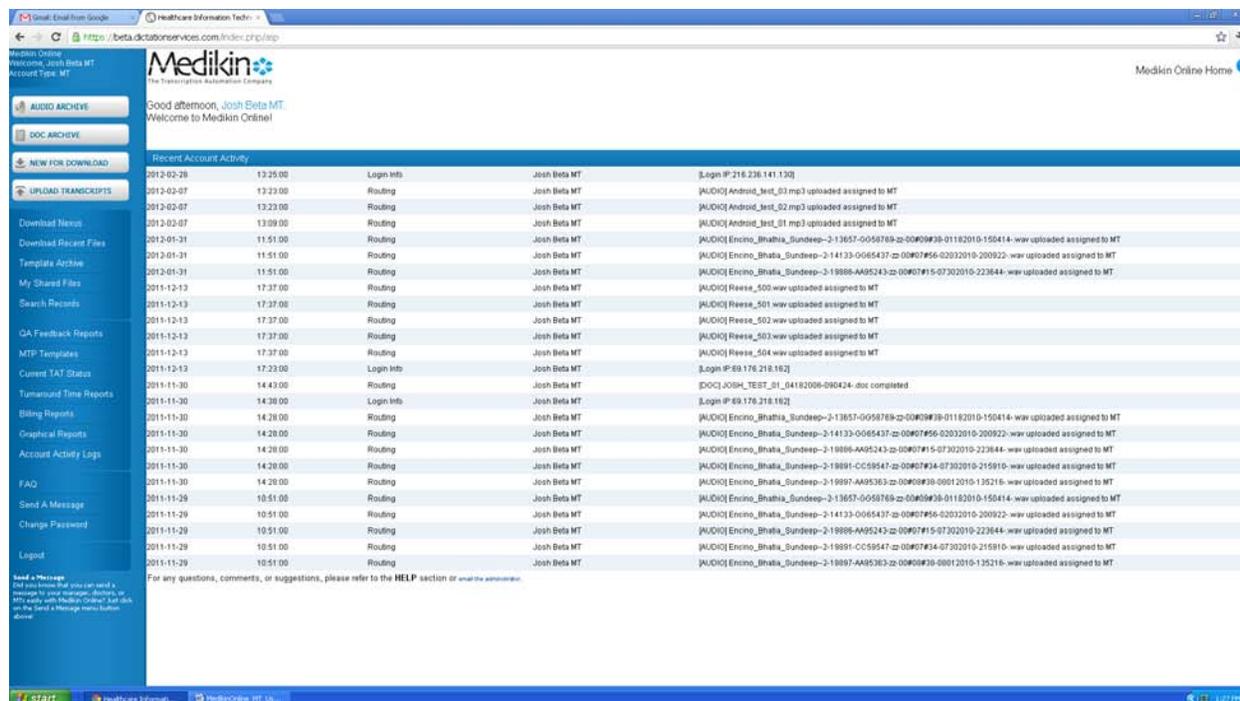


# Medikin Online MT User Manual

## Version 3.0



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## Front Page

The MT can manage and control the entire activity of his or her account from this page.

The screenshot displays the Medikin Online user interface. At the top, there is a navigation bar with the Medikin logo and the text 'The Transcription Automation Company'. Below the logo, a welcome message reads 'Good afternoon, Josh Beta MT. Welcome to Medikin Online!'. The main content area is titled 'Recent Account Activity' and contains a table with columns for date, time, event type, user name, and details. The table lists various activities such as 'Login Info', 'Routing', and 'Upload Transcripts' for the user 'Josh Beta MT' between the dates 2011-11-29 and 2012-02-28. On the left side, there is a sidebar with navigation links including 'AUDIO ARCHIVE', 'DOC ARCHIVE', 'NEW FOR DOWNLOAD', 'UPLOAD TRANSCRIPTS', 'Download Notes', 'Download Recent Files', 'Template Archive', 'My Shared Files', 'Search Records', 'QA Feedback Reports', 'MTP Templates', 'Current TAT Status', 'Turnaround Time Reports', 'Billing Reports', 'Geophical Reports', 'Account Activity Logs', 'FAQ', 'Send A Message', 'Change Password', and 'Logout'. At the bottom right, there is a 'Medikin Online Home' link.

Date	Time	Event	User	Details
2012-02-28	13:25:00	Login Info	Josh Beta MT	{Login IP:216.236.141.130}
2012-02-07	13:23:00	Routing	Josh Beta MT	{AUDIO} Android_test_03.mp3 uploaded assigned to MT
2012-02-07	13:23:00	Routing	Josh Beta MT	{AUDIO} Android_test_02.mp3 uploaded assigned to MT
2012-02-07	13:09:00	Routing	Josh Beta MT	{AUDIO} Android_test_01.mp3 uploaded assigned to MT
2012-01-31	11:51:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-13657-0058769-22-00#0#38-01182010-150414- wav uploaded assigned to MT
2012-01-31	11:51:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-14133-0065437-22-00#07#56-02032010-200922- wav uploaded assigned to MT
2012-01-31	11:51:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-18888-AA95243-22-00#07#15-07302010-223844- wav uploaded assigned to MT
2011-12-13	17:37:00	Routing	Josh Beta MT	{AUDIO} Reesa_500 wav uploaded assigned to MT
2011-12-13	17:37:00	Routing	Josh Beta MT	{AUDIO} Reesa_501 wav uploaded assigned to MT
2011-12-13	17:37:00	Routing	Josh Beta MT	{AUDIO} Reesa_502 wav uploaded assigned to MT
2011-12-13	17:37:00	Routing	Josh Beta MT	{AUDIO} Reesa_503 wav uploaded assigned to MT
2011-12-13	17:37:00	Routing	Josh Beta MT	{AUDIO} Reesa_504 wav uploaded assigned to MT
2011-12-13	17:23:00	Login Info	Josh Beta MT	{Login IP:69.176.218.162}
2011-11-30	14:43:00	Routing	Josh Beta MT	{DOC} JOB#_TEST_01_04182009-090424-.doc completed
2011-11-30	14:38:00	Login Info	Josh Beta MT	{Login IP:69.176.218.162}
2011-11-30	14:28:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-13657-0058769-22-00#0#38-01182010-150414- wav uploaded assigned to MT
2011-11-30	14:28:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-14133-0065437-22-00#07#56-02032010-200922- wav uploaded assigned to MT
2011-11-30	14:28:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-18888-AA95243-22-00#07#15-07302010-223844- wav uploaded assigned to MT
2011-11-30	14:28:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-18891-CC58547-22-00#07#34-07302010-215910- wav uploaded assigned to MT
2011-11-30	14:28:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-18897-AA95363-22-00#0#38-00012010-135216- wav uploaded assigned to MT
2011-11-29	10:51:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-13657-0058769-22-00#0#38-01182010-150414- wav uploaded assigned to MT
2011-11-29	10:51:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-14133-0065437-22-00#07#56-02032010-200922- wav uploaded assigned to MT
2011-11-29	10:51:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-18888-AA95243-22-00#07#15-07302010-223844- wav uploaded assigned to MT
2011-11-29	10:51:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-18891-CC58547-22-00#07#34-07302010-215910- wav uploaded assigned to MT
2011-11-29	10:51:00	Routing	Josh Beta MT	{AUDIO} Encino_Bhathia_Sundeeep-2-18897-AA95363-22-00#0#38-00012010-135216- wav uploaded assigned to MT

Details of the front page are as follows:

1. The company logo and the site name are on the top frame of the page.
2. There is an orange help image on every page which contains online help for that specific page.
3. Below the logo and name, the system shows an MT greeting with the current time and the last login time information as per EST.
4. Above the details of recent account activity, the software version is given.
5. Particulars of recent account activity are displayed next. The system shows details of the last 50 activities performed on the account with the date, the time of occurrence of event, the type of event, the account's ID and IP address from where the login was made. The recent activity log contains all of the past date details.
6. On the top right corner, there are two round buttons - Audio and Doc (Document) Archive.
  - ❖ Audio Archive details all the audio files assigned to the MT.
  - ❖ Doc Archive shows the details of document files.

7. On the right of Audio and Doc archives, there are two reports as below:

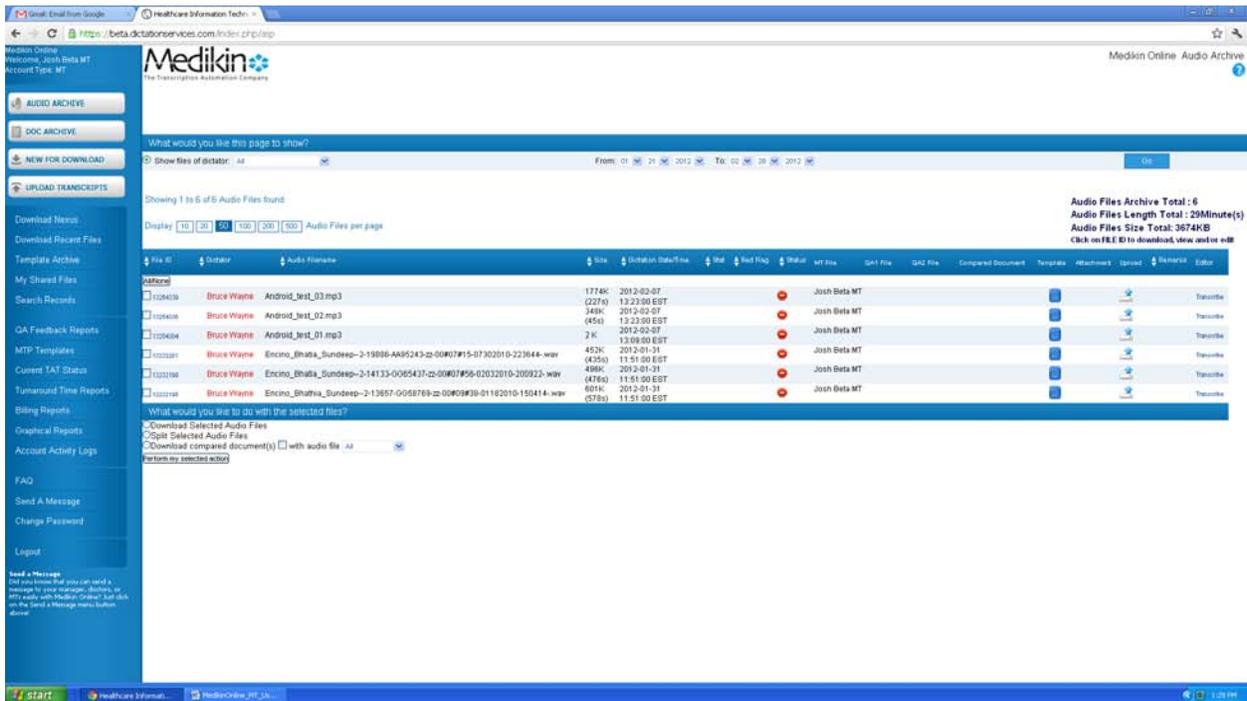
- ❖ New for Download – This report shows the list of all audio files that are to be downloaded by the MT for transcription.
- ❖ Under Transcription - This report shows the total number of audio files that are under transcription process. MT can upload the files from this screen.

8. There are *Navigation Menu* options below these reports on the blue bar on right side of the page. The options available are as follows:

- ❖ Download Recent Files – This option helps the MT to download the audio files with one click.
- ❖ Template Archive – The Template Archive shows the list of all the templates uploaded by the doctor.
- ❖ Search EPR – This option helps the MT to retrieve the audio and transcribed files depending upon the selected search criteria.
- ❖ QA Feedback – This option helps the MT to generate the report of the feedback given by the QA1 for his or her performance.
- ❖ TAT Summary – This option displays the details of Turn Around Time for the audio files that are under transcription.
- ❖ TAT Report – This option displays the details of Turn Around Time for completed transcribed files.
- ❖ Billing report – This option helps the MT to generate the billing report depending upon the selected criteria.
- ❖ Recent Activity Log – This option gives a detailed description of all events occurring in the MT's account on an event and account basis for the selected duration.
- ❖ FAQ – These are frequently asked questions. Most of the MT's general queries are answered here.
- ❖ Send a Message – In case there is a technical or non-technical problem, the MT can send a message to the Site Administrator. There is no need to enter any email address or setup Outlook to use this web-based messaging function.
- ❖ Change My Password – The MT can change his or her account password through this option.
- ❖ Logout – The MT can logout by clicking this button.

# Audio Archive

Audio Archive stores all of the audio files that were assigned manually by the MT Administrator or by the system to the MT. This feature enables the MT to perform various activities. For instance, he or she can listen to, download and split the audio, monitor their online status, view and download the templates/compared documents. All of the files are sorted in descending order starting from the most recent date. This page shows the activity of last fifteen days by default but date sorted report with other Report Criteria can also be generated. Details are shown below.



## Report Criteria

Report Criteria allows the MT to sort the report per required parameters. The report can be sorted on the basis of Dictator (Doctor) for a particular date range.

### Steps to generate a report

1. Doctor Basis: Select the doctor who is the owner of the required audio files from the drop down list. By default "All" doctors appear.
2. Date From – To: Select the date range for which the report of audio files of the selected dictator is to be generated.
3. Click on the "Generate Report" Button.

As per the report criteria selected, the system shows the total number of audio files, file length in minutes, and size in KB (kilo bytes). By default, a list of 100 files is shown per page. You can

jump to another page from the Page List.

