



SEQUELMED

SEQUELMED TRANSCRIPTION

(PROCEDURE DOCUMENT)

SequelMed Transcription

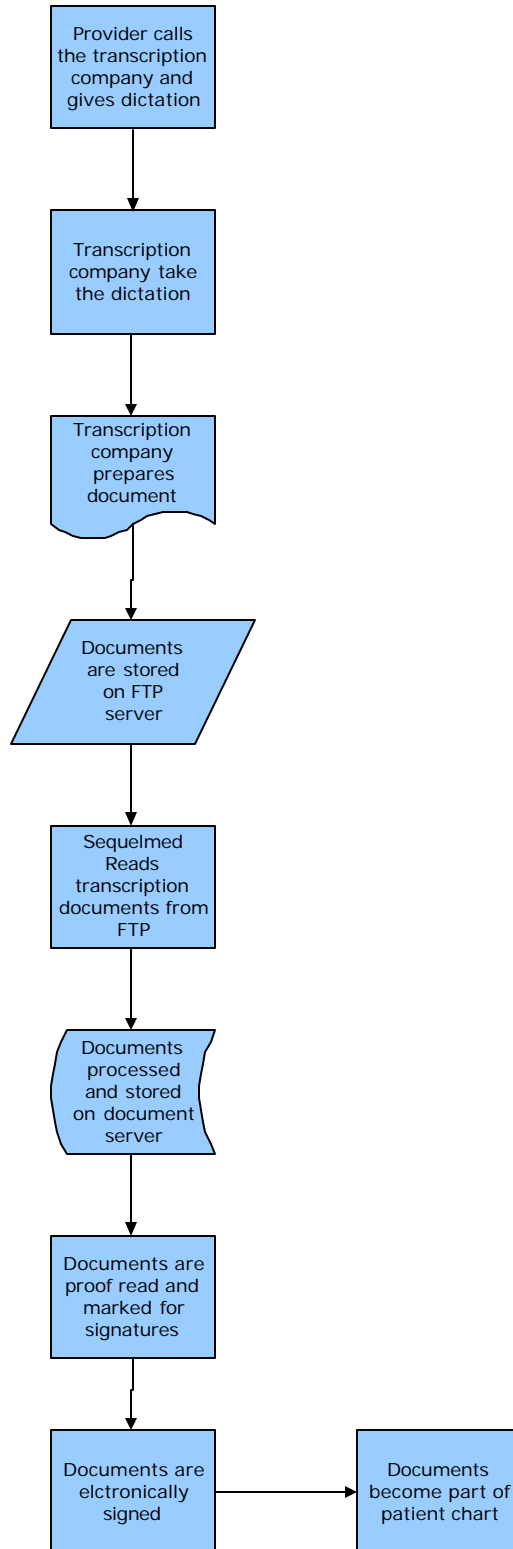
SequelMed Transcription is used to process Transcription documents created by a transcription company. SequelMed Automates the whole transcription process making it easier and efficient for the provider and the system users.

The basic steps covering transcription process are as follows:

- Provider calls the transcription company and gives them dictation for a particular patient.
- Along with the medical dictation some patient information is also passed to the transcription company.
- Transcription company creates a document and names it in a special way.
- Transcription documents are put on an FTP server.
- SequelMed fetches these transcription documents and processes them.
- After processing, documents are assigned to patients, which already exist in the system.
- User then reviews the documents and marks them waiting for signatures.
- Transcription documents are printed by the user and presented to the provider for signatures.
- Once signed by the provider, the documents are then electronically signed by the user.

SequelMed Transcription

Basic Workflow



Transcription Document Format

The Documents that a transcription company creates have a special naming format.

LastName,FirstName DateOfService PatientAccountNumber

There is a **comma** between LastName and FirstName

There is a **space** between FirstName and DateOfService

There is a **space** between DateOfService and PatientAccountNumber

For example:

JOHN,DOE 07012004 12345

Where:

DOE is the **LastName**

Comma

JOHN is the **FirstName**

Space

07012004 is the **DateOfService**

Space

12345 is the **AccountNumber**

DateOfService will be in **MMDDYYYY** format

Transcription document details

Practice

Transcription Company

FTP Address
 Local Drive

Address

Path

User Name

Password

Connection Mode Active Passive

Document Operations

Delete Files
 Copy to Local Backup Folder

Backup Folder

<u>Field</u>	<u>Description</u>
Practice	Select name of an existing practice here
Transcription Company	Name of Transcription company
FTP Address	This option is selected if the documents are to be fetched from an FTP server
Local Drive	This option is selected if the documents are to be fetched from a local or network drive
Address	FTP IP address (eg., 215.215.215.215)
Path	Path for FTP server or Local/Network drive
User Name	FTP Username
Password	FTP Password
Connection Mode	Active/Passive FTP mode is selected depending upon if the FTP server is behind the firewall or not

