

Office Technology Every Medical Office Should Use

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www.adultmedicine.com/presentations

Office-Tech 200

Tools for the Business Side of Medicine

1. Digital Dictation
2. Encryption & Email
3. Print to File
4. Faxing & Scanning Software

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Office-Tech 200

Tools for the Business Side of Medicine

1. Digital Dictation
 - ★ easily save \$600 per month
2. Encryption & Email
 - HIPAA complaint w/o hassle or cost
 - change free phone call into e-mail income
3. Print to File
 - 11 ¢ per claim,
 - send / store long reports
4. Faxing & Scanning Software
 - fax management, record copying

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Dictaphone



Digital Portables

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Clever Gear— holds 8 hours dictation



Olympus 330

\$160 5 hours, 5 folders, compressed file

Off-Load by USB Wire not Smart Card



USB port

Service Providers

- ◆ UnlimitedTranscriptions.com
- ◆ DoctorDictate!.com
- ◆ MedicalTranscription.com

List at
 Yahoo>business>health>medical_transcription
 Supplies
TranscriptionGear.com
www.OfficeDirectinc.com

Yahoo List—and goes on for 3 pages

Sponsor Listings [What's a Sponsor Listing?](#)

[MedWord](#) - sells medical transcription, coding, billing, and terminology courses, transcription equipment, and software. Human anatomy, MT tips, medical references, and original articles.

[Unlimited Transcription](#) - provides medical transcription services to the healthcare industry including hospitals, physician groups, clinics, and individual practitioners.

Most Popular

- [Andrews School of Medical Transcription](#)
- [MedRec Resources](#) - provides medical transcription services to health care facilities, hospitals, individual doctors.
- [MedQuist \(1\)](#) (Nasdaq: [MEDQ](#))
- [MedWord](#) - sells medical transcription, coding, billing, and terminology courses, transcription equipment, and software. Human anatomy, MT tips, medical references, and original articles.
- [Health Professions Institute](#) - private research and development company specializing in the production of transcription training materials, reference books, and periodicals.
- [HealthScribe](#) - Internet-enabled national outsourcer providing medical transcription and data management services to health care systems.
- [MAG Mutual Healthcare Solutions, Inc.](#) - physician owned company specializing in medical transcription services.
- [Netscript International](#) - offering medical transcription service nationwide.
- [Med South Solutions](#) - outsource medical transcription service.
- [Transcend Echo](#) - digital dictation, transcription, and document management system designed for medical offices.

[Yahoo/Business-to-Business/Healthcare/Services/Transcription](#)

57 North Main Street
Crossville, Tennessee 38555
Phone: 931-456-2496

- Prospective Clients
- Prospective MT
- Technology
- Support
- Links
- Online Store

Unlimited Transcription

Unlimited Transcription, LLC provides medical transcription services to the healthcare industry, offering hospitals, physician groups, clinics, and individual practitioners a cost effective, high-quality solution for outsourcing medical transcription.

NEW!

Our Voice Recorder Software turns a PDA into a Digital Dictation Recorder!

Dell Axim X5 PDA

NO STARTUP COSTS!

We furnish a Portable Digital Handheld Recorder or PDA to each dictating physician *plus* our proven Software and Equipment for Encrypted Internet Transfer. Twenty-four-hour turn around, 11.5

BUDGET TRANSCRIPTION

Home Digital Recorder Internet Software Price & Quality Contact Us Test Drive

New! Dell Axim PDA
 "Your Medical Transcription Solution"

- * We furnish a PDA or Digital Voice Recorder to each full time dictator.
- * No Start Up Costs.
- * 9.5 cents per gross line or 11.5 cents per 65 character line.
- * 24 hour turn around, editor reviewed.
- * Permanent USA typist for each provider.
- * No overseas outsourcing

"Medical Transcription for Less"

AUTO-TEXT
 the key to quick quality dictation

1) Imagine a 3 page physical dictated in 30 seconds

AUTO-TEXT -- the key to quick quality dictation

1) just memorized phrases

2) pastes in with two key strokes
 type name for the copied information -e.g. 1
 then hit the **F3** key

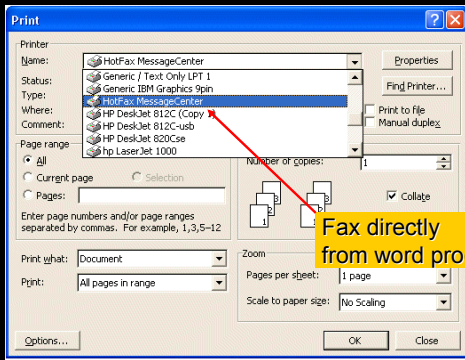
3) works for anything you can highlight
 pictures-- logo
 signature
 entire normal exam or review of systems
 field to add something like date
 entire page with pictures, tables, text boxes