### 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 to every audio file when the doctor uploads it. Click the link to File ID to perform the following functions:
  - ❖ Download this Audio File
  - ❖ Listen to this Audio File
  - ❖ View/Download the MT/QA1/QA2 document files if the file has been *Completed*.
2. Dictator: This column shows the name of the doctor (dictator) to whom the audio file belongs. Font Color of the dictator signifies the priority set for him or her by the MT Administrator. Red is for high priority, yellow is for medium priority and green is for low priority, and black is for normal (no priority). A mouse-over image also details this priority level.
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 shows the details of the upload date and time of the audio file by the doctor as per EST.
6. Stat: If the audio file is marked "Urgent" by the doctor at the time of upload, a red tick is shown to signify that this audio file is to be transcribed/edited on a priority basis.
7. Red Flag: If the MT had a problem with the file and he or she wants to refer it to the senior editor or the MT Administrator, the system provides the MT/QA1/QA2 with the option to red flag a file at the time of upload. If the file was red flagged this column will show a Red Flag image along with the account ID of the person who red flagged it.
8. Status: This column shows the audio file status which is depicted in a color schema to make it clearly visible. It helps the MT Administrator to determine the file status.
  - 🔴 Red - File in Transit: If the audio file has not been downloaded, this column shows a red button with a "File in Transit" mouse-over image.
  - 🟡 Yellow - In Process: When the audio file has been downloaded and is being worked on, a simple yellow button with an "In Process" mouse-over image is displayed.
  - 🟡 1 - Under QA1: When the QA1 is editing the audio file, this column shows a yellow button ("1" image on it) with an "Under QA1" mouse-over image.
  - 🟡 2 - Under QA2: When the file is with the QA2 for further editing, a yellow button ("2" image on it) with an "Under QA1" mouse-over image is shown.
  - 🟢 Green – Completed: After the final file is completed and uploaded for the doctor, a green button (tick mark on it) with a "Completed" mouse-over image is shown.
  - 🟢 e Signed: When the doctor e-signs the file, a green button ("e" image on it) with

“eSigned” mouse-over image is shown. Once a file is e signed, the system locks it so that no other operations can be performed on the document file.

9. MT File: This column shows the MT ID who has been assigned the file for transcription. If the MT has already uploaded the document file, it also shows the transcribed file ID with a blue button  with a “View MT File” mouse-over image. Click it to download, update or review it. If workflow for the doctor is set as MT->Client, it shows dark green button  when the doctor uploads the corrected file against it.
10. QA1 File: This column displays the QA1 ID who has been assigned the file for editing. If the QA1 has already uploaded the edited document file, it also shows a blue button  with a “View QA1 File” mouse-over image. Click it to download and review the file. If the workflow for the doctor is set as MT->QA1->Client, it displays a dark green button when the doctor uploads the corrected file against the QA1 file.
11. QA2 File: This column displays the QA2 ID who has been assigned the file for further editing. If the QA2 has already uploaded the edited document file, it also shows a blue button  with a “View Document File” mouse-over image. Click it to download and review the file. If workflow for the doctor is set as MT->QA1->QA2->Client, it shows a dark green button when the doctor has uploaded the corrected file against the QA2 file.
12. Compared Document: The MT’s document file is compared with the final file that has been uploaded for the doctor. This serves as direct feedback for the MT so he or she can improve his or her accuracy. This column shows “NA” when the file is not compared because the account is not set for file comparison. It shows “Waiting” when the file is in the process of comparison. It shows “Same” when there were no changes made to this document file. While a dark blue button  signifies the compared document file. Click it to view the file.
13. Upload: This column shows an orange button with an up arrow.
14. Template: If the doctor has uploaded any template along with the audio file, or if there has been an auto selection of the template by the system, this column shows the link in the form of a blue button  for the template. Click the blue button to perform the following functions:
  - ❖ Download this Template
  - ❖ View this Template
15. Attachment: The doctor can upload any attachment along with his audio file. This column displays the  image to show if there is a file attachment with the audio file. You can download the attachment by clicking this image.
16. Upload: This column shows an orange button  to upload the document file against the corresponding audio file. It shows nothing if the document file has already been uploaded.
17. Remarks: The last column displays the Dictator's (Doctor's) remarks for the transcriptionist of the file. It shows “REJECTED” when the doctor rejects the file.

## Checkbox Functions

At the bottom of the page, there are certain checkbox functions to facilitate group activity on a single click. The MT can check-mark selected audio files and can perform the following functions on all the files simultaneously:

- ❖ Download Selected Audio Files
- ❖ Split Selected Audio Files
- ❖ Download Compared Document(s) with the option of downloading audio file(s) of the doctor selected from the drop down list. By default "All" doctors is selected.

#### **Steps to play an audio file:**

1. In the first column, click on the File ID. The hyperlink will redirect you to a page showing all of the details of the file.
2. At the bottom, click the *Listen to this audio file* button.

#### **Steps to download an audio file:**

There are two ways to download an audio file through Audio Archive. They are:

1. To download multiple files at a time

Click on the check box in front of the file ID you want to download.

- ❖ You can select multiple files to download.
- ❖ Go to the bottom of the page to select "Download Selected Audio files" radio button.
- ❖ Click *Perform Checkbox Operation* button.

2. To download a single file

- ❖ Click on the File ID of the file you want to download. The hyperlink will redirect you to a page showing all the details of the file.
- ❖ At the bottom, click the *Download this Audio File* button

#### **Steps to split an audio file:**

1. Click on the check box in front of the file ID you want to split.
2. You can select multiple files to split.
3. Go to the bottom of the page to select the *Split Audio files* radio button.
4. Click the *Perform Checkbox Operation* button.
5. The system will redirect you to another page. Select the number into which the file is to be disintegrated from the split option column.
6. Click the *Split Files* button.

#### **Steps to Update the file information:**

1. Click on the blue button or the document file ID in the MT File column. The hyperlink will redirect you to a page showing all of the details of the file.
2. Fill in the required information.
3. At the bottom, click the “Update File Information” button.

#### **Steps to download template:**

1. Click the blue button in the *Template* column. The hyperlink will redirect you to a page showing all of the details of the template.
2. Click the *Download this Template* button.

#### **Steps to view template:**

1. Click the blue button in the *Template* column. The hyperlink will redirect you to a page showing all of the details of the template.
2. Click the *View this Template* button.

#### **Steps to upload the document file:**

1. Click the orange button in the *Upload* column.
2. Browse the local hard drive for the document file.
3. Fill in the information as required.
4. Click the *Upload and Attach Selected File(s) button*.

#### **Steps to listen the audio file as well as view the corresponding transcribed file:**

1. Click on the blue button or the document file ID in the MT/QA1/QA2 File column. The hyperlink will redirect you to a page showing all of the details of the file.
2. At the bottom, click the *Review Audio/Doc* button. This enables the MT to review the transcribed file while listening to the audio file.

#### **Steps to download or view MT/QA1/QA2 document files:**

1. Click the ID of the file in the first column. This will redirect you to the page showing all of the details of the file. This page will show a blue button for the MT/QA1/QA2 file in the following cases:
  - ❖ If workflow for the doctor is MT->QA1->Client and status is yellow1 (QA1), a blue button for the MT file will appear.
  - ❖ If workflow for the doctor is MT->QA1->QA2->Client and status is yellow2 (QA2), blue buttons for the MT file and the QA1 file will appear.
  - ❖ If status is green (completed), blue buttons for the MT file, the QA1 and QA2 file will appear depending upon the workflow set for the doctor.
2. Click the corresponding blue button to view the MT/QA1/QA2 file. A new screen will appear.
3. Click the *Download this Document* or the *View this Document* button as required.

## Steps to download compared document files:

1. Click on the check box in front of the file ID for the compared document you want to download.
2. Multiple files can be selected.
3. Go to the bottom of the page to select the *Download compared document(s)* radio button. If the audio file is to be downloaded too, then also select the check box.
4. Select the required QA2 from the combo box.
5. Click the *Perform Checkbox Operation* button.

## Doc Archive

Document Archive is the storage of all the transcribed reports uploaded by the MT. The MT can view, download and delete document files, update the file information, listen to the linked audio file, and review both audio and document files simultaneously. He or she can also keep track of the document files status. All of the files are sorted in descending order, starting from the most recent date. This page shows the activity of the last fifteen days by default, but a date sorted report with other Report Criteria can also be generated.

The screenshot displays the Medikin Document Archive web application. The interface includes a navigation menu on the left with options like 'AUDIO ARCHIVE', 'DOC ARCHIVE', and 'NEW FOR DOWNLOAD'. The main content area shows a table of transcribed files with the following columns: File ID, Patient Name, Document File, Transcription Date/Time, Status, Dictator, Audio File, Compared Document, and Remarks. The table contains five rows of data, with the first row having a 'Bad audio blanks in paragraph 6' remark and the last row having a 'Blank on paragraph 5. Bad reception on cell phone' remark. Below the table, there are options to download or view selected documents, convert them to PDF, or delete them, along with a password field for file deletion.

File ID	Patient Name	Document File	Transcription Date/Time	Status	Dictator	Audio File	Compared Document	Remarks
124678	Smith Case	JOSH_TEST_01_04182009-090424-.doc	2011-11-30 14:43:00 EDT	✓	Bruce Wayne	020974		Bad audio blanks in paragraph 6
124682	Smith, John_05162011_MRN1239745.doc		2011-05-24 12:12:00 EDT	✓	Bruce Wayne	024679		missing 5 minutes. Cell phone cut out
124686		JOSH_TEST_08_04182009-090424-.doc	2011-04-20 13:50:00 EDT	✓	Bruce Wayne	018109		
1222479	John Doe	John_Doe_332011.doc	2011-03-03 14:03:00 EDT	✓	Bruce Wayne	021977		
1222517	John Doe	JOSH_TEST_08_04182009-090424-.doc	2011-03-03 13:33:00 EDT	✓	Bruce Wayne	020933		Blank on paragraph 5. Bad reception on cell phone

## Report Criteria:

Report Criteria allows the MT to sort the report per required parameters. The report can be sorted on the basis of Dictator (Doctor) for a particular date range.

### Steps to generate a report:

1. Doctor Basis: Select the doctor for whom you uploaded the required document files from the drop down list. By default *All* doctors appear.
2. Date From – To: Select the date range for which the report of document files of the selected dictator is to be generated.
3. Click on the *Generate Report* Button.

As per the selected report criteria, the system shows the total number of transcribed files. By default, a list of 100 files is shown per page. You can jump to another page from the Page List.

### Column details:



All of the column blue buttons are sorting buttons.

1. File ID: This column shows the unique file ID assigned automatically by the system to every transcribed file as the MT uploads it. Click the File ID to perform the following functions:
  - ❖ Update File Information
  - ❖ Download this Document
  - ❖ View this Document
2. Patient Name: This column shows the Patient/Client name.
3. Document File: This column displays the document file name.
4. Transcription Date/Time: This column shows the details of the upload date and time of the transcribed file by the MT as per EST.
5. Status: This column shows the file status. It helps the MT to determine the file status, which is depicted in a color schema to make it clearly visible.
  - 🔴 Red – For Approval: When the MT uploads the document file but the doctor has not downloaded it, this column shows a red button with a “For Approval” mouse-over image.
  - 🟢 Green – Approved: When the doctor downloads the document file, this column displays the green button with an "Approved" mouse-over image. The transcribed file must be downloaded by the doctor.
  - 🟢 Green – e Signed: When the doctor e-signs the document file, this column shows the green button (“e” image on it) with an “e Signed” mouse-over image.
6. Dictator: This column shows the name of the doctor (dictator) to whom the audio file belongs.
7. Audio File: This column shows the audio file ID. It also displays the green button  signifying that file is online. Click it to perform the following functions:
  - ❖ Download this Audio File
  - ❖ Review Audio / DocIf the audio file is offline, it displays this red button . Click this button to send a message

requesting that the Administrator get the file online.

8. Upload: The system provides the doctor with the option to upload the corrected document against the transcribed file, which he received after it was edited. This column displays an orange button  with an *Upload Corrected File* mouse-over image. Click this button to upload the corrected file.
9. Remarks: If the transcriptionist/editor had a problem while transcribing/editing the file and he or she feels that it should be brought to the doctor's attention; the system provides him or her with the option to add a remark to the audio file while uploading the document file. This column displays the remark for the file.

### Checkbox Functions

There are certain checkbox functions at the bottom of the page to facilitate group activity on a single click. The MT can check-mark selected audio files and can also perform the following functions on all the files simultaneously:

- ❖ Download/View Selected Documents
- ❖ Delete Selected Documents

### Steps to Update the file information:

1. Click on the File ID in the File ID column. The hyperlink will redirect you to a page showing all of the details of the file.
2. Fill in the required information.
3. At the bottom, click the "Update File Information" button.

### Steps to download/view a transcribed report:

There are two ways to download a document file through Doc Archive. They are:

1. To download multiple files at a time

- ❖ Click on the check box in front of the file ID you want to download.
- ❖ You can select multiple files to download.
- ❖ Go at the bottom of the page to select *Download/View Selected Documents*.
- ❖ Click *Perform Checkbox Operation*.

2. To download a single file

- ❖ Click on the File ID of the file that you want to download. The hyperlink will redirect you to a page showing all the details of the file.
- ❖ At the bottom, click the *Download this Document* or *View this Document* button as required.

### Steps to play an audio file:

1. In the first column, click on the File ID. The hyperlink will redirect you to a page showing all of the details of the file.
2. At the bottom, click the blue button. The hyperlink will again redirect you to a page showing all of the details of the corresponding audio file.
3. At the bottom, click the *Listen to This Audio File* button.

#### **Steps to download an audio file:**

1. In the first column, click on the File ID. The hyperlink will redirect you to a page showing all of the details of the file.
2. At the bottom, click the blue button. The hyperlink will again redirect you to a page showing all of the details of the corresponding audio file.
3. At the bottom, click the *Download this Audio File* button.

#### **OR**

1. In the Audio File Column, click the file ID. The hyperlink will redirect you to a page showing all of the details of the audio file.
2. At the bottom, click the *Download This Audio File* button.

#### **Steps to listen the audio file as well as view the corresponding transcribed file:**

1. In the Audio File Column, click the file ID. The hyperlink will redirect you to a page showing all of the details of the audio file.
2. At the bottom, click the *Review Audio/Doc* button. This enables you to correct the transcribed file while listening to the audio file.

