



Dictate **NOW**

Services for the Medical, Dental
& Other Professionals

Dictation Outsourcing

UK BASED TYPING

TRANSCRIPTIONS RETURNED THE SAME DAY

7 DAYS A WEEK INCLUDING
WEEKDAY EVENING TYPING

and

In-house Digital Dictation Solutions

INTERNAL DICTATION

HARDWARE, SOFTWARE & TRAINING

SUPPORTING SINGLE, MULTI-OFFICE
AND HOME WORKING



www.dictatenow.com

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Dictation Outsourcing and Digital Dictation Solutions

- **Does your typing sometimes get delayed because...**
You do not have a full-time secretary, or your secretary is too busy, on holiday or off sick?
- **Would you like to reduce administration costs?**
- **Are you considering going digital, but are concerned about the initial outlay?**
- **Do you want to increase efficiency with correspondence typed the same day?**
- **Do you want patients' records and information kept up to date?**
- **Do you do your own typing?**
Did you know that most people can dictate at least seven times faster than they can type?

Whatever your situation, DictateNow has a solution for you...

DictateNow provides digital dictation and transcription software and equipment. We also offer a unique outsourced transcription service.

Our qualified and experienced medical and dental secretaries, all based in the UK, type thousands of documents every week.

Using DictateNow offers these benefits

- Fully confidential & secure
- Evening and weekend typing
- Use all your existing templates and forms
- Flexible pricing options to suit both occasional and high volume users

You have two main options...

DictateNow **Outsourcing**

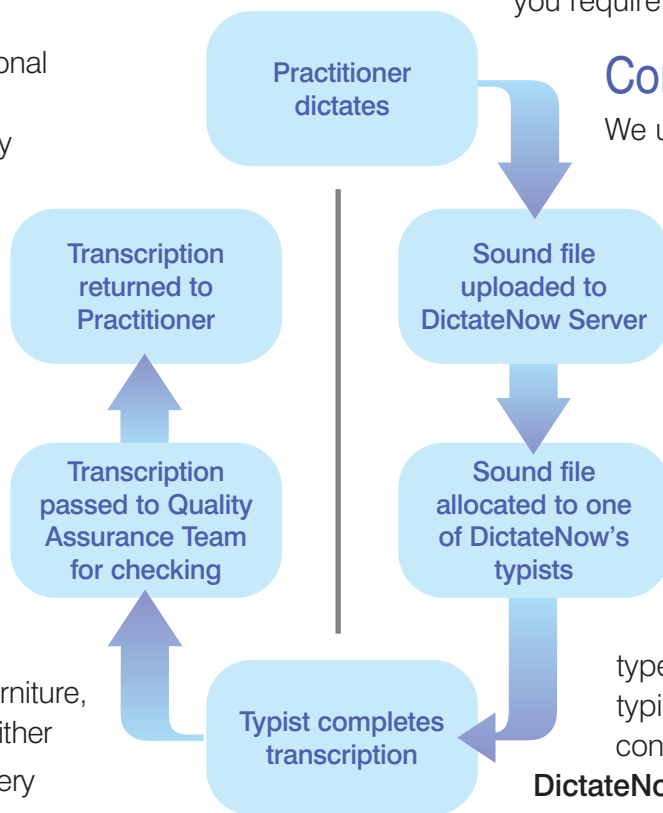
DictateNow Outsourcing is a dictation outsourcing service. Using our simple-to-use software, once completed, your dictation is passed through a secure link to our qualified typists, who are all based in the UK. 99% of dictations are returned the same day.

- Service available 24x7. Dictations uploaded in the evening/weekend will be typed the same day
- Your clients and professional colleagues receive their correspondence promptly
- 40% cheaper than employing a secretary
- Your patients' records will be updated promptly
- No salary or National Insurance, pension or bonus. No holiday or sick pay, no time wasted with coffee breaks or arriving late for work
- No office space costs, furniture, IT and telephone costs either
- Low start-up costs and very competitive typing charges
- A highly cost effective alternative to employing secretaries and temps
- You can dictate in or away from your office, from home and even abroad

- Lower investment required compared with other systems available
- Greater office efficiency without the need for tapes

Templates

DictateNow allows you to use your own templates. By using templates you ensure the typed document is returned in the exact layout you require.



Confidentiality

We understand that patient confidentiality is paramount. All our typists are based in the UK and are qualified and experienced secretaries.

They have all worked in the medical and dental fields and fully understand the confidential nature of everything they hear and type. Additionally each of our typists have signed a confidentiality agreement with

DictateNow. We ensure that our staff take this seriously.

Additionally the software removes the sound file and typed document from the typist's computer following the completion of each document.

We also use a system of encryption and firewalls backed by passwords to protect the data. Our encryption is based

on a digital certificate, which is the same technology used by banking web sites.

DictateNow **Office**

DictateNow Office allows your own typist(s) to type your documents (without the need for tapes). However, at just one click, when your secretary is busy or away, your dictations can be sent to **DictateNow** for typing. Whether your secretary is based at your office, or is a home worker, **DictateNow** ensures your dictations are typed promptly and efficiently.





Outsource Partners

DictateNow integrates seamlessly with the BigHand, Winscribe, nFlow and Philips digital dictation platforms enabling all their clients to benefit from DictateNow's outsourcing service.



Why choose DictateNow?

Our clients tell us that there are eight reasons they choose to stay with us...

- Increased efficiency
- The system is very simple to use and reliable
- Knowing their dictations will be returned so promptly removes a lot of stress
- The quality of our typing is exceptionally high
- The cost is very reasonable and there are no commitments
- We provide an excellent and friendly support service
- 100% confidential and secure
- Used by doctors, dentists, accountants, lawyers, MPs, insurance firms and surveyors

Free Trial

We offer a free, no obligation trial so that you can ensure that you are entirely happy with our system before you go ahead. For details of the free trial, to ask any questions, or just to get started, CONTACT **DictateNow**...



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