AUTO-TEXT

examples to be shown

1. full physical
2. header for notes
3. full letterhead—no special paper to buy
4. signature insert
5. bookmarks to jump from top to bottom—
Control-F9 to insert F11 to jump
6. calculated fields automatically add dates
7. med sheet
8. fax sheet

Dictation / Transcription Time Savers



Dictation / Transcription Time Savers

1. Auto-Text—1 word brings up a full report
2. Use page header for your office letterhead
3. **Template file** (extension DOT)
stores your memorized information
page can access memorized info in other template files
4. Bookmarks
control+F9 --insert F11 --jump
5. Digital Signature, Fax Form
6. Print to fax


**Send Digital File
via Internet or Network**

1. CuteFTP Pro--\$60 – sends/receives encrypted
2. WinZip 9.0 -\$30 -encrypted and password attached to file
3. PGP 8.0 -\$50 -also freeware for non-business
4. Drop Chute --\$200
5. Others– *many* - just need to encrypt a file

Digital Dictation

- Buy recorder and send software
- Find transcriptionist—web or locally
- Use Auto-Text
- Send via network or intranet

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E-mail to Patients

1. confidentiality to comply with HIPAA
2. can you get paid for it, and control it
3. how to set up

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Security--Encryption

◆ **Encryption**
 art of substitution and addition

You Encrypt (or Convert) Then Send
 Receiver Needs Your System to Decode

The system is the **Key**
 You Give Them In Advance

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Encryption- Art of Substitutions and Deletions

E.G. Your sugar is high

iyjokulr msnuogpaqr riss thuivgwh

y	o	u	r		s	u	g	a	r
i	j	k	l		m	n	o	p	q

Security--Encryption

◆ **Key-----**
need a pair

one for the sender -- encode
 one for the receiver - decode

works like a page (file) torn in half
 and you need both parts
 to know the coding pattern

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Encryption— Where is it done?

1. by a web page— secure socket
2. by software linked to your e-mail
3. on software that does it all - encrypts and transfers--

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2004 Annual Session Online Registration

Note: Fields marked with * are required.

ACP #

Name *

Address *

Address 2

Address 3

City *

State/Province *

Zip/Postal Code *

Country

Daytime Phone *

Home Phone

Fax

Email address *

I do not wish to receive Industry-Supported Symposia and Exhibitor mailings.

Persons with a disability, please check here if you require special accommodations.

SECTION I - Pre-Session Courses April 20-21, 2004

Register for courses by filling in your choices below. Two-day Pre-Session Courses are sold only as two-day events. Course titles and days are listed below for your reference.

Secure Socket (SSL) →

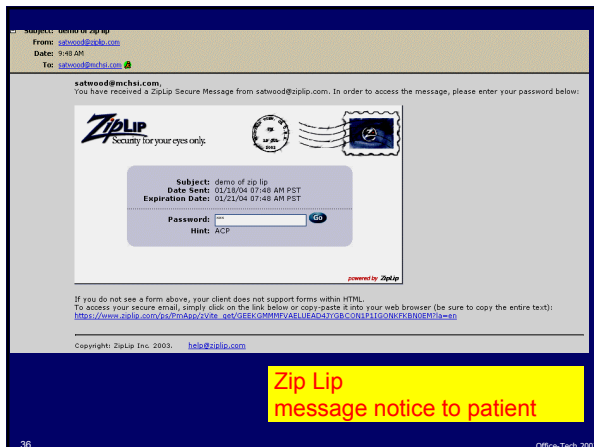
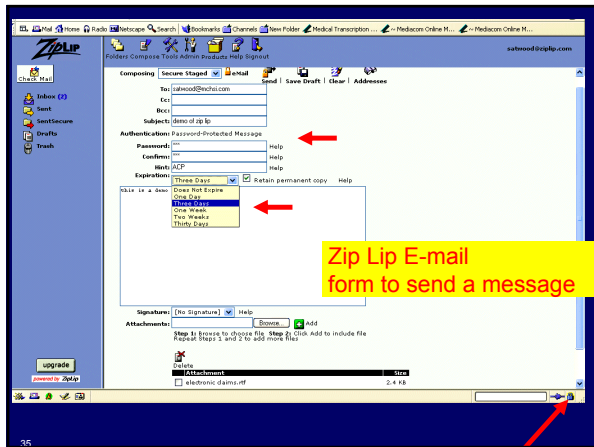
Example of encryption

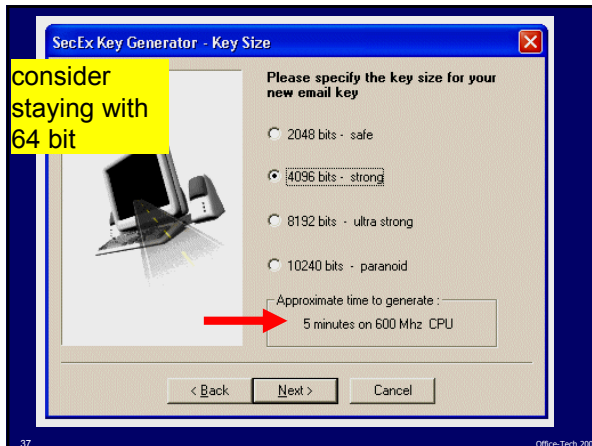
All Encryption done for you by the webpage