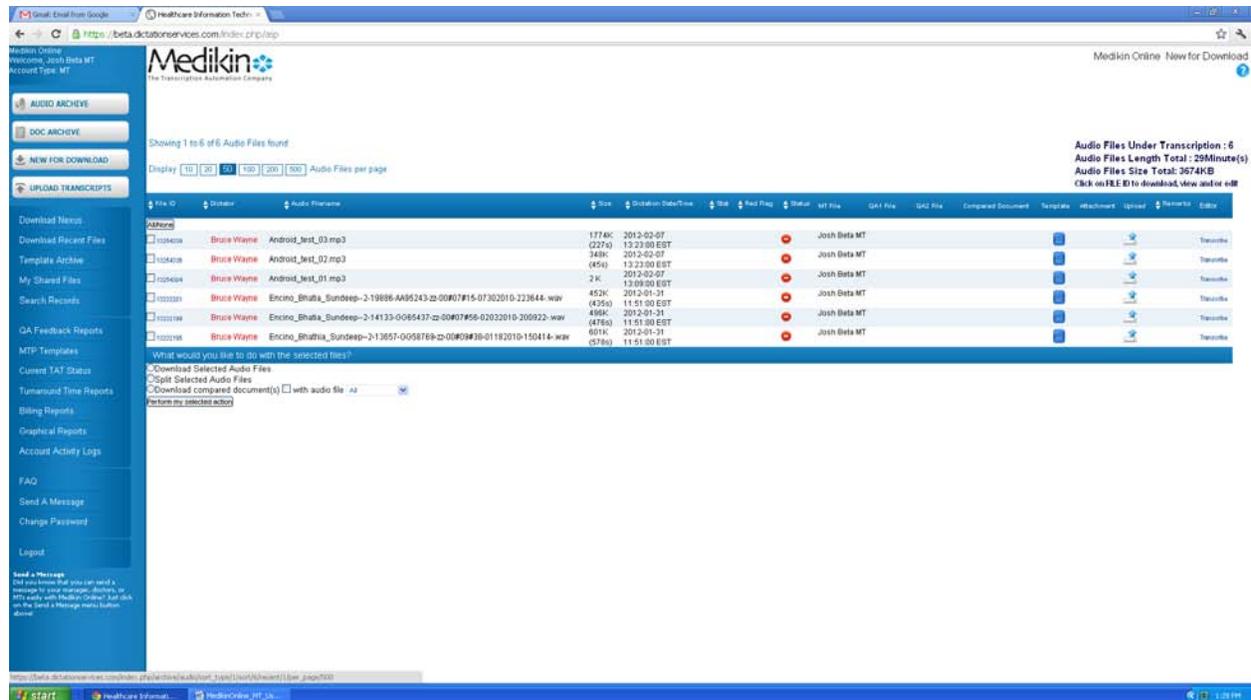
#### **Steps to delete the transcribed file:**

1. Select the files to be deleted by enabling the check boxes in the File ID column.
2. Go to the bottom of the page.
3. Select the *Delete Selected Documents* radio button.
4. Enter your account password in the text box next to *Confirm your password for file deletion*.  
This will assure the system that an authorized user is deleting the file.
5. Click the *Perform Checkbox Operation* button.
6. Type in the reason for the file deletion.
7. Click the *Delete Selected Files* button.

## **New for Download**

New for download is a store of all the audio files that are required to be downloaded by the MT. He or she can download, listen to, split the audio files, and download the compared documents.

At the top of the page, the count of the files that are new for download, their total length in minutes and total size in KB (KiloBytes) is displayed. The count of this folder decreases as the MT downloads the files. By default, a list of 100 files is shown per page. You can jump to another page from the Page List.



## 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 to every audio file when the doctor uploads it. By clicking the File ID hyperlink, the MT can perform the following functions:
  - Download this Audio File
  - Listen to this Audio File
2. **Dictator:** This column shows the name of the doctor (dictator) to whom the audio file belongs. The font color of the dictator signifies the priority set for him or her by the MT Administrator. Red is for high priority, yellow is for medium priority and green is for low priority. Black is for normal (no priority). A mouse-over image also details this priority level.
3. **Audio File Name:** This column displays 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 information is not available in file header.
5. **Dictation Date/Time:** This column shows the details of the upload date and time of the audio

file by the doctor as per EST.

6. Stat: If the audio file is marked “Urgent” by the doctor at the time of upload, 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 red flag if the file has been redflagged.
8. Status: This column shows the file status.
  - ➔ Red - File in Transit: If the audio file has not been downloaded, this column shows a red button with a "File in Transit" mouse-over image. When the MT downloads the file, this file stops displaying here and its status changes to yellow  in the Audio Archive.
9. MT File: Shows your (MT) ID.
10. QA1 File: Shows the ID of the QA1 who edited the file.
11. QA2 File: Shows the ID of the QA2 who further edited the file.
12. Compared Document: The MT’s document file is compared with the QA1’s edited file. The MT is required to be made aware of his or her mistakes so a compared document is generated for the MT. This column shows “NA” when the file is not compared, “waiting” when the file is in the process of comparison, “same” when the same file is uploaded by the QA1, and a dark blue button to view the compared Document of MT.
13. Template: If the doctor has uploaded any template along with the audio file, or if there has been an auto selection of the template by the system, this column shows the link in the form of a blue button  for the template. Click the blue button to perform the following functions:
  - Download this Template
  - View this Template
14. Attachment: The doctor can upload any attachment along with his audio file. This column displays the  image to show if there is a file attachment with the audio file. Download the attachment by clicking this image.
15. Upload: This column displays the orange button with an up arrow. The MT can upload the document file against the audio file by clicking it.
16. Remarks: The last column depicts the Dictator's (Doctor's) remarks for the transcriptionist of the file.

### **Steps to download an audio file:**

There are two ways to download an audio file:

#### **1. To download multiple files at a time**

- ❖ Click on the check box in front of the file ID you want to download.
- ❖ You can select multiple files to download.
- ❖ Go at the bottom of the page to select *Download Selected Audio files* radio button.

- ❖ Click *Perform Checkbox Operation* button.

## 2. To download a single file

- ❖ Click on the File ID of the file, which you want to download. The hyperlink will redirect you to a page showing all the details of the file.
- ❖ At the bottom, click the *Download this Audio file* button

### Steps to play an audio file:

1. In the first column, click on the File ID. The hyperlink will redirect you to a page showing all the details of the file.
2. At the bottom, click the *Listen to this audio file* button.

### Steps to split an audio file:

1. Click on the check box in front of the file ID you want to split.
2. You can select multiple files to split.
3. Go to the bottom of the page to select the *Split Audio files* radio button.
4. Click the *Perform Checkbox Operation* button.
5. The system will redirect you to another page. Select the number into which the file is to be disintegrated from the split option column.
6. Click the *Split Files* button.

### Steps to download template:

1. Click the blue button in the *Template* column. The hyperlink will redirect you to a page showing all the details of the template.
2. Click the *Download this Template* button at the bottom.

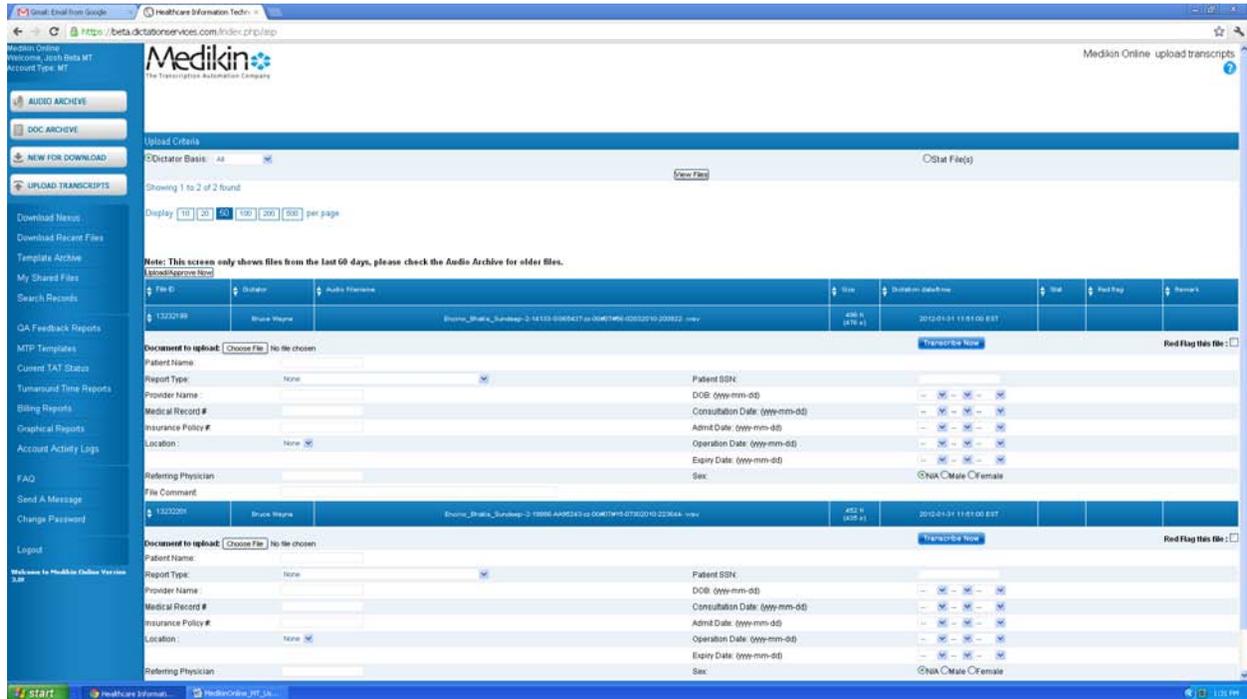
### Steps to view template:

1. Click the blue button in the *Template* column. The hyperlink will redirect you to a page showing all the details of the template.
2. Click the *View this Template* button at the bottom.

## Upload Transcription

Upload Transcription shows all of the audio files being transcribed by the MT. The MT can upload the transcribed files against the respective audio file from this screen. He or she can also

add various attributes to the file while uploading it if the information is available.



## Upload Criteria

The MT can sort the files on dictator or stat files basis. For instance, if the MT selects the Dictator basis, the system will display the files that are owned by the selected doctor. This makes the work of upload easier for the MT.

Select the upload criteria:

- ❖ Dictator Basis: Select the dictator from the drop down list. By default “All” is selected.
- ❖ Stat: If this option is selected, all the files marked as stat (urgent) by the doctors are displayed by the system. Click on the required radio button.

Click the *View Files* button.

By default, 50 files are shown on one page. You can jump to another page from the Page List to view rest of the files. An “Upload/Approve Now” button, both at the top and the bottom of the screen is displayed which helps you to upload the document files. Click it to upload the document files. At the top of the list of files, a count of the total number of files under transcription is displayed.

## 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 to every audio file when the doctor uploads it. Click the File ID hyperlink to perform the following functions:
  - ❖ Download this Audio File
  - ❖ Listen to this Audio File
2. Dictator: This column shows the ID of the doctor.
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 file header information.
5. Dictation Date/Time: This column displays the upload date and time of the audio file as per EST.
6. Stat: If the audio file is marked “Urgent” by the doctor at the time of upload, a red tick mark is shown. This signifies that this audio file is to be transcribed/edited on a priority basis.
7. Remark: The last column displays the Dictator's (Doctor's) remarks for the transcriptionist.

### Other Details

It may happen that all information is not provided by the doctor. If this is the case, leave those options blank.

- ❖ Document to Upload: Search for the transcribed file to be uploaded against the respective audio file on your local drive with the help of the “Browse” button.
- ❖ Patient Name: Enter the patient name in this text box.
- ❖ Report Type: Select the report type from the drop down list.
- ❖ Provider Name: Enter the name of the provider (dictator/doctor).
- ❖ Medical Record#: Enter the Medical Record Number of the patient.
- ❖ Insurance Policy: Enter the Insurance Policy of the patient if known.
- ❖ Location: Select the location from where the respective audio file has been dictated from the drop down list,
- ❖ Referring Physician: Enter the name of the physician who has been referred to by the doctor/dictator.
- ❖ Patient SSN: Enter the Social Security Number of the patient.
- ❖ DOB: Date of Birth: Select the patient's appropriate date of birth.
- ❖ Consultation Date: Select the date when the patient last consulted the doctor.
- ❖ Admit Date: Select the date when the patient was admitted if applicable.
- ❖ Operation Date: Select the date when the patient was operated upon if applicable.
- ❖ Expiry Date: Select the date of expiry of the patient if applicable.
- ❖ Sex: Select the appropriate radio button.
- ❖ File Comment: The system provides the option to add a comment to the audio file if required. For instance, if the MT had a problem while transcribing the file which was due to

the doctor's voice being unclear or for any other reason, he or she can add a file comment to bring it to the doctor's attention.

- ❖ Red Flag this file: If there was a problem with the file, the system provides the option to red flag the file to refer it to the senior editor or the MT Administrator. Check this option and the file will be red flagged.

### **Steps to download the audio file:**

1. Click the File ID hyperlink in the *File ID* column. You will be redirected to a new page showing the details of the audio file.
2. Click the *Download this Audio File* button at the bottom.

### **Steps to play the audio file:**

1. Click the File ID hyperlink in the *File ID* column. You will be redirected to a new page showing the details of the audio file.
2. Click the *Listen to this Audio File* button at the top or at the bottom of the screen.

### **Steps to upload the files:**

There are two ways to upload the document files.

#### **1. Multiple File Upload**

- ❖ Browse the local drive for the transcribed file against the respective audio file.
- ❖ Fill in all the required information.
- ❖ To red flag the file, enable the check box at the right top of the description of each file.
- ❖ Put the file comment for the doctor at the bottom as needed.
- ❖ Click the "Upload/Approve Now" button.

