

REPORTERS TRANSCRIPTION CENTER

“Put your words in our hands.”

TRANSCRIPTION “*KNOW HOW*”

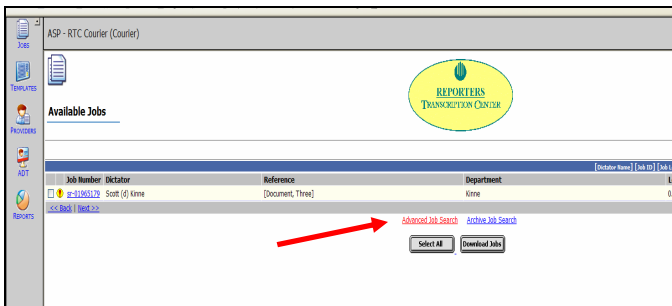
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Using Advanced Job Search

When you have a job number and need to obtain another copy of a document, using the Advanced Job Search is an easy method for getting to the job quickly.

Start by logging into www.stentelasp.com using your courier User ID and password (call the Help Desk if you need this information). From the Available Jobs page, locate the Advanced Job Search link located just above the Select All button and click the link.

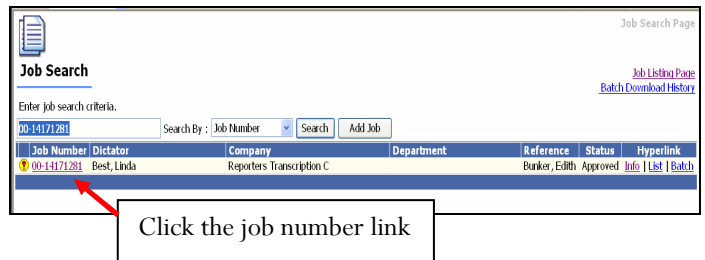


A Job Search window appears that has a box labeled “enter job search criteria.” If you have the job number type it into the box. The job number format is ten characters. Telephone dictation job numbers are all numbers; digital recorder jobs numbers start with two letters, “sr.” Be sure to include the hyphen after the first two characters.

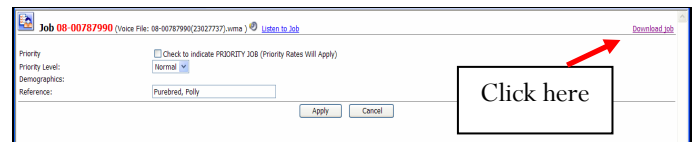


After entering the job number, click the Search button.

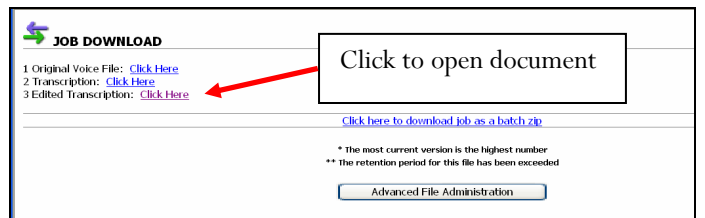
The requested job will be listed. To access the document, click the job number link.



The job information page opens. In the upper right, click the link Download Job.



Click the link Click Here to open the document on your screen. Be sure to select the highest numbered job listed which is the version that was delivered to you.



With the document open on your screen you can print another copy or save it to your hard drive using the File, Save As menu.

The Advanced Job Search can also be used for finding a document by patient’s last name. Instead of entering a job number in the Job Search box, enter the patient’s last name. Pull down the Search by: drop down box and select Reference. Then click Search. Assuming the name is spelled correctly, a listing of all documents for patients with that last name will be listed and you can select the patient’s document you need that corresponds to the date you are looking for.

Call the Help Desk if you would like help with this tool.



Help Desk

1-888-813-9498

Please call this number for all calls to
Reporters Transcription Center

Don't forget to fax to 267-295-2049 your patient lists to RTC on a daily or, if you are a long term care facility, on a weekly basis. Without a current patient list in hand, RTC transcriptionists have to guess at patient or resident name spelling and the date of service. If we get this information wrong, then you have to spend your valuable time correcting our errors. We prefer to save you that time. Take a few seconds each day to fax us your patient schedule.

Please remember that we type overnight, so receiving the list the next day means that we may have completed all the jobs without the benefit of your list. Faxing us your patient list each day is the best practice.

Bloopers: Dictation or transcription???

Symptoms seem to exacerbate when changing the clogs back in the fall.

I saw your patient today, who is still under our car for physical therapy.

This is an 8-year-old child accompanied by her mother, who appears playful and interactive.

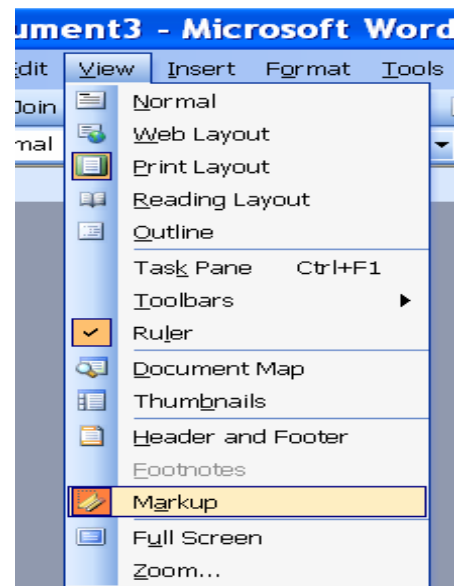
First name Victor, spelled V as in Victor....

Her decrease in vision in this eye is interfering with her ability to see.

She lost her cool this week and apparently blew up her husband and daughter.

MS Word Tip - Turn Off Markup

During our transcription process, the work typed by our transcriptionists is often sent to an editor for proofreading or to lookup and enter a term, name, etc., that the typist did not know. When our editors proofread and correct a document, they frequently have the "track changes" feature activated in MS Word. During the editing process we also take the opportunity to evaluate a document's overall quality and utilize a software application for this purpose that calculates a documents accuracy using weighted error categories and types. The editor uses track changes in order to quickly see the corrections made to the document in order to more see the changes for "scoring" the document. Unfortunately, sometimes the editor leaves this markup activated and when you download and open the document you will see blue-lined cross outs with red corrections and often balloon comments in the margins. To return the document to a "clean" format, you can turn off the markup feature. Here's how:



Pull down the View Menu and select Markup. This will cause all the markups, the editing track changes to disappear.

Please call the Help Desk if you need assistance in clearing any markups that remain visible.

*"Every failure, obstacle or hardship is **an opportunity in disguise.**
Success in many cases is failure turned inside out."*

Mary Kay Ash (1918 - 2001)
American businessperson