Document Operations**Delete Files**

If after downloading the transcription documents, it is required that the documents be deleted from FTP, this option must be selected

Copy to local Backup Folder

If after downloading the transcription documents, it is required that the documents be copied from FTP to a backup location, this option must be selected

Button**Description****New****To create a new document location click New****Delete****To Delete an already created document location****Help****Help****Save****Save a new document location or to save changes in an already existing document location****Exit****Close current window**

Practice Transcriptions

Select All

Practice Name	Transcription Company
ESC	EBS
ESC	TEST
ESC	VS
ESC	COMPANY

<div style="border: 1px solid gray; padding: 2px; width: 100px; display: inline-block;">4</div>	<div style="border: 1px solid gray; padding: 2px; text-align: center; margin-bottom: 5px;">Get Documents</div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin-bottom: 5px;">Details</div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin-bottom: 5px;">New</div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin-bottom: 5px;">Delete</div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin-bottom: 5px;">Print</div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin-bottom: 5px;">Help</div> <div style="border: 1px solid gray; padding: 2px; text-align: center;">Exit</div>
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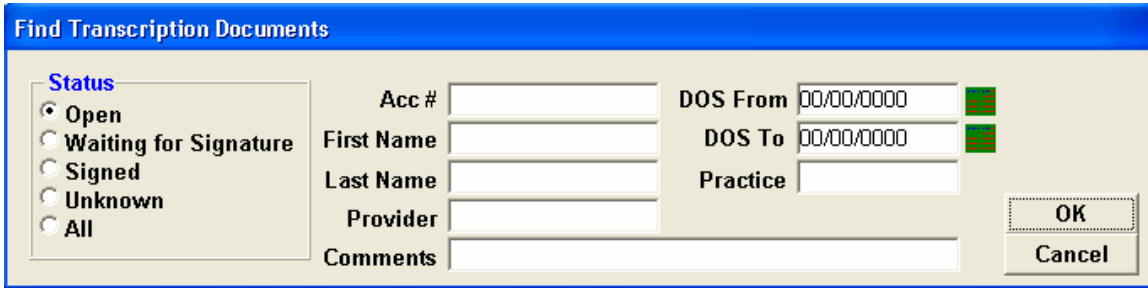
Status	
Total Files	Current State
Files Processed	
Remote File	
Local File	
Command Line	

<u>Field</u>	<u>Description</u>
Practice Name	Practice name that was selected while creating the document location
Transcription Company	Name of the transcription company that was entered while creating the document location
Select All	To select all locations
Status	Status of documents download
Total Files	Total number of files present in the document location

Current State	Process state (for internal SequelMed use)
Files Processed	Number of files that have been processed
Remote File	Name and full path of the remote file being downloaded
Local File	Name and full local path of the file that is being downloaded
Command Line	Gives the actual status of the download process. This may show actual messages from the FTP server

<u>Button</u>	<u>Description</u>
Get Documents	After selecting a location, this button is clicked to Fetch the documents from FTP or Local/Network drive
Details	To view the details of a document location
New	To create a new document location
Delete	To delete selected document location
Print	To print the
Help	Help
Exit	Close current window

FIND DOCUMENTS



<u>Field</u>	<u>Description</u>
Status	
Open	Select this option to do a search for Documents which are on "Open" status
Waiting for Signature	Select this option to do a search for Documents which are on "waiting for Signatures" status
Signed	Select this option to do a search for Documents which are on "Signed" status
Unknown	Select this option to do a search for Documents which are on "Unknown" status
All	Select this option to do a search for all documents
Acc #	Account Number of the patient
First Name	First Name of patient
Last Name	Last Name of patient
Provider	Provider short name
Comments	Comments text upon which a search needs to be performed
DOS From	Start of date of service for document search purpose
DOS To	End of date of service for document search purpose
Practice	Practice name for document search purpose