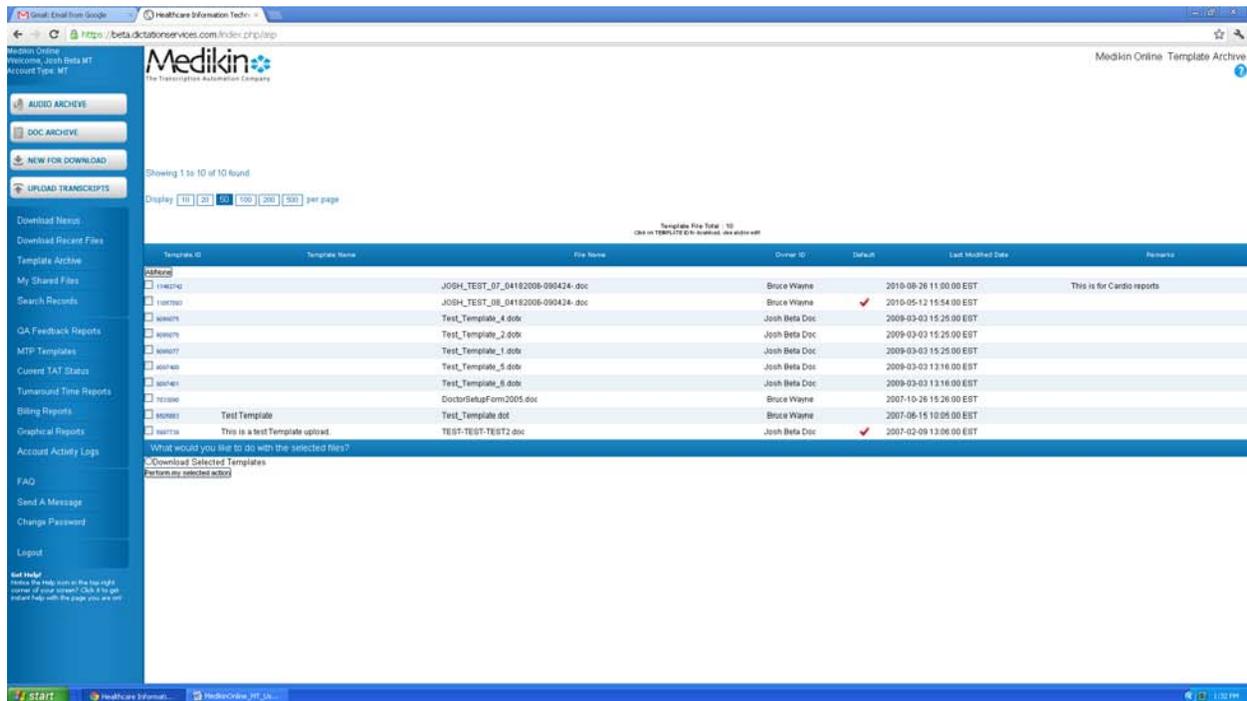
A new screen will appear confirming the upload of files.

#### **2. Single File Upload**

- ❖ Click the File ID in the File ID column. You will be redirected to page showing the details of the audio file.
- ❖ An orange button  appears against the "Upload and Link Document to this Dictation." Click this button to upload the file.
- ❖ Fill in the available information.
- ❖ Click the "Upload and Attach Selected Files" button at the bottom.

# Template Archive

The Template Archive stores all of the templates uploaded by the doctor for the MT. The MT has the flexibility to view and download the templates from this screen. A count of total templates is displayed at the top of the page.



## Column details

All of the column buttons  are sorting buttons.

1. Template ID: This column shows the unique ID assigned automatically by the system to every template when the doctor uploads it.
2. Template Name: This column displays the name given to the template by the doctor while uploading it.
3. File Name: This column displays the actual name of the template file with its extension.

4. Owner ID: This column shows the dictator (doctor) ID who uploaded the template file.
5. Default: The doctor has the flexibility to mark a template as default while uploading it so that the system automatically picks up this template whenever he or she uploads any audio file. If the doctor uploads any other template along with the audio file, the system picks up this template and not the default one. This column shows the tick mark with a "Default" mouse-over image if the template is default.
6. Last Modified Date: This column shows the date when the last modification was made in the template.
7. Remarks: This column shows the comment added by the doctor while uploading the template.

### Checkbox Functions

There is a checkbox function to facilitate multiple template download on a single click at the bottom of the page. The MT can check-mark the templates and perform the following function:

- ❖ Download Selected Templates

### Steps to download the templates:

There are two ways to download the template file through Template Archive:

#### 1. To download multiple template files at a time

- ❖ Click on the check box in front of the Template ID you want to download.
- ❖ You can select multiple templates to download.
- ❖ Go to the bottom of the page to select the *Download Selected Templates* radio button.
- ❖ Click the "Perform Checkbox Operation" button.

#### 2. To download a single file

- ❖ Click on the Template ID you want to download. The hyperlink will redirect you to a page showing the details of the template.
- ❖ At the bottom, click the *Download this Template* button.

### Steps to view template:

1. Click the Template ID in the *Template ID* column. The hyperlink will redirect you to a page showing the details of the template.
2. Click the *View this Template* button at the bottom.

## Search Records

Search EPR is one of the most attractive features of our system. It helps the MT to retrieve the medical (patient) records according to the selected search criteria. He or she can search the files (both audio and transcribed) on the basis of various criteria: file type, file fields, file ownership, patient details, report type, and doctor details for a particular duration.

The screenshot displays the Medikin Online Search Records interface. The search criteria form is structured as follows:

- File Type:** C:Audio @Doc
- Upload Date From - To:** 02/01/2012 - 02/01/2012
- Search on File Fields:** none (dropdown), matching (text box)
- Search on File Ownership:**
  - Audio File - Dictator ID - All (dropdown)
  - Document File - Transcriptionist ID - All (dropdown)
  - Name - (text box)
  - SIN - (text box)
  - MDRN - (text box)
  - Insurance Policy Number - (text box)
- Search for Patient Details:**
  - DOB - MM/DD/YYYY (dropdown)
  - Sex - (dropdown)
  - Name - (text box)
  - Report Type - none (dropdown)
- Search on Report:**
  - Location - none (dropdown)
  - Stat - @Normal @Citat (dropdown)
  - Note - (text box)
- Search on Doctor:**
  - Provider name - none (dropdown)
  - Referring Physician - (text box)

A Search button is located at the bottom right of the form.

### Search Criteria are based on the following factors:

1. File Type: Search the files on the basis of its type, either audio or document.
2. Upload Date From – To: Select the period during which you think the file/files was/were uploaded.
3. Search on File Fields: Search the files on the basis of their fields as mentioned below:
  - ❖ File ID - Search the file on the basis of the File ID assigned to it by the system when it was uploaded. Select *File ID* from the drop down list and enter the required file ID in the text box next to *matching*.
  - ❖ File Name – Files can also be searched on the basis of their names. Select *File*

*Name* from the drop down list and enter the required file name in the text box next to *matching*.

- ❖ File Extension – Files can also be searched on the basis of their extension. Select *File Extension* from the drop down list and enter the required file extension. For instance: .wav, .dss for audio files or .doc, .txt for document files.

**4. Search on file Ownership - Search the file on the following ownership basis:**

- ❖ Audio File - Dictator ID: Search the file on the basis of the Dictator ID. Select the particular dictator from the drop down list.
- ❖ Document File – Transcriptionist's/Editor's ID (MT/QA1/QA2): Search the file on the basis of transcriptionist's/editor's ID who transcribed/edited the file.

**5. Search for Patient Details - Search the file by entering the details of the patient as mentioned below:**

- ❖ Name – Enter the required patient's name.
- ❖ SSN – Social Security Number
- ❖ MRN – Medical Record Number
- ❖ Date of Birth – Date of Birth of the patient
- ❖ Sex – Gender of the Patient
- ❖ Dates – Files can be searched on the basis of important dates as mentioned below:

Date of Consultation – when the patient consults the doctor.

Date of Admission – when the patient is admitted to the hospital or clinic.

Date of Operation – when the patient is operated upon.

**6. Search on Report - Search the file by the following criteria:**

- ❖ Report type – There can be different types of reports depending upon the areas of specialization in the medical field such as ophthalmology, orthopedics, operative, etc. Search the file on the basis of its type.
- ❖ Location – The system allows the doctor to dictate the audio file from locations such as home, the hospital, the clinic, or any department within the hospital. The file can also be searched on the basis of the location where it was dictated.
- ❖ Stat (urgent) - Search the file by status, either stat (urgent) or just a normal file.
- ❖ Note – The file can also be searched on the basis of any specific note attached to the file while uploading it.

**7. Search on Doctors - Search the file on the following criteria also:**

- ❖ Providers Name – Name of the doctor (dictator) who dictated the audio file.
- ❖ Referring Physician – Name of the physician who has been referred to the patient by the doctor (dictator).

**Steps to search files:**

1. Select the Audio or the Document radio button as required.

2. Select the approximate date duration, i.e. the time period the file was uploaded.
3. To search for the files based on a specific file field, select the appropriate field from the drop down list and enter the required value in the text box.
4. To search for the files based on file ownership, select the dictator ID for the audio file and the transcriptionist's ID for the document file from the respective drop down lists.
5. To search for the files based on patient details, enter the patient information such as the patient's name, SSN, MRN, date of birth, sex, admission date, consultation date, or operation date. It is not necessary to enter all of the patient's details to search for the file.
6. To search for the files based on report details, enter the required information in the fields such as the report type, the location, stat (urgent), and note.
7. To search for the files based on doctor details, enter the available information such as the doctor (provider) name and the referring physician.
8. Click on the *Search EPR* button.

#### **Steps to search for the file based on file fields:**

1. Select the file type – audio or document
2. Select the duration
3. Select the search field – File ID, File Name or File Extension and then enter the required matching value for the field selected.
4. Click *Search EPR* button

#### **Steps to search for the file based on file ownership:**

1. Select the Dictator ID from the combo box if you are searching for the audio file.
2. Select the Transcriptionist ID from the combo box if you are searching for the document file.
3. Click the *Search EPR* button.

#### **Steps to search for the file based on patient details:**

1. Enter the name, SSN, MRN, Date of Birth, or whatever information you have. If you know the gender then select it. You can also select the consultation date, admission date or the operation date from the combo box below the option of *Sex*.
2. Click *Search EPR* button.

#### **Steps to search for the file based on report details:**

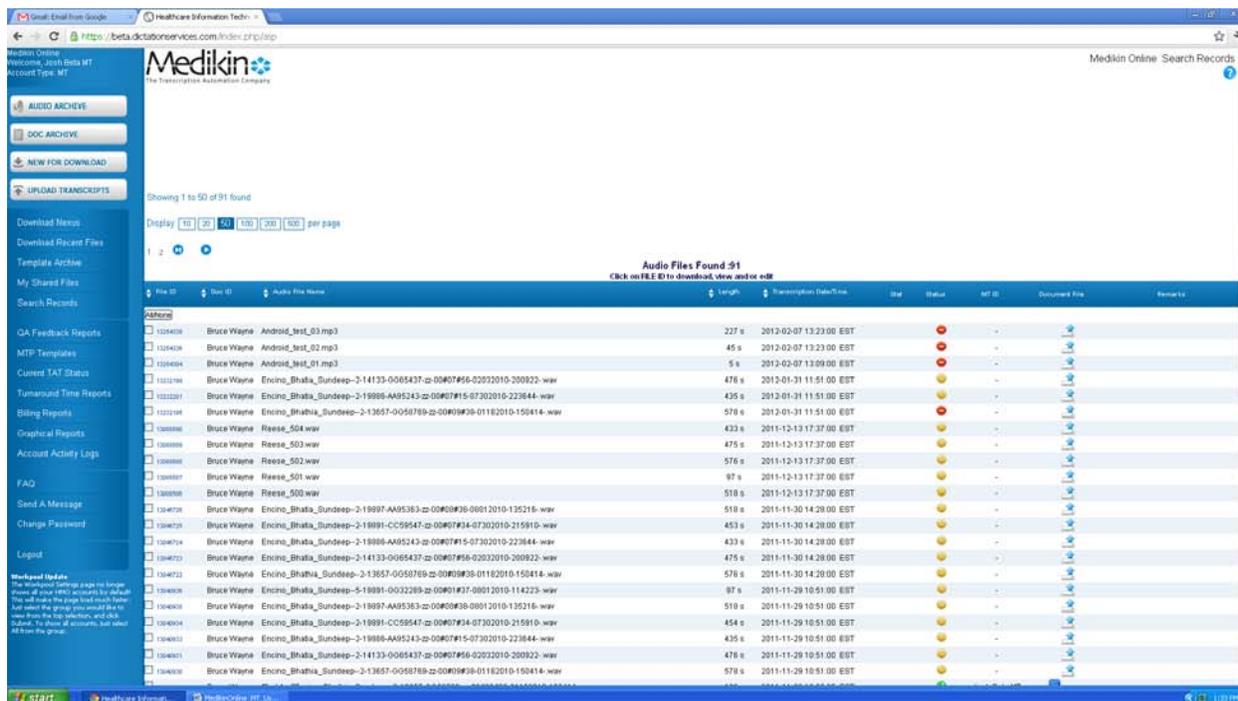
1. Select the report type location from the combo boxes according to the information you have. You can also search files on the based on the emergency status of the files (normal or stat) by selecting the required radio button. If there was a note was attached to it, you can enter the note in the text box next to *Note*.
2. Click the *Search EPR* button.

#### **Steps to search for the file based doctor details:**

1. Select the name of the provider from the combo box or the referring physician.
2. Click the *Search EPR* button.

The system allows you to search for the files not only on one-search criteria but also on the basis of a combination of various search criteria. For instance, if you want to find the audio file and you remember only the file ID and the provider name, select the *Audio* radio button in the *File Type* search criteria, the file ID from the combo box in *Search on File Fields*, and enter the required ID in the text box. Select the provider name from the combo box in *Search on Doctor* criteria and then click the *Search EPR* button.

### If Audio file is chosen:



### 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 to every audio file when the doctor uploads it. Click the file ID hyperlink to perform the following functions:

- ❖ Download this Audio File
- ❖ Listen to this Audio File
- ❖ Update the File Information
- ❖ Download the Document
- ❖ View the Document

2. Doc ID: This column shows the user ID of the doctor (dictator) who is the owner of the audio file.
3. Audio Filename: This column shows the audio file name.
4. Length: This column displays the audio file length in seconds.
5. Transcription Date/Time: This column displays the upload date and time of the audio file as per EST.
6. Stat: This column displays a red tick with an *Urgent* mouse-over image if the audio file is marked stat (Urgent) by the doctor at the time of upload.
7. Status: This column shows the file status. It helps the MT to track the file status online. Different colors are assigned for each file status.
  - 🟡 Yellow - In Process: When the file is downloaded and being worked on by the MT, it shows a simple yellow button with an "In Process" mouse-over image.
  - 🟢 Green – Completed: After the final file is completed and assigned to the doctor, it shows a green button (tick mark on it) with a "Completed" mouse-over image.
  - 🟢 Green – e Signed: When the doctor e-signs the file, the status changes to green with ("e" image on it) with an "e Signed" mouse-over image. Once a file is e signed, the system locks it so that no other operations can be performed on the document file.
8. MT ID: This column displays the MT (your)/QA1/QA2 ID who last uploaded the file.
9. Document File – This column displays:
  - ❖ The orange button  with an "Upload Document File" mouse-over image if the file is being transcribed or edited. Click this button and a new screen will appear which helps you to upload the document file.
  - ❖ If the file is complete then this column displays one blue button  . Click it to view the document file.
10. Remarks: The last column depicts the Dictator's (Doctor's) remarks for the transcriptionist of the file.

