

## ▶ **Transcription Services**

Data Dimensions offers nationwide transcription services of all types using state-of-the-art technology. Our highly skilled team includes an expansive, home-based workforce of nearly 300 with over 19 years of industry experience. We are dedicated to providing you quality, accurate transcription efficiently and on-time.

**Capable** – Our workflow process is automated from download to upload with our proprietary software. We support all dictation equipment including Lanier, Dictaphone, R•TAS, and Olympus, and have the ability to integrate with client-specific document creation and distribution software. These capabilities combined with our web-based digital voice recording retrieval and storage services offer our clients a complete turnkey solution.

**Secure** – Partnering with Data Dimensions ensures your records are kept secure. Our integrity and confidentiality are second to none. All work is done onshore with 100% U.S.-based transcriptionists. Each member of our team must pass an extensive background check prior to hiring. Data Dimensions maintains compliancy with Health Insurance Portability and Accountability Act (HIPAA) regulations and our organization is SAS-70 Level 2 certified.

Data Dimensions' technical infrastructure enables us to encompass all current HIPAA and other security requirements within our operational facilities, including our home work staff. All records are maintained within our data center. They are controlled and secured on our internal servers, rather than residing on individual computers and processors. We maintain security access controls, eliminate the ability to save information to hard drives, control print capabilities and prevent unauthorized transfers of data and information.

**Service** – We guarantee accuracy, timely delivery, consistency through our quality process and client services management including:

- Dedicated project and quality managers
- Client-specific project teams
- Continual in-house training
- Extensive quality assurance procedures

Contact us today to find out how we can design a cost-effective transcription solution for you.



### **Outsourcing your transcription services provides you with:**

- ▶ Flexible, customized, cost-effective solutions to meet your transcription needs
- ▶ An expansive, highly skilled workforce with over 19 years experience in the industry
- ▶ Quality, totally onshore-based transcription, ensuring confidentiality and integrity
- ▶ Consistent achievement of above 98% accuracy
- ▶ 365/24/7 availability with guaranteed turnaround times
- ▶ Secure, online access to your records
- ▶ State-of-the-art, 100% HIPAA compliant technology
- ▶ A SAS-70 Level 2 certified service provider
- ▶ Redundancy for complete disaster recovery and business continuity

## **BECOME PROACTIVE TODAY**

**Learn how Data Dimensions can help you achieve your goals,  
call or visit our website:**

p: 608.757.1100 • tf: 800.782.2907 • [www.datadimensions.com](http://www.datadimensions.com)