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360's Business FREE Trial



30 Bonus Minutes FREE!

For our new business clients, 360 Transcription will give you 30 audio minutes for FREE after you've completed your first paid project with us. **It's that EASY!**

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360 Takes Transcription to the Next Level



360 Transcription delivers superior transcription services that offer the right blend of technology and individual expertise. Our transcriptionists are committed to 360's standards of quality, confidentiality, and security. We can support the demands of fast-paced operations and challenging staffing issues.

Quality Assurance Review

360 Transcription is proud to offer our clients a proven Quality Assurance Review system that ensures your documents are the most accurate possible. Our Quality Assurance (QA) Manager is readily available to answer questions and clarify specific dictation issues.

All 360 transcriptionists are required to read the *360 Transcription Book of Style*, a blend of company transcription standards and those from professional associations. They also utilize the *360 Transcription Site Manual*, a compilation of instructions detailing specific 360 client standards including:

- Report formats and sample reports.
- Glossary of terminology specific to the client's specialty.
- Details about an individual client's dictation styles.
- All significant information regarding your transcription needs.

Confidentiality and Security

360 Transcription adheres strictly to client privacy standards and the Federal Privacy Act of 1974. For our medical clients, we comply with HIPAA and guarantee the privacy of all patient records. All 360 transcriptionists are trained on confidentiality policies, compliance laws and regulations, and 360 security protocols. 360 grants remote access to employees based on their job function and only after the proper training on security issues.

360's management team continually reviews all security policies and protocols regarding access, storage, and transmission of information. We assess our currently used technologies for efficient and secure transmission of all files. All transcription work performed by 360 transcriptionists is completed on PCs running up-to-date software for virus protection, firewall/internet security, and encryption protocols.

Overflow and Backlog

Because business and medical environments are dynamic and challenging, 360 Transcription can provide key support when your office is overwhelmed. We can transcribe at a moment's notice to help your in-house transcriptionist handle an unusually heavy volume of dictation.

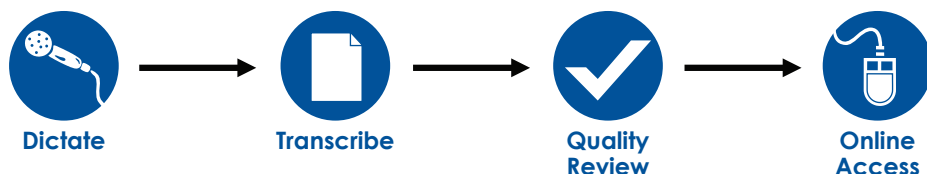
360 can also provide scheduled transcription services for your staff's extended leave of absence. When you experience the creep of backlog, we can get you caught up within days for a very affordable price. Let the 360 team be your extra set of hands at the keyboard!

Web-Based Services



360's web-based services provide the best advantage for our clients with 24/7 secure online access. This easy-to-use paperless system saves time and offers new workflow options for you and your staff.

24/7 Access — Fast and Easy!



Step 1: Dictate and Submit

Like our traditional services, you can easily dictate patient information using a digital handheld recorder or by phone using a toll-free number. Submit your files to a secure 360 Transcription site via your PC (if using a recorder) or by choosing options on the phone's keypad and hanging up for immediate transmission.

Step 2: Transcribe

To enhance 360's expertise, our web-based software provides our transcriptionists with behind-the-scenes processes. This system is "hidden" to our clients but has built-in efficiencies that guarantee fast and accurate service.

Step 3: Quality Review

360's web-based system speeds up quality reviews by automatically routing transcribed files between the transcriptionist and reviewer. This allows necessary edits to be completed quickly and further ensures 360's accuracy that exceeds industry standards.

Step 4: Online Access

No more than four hours from your dictation, your transcribed files are available online. If you review your documents and are not 100% satisfied, you can quickly return those files to us with your comments for the transcriptionist's immediate attention.

You and your office staff benefit from numerous online functions: document review, edit, print, search/sort, mark dictations as STAT, and archive. The electronic signature option ensures authentication. Your staff can save time using the automatic faxing feature. After e-signing is complete, the system immediately auto-faxes the finalized reports to all necessary recipients.

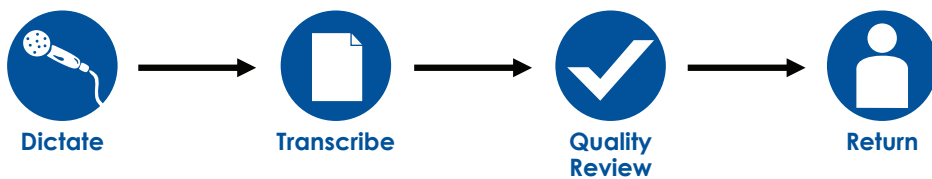
Your business also benefits from the technology's built-in efficiencies and a full suite of reporting capabilities featuring critical management information such as productivity, costs, and turnaround times. Contact 360 to see how our web-based services can enhance your office's productivity.

Traditional Services



360 Transcription's traditional services provide our clients with a clear-cut, proven process of turning dictated notes into accurate transcribed reports. We offer same-day turnaround with a 99.5% accuracy rate, all the while upholding the strictest confidentiality and privacy standards.

It's That Simple!



Step 1: Dictate and Submit

360 clients can easily dictate their notes using a digital handheld recorder or by phone using our toll-free, digital voice dictation system. Using the digital system, you have access from any touch-tone phone, 24 hours a day/7 days a week, from anywhere in the U.S. With either method, submitting your files to a secure 360 Transcription site is simple:

- If using a recorder, plug it into your PC and watch the files upload automatically.
- If using a toll-free number, hang up to send the files immediately.

Step 2: Transcribe

360's experience and proficiency ensures fast service and accurate transcriptions in your preferred format. We follow any report samples or templates you supply so that critical information is documented.

Step 3: Quality Review

360 Transcription has a thorough Quality Assurance (QA) Review that is closely managed by our QA Manager. The transcriptionist quickly completes any necessary edits, with the QA Manager available to answer any questions. Combining the expertise of 360 transcriptionists with our review process makes a 99.5% accuracy rate possible.

Step 4: Return and Store

No later than six hours from the time you submit your dictations, 360's system automatically downloads completed files to a designated folder on your office PC. At your convenience, you can retrieve the files, store, and print for your records. For added peace of mind, 360 Transcription provides a secure back-up system for all your files and the ability to archive files for up to ten years.