## If document file is chosen:

Medikin Online  
Welcome, Josh Beta MT  
Account Type: MT

Medikin  
The Transcription Automation Company

Medikin Online Search Records

AUDIO ARCHIVE  
DOC ARCHIVE  
NEW FOR DOWNLOAD  
UPLOAD TRANSCRIPTS

Showing 1 to 5 of 5 found  
Display [10] [20] [50] [100] [200] [500] per page

Document Files Found 5  
(Click on FILE ID to download, view and/or edit)

File ID	MT ID	Patient Name	Document File	Transcription Date/Time	Status	Doc ID	Audio File	Remarks
1246796	Josh Beta MT	Smith Case	JOSH_TEST_01_04182006-090424.doc	2011-11-20 14:43:00 EST	✓	Bruce Wayne	✗	Bad audio blanks in paragraph 6
1246812	Josh Beta MT	Smith, John_05162011_MR#1239745	Smith, John_05162011_MR#1239745.doc	2011-05-24 12:12:00 EST	✓	Bruce Wayne	✗	missing 5 minutes. Cell phone cut out
1232086	Josh Beta MT		JOSH_TEST_06_04182006-090424.doc	2011-04-20 13:50:00 EST	✓	Bruce Wayne	✗	
1231478	Josh Beta MT	John Doe	John_Doe_332011.doc	2011-03-03 14:03:00 EST	✓	Bruce Wayne	✗	
1231017	Josh Beta MT	John Doe	JOSH_TEST_06_04182006-090424.doc	2011-03-03 13:33:00 EST	✓	Bruce Wayne	✗	Blank on paragraph 5. Bad reception on cell phone

What would you like to do with the selected files?  
Download/View Selected Documents  
Convert all documents to single PDF file to print  
Delete Selected Documents  
Confirm your password for file deletion:   
Perform my selected action

1. File ID: This column displays the unique file ID assigned automatically by the system to every document file when it is uploaded.

- ❖ Download the Document
- ❖ View the Document
- ❖ Update the File (MT) Information
- ❖ Download the corresponding Audio File
- ❖ Listen to the corresponding Audio File

2. MT ID: This column shows your ID.

3. Patient Name: – This column displays the patient name.

4. Document File: – This column displays the document file name.

5. Transcription Date/Time: – This column displays the upload date and time of the document file file.

6. Status: – This column shows the file status. It helps to track the file status online with the help

of a color schema:

- 🔴 Red:– This column displays a red button with a “For Approval” mouse-over image when the file is completed and is ready for the approval by the doctor.
- 🟢 Green (✓) – Approved: This column displays a green button with an "Approved" mouse-over image when doctor downloads the file.
- 🟢 Green (e) – e Signed: This column displays a green button (“e” image on it) with an “e Signed” mouse-over image when the doctor e signs the file. The system locks the file when the doctor e signs it so that no other operation can be performed on it.

7. Doc ID: This column displays the doctor ID.

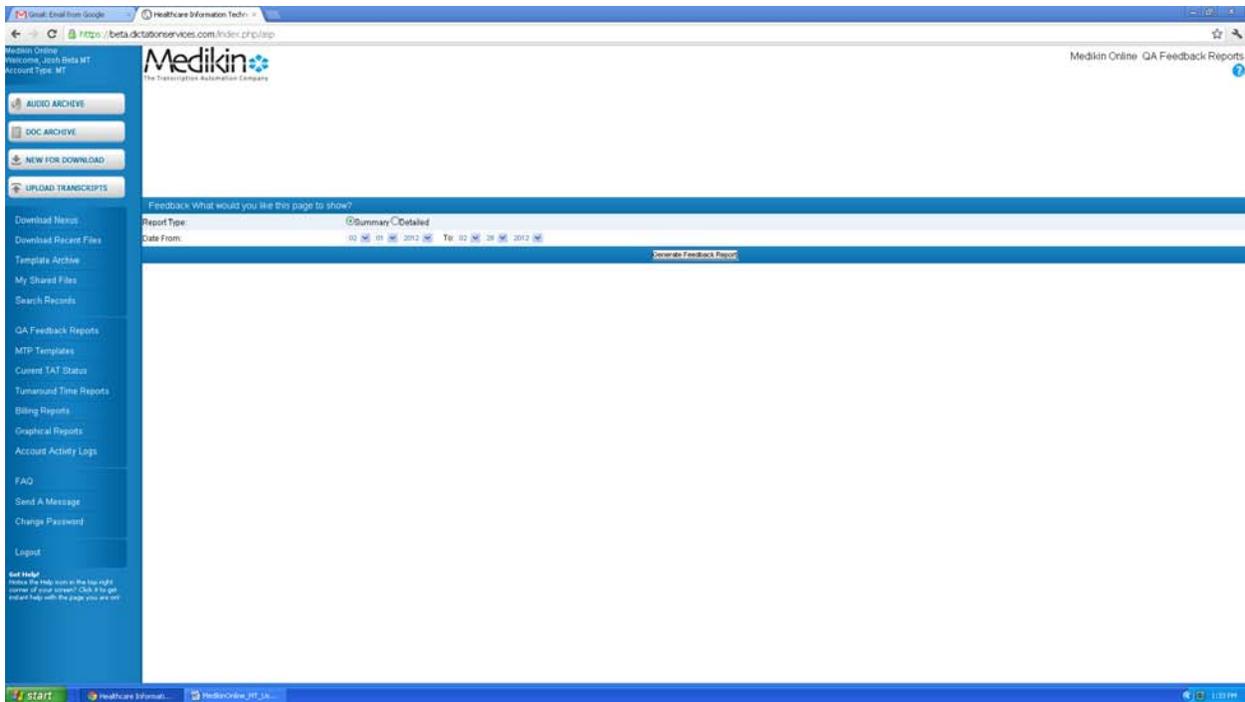
8. Audio File: This column displays:

- ❖ The green color button 🟢 with a “Listen to Audio File” mouse-over image if the audio file is online. Click it to play the audio file.
- ❖ Red button 🔴 with a “File Offline (Click to Send Message)” mouse-over image if the audio file is offline. Send a message by clicking on the red button to the administrator to request that he or she make the file online.

9. Remarks: This column displays the comment added by the transcriptionists for the doctor while uploading the file.

## QA Feedback Reports

The QA Feedback feature helps the MT to monitor his or her own performance. Editors at the 1<sup>st</sup> level (QA1) give performance feedback for transcriptionists based on several factors such as no edits, format errors, clinical errors, ADT Tags, Typos, approved reports, no rating, etc. The MT can generate the summary or detailed QA1 feedback report.



## Feedback Report Criteria

The MT can generate the feedback report of the QA1 with the help of the Feedback Report Criteria functionality.

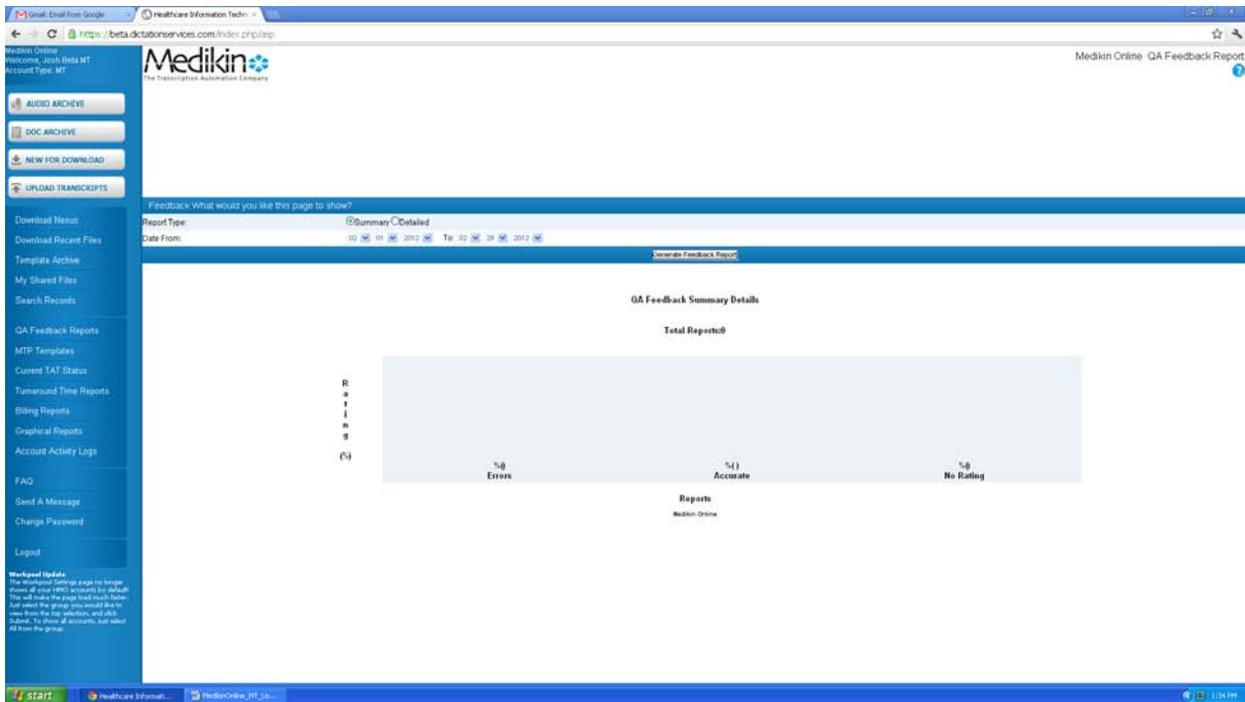
1. Report Type – Select the report type, either Summary or Detailed as required.
  - ❖ Summary: The Summary Feedback report is the graphical representation of your performance.
  - ❖ Detailed: The Detailed Feedback Report gives a file-to-file performance feedback report.
2. Date from – to – Select the date duration for which you want to view the feedback report.

## Steps to generate QA Feedback report

1. Select the report type, either Summary or Detailed.
2. Select the period for which you want to view the feedback report.
3. Click the *Generate Feedback Report* Button.

## Summary Feedback Report

The Summary Feedback report is the graphical representation of the MT's performance. At the top of the bar graph, a count of the total number of reports transcribed by the MT is specified. *Reports* is displayed on the X-axis. The Y-axis shows different bars with percentages of reports having different errors, accurate reports and reports that were not rated are also displayed.



There are three bars showing errors, accurate and no rating respectively.

1. Errors – This bar is divided into five parts signifying five types of errors:

- ❖ Clinical errors – errors related to results of lab reports (blood test, sugar test etc) are shown in maroon.
- ❖ Format errors – errors related to templates are shown in red.
- ❖ Typos errors – errors related to typing (spelling) are shown in red.
- ❖ Blanks (where not required)– are shown in orange.
- ❖ ADT/Tag errors – errors related to tagging and ADT interface are shown in orange.

2. Accurate – This bar is divided into two parts signifying two kinds of reports:

- ❖ No Errors – When the QA1 selects the option of “No Edits” for the MT while uploading the file, it will appear here as No Errors in sea green color.
- ❖ Approved Reports – When the QA1 does not select an option while uploading the file, it is understood that the reports have been approved by them and they are shown in a dark bottle green color.

3. No Rating – The entire bar signifies the reports that were not rated by the QA1. When the QA1 selects the option of “No Rating” while uploading the file, this bar appears black in color.

## Detailed Feedback Report

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



8. QA1 File – This column shows the QA1 file ID uploaded.
9. C – This column shows a dark bottle green color if the file has Clinical Errors.
10. F - This column shows a blue color if the file has Format Errors.
11. T - This column shows an ash color if the file has Typo Errors.
12. B - This column shows a dark green color if the file has Blanks.
13. A - This column shows a red color if the file has ADT/ Tag Errors.
14. NE - This column shows a black color if the file has No Edits.
15. NR - This column shows different colors for the approved files and for the files that have not been rated.
16. Rating Comment – This column shows the comment given by the QA1 for the MT for the file.

**You can perform the following activities if the Report Type is chosen as *Detailed*.**

**Steps to Update the file information:**

1. In the File ID column, click on the File ID you want to update. The hyperlink will redirect you to a page showing the details of the file.
2. Fill in the required information.
3. At the bottom, click the *Update File Information* button.

**Steps to download transcribed report:**

1. Click on the File ID that you want to download. The hyperlink will redirect you to a page showing the details of the file.
2. At the bottom, click the *Download this Document* button as required.

**Steps to view a transcribed report:**

1. Click on the File ID that you want to download. The hyperlink will redirect you to a page showing the details of the file.
2. At the bottom, click the *View this Document* button as required.

**Steps to play an Audio File:**

1. In the first column, click on the File ID. The hyperlink will redirect you to a page showing the details of the file.
2. At the bottom, click the blue button. The hyperlink will again redirect you to a page showing

the details of the corresponding audio file.

3. At the bottom, click the *Listen to This Audio File* button.

### Steps to download an audio file:

1. In the first column, click on the File ID. The hyperlink will redirect you to a page showing the details of the file.
2. At the bottom, click the blue button. The hyperlink will again redirect you to a page showing the details of the corresponding audio file.
3. At the bottom, click the *Download this Audio File* button.

## Current TAT Status

The TAT Summary feature provides the MT with the details of the TAT (Turn Around Time) of those files, which are still with him or her for transcription. The TAT is actually the time taken by the transcription company to transcribe and edit the audio file and to finally upload the document file. It helps the MT to keep tabs on his or her own efficiency. Activities cannot be performed from here as this is view-only screen.

