



eScript One ShadowScribe Editing Rates

User Guide

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Introduction

New editing rate fields introduced in InCommand allow managers to set different rates for typing and editing when configuring a Transcriptionist account. It is no longer necessary to create two profiles for the same MT. Managers can send voice-recognized drafts and straight typing jobs to one account while paying different rates for each type of work. Managing clients and outsourced work is now simpler and easier.

Configuring editing rates

To configure editing rates for MTs, go to Maintenance> Transcriptionists> 'Add' or 'Edit' a transcriptionist> Default Rate Options.

Rates	
Typing Base Rate	\$ 0.0775
Typing Stat Rate	\$ 0.085
Editing Base Rate	\$ 0.15
Editing Stat Rate	\$ 0.18
Enable Payment for Qualified Text	<input checked="" type="checkbox"/>
Qualified Text Rate	\$ 0.003
Apply Ratings to Pay	No
QA Rating Pay Modifier	None

The Rates section includes four rate fields:

- **Typing Base Rate** (previously Base Rate) - the per-line rate paid for work done on a transcription that does not have an accepted ASR draft.
- **Typing Stat Rate** (previously Base Stat Rate) - the per-line rate paid for work done on a Stat transcription that does not have an accepted ASR draft.
- **Editing Base Rate** - the per-line rate paid for work done on a transcription that has an accepted ASR draft.
- **Editing Stat Rate** - the per-line rate paid for work done on a Stat transcription that has an accepted ASR draft.

The editing rate must be equal to or greater than the typing rate and will be applied to any job that has a ShadowScribe draft (rejected drafts are excluded).

The rates entered on this default screen will be copied to new MT pools when they are created. Pool rates are at Maintenance> Transcriptionists> Modify Clients and Pools> Manage Client <client name> Options (Pay, Access, etc.).

Note: The base and stat rates that were set up prior to this enhancement have been copied to the Typing Base and Stat Rate fields and Editing Base and Stat Rate fields to ensure MT pay will not be interrupted.

Allow ShadowScribe to send drafts to any transcription level

When using this feature, we recommend that you set 'ShadowScribe Status' to **Transcription** for each client (Maintenance> Clients> Edit Relationship with <client name> ShadowScribe Settings (DeliverHealth)).

The screenshot shows the 'Edit Relationship With ESO DEMO Client' interface. The 'ShadowScribe Settings (Nuance)' section is expanded, and the 'ShadowScribe Status' dropdown menu is set to 'Transcription'. A red box highlights the dropdown menu.

If you do not want a transcriptionist to receive any ShadowScribe drafts, see below.

Disable draft editing

Because typing and editing rates have been combined at the MT level, an option has been added that will prevent an MT from receiving ShadowScribe drafts. For instance, the MT may not be qualified to edit a draft.

When enabled, the transcriptionist will not receive ShadowScribe editing jobs. Only non-draft jobs will be downloaded and available for the MT. The transcriptionist will also not see drafts when viewing pools in InScribe or viewing MT jobs in InCommand.

This option is located on the InScribe Setup Options screen (Maintenance> Transcriptionist> 'Add' or 'Edit' a transcriptionist) and is called **Disable ShadowScribe Draft Editing** and is unchecked by default.

The screenshot shows the 'InScribe Setup Options' screen. The 'Disable ShadowScribe Draft Editing' checkbox is checked and highlighted with a red box. Other options include 'Active', 'Docs In Queue', 'Max Docs In Queue', 'Typist Status', 'Can Add Associate', 'Can Edit Patient', 'Can Enter New Tran', 'Can Invalidate by Default', 'Can Check for Dictations', 'Can View Pool', 'Can View Prior Tran', 'Can Print Tran', 'Show Final Counts', and 'Enable Workstation Policy'.

Reporting

Several report changes have been made to support these new fields.

Transcriptionist report

Four new columns have been added to this existing report: Typed Lines, Typed Stat Lines, Edited Lines, and Edited Stat lines. The Lines column and Stat columns are still available. But the four new columns simplify reporting on typed versus edited and stat versus non-stat.

The default Predefined Layout has also changed to reduce the number of columns previously shown. The new layout is called “Typed / Edited / QT Lines” and is at the bottom of the predefined layout list.

Transcriptionist ▲ ×		Client ▲ ×							
TID ▲ ×	Date Delivered ×	Typed Lines ×	Typed Stat Lines ×	Edited Lines ×	Edited Stat Lines ×	QT Lines ×	Cost ×		
Transcriptionist: Demo, Jane (jademo) - (12346) Transcription									
Client: Client Y									
99999999	1/1/2013 1:00:00 PM	1	1	1	1	50	1,5000		
Transcriptionist: Demo, John (jodemo) - (12345) QA Level 1									
Client: Client X									
99999999	1/1/2013 12:00:00 PM	1	1	1	1	56	1,5000		
99999999	1/2/2013 11:00:00 AM	1	1	1	1	6	1,5000		
None ▼	None ▼	Sum ▼	Sum ▼	Sum ▼	Sum ▼	Sum ▼	Sum ▼		

All previous Predefined Layouts are still available.