Button

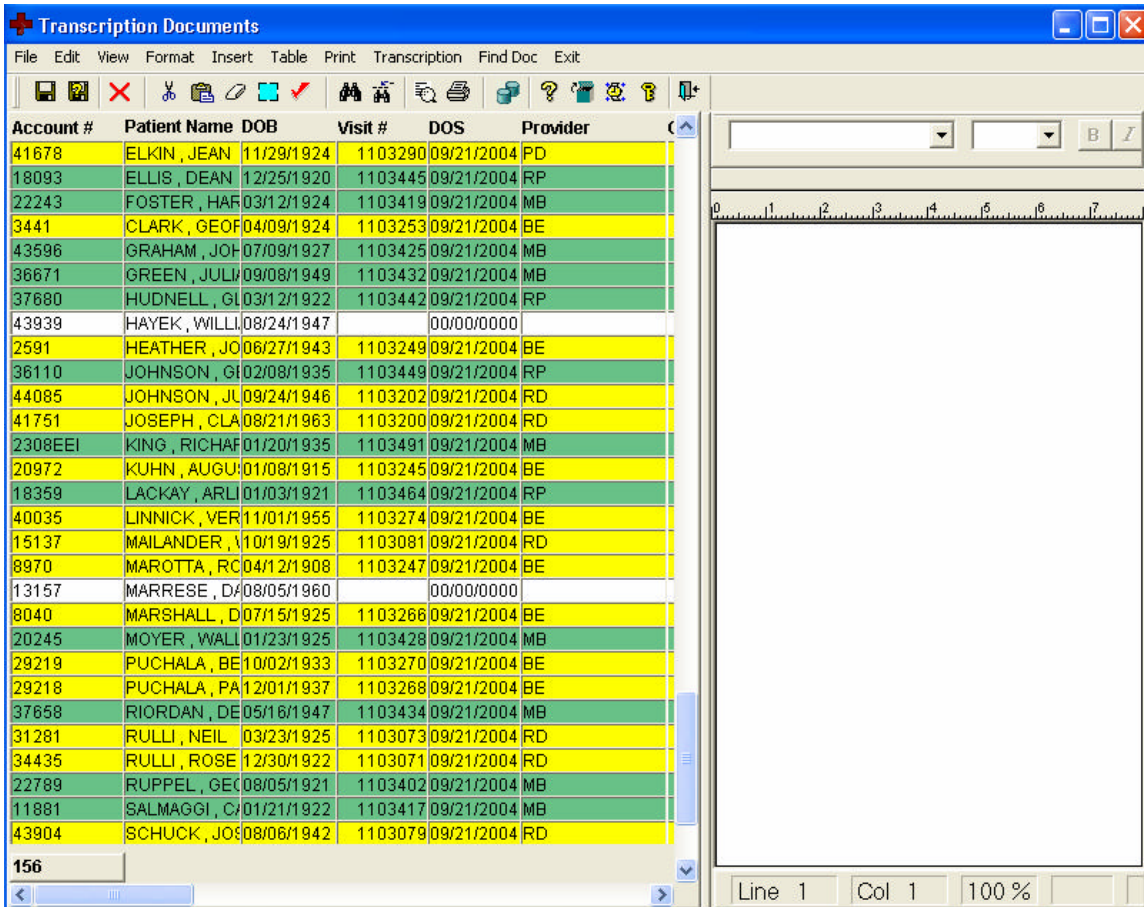
Description

OK

Click this button to perform a search

Cancel

Click this button to cancel search



Menu

Description

File

Save

To save the changes made in a Transcription Document

Save As...

To save the changes made in a Transcription Document to another location

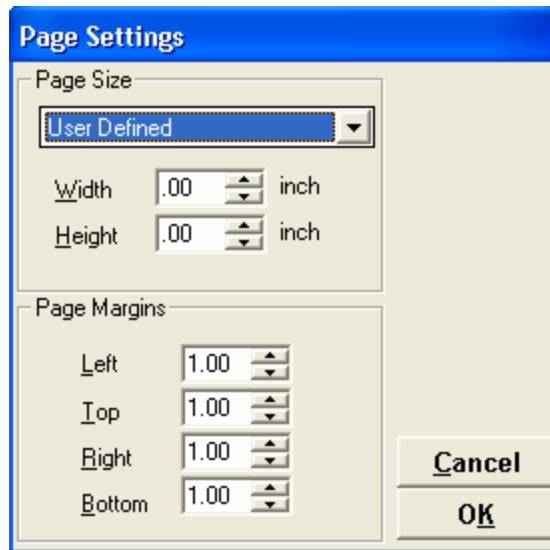
Delete

Ctrl+D

To delete selected Transcription Document

Page Settings...