The screenshot displays the 'TAT summary for current files' page in the Medikin Online system. The interface includes a navigation sidebar on the left and a main content area with a table of transcription files. The table columns are: Audio File ID, Doctor, Audio Filename, Size, Duration, Status, Report Type, TAT Target, TAT Remaining, MT ID, QA1 ID, and QA2 ID. The 'TAT Remaining' column uses color-coded indicators: red for 'OVERSCHEDULE', yellow for 'ON SCHEDULE', and green for 'UNDER SCHEDULE'.

Audio File ID	Doctor	Audio Filename	Size	Duration	Status	Report Type	TAT Target	TAT Remaining	MT ID	QA1 ID	QA2 ID
13254339	Bruce Wayne	Androsk_smt_03.mp3	1774 K (227 s)	2012-02-07 13:23:00 EST	OVERSCHEDULE	None	12 h	49h 13m OVERSCHEDULE	Josh Beta MT		
13254336	Bruce Wayne	Androsk_smt_02.mp3	240 K (45 s)	2012-02-07 13:23:00 EST	OVERSCHEDULE	None	12 h	49h 33m OVERSCHEDULE	Josh Beta MT		
13254304	Bruce Wayne	Androsk_smt_01.mp3	2 K	2012-02-07 13:09:00 EST	OVERSCHEDULE	None	12 h	49h 33m OVERSCHEDULE	Josh Beta MT		
19222199	Bruce Wayne	Ernicio_@haha_Sundeeep-2-14133-0065437-zp-0067266-02032010-29022-wav	496 K (476 s)	2012-01-31 11:51:00 EST	ON SCHEDULE	None	12 h	66 h 48m OVERSCHEDULE	Josh Beta MT		
19222201	Bruce Wayne	Ernicio_@haha_Sundeeep-2-19898-AA9243-zp-0067266-02032010-22364-wav	452 K (426 s)	2012-01-31 11:51:00 EST	ON SCHEDULE	None	12 h	66 h 48m OVERSCHEDULE	Josh Beta MT		
19222195	Bruce Wayne	Ernicio_@haha_Sundeeep-2-19897-AA9243-zp-0067266-02032010-15041-wav	601 K (578 s)	2012-01-31 11:51:00 EST	ON SCHEDULE	None	12 h	66 h 48m OVERSCHEDULE	Josh Beta MT		
13088590	Bruce Wayne	Reese_504.wav	452 K (433 s)	2011-12-13 17:37:00 EST	ON SCHEDULE	None	12 h	1932h 0m OVERSCHEDULE	Josh Beta MT		
13088589	Bruce Wayne	Reese_503.wav	496 K (475 s)	2011-12-13 17:37:00 EST	ON SCHEDULE	None	12 h	1932h 0m OVERSCHEDULE	Josh Beta MT		
13088588	Bruce Wayne	Reese_502.wav	601 K (576 s)	2011-12-13 17:37:00 EST	ON SCHEDULE	None	12 h	1932h 0m OVERSCHEDULE	Josh Beta MT		
13088587	Bruce Wayne	Reese_501.wav	501 K (497 s)	2011-12-13 17:37:00 EST	ON SCHEDULE	None	12 h	1932h 0m OVERSCHEDULE	Josh Beta MT		
13088586	Bruce Wayne	Reese_500.wav	540 K (518 s)	2011-12-13 17:37:00 EST	ON SCHEDULE	None	12 h	1932h 0m OVERSCHEDULE	Josh Beta MT		
13046726	Bruce Wayne	Ernicio_@haha_Sundeeep-2-19897-AA9243-zp-0067266-02032010-135215-wav	540 K (518 s)	2011-11-30 14:28:00 EST	ON SCHEDULE	None	12 h	2147h 0m OVERSCHEDULE	Josh Beta MT		
13046725	Bruce Wayne	Ernicio_@haha_Sundeeep-2-19897-AA9243-zp-0067266-02032010-215910-wav	473 K (453 s)	2011-11-30 14:28:00 EST	ON SCHEDULE	None	12 h	2147h 0m OVERSCHEDULE	Josh Beta MT		
13046724	Bruce Wayne	Ernicio_@haha_Sundeeep-2-19898-AA9243-zp-0067266-02032010-22364-wav	452 K (433 s)	2011-11-30 14:28:00 EST	ON SCHEDULE	None	12 h	2147h 0m OVERSCHEDULE	Josh Beta MT		
13046723	Bruce Wayne	Ernicio_@haha_Sundeeep-2-14133-0065437-zp-0067266-02032010-	496 K (476 s)	2011-11-30 14:28:00 EST	ON SCHEDULE	None	12 h	2147h 0m OVERSCHEDULE	Josh Beta MT		

## Column Details



All of the column buttons are sorting buttons.

1. Audio File ID: This column shows the file ID that is assigned to the audio file when the doctor uploads it
2. Dictator: This column shows the dictator (doctor) ID who is the owner of the audio file.
3. Audio Filename: This column displays the audio file name.
4. Size: This column shows the details of the audio file size in terms of Kbytes and length in time (seconds) in the bracket.
5. Dictation Timestamp: This column shows the upload date and time by the doctor of the audio file.
6. Stat: This column displays a tick mark if the doctor marks the file as stat (urgent) while uploading it.
7. Status: This column shows the status of the files.
  - 🔴 Red – In Transit: When the MT has yet to download the audio file, a red button with an “In Transit” mouse-over image is displayed.
  - 🟡 Simple Yellow - In Process: When the file is under transcription, i.e. with the MT, a simple yellow button with an “In Process” mouse-over image is displayed. When the file is completed and uploaded by the MT, it is no longer displayed in this folder.
8. Report Type: This column displays the type of report as marked by the doctor. If the doctor does not select a report type at the time of upload, “None” is displayed.
9. TAT target: This column shows the actual TAT target within which the file must be transcribed.
10. TAT Remaining: This column displays the time remaining for the transcription. Each time the page is refreshed, the time remaining is updated by the system. If the file is not transcribed within the TAT target, it displays the overdue time in red font.
11. MT ID: This column shows the MT (your) ID who is transcribing the file.
12. QA1 ID: This column shows the QA1 ID who is editing the file. It will not show anything if the workflow is set as MT Client.
13. QA2 ID: This column shows the QA2 ID doing the final editing. Nothing will be shown if the file has not come to the QA2.

## Turnaround Time Reports

The TAT (Turn Around Time) Report gives an assessment of how the transcription company (MTSO) is performing in terms of uploading the transcribed documents. This option generates a Summary or Detailed report on the dictator account basis for the selected time duration. The Summary report gives a snap-shot view of the TAT details for both normal and urgent reports. The Detailed report gives file-to-file TAT details of an account.

The screenshot shows the Medikin Online interface for generating Turnaround Time (TAT) reports. The browser address bar shows the URL: <https://beta.dictation-services.com/index.php/tatp>. The page header includes the Medikin logo and the text "The Transcription Automation Company". The user is logged in as "Welcome, Josh Beta MT" with an account type of "MT".

The main content area is titled "What would you like this page to show?". It features the following options:

- Report Type:**  Summary  Detailed
- Date From:** 03/01/2012 To: 03/31/2012
- Report Basis:**  Audio Basis  Dictator Basis: All  Show Total TAT
- Report Format:**  OR  Document Basis (All Dictators)

A "Generate TAT Report" button is located at the bottom right of the form. The left sidebar contains a navigation menu with the following items: AUDIO ARCHIVE, DOC ARCHIVE, NEW FOR DOWNLOAD, UPLOAD TRANSCRIPTS, Download Menu, Download Recent Files, Template Archive, My Shared Files, Search Records, QA Feedback Reports, MTP Templates, Current TAT Status, Turnaround Time Reports, Billing Reports, Graphical Reports, Account Activity Logs, FAQ, Send A Message, Change Password, and Logout. A "Get Help" link is also present at the bottom of the sidebar.

## Report Criteria

The MT can generate the TAT report on the doctor account basis with the help of the Report Criteria functionality.

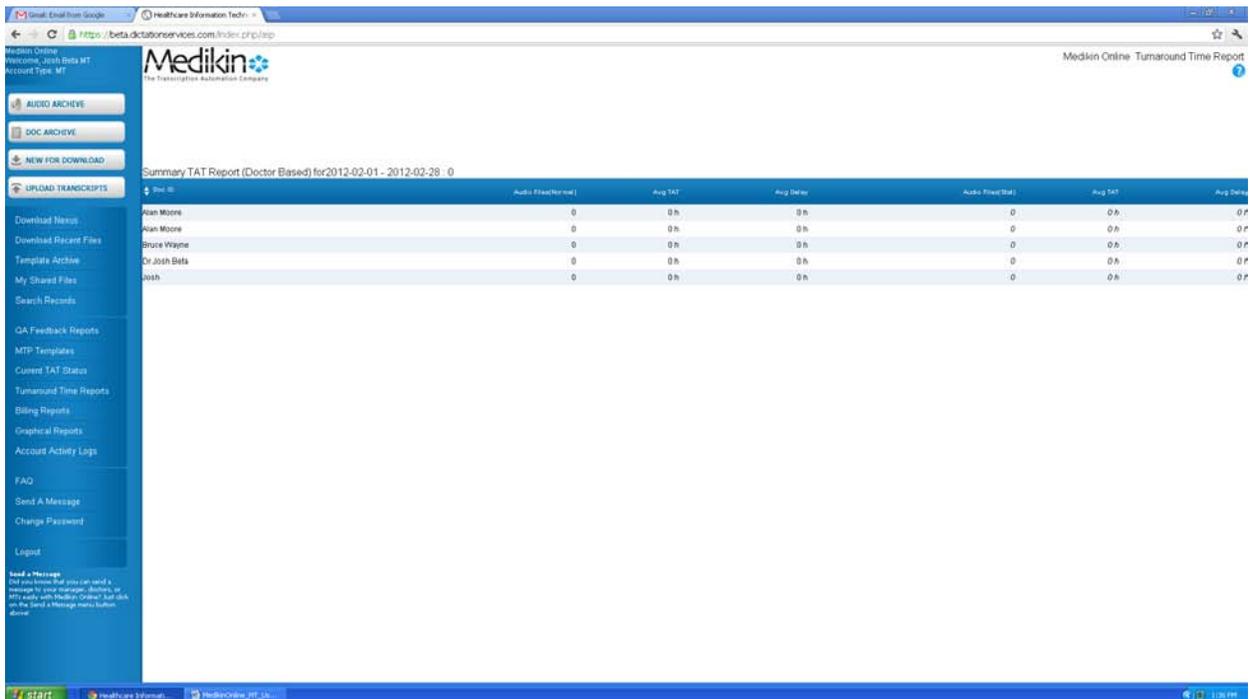
1. Report Type: Select the report type – Summary or Detailed as required
  - ❖ Summary
  - ❖ Detailed
2. Date from – to: Select the date duration for which you want to view the report.
3. Report Format: Select the report format as required. The drop down list shows the names of all doctors whose files are assigned to you. By default “All” is selected.

## Steps to generate TAT Report:

1. Select either the Summary or the Detailed option
2. Select the period for which the TAT report will be generated.
3. Select the report format, i.e. the account (doctor / dictator) for which the report will be generated.
4. Click the *Generate TAT Report* button.

## When the Summary Report option is selected:

The Summary Report gives a snap-shot view of the TAT for both normal as well as urgent reports for the selected time duration. It shows the number of files dictated, the average TAT and the average delay.



The screenshot displays the Medikin Turnaround Time Report interface. The main content area shows a table titled "Summary TAT Report (Doctor Based) for 2012-02-01 - 2012-02-28 : 0". The table has the following columns: "Dr ID", "Audio Files (Normal)", "Avg TAT", "Avg Delay", "Audio Files (Urgent)", "Avg TAT", and "Avg Delay". The data rows are as follows:

Dr ID	Audio Files (Normal)	Avg TAT	Avg Delay	Audio Files (Urgent)	Avg TAT	Avg Delay
Alan Moore	0	0h	0h	0	0h	0h
Alan Moore	0	0h	0h	0	0h	0h
Bruce Wayne	0	0h	0h	0	0h	0h
Dr Josh Beta	0	0h	0h	0	0h	0h
Josh	0	0h	0h	0	0h	0h

The interface also includes a left-hand navigation menu with options such as "AUDIO ARCHIVE", "DOC ARCHIVE", "NEW FOR DOWNLOAD", "UPLOAD TRANSCRIPTS", "Download Notes", "Download Recent Files", "Template Archive", "My Shared Files", "Search Records", "QA Feedback Reports", "MTP Templates", "Current TAT Doctor", "Turnaround Time Reports", "Billing Reports", "Graphical Reports", "Account Activity Logs", "FAQ", "Send A Message", "Change Password", and "Logout".

## Column Details

All of the column buttons  are sorting buttons.

1. Doc ID: This column depicts the doctor (dictator) ID.
2. Audio files (Normal): This column shows the count of normal audio files.
3. Avg. TAT: This column shows the average of the actual TAT, i.e. the average length of time taken to complete the normal files.
4. Avg. Delay: This column shows the average of the delay time. If the Actual TAT exceeds the set TAT, this column shows the average of this delayed time for normal files for the particular account.
5. Audio files (Stat): This column shows the count of stat (urgent) audio files.
6. Avg. TAT: This column shows the average of the actual TAT, i.e. the average length of time taken to complete the urgent files.
7. Avg. Delay: This column displays the average of the delay time. If the Actual TAT exceeds the set TAT, this column shows the average of this delayed time for urgent files for the particular account.

### **When Detailed Report option is selected:**

The Detailed Report gives all the details regarding the TAT for each file of the selected account for the selected time duration.