Transcriptionist Production Summary report

This is a new summary report that has been added to the MTSO InVision tab > Reports subtab > Production Reports section between Transcriptionist (Classic) and Client Production Report.

Transcription Company owners can use this easy-to-read report to audit the production of contract MTs. Owners can run the report and compare the line counts for Typed Lines, Typed Stat Lines, Edited Lines, Edited Stat Lines, and QT Lines to the line counts sent by the MT (obtained from the Transcription Log in InScribe version 7.4 and above).

The data can be sorted and grouped by **Transcriptionist** or **Transcriptionist, by client**.

Transcriptionist Monitor with Line Counts report

A Job Type (Typed or Edited) column has been added before the Line Count column.

MT Rate Inventory report (accessed from InCommand> Maintenance> Transcriptionists)

Under MT Rates-Default sheet and MT Rates-by Client sheet, 'Editing Base Rate' and 'Editing Stat Rate' have been added. Also, 'Base Rate' has been renamed to 'Typing Base Rate' and 'Stat Rate' has been renamed to 'Typing Stat Rate'.

MT Rates Default

Divisor	Incl. Format Chars	Typing Base Rate	Typing Stat Rate	Editing Base Rate	Editing Stat Rate	Enable Pmt QT	QT Rate	Use	Pay Modifiers
65	On	\$0.0100	\$0.0400	\$0.0070	\$0.0150	On	\$0.0050	No	
65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060	On	(\$0.0030)	No	
65	On	\$0.0070	\$0.0100	\$0.0070	\$0.0100		\$0.0050	No	
65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060		\$0.0000	No	
65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060		\$0.0000	No	
65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060		\$0.0000	No	
65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060		\$0.0000	No	

MT Rates by Client

Count VBC	Divisor	Include Format Characters	Typing Base Rate	Typing Stat Rate	Editing Base Rate	Editing Stat Rate	Enable Pmt QT	QT Rate	Apply Rating to Pay
	65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060		\$0.0000	No
	65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060		\$0.0000	No
	65	On	\$0.0080	\$0.0160	\$0.0045	\$0.0090	On	\$0.0020	No
	65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060			No
	65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060			No
	65	On	\$0.0500	\$0.1500	\$0.0500	\$0.1500	On	\$0.0050	No
	65	On	\$0.0980	\$0.1600	\$0.0320	\$0.3000	On	\$0.0030	No
	65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060		\$0.0000	No
	65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060		\$0.0000	No
	65	On	\$0.0030	\$0.0060	\$0.0015	\$0.0030	On	\$0.0009	No
	65	On	\$0.0070	\$0.0100	\$0.0070	\$0.0100		\$0.0050	No
	65	On	\$0.0100	\$0.0400	\$0.0070	\$0.0150	On	\$0.0000	No
	65	On	\$0.0050	\$0.0080	\$0.0030	\$0.0060		\$0.0000	No

MT Transcription Log updates

The MT Log in InScribe version 7.4 and above (View menu> Log) includes the following updates:

- Columns containing PHI have been removed and new columns have been added, such as Client and Job Type (Typed vs Edited).
- Summary Statistics have been added, including Total Typed Lines, Total Typed Stat Lines, Total Edited Lines, and Total Edited Stat Lines.
- The log can now be exported as a CSV file.
- The Print button has been removed.

Transcription Log
— □ ×

Log For: through

Client: Date Type:

Search

Total Records: 4
 Total Typed Lines: 125
 Total Typed Stat Lines: 0
 Total QT Lines: 9
 Total Edited Lines: 148
 Total Edited Stat Lines: 0
 Grand Total Lines: 282

Transcription ID	Client	Clinician	Doc Type	Location	Job Type	Stat	Lines	QT Lines	Length
218896032	ESODemo	Nuance V. Jacoby	Chart	East Location Description	Typed	No	39	0	27.517
219279234	ESODemo	Nuance V. Jacoby	NuProg	Hospital	Edited	No	59	5	4.933
219279251	ESODemo	Nuance V. Jacoby	NuProg	Hospital	Edited	No	89	4	7.417
220359060	ESODemo	Nuance V. Jacoby	Chart	East Location Description	Typed	No	86	0	0.633

This log is for informational use only. The count may change based on transcriptions in QA, which will not be reflected in this log. Leave the client field blank to include all clients in your results.

Transcriptions Found. Save OK

Please note that QT Lines are only counted and displayed when the MT Pool has Enable Payment for QT = ON and the QT Rate > \$0.000.

Application requirements

InCommand requirements

- Operating system: Windows 10
- Web Browser: IE11 or higher, Chrome, Firefox
- RAM: 1 GB or higher
- Hard Drive Free Space: 1 GB or higher

InScribe requirements

- Operating system: Windows 10
- Browser: IE 11 or higher, Chrome
- RAM: 4 GB or higher
- Hard Drive Free Space: 1 GB or higher
- .NET Framework 4.7.2 or higher