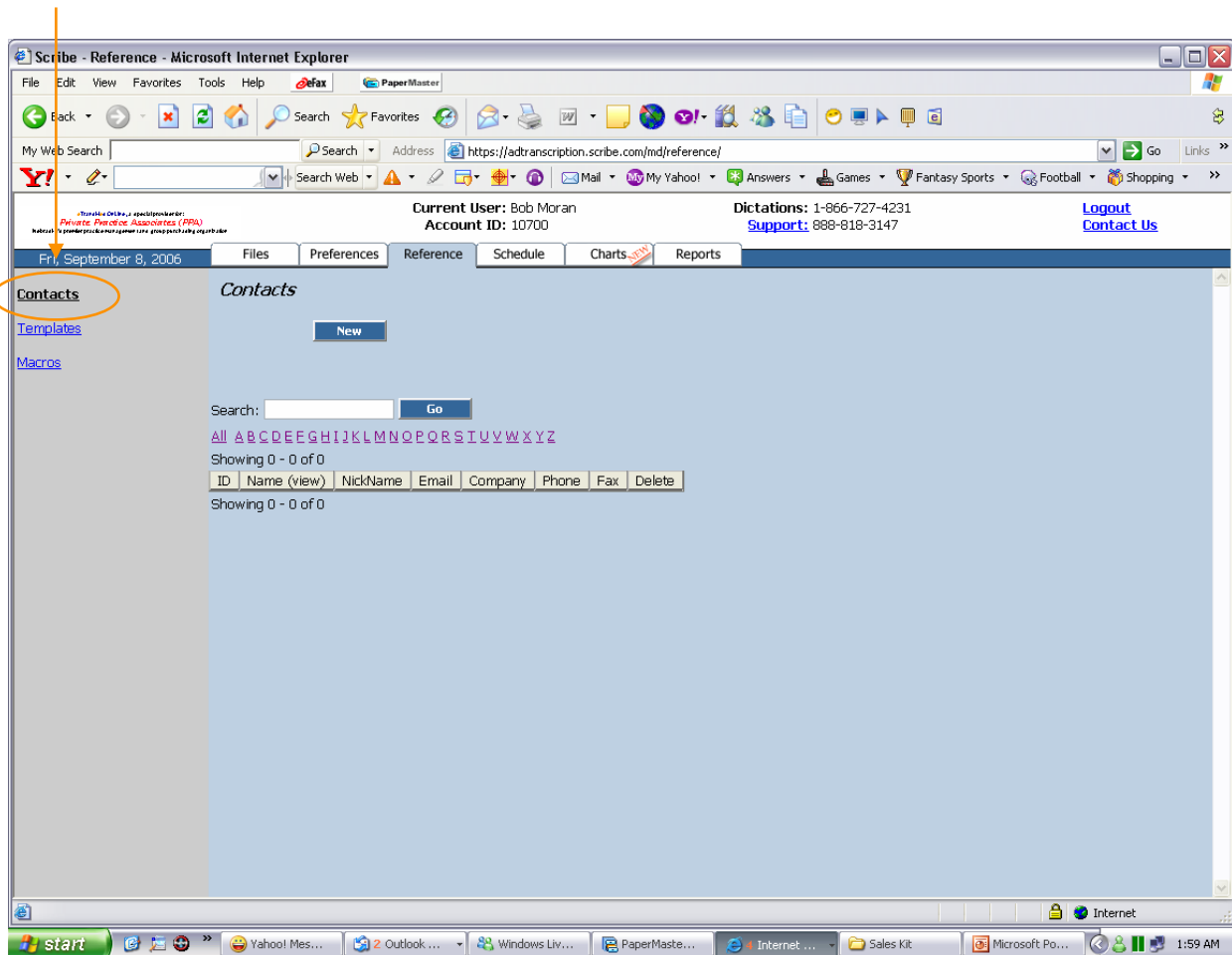


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Reference Tab

Your personal contacts filed for e-mail and faxing purposes are stored here.