S No.	MT ID	Doc ID	Audio File ID	Dictation Date	Dictation Time	Document File ID	Transcription Date	Transcription Time	Line Count	Set TAT	Actual TAT	Difference	TAT Status
1	Josh Beta MT	Bruce Wayne	13029974	2011-11-22	16:25:00	13048766	2011-11-30	14:42:00	3 L	12 h	166.3 h	-154.3	
2	Josh Beta MT	Bruce Wayne	12444776	2011-05-08	15:37:00	12485412	2011-05-24	12:12:00	93 L	12 h	356.6 h	-344.6	
3	Josh Beta MT	Bruce Wayne	12197076	2011-02-26	11:58:00	12382980	2011-04-20	13:50:00	3 L	12 h	1224.9 h	-1212.9	
<b>Totals :</b>									<b>99L 0W</b>	<b>36.0 h</b>	<b>1747.8 h</b>	<b>-1711.8 h</b>	<b>OK TAT Line counts : 0</b>
<b>Averages :</b>									<b>12 h</b>	<b>582 h</b>	<b>-570 h</b>	<b>Late TAT Line counts : 99L 0W</b>	

**Grand Totals:**  
Line Count : 99L 0 W  
OK TAT Line Count : 99L 0W  
Set TAT : 36 h  
Actual TAT : 1747.8 h  
Difference : -1711.8 h

Export to Microsoft Excel

## Column Details

All of the column buttons  are sorting buttons.

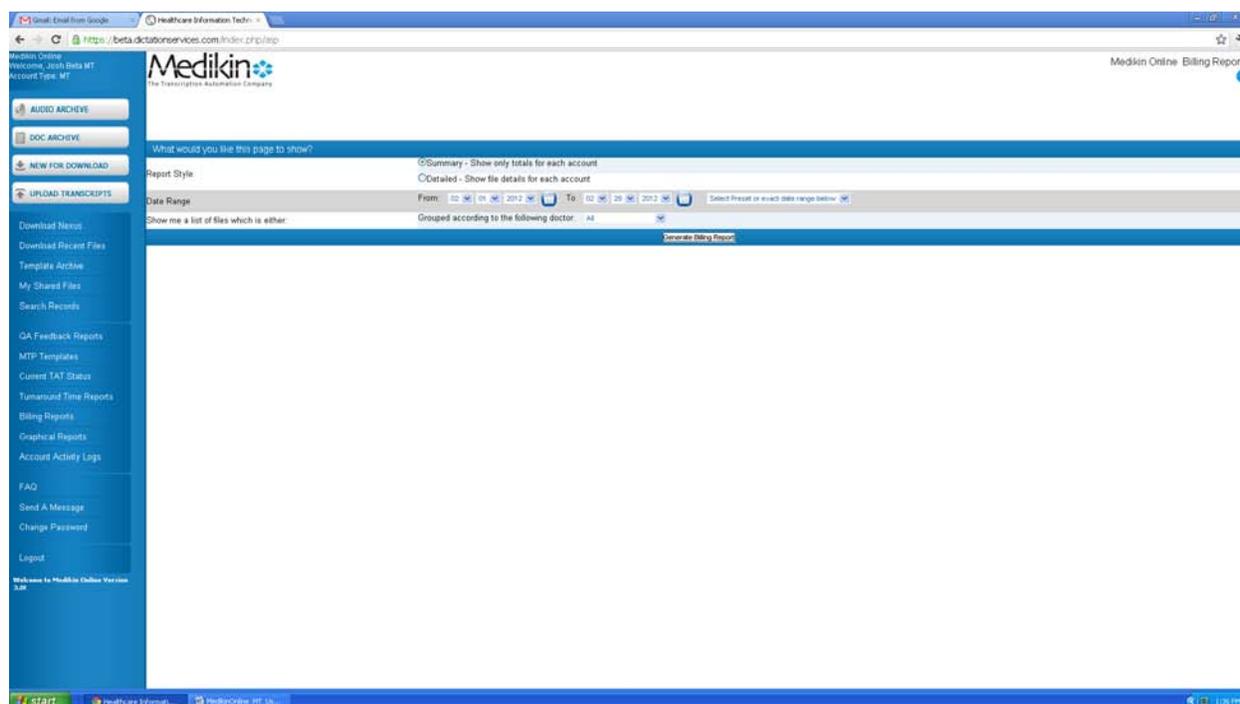
1. S No.: This column shows the Serial Number.
2. MT ID: This column displays the MT (your) ID.
3. Doc ID: This column shows the dictator (doctor) ID as per the selection made.
4. Audio File ID: This column displays the Audio File ID.
5. Dictation Date/Time: This column shows the upload date and time by the doctor of the audio file.
6. Document File ID: This column shows the corresponding document file ID.
7. Transcription Date/Time: This column displays the upload date and time by the MT of the transcribed file.
8. Set TAT: According to the doctor's requirement, the TAT target for both normal and urgent files is set in the "TAT Settings" of his or her account. Whenever the doctor uploads the normal or stat (urgent) file, the system automatically picks up the set TAT accordingly. This column displays the TAT set for the doctor.
9. Actual TAT: This column shows the actual time taken by the transcription company to complete and upload the file.

10. Difference: If the actual TAT is more than the set TAT, this column shows a  red button with a “Late” mouse-over image. And if the actual TAT is less than the set TAT, a green button  with an “OK” mouse-over image is displayed.

At the bottom of the page, the totals and averages of the set TAT, the actual TAT and the difference are displayed.

## Billing Report

This option helps the MT to generate an online summary or detailed billing report for a specific doctor/dictator account for a particular time period. The Summary Report gives a snap-shot view of the number of lines transcribed, the number of dictation minutes and the number of fax pages sent from the server during the selected period. The Detailed Report gives file-to-file billing details of the account for the selected period. This is a read-only screen. No file activity can be performed from this screen.



## Report Criteria

The MT can generate the billing report on a doctor account basis for the selected duration with the help of the Report Criteria functionality:

- Report Type: Select the report type, either Summary or Detailed according as required.
  - ❖ Summary: Shows only totals for each account. The Summary Report gives a snap-shot view of the billing report.
  - ❖ Detailed: Shows file details for each account. The Detailed Report gives file-to-file billing details.
- Date Range: Select the date duration for which you want to view the billing report.

- Report Format: Select any doctor from the drop down list. By default “All” is selected.

## Steps to generate a billing report

1. Select either the Summary or the Detailed option.
2. Select the period (from date to date) for which the billing report is to be generated.
3. Select report format, i.e. the doctor account as required.
4. Click the *Generate Billing Report* button.

As per the selection made, details regarding the report style, report format (i.e. account information) and time duration is displayed above the report.

## When choosing the Summary Report:

The screenshot shows the Medikin Online Billing Reports interface. The report is titled "Summary Billing Report (Doctor Based) for 02-01-2012 - 02-28-2012 : 0". The report is grouped according to the following doctor: "All". The report shows the following data:

Dictator	No. Reports	Lines	Est. Lines	Length	Length(Hrs)	Telephone Chats - Count	Est. Price	Normal Est. Price	Est. Fee
Alan Moore	0	0 L O W	0 L O W	0 M O S	0H 0M 0S	0	0	0	0
Dr. Josh Beta	0	0 L O W	0 L O W	0 M O S	0H 0M 0S	0	0	0	0
Bruce Wigpe	0	0 L O W	0 L O W	0 M O S	0H 0M 0S	0	0	0	0
Judith Z Carter	0	0 L O W	0 L O W	0 M O S	0H 0M 0S	0	0	0	0
<b>Grand Totals</b>	<b>0</b>	<b>0 L O W</b>	<b>0 L O W</b>	<b>0 M O S</b>	<b>0H 0M 0S</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Column Details

All of the column buttons  are sorting buttons:

1. Dictator: User's Name of the doctor (dictator) who has dictated the file.
2. No. Reports: This column shows the count of reports dictated by the doctor for the selected period.
3. Lines: This column shows the number of lines that were transcribed by the MT for the selected doctor.
4. Length: This column displays the total length of the files.

## When choosing the Detailed Report:

The screenshot shows the Medikin Billing Reports interface. The main content area displays a detailed report for Bruce Wayne, titled "(Josh Beta Doc) - Detailed Billing Report (Doctor Based - Bruce Wayne) for 02-01-2011 - 02-28-2012: 5 (Billing Choice - Auto Extracted)". The report includes a table with columns for Document File ID, Work Date, Dictator, Patient Name, and various metrics like Line Count and Length. Below the table, there are Grand Totals and a list of reports.

Document File ID	Work Date	Dictator	Patient Name	Std	Normal File ID	Std File	Document File Name	Document File Size	Line Count	RM Lines	Audio File Length	Audio File Length(S)	Line/Length	Templates	Char. Count
12213317	2011-03-03	Bruce Wayne	John Doe		1222		JOSH_TEST_08_04182006-090424.doc	26 K	3 L		0M 49S	0M 49S	4	0	
12213478	2011-03-03	Bruce Wayne	John Doe		1227		John_Doe_3102011.doc	82 K	0 L		0M 6S	0M 6S	0	0	
12282990	2011-04-20	Bruce Wayne			1224.0		JOSH_TEST_08_04182006-090424.doc	26 K	3 L		0M 22S	0M 22S	8	0	
12495412	2011-05-24	Bruce Wayne			356.6		Smith_John_05162011_MRN1239745.doc	84 K	93 L		3M 15S	0M 3M 15S	29	0	
13046766	2011-11-30	Bruce Wayne	Smith Case		186.3		JOSH_TEST_01_04182006-090424.doc	26 K	3 L		3M 12S	0M 3M 12S	1	0	
<b>Totals:</b>				0	4296.9	0		200K	102 L 0M	0 L 0M	7M 46S	0M 7M 46S	33	0	

**Grand Totals:**  
 Reports: 5  
 Document Size: 292 K  
 Std Files: 0  
 Total TAT in Hours: 4296.9  
 Line Count: 102 Lines 0 Waiting  
 Core Line Count Files: 1 Files  
 Std Line Count: 0 Lines 0 Waiting  
 Total Line Count: Line Count: Std Line Count: 102 Lines 0 Waiting  
 Audio Length: 7 Minutes 46 Seconds  
 Audio Length in Hours: 0 Hours 7 Minutes 46 Seconds  
 Template Char. Count: 0

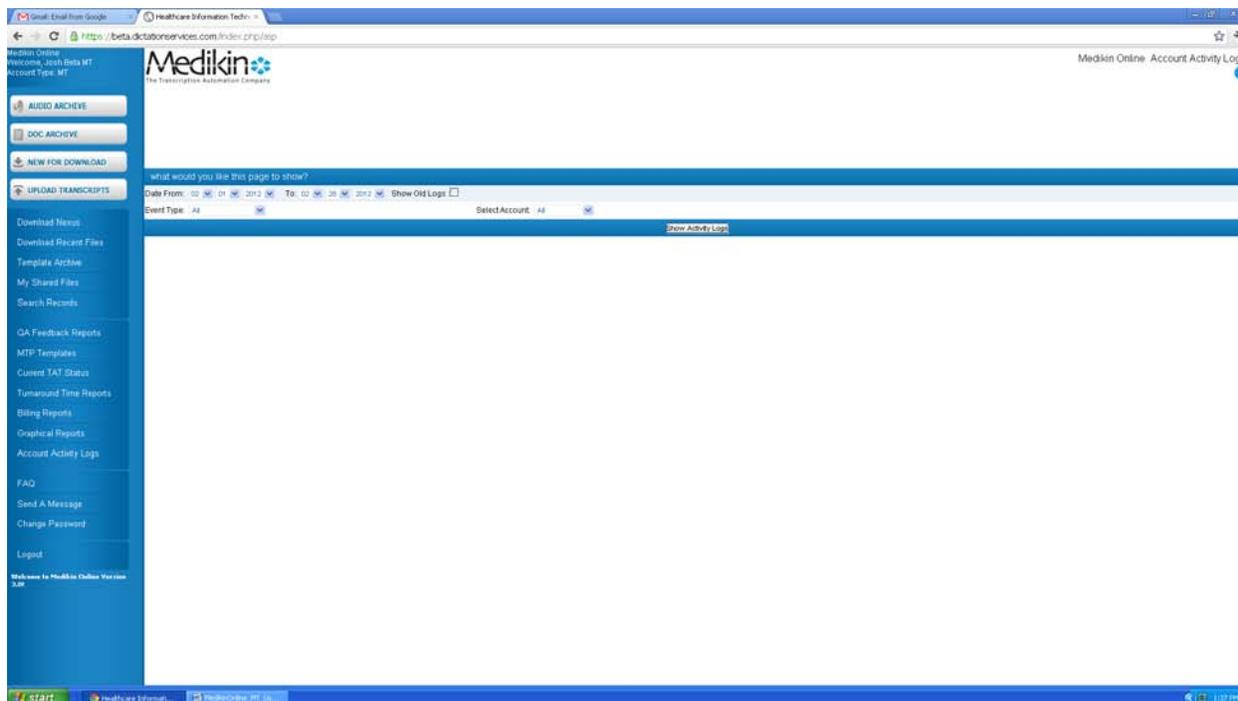
## Column Details

All of the column buttons  are sorting buttons:

1. Document File ID: This column shows the document file ID.
2. Work Date: This column displays the upload date of the document file.
3. Dictator: This column displays the doctor ID to whom the corresponding audio file belongs.
4. Patient Name: This column shows the patient name.
5. Document File Name: This column displays the document file name.
6. Document File Size: This column shows the document file size in terms of Kbytes.
7. Line Count: This column shows the count of the lines transcribed by the MT for the file. It shows *Waiting* when the file is in the process of comparison by the server.
8. Length: This column shows the length of the file in terms of time (secs).
9. Line/Length: This column displays the result of division of lines by length.

## Account Activity Logs

Account Activity Logs is the feature, which helps the doctor keep track of all the activities taking place in his or her account. It gives the details regarding the type of activity (event), date and time of its occurrence, and account ID showing where the event occurred. The doctor can generate the report of recent activity by either the event (activity) or by date sort.



### Report Criteria

- Date From – To -: The doctor can generate a report of recent activity for a particular duration or period.
- Event Type: The doctor can also generate the report by event basis. He or she can select a particular event from the drop down list. By default All is selected. The following is a list of events shown in the drop down list:
  - Routing
  - Audio
  - Document event
  - Template event
  - Logo event
  - File Deleted
  - Message Sent
  - File Emailed
  - File Faxed
  - File Corrected
  - File eSigned
  - File Unsigned

- File Rejected
- Login info
- Logout info
- Account Update
- File Split

- Account Type: The MT can also generate the activity report on doctor account basis.

