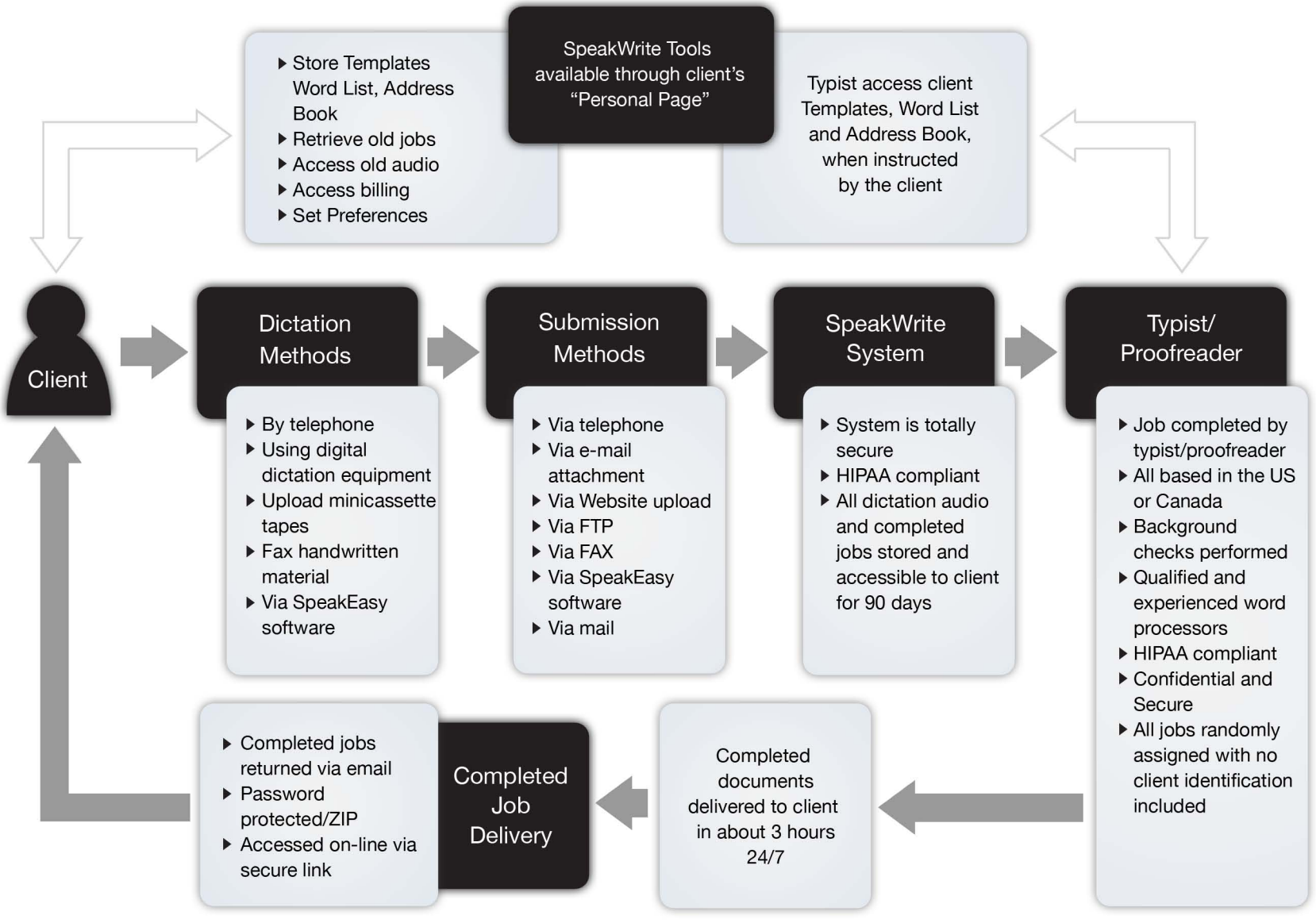
SpeakWrite Tools available through client's "Personal Page"
Store Templates Word List, Address Book
Retrieve old jobs
Access old audio
Access billing
Set Preferences
Typist access client Templates, Word List and Address Book, when instructed by the client
Client
Dictation Methods
By telephone
Using digital dictation equipment
Upload minicassette tapes
Fax handwritten material
Via SpeakEasy software
Submission Methods
Via telephone
Via e-mail attachment
Via Website upload
Via FTP
Via FAX
Via SpeakEasy software
Via mail
SpeakWrite System
System is totally secure
HIPAA compliant
All dictation audio and completed jobs stored and accessible to client for 90 days
Typist/ Proofreader
Job completed by typist/proofreader
All based in the US or Canada
Background checks performed
Qualified and experienced word processors
HIPAA compliant
Confidential and Secure
All jobs randomly assigned with no client identification included
Completed documents delivered to client in about 3 hours 24/7
Completed Job Delivery
Completed jobs returned via email
Password protected/ZIP
Accessed on-line via secure link