To change page settings of a Transcription Document

**Edit**

Undo		Undo last (document edit) action
Redo		Redo last (document edit) action
Copy	Ctrl+C	Copy something in the body of Transcription document
Cut	Ctrl+X	Cut something from the body of transcription document
Paste	Ctrl+V	Paste copied data in the body of transcription document
Clear		Delete selected data in the body of transcription document
Find...		Find something specific in the body of Transcription Document
Replace...		Find and replace specific information in the body of transcription document
Select All		Select all data in a Transcription Document
Spell Checker		Run spell check on the selected transcription document

View

Page Layout	To view the page layout settings of the selected page
Header	To insert header in the selected document
Footer	To insert Footer in the selected document
Header on first page	To insert header on first page of the selected document
Footer on first page	To insert footer on first page of the selected document
Zoom 50%	To switch the document view to 50% of the original size
Zoom Normal	To switch the document view to normal size
Zoom 200%	To switch the document view to 200% (double) of the original size

Format

Font...	Brings up the font window from where various attributes regarding to font can be set
Paragraph...	Brings up a settings window from where various attributes of a paragraph can be selected and applied
Text Color...	For the selection of text color
Text Background Color...	For the selection of background color

Insert

Text From File...	Text can be selected from SequelMed form file/s, text files and word or wordpad files.
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Table

Insert	
Insert Table	To insert a table in a document
Columns to Left	To Insert table columns to the left of the selected column

	Columns to Right	To Insert table columns to the right of the selected column
	Rows Above	To insert table rows above the selected row
	Rows Below	To insert table rows below the selected row
	Delete	
	Table	To delete selected table
	Rows	To delete selected rows
	Columns	To delete selected columns
	Select	
	Table	To select the active table (the one cursor is in)
	Columns	To select the column the cursor is in
	Rows	To select the row the cursor is in
	Gridlines	Select to view table borders
	Table Attributes	To display different attributes of the selected table
	Print	
	Print	To print the selected document
	Batch Print	To print the documents that are present on the transcription window. This feature is specially helpful in printing all the documents which are found based upon a specific find criteria
	Transcription	
	Transcription Locations	To create/view/change transcription locations
	Change Status	
	Unknown	To change the status of a transcription document to Unknown
	Open	To change the status of a transcription document to Open
	Waiting for Signature	To change the status of a transcription document to Waiting for Signature

