

## ONLINE QUOTE – QUESTIONS

### TRANSCRIPTION SERVICES

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Name of institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Department (Medical Records, Medical Imaging): \_\_\_\_\_  
Other (specify): \_\_\_\_\_

**If you have a transcription backlog, check the boxes that explain your situation:**

- Maternity leave  
 Sick leave  
 New dictation system implemented recently  
 New technology application being used for transcription  
 Growth in needs

What is your current backlog (minutes or lines)? \_\_\_\_\_  
How many incomplete records do you have? \_\_\_\_\_

### COMPUTER SYSTEM

What is the name of the central dictation system you are using? \_\_\_\_\_  
What is the name of the transcription application you are using? \_\_\_\_\_

### MAKE-UP OF YOUR TEAM

How many full-time transcriptionists do you have? \_\_\_\_\_  
How many part-time transcriptionists do you have? \_\_\_\_\_  
How many part-time casual transcriptionists do you have? \_\_\_\_\_

### DICTIONARY VOLUME

What is your average dictation volume per period? \_\_\_\_\_

## INTERNAL PRODUCTION CAPACITY

What is your average transcription capacity per period? \_\_\_\_\_

### How did you hear about Transmed?

Colleague at another institution

Internet

Other (specify): \_\_\_\_\_