

COMPANY NAME:
PHONE NUMBER:
CONTACT PERSON:
DATE:

1. Type of dictation: (e.g. hospital big four (consults, H&Ps, discharge summaries OPs), ERs, clinic notes, radiology)?
2. Are MTs assigned a variety of types of reports or predominantly the same type of reports?
3. Number of transcriptionists currently employed?
4. How is dictation received? (e.g. as tapes via FedEx, via Internet, via digital dictation system – must we rerecord)? If by phone, is it via a toll-free number?
5. What equipment and/or software is required (e.g. fax machine, PCAnywhere, Internet access)?
6. What type of word processor program is used for transcription (is it based on Word Perfect DOS, Windows)?
7. Are we scheduled to work at a specific time?
8. How many lines/characters are we expected to produce per pay period?
9. Is there as much work available as we want to transcribe?
10. Are the doctors/dictators on the accounts primarily ESL (foreign language)?
11. Are we classified: as a statutory employee or as an independent contractor?
12. How is our pay calculated?
If by the hour: How is the time calculated? Is it time at the keyboard ONLY?
If by the line: What constitutes a line? How many characters per line?
Are spaces, hard returns, etc. counted as a character?
Does this include headers/footers/templates?
Are certain characters deducted (for example, headers, footers, templates, word expansion) ?
13. Is there any pay for shift differential? Any incentive pay for production or quality?
14. Are there any benefits like vacation/sick leave, health insurance, paid days off?
15. How do we receive regular feedback regarding our work, and how is QA handled overall?
16. Would you be willing to provide names and phone numbers of current employees or MTs working for you whom I might contact?