## Steps to generate Recent Activity Log report:

1. Select duration for which the report is to be generated.
2. Select the particular event from the drop down list. By default *All* is selected.
3. Select the particular MT/QA from the drop down list. By default *All* is selected.
4. Click the *Generate Activity Report* button.

Date	Time EST	Event Type	ID	Activity
2012-02-15	16:00	Login Info	Bruce Wayne	[Login IP:216.238.141.130]
2012-02-07	13:23	Routing	Josh Beta MT	[AUDIO]Android_test_03.mp3 uploaded assigned to MT
2012-02-07	13:23	Routing	Josh Beta MT	[AUDIO]Android_test_02.mp3 uploaded assigned to MT
2012-02-07	13:23	Audio Event	Bruce Wayne	[AUDIO]Android_test_03.sFTP uploaded
2012-02-07	13:23	Audio Event	Bruce Wayne	[AUDIO]Android_test_01.sFTP uploaded
2012-02-07	13:09	Routing	Josh Beta MT	[AUDIO]Android_test_01.mp3 uploaded assigned to MT
2012-02-07	13:09	Audio Event	Bruce Wayne	[AUDIO]Android_test_01.sFTP uploaded
2012-02-03	17:48	Login Info	Bruce Wayne	[Login IP:174.252.14.43]
2012-02-03	17:47	Login Info	Bruce Wayne	[Login IP:216.238.141.130]
2012-02-03	17:45	Login Info	Bruce Wayne	[Login IP:216.238.141.130]
2012-02-02	16:31	Login Info	Bruce Wayne	[Login IP:69.176.218.162]
2012-01-31	16:09	Login Info	Bruce Wayne	[Login IP:69.176.218.162]
2012-01-31	11:54	Login Info	Bruce Wayne	[Login IP:69.176.218.162]
2012-01-31	11:51	Routing	Josh Beta MT	[AUDIO]Encino_Bhalva_Sundeeep-213657-0058769-zp-00090939-01192010-150414-war uploaded assigned to MT
2012-01-31	11:51	Routing	Josh Beta MT	[AUDIO]Encino_Bhalva_Sundeeep-214133-0065437-zp-00007956-02032010-200922-war uploaded assigned to MT
2012-01-31	11:51	Routing	Josh Beta MT	[AUDIO]Encino_Bhalva_Sundeeep-219886-AA85243-zp-00007915-07302010-223644-war uploaded assigned to MT
2012-01-31	11:51	Audio Event	Bruce Wayne	[AUDIO]Encino_Bhalva_Sundeeep-213657-0058769-zp-00090939-01192010-150414-sFTP uploaded
2012-01-31	11:51	Audio Event	Bruce Wayne	[AUDIO]Encino_Bhalva_Sundeeep-214133-0065437-zp-00007956-02032010-200922-sFTP uploaded

## Column Details:

Click on the *Generate Activity Report* button and a new screen appears showing the report with the details of the account activity.

1. Date: This column shows the date when the event occurred.
2. Time: This column displays the time of the event.
3. Event Type: This column displays the type of event as per the selection made in the *Event Type Category* in Report Criteria.
4. ID: This column displays the doctor's account ID as per the selection made in the *Account* category in the Report Criteria.

5. Log: This column gives the details regarding the type of file (audio or document) and its name as per the event.

## FAQ

These are frequently asked questions which act as quick reference for the MT for his general queries. This section gives answers to MT's queries related to the software/hardware requirements, use of the system and many more.

Medikin Online  
Welcome, Josh Davis MT  
Account Type: MT

**Medikin**  
The Transcription Association Company

Medikin Online Frequently Asked Questions (FAQ)

**Frequently asked questions**

**How can I listen to the audio files?**  
Click on the Audio archive option, which is the first round button on the top right corner of the page. This displays a list of audio files sorted by Date of Upload. Click on the File ID to listen or download the file

**How can I download all of the recently dictated files with one click?**  
Click on the menu choice "Download Recent Files." This option will download all the files which have been dictated and assigned to you into a zip file onto your computer. This feature eliminates the need for you to manually download every single file. In any case, you can always download individual audio files from the audio archive as audio files are maintained online for 15 days from the dictation day.

**How can I open the downloaded zip file?**  
Just go to the location on your computer where the zipped file was saved and double click on the file to open its contents. You can use Winzip or any other program to unzip the file; Winzip comes as a standard utility with the Windows operating system. If you do not have Winzip you can download by clicking here: <http://www.winzip.com/download.cgi?winzipd1.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 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.

**How can I upload more than one document file for an audio file?**  
Go to the Audio Archive and click the button in the audio file row for which you want to upload multiple transcribed documents. The procedure is same as uploading a normal transcribed document. You can upload upto five documents for one audio file.  
**How can I mark a red flag to the document file if there is any problem or error?**  
At the time of document file upload, if you feel that the file has some error, and it should be brought to MT Admin's notice, check mark the "Red Flag" button in the file attributes. This will send an auto email to the MT Admin and the file is not delivered to the dictator unless MT Admin clears the file.

**How can I view MT/QA1/QA2 transcribed reports?**  
Go to the Audio Archive and click the blue button under MT/QA1/QA2 column for the audio file row for which you want to see the transcribed reports.

**How can I upload the corrected document files after editing?**  
After downloading the audio file and the initial transcribed document, or listening to the file online, you can make corrections in the report and save the corrected file on your computer. Go to the Audio Archive and click the 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.

**How can I change the Document file attributes?**  
Go to the Document Archive and click the document file ID to change the file attributes.

**How can I view, print and download the transcribed reports?**  
Click the Document Archive option, which is the second round button on the top right corner of the page. This displays a list of transcribed documents sorted by Date of Upload and Patient Name. Click on the File ID to view, print or download the document.

**How can I find a particular file?**  
Click on the "Search Records" option on the Navigation menu. You can then search for any document or audio file using various search criteria.

**How can I view and download a template?**  
Click the "Template Archive" option in the Navigation menu to view or download a template.

**Why am I asked for my User ID and Password every now and then?**  
This is a time-out activity feature, which keeps your files and account secure. After every two hours, you will have to enter your User ID and Password to continue.

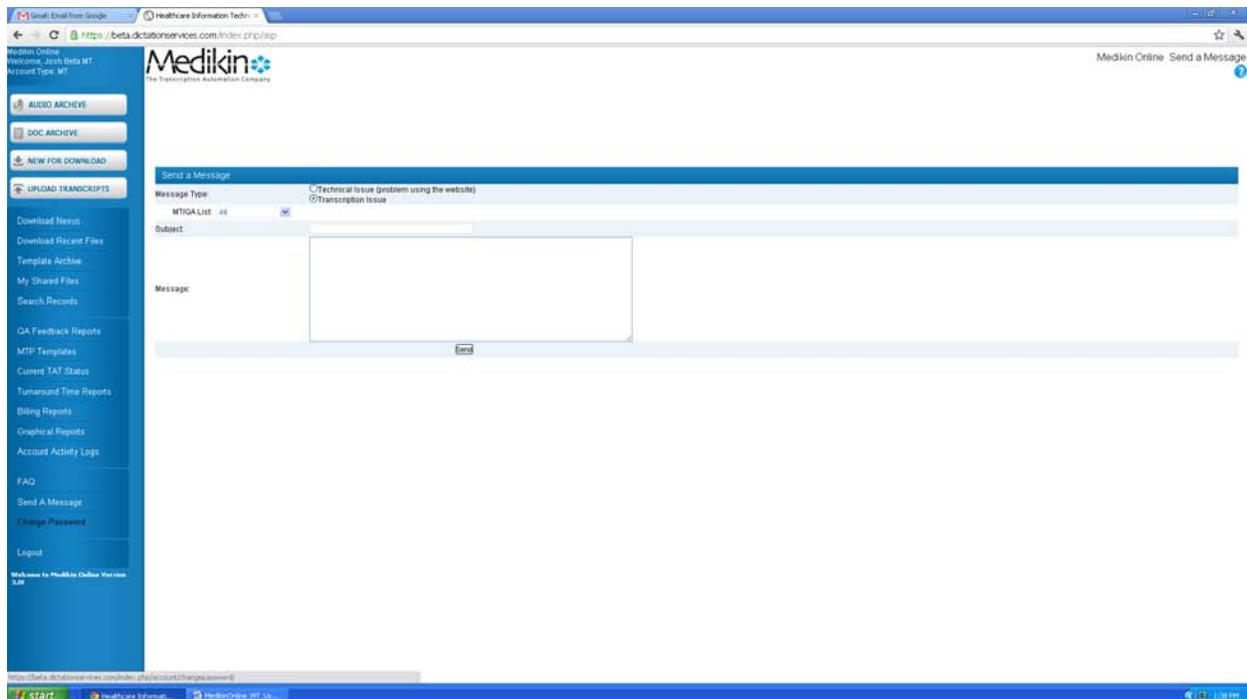
**What technical specifications are required for my PC?**  
Any computer with Internet Explorer 6+ and an Internet connection.

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## Send A Message

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



The screenshot shows a web browser window displaying the Medikin 'Send a Message' form. The browser address bar shows the URL 'https://beta.dictation-services.com/index.php/asp'. The page header includes the Medikin logo and the text 'The Transcription Automation Company'. The user is logged in as 'Medikin Online' with the account type 'MT'. The form is titled 'Send a Message' and has two radio buttons for 'Message Type': 'Technical Issue (problem using the website)' (which is selected) and 'Transcription Issue'. Below this is a dropdown menu for 'MT/QA List' with a blue 'x' icon. There is a text input field for 'Subject' and a larger text area for 'Message'. A 'Send' button is located at the bottom of the message area. On the left side of the page, there is a navigation menu with various options like 'AUDIO ARCHIVE', 'DOC ARCHIVE', 'NEW FOR DOWNLOAD', 'UPLOAD TRANSCRIPTS', and 'Send A Message'.

*Message Type:* Select the message type by enabling the required radio button.

- ❖ **Technical issue:** If you have any technical problem regarding the ASP, send a message explaining the problem in detail. The system will send the message to the Site Administrator as well as to the MT Administrator.
- ❖ **Transcription issue:** If you have any transcription problem, send a message to the other MTs/QAs. The system will also send this message to the MT Administrator.

*Message To:* If you have selected the “Transcription Issue” option in the “Message Type” category, you can select the required MT/QA from the drop down list.

*Subject:* Enter a subject title for the message going to the recipient.

*Message:* Enter the message explaining each and every detail of the technical/transcription problem in this text box.

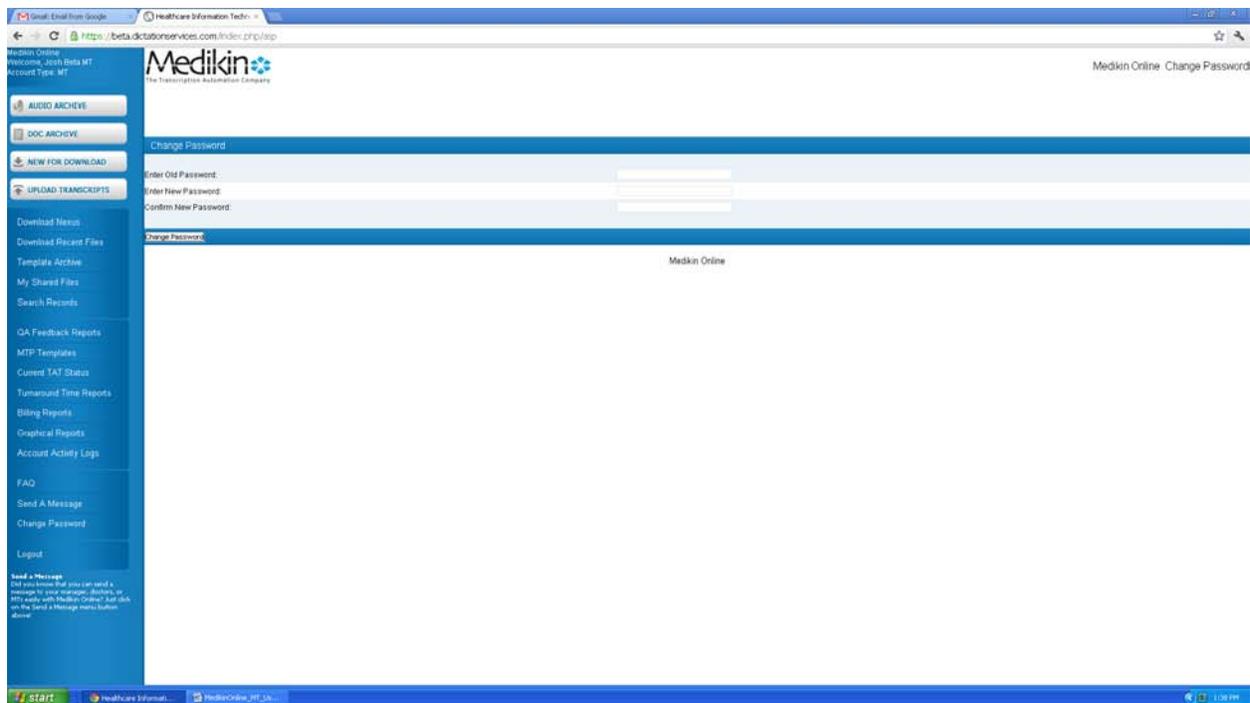
**Steps to send the message:**

1. Select the message type by enabling the radio button.
2. Select the required MT/QA from the drop down list.
3. Enter the subject for the message in the text box.
4. Enter the message in detail in the text box.
5. Click the *Send* button at the bottom of the screen.

A new screen will appear confirming that the message had been sent.

## Change Password

Change Password option enables the doctor to change his account password if desired.



### Steps to Change Password

1. Enter Old Password – User is required to enter the old password.
2. Enter New Password – User is asked to enter the new password for his account.
3. Confirm New Password – User is required to retype the new password for confirmation.
4. Click the *Change Password* button.

A new screen appears confirming the update of account password.

## Logout & Exit

This option logs out the MT from the system.