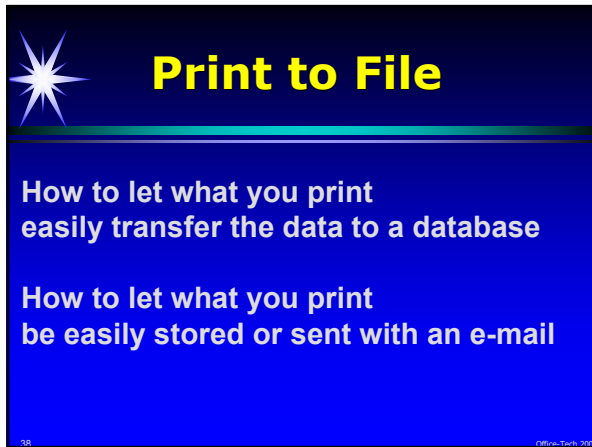
Find out more.

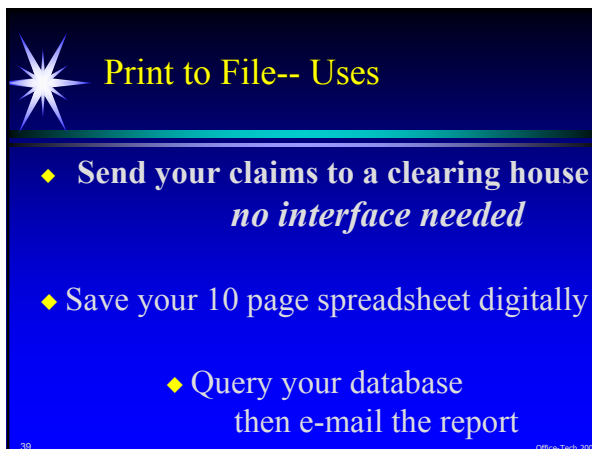
Internet Communication with a Patient		
Website Centered	Stand Alone Program	Email Centered
Medem	CuteFTP Pro	ZipLip
Salu.net	DropChute	MailShell
MDHub		SecExMail
MyDocOnline	PGP	HushMail


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 **Print to File**

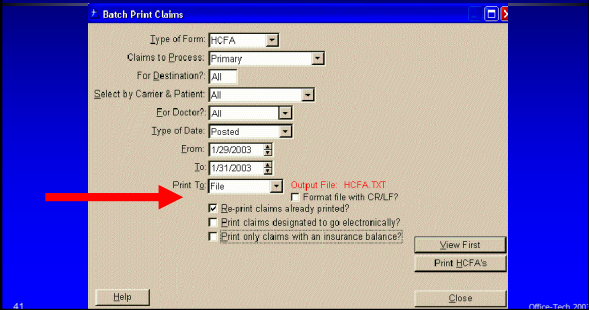
**If you can print it,
you can also make it a digital file**

Digital files can link up with other programs


Your text data can automatically
fill in a database or spreadsheet

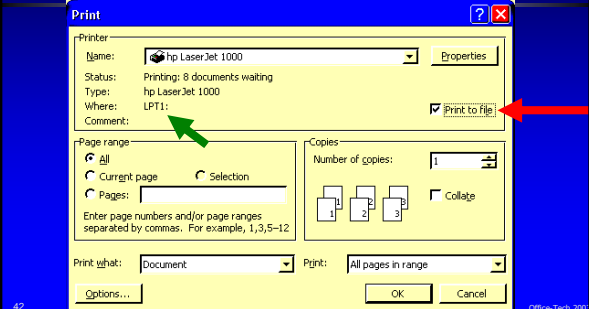
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 **PRINT TO FILE**



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 **PRINT TO FILE**



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Print To File – *DOS Command*

- ◆ Select printer then click print to file option
- ◆ Go to DOS prompt (in Windows>Accessories)
- ◆ Enter the command PRINT and file name e.g.

```
C:\>print report.prn
```

- ◆ Then strike enter and your file prints thus you can save anything you want to print

Scanning – Faxing

Manage your paper digitally

Save Time, Money, Space

Scanning – Faxing

Benefits of software like the \$50 HotFax

1. Not print useless Faxes
2. Easily find prior Faxes
3. No paper left sitting out overnight
4. Fax from most programs as easily as you can print

Scanning – Faxing

Medical Record Requests

Fax to Yourself, Print Later

1. Easily store large records
2. Page counter on computer
3. Less expensive to print (laser printer vs copy machine)

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Office Technology to Use Today

► **All about going digital**

work smarter not harder
cut your overhead with common software

Digital Dictation	Print to File
Send HIPAA compliant files and E-mail	Keep your paper digital with Fax and Scan software

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