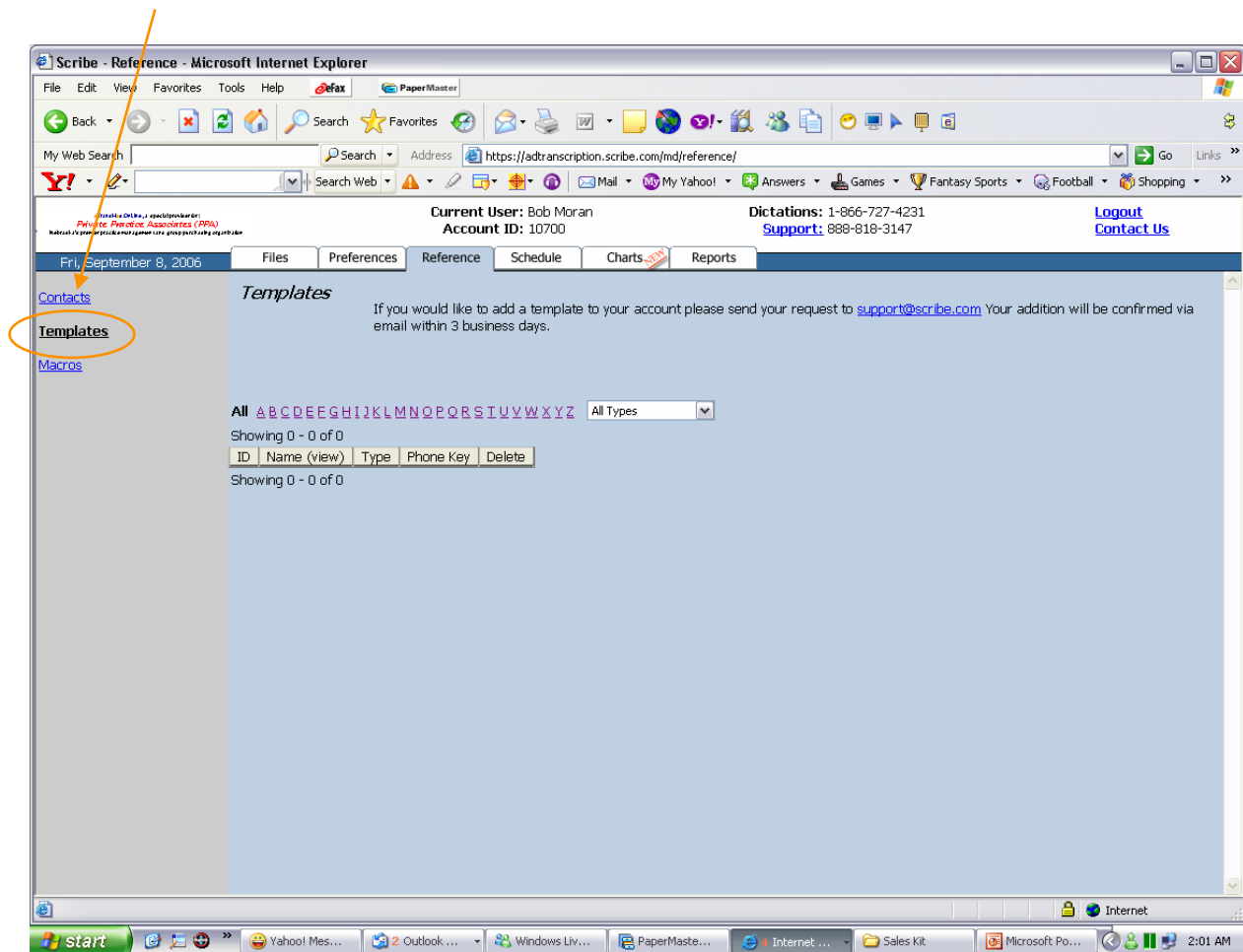


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Reference Tab

Select the template you would like to view and have on-line access to.

