



## Preliminary Questionnaire

We welcome the opportunity to serve your Transcription need. Please help us understand your requirements better by providing following information: Please fax it back to Shawn: 832 217 3153

## Medical Transcription Preliminary Questionnaire

### Contact Information

1. Practice Name:
2. Contact Person(s) for Transcription:
3. Title:
4. Primary Address:
5. Phone:
6. FAX:
7. Email ID:
8. Contact person for Billing:
9. email ID Phone:
10. Best time of the day to call you:
11. Other office locations



## Current Transcription Process

1. Total number of physicians:
2. Physician Names:
3. Average number of dictations per day:
4. Percent reports completed in 24 hours:
5. Percent reports completed in > 24 hours:
6. Percent STAT reports (Less than 6 hours):
7. Current accuracy:
8. Report Types:
9. Current transcription service:  
(In-house/ Outsourced MTSO/ Home-based outsource/ Voice activated system)
10. Current mode of dictation:  
(Toll-free phone-in/ Hand held recorders/ Others-please specify)
11. If using Hand Held recorders - Make and model number:

## Infrastructure Details

1. Computer Systems  
(Configuration – Processor, RAM, Hard Disk, Operating System)
2. How many computers are currently used to upload/download dictations?
3. Is any one computer used to send more than one doctor's dictations?

4. Internet  
(Dial up/ Broadband/ Cable; Speed in KBPS)
5. Name of the EMR / Model #
6. Any interface required:
7. Name & # of Contact person for IT:

Requirement

1. Average number of Physicians to dictate per day:
  2. Minimum # of reports per day
  3. Maximum # of reports per day
  4. Weekend service required
  5. Holiday service required
  6. Preferred duration of archiving reports:
  7. Indicative dictation days of the week:
  8. Indicative time of dictation:
  9. Preferred turnaround time:
  10. When would you like to start the pilot project?
  11. How many doctors will be dictating during the pilot?
  12. Please fax (832 217 3153) us some of the Doctors sample reports and Normals / Templates.
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