Signed

To change the status of a transcription document to Signed

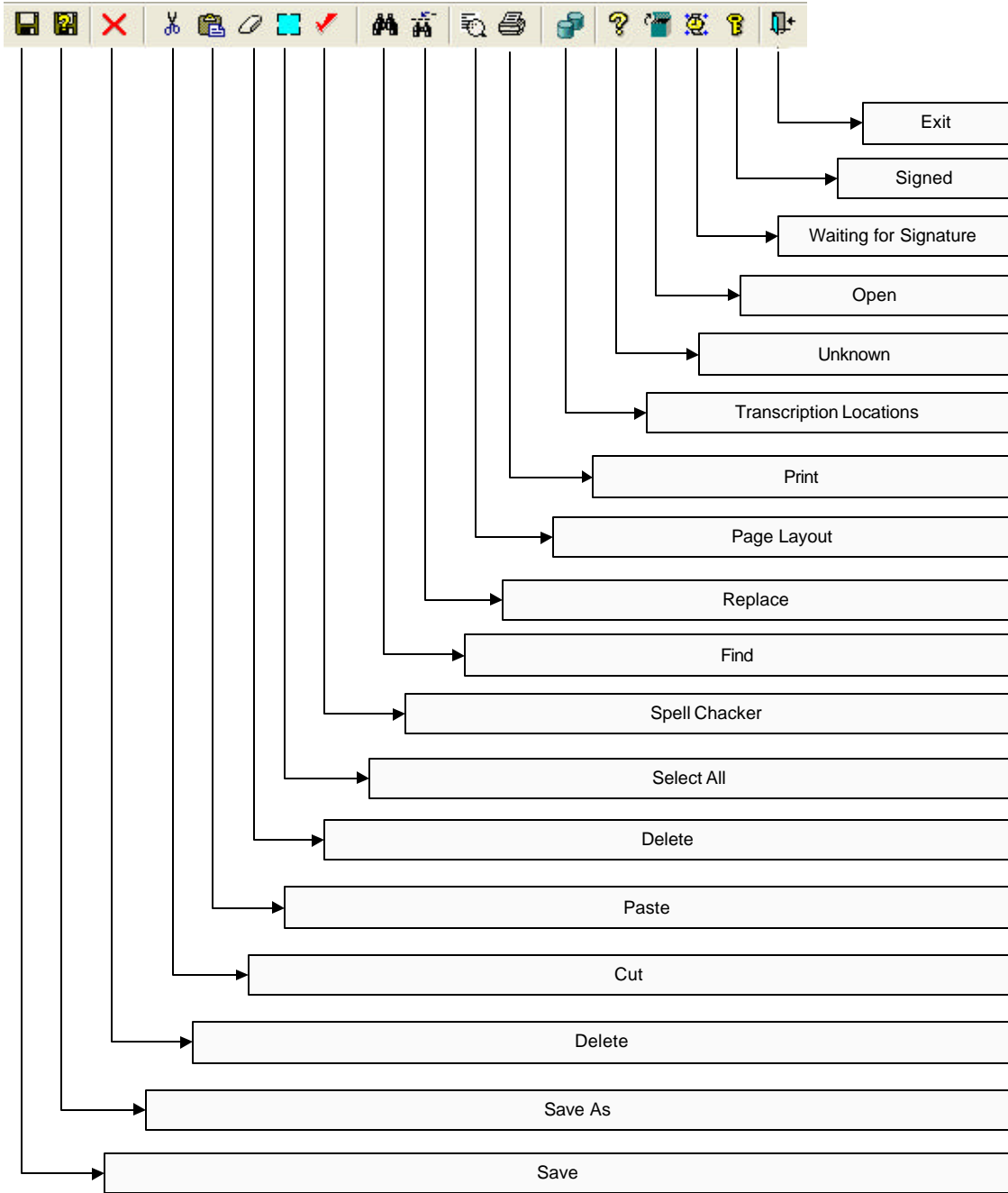
Find Doc

To find document/s based upon a specific search criteria

Exit

Close transcription window

Toolbar Description



Toolbar Icons**Description**

Save	Save document
Save As	To Save a document with a different file name
Delete	After selecting a single or multiple documents, click this toolbar icon to delete the document/s/ To select multiple documents, hold down Ctrl key and select multiple documents.
Cut	To cut text from a document
Paste	To Paste copied text into a document
Delete	To delete selected text
Select All	To select all contents of a document
Spell Checker	To run spell check on a document
Find	To find specific text in a document
Replace	To find and replace specific text in a document
Page Layout	To change/adjust page layout settings of a document
Print	To print a document. Batch document print is also available
Transcription Locations	To create/view/change transcription locations
Unknown	To change the status of a transcription document to Unknown
Open	To change the status of a transcription document to Open
Waiting for Signature	To change the status of a transcription document to Waiting for Signature. When a document is marked for waiting for signature, it gets highlighted in yellow.
Signed	To change the status of a transcription document to Signed. Once a document is signed, it cannot be un-signed or cannot be altered. When a document is marked Signed, it gets highlighted in green.

<u>Field</u>	<u>Description</u>
Account Number	To display the account number of the patient the document belongs to. If during document processing system did not find any patient that the document can be associated to, this field is left blank and later on user can enter a patient's account number manually.
Patient Name	To display the name of the patient the document belongs to. If during document processing system did not find any patient that the document can be associated to, this field is left blank and later on user can enter a patient's account number manually.
DOB	To display the date of birth of the patient the document belongs to. If during document processing system did not find any patient that the document can be associated to, this field is left blank
Visit#	To display the visit number of the patient the document belongs to. If during document processing system did not find any patient that the document can be associated to, this field is left blank and later on user can enter a visit number manually.
DOS	To display the date of service the document belongs to. If during document processing system did not find any patient that the document can be associated to, this field is left blank
Provider	To display the provider short name that is associated with the patient whom this document belongs to. If during document processing system did not find any patient that the document can be associated to, this field is left blank
Comments	A user can use this field to put comments against a specific document
Pages	Number of pages contained in a document
File Type	Display the file type of the selected document. File types can only be DOC, TXT and RTF

Source	Displays the source of the selected file. In case of a document that came through FTP, it will display FTP. In case of a document that was fetched from a local/network drive, full path of the document source will be displayed
Original File Name	Original name of the file is displayed
Entered By	Displays the name of the user who imported the transcription document
Practice	Displays the name of the practice the patient is associated with. In case, no patient matches were found, this will be left blank
Status	Displays the current status of the selected document
Reviewed By	Displays the name of the user who reviewed the document. A document is considered reviewed when it is marked with the status "Waiting for Signature"
Reviewed Date	Displays the date when the document was reviewed
Signed By	Displays the name of the user who signed the document
Signed Date	Displays the date the document was signed on