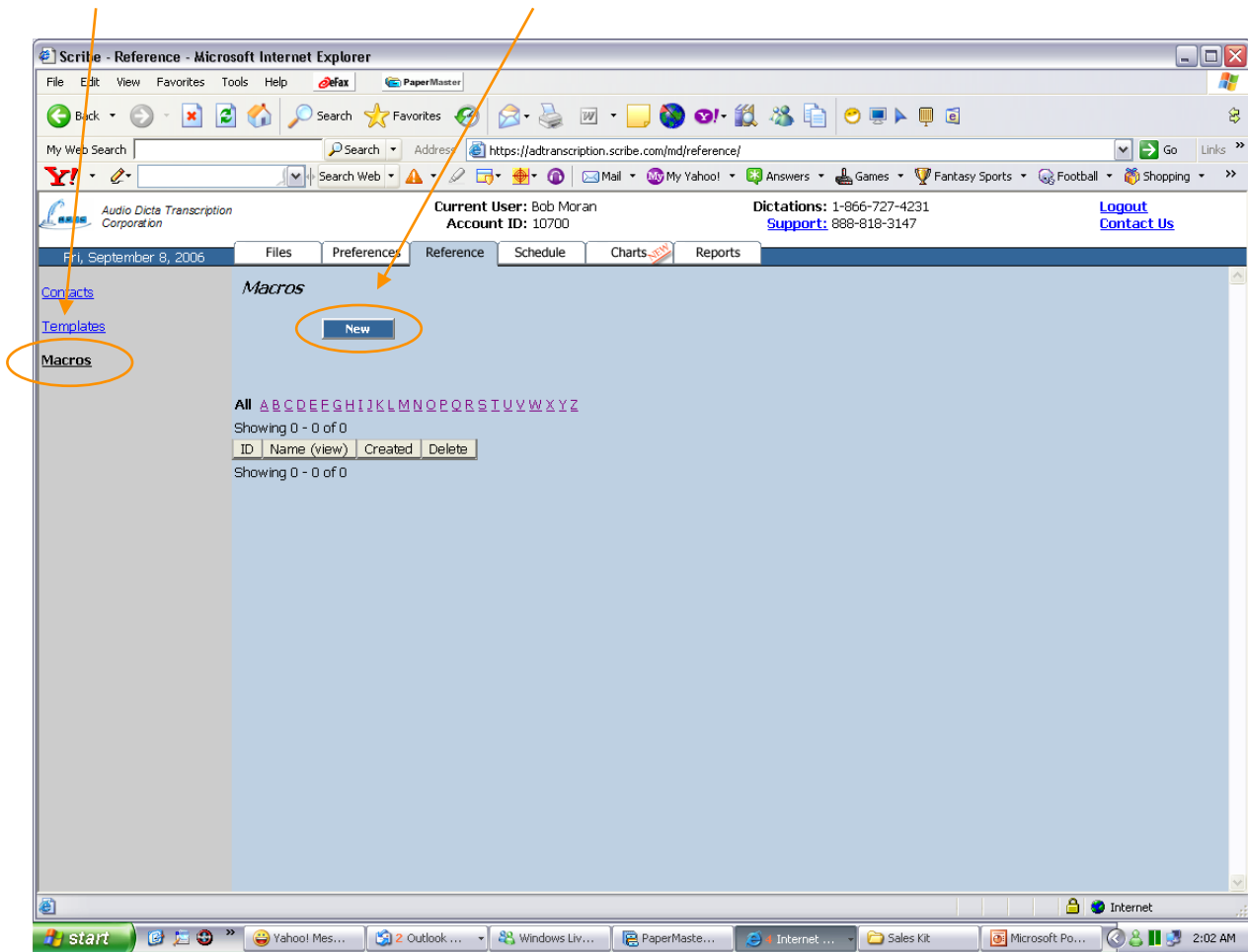


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Macros

Create a new macro by clicking on the blue **New** icon circled below. Macros are viewed on-line and may be selected for your account independently.





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