



The Business Process Outsourcing Company

Company Profile

Medical Transcription Department

Suite 422, 4th Floor
Anum Blessings
ZCC KCHSU
Shahra-e-Faisal Block-7/8
Karachi, Pakistan

www.xeetecsolutions.com

Introduction

Our Mission:

“Our mission is to provide services to our clients without compromising on quality”.

What we believe:

“We believe that our constant commitment to quality and our ability to keep abreast of the changing roles in partnerships can assist our clients to move towards the goal of perfecting their needs”

Who we are?:

Xeetec Solutions is one of the leading Business Process Outsourcing Company based in Karachi, Pakistan. By using leading-edge technology, highly trained specialists and complying with legal industry standards, we develop innovative BPO solutions for our clients, allowing them to focus on what they do best.

Our in-depth understanding of this industry enables us to provide innovative end-to-end, cost-effective solutions to our clients, that streamline operations, increase productivity, and result in rapid growth and high returns on investment. Our strength lies in our precise focus on the Healthcare Industry and BOP Solutions to Healthcare Providers.

Xeetec's service and delivery are based on our highly skilled professionals, robust processes and infrastructure, in-house domain expertise and a commitment to our clients. The right combination of healthcare experience and technology expertise makes us an ideal partner for outsourcing needs.

The knowledge and expertise of our management, operational and technical personnel are among the highest in the industry. We always stand ready to fulfill and additional needs and volume spikes with strong dedication. Xeetec has highly professional and seasoned staff to meet expectations from our clients.

Services Portfolio

Xeetec Solutions has an excellent reputation for providing following services to clients based in UK, USA and Pakistan.

- Medical Transcription
- General Transcription
- Medico-Legal Transcription

Our transcription and data entry services conform to the highest international quality standards.

Medical, General & Medico-Legal Transcription:

Xeetec provides excellent Medical, General & Medico-Legal Transcription Services to clients based in UK, USA and Pakistan with complete satisfaction of quality and Turn Around Time (TAT). Our quality control guidelines are based on those of American Association of Medical Transcriptionists (AAMT) and we strictly implement HIPAA rules and regulations to ensure that client receives best services without any security issue or fear of leakage of important patient information. Xeetec's main strength is the well-trained staff, latest infrastructure, and high accuracy rate of transcription. At very competitive rates, we provide the transcription services with a turn around time ranging from STAT to 48 hours and an accuracy rate of more than 98%.

HIPAA Compliance:

Xeetec Solutions believes that emerging privacy and security requirements captured by regulations such as HIPAA are an important improvement to the healthcare industry. We seek input from HIPAA experts to ensure current compliance and to maintain superior confidentiality of patient records. We are committed to ensuring that all necessary policies, procedures and safeguards are in place at all times to comply with HIPAA Privacy Rule requirements in the handling of protected health information in all areas of the company and with any and all business associates or sub-contractors that are permitted access to PHI (Patient Health Information).

Turn Around Time (TAT):

Xeetec offers different slots of TAT to facilitate the client's needs so that our clients get work back in a timely and accurate manner. Xeetec generally offer 12-48 hours of TAT depending on client's need. Xeetec can also provide STAT transcriptions with an accuracy rate of 98%.

Services Portfolio continue.....

Pricing Plan:

Xeetec Solutions offers very competitive and affordable pricing plan to its clients. Pricing Plan is based upon the TAT offered. We charge on per line (assuming that there are 65 characters each line) including spaces. Xeetec also charge based on per dictated minute. To get a transcription quote please feel free to contact us at info@xeetecsolutions.com. Our team will get back to you within 2-3 business days.

The Process Of Transcription:

Step 1:

The process of transcription starts when doctor or any dictator records the dictation through any preferred digital device.

Step 2:

Dictation files are received securely through our FTP or E-mail in a digital format from the doctor or general dictator.

Step 3:

Received files are then transcribed by our qualified Transcription Team.

Step 4:

Once files have been transcribed they are sent to our Quality Assurance Department where qualified team of professionals like doctors and pharmaceutical professional check files for contents and accuracy.

Step 5:

Once approved by our Quality Assurance Department, the reports are then transferred to our Data Distribution Department where Data Management Executives send all the transcribed files back to the clients either through our secure E-mail or FTP servers.

No Obligation Free Trial:

Xeetec offers a free no obligation trial in order to show the accuracy rate that our professionals can produce. To initiate a free no obligation trial, please send us a trial request at trial@xeetecsolutions.com or fill out our online trial request form at :

<http://www.xeetecsolutions.com/new/trial.html>.

Infrastructure

Xeetec Solutions owns state-of-the-art Infrastructure that enables us to produce high-end services with high level of accuracy within the required TAT, so that clients get best services at least possible time.

Core Features:

- Intel's latest technology-based servers having high processing speed leading to fastest data transfer.
- High speed internet access of 1Mbps DSL with 1Mbps wireless backup link.
- Secure networking leading to an isolated environment for employees.
- Latest up to date antivirus softwares on servers and on clients' systems providing full time security from latest threats.
- UPS (Uninterrupted Power Supply) to save ongoing transcription work and additional Power Generator to backup long-term power failures.
- Online and offline reference materials available to assist employees to produce accurate work.
- Latest typing softwares are available to further enhance the typing speed of the transcriptionists so that they can produce fastest work on time.

Well-Equipped Labs:

Xeetec owns well-equipped labs with Pentium-IV and Pentium-III (1Ghz) based systems.

All systems are provided with necessary softwares that are used in transcription system. All the systems are connected through secure connection with each other and are fire-walled so no other invader enters without permission of administrator.

Library:

Xeetec Solutions has its own Library to assist our transcription team in researching on different matters related to medical or general transcriptions. Xeetec has wide range of books available so that our transcription team has on the spot access to clear their problems and keep on producing the best quality.

Contacting Us

You can contact us through the following below given resources. Please feel free to contact us at any time regarding any query. Our team is available 24/7 for your assistance.

ADDRESS:

Anum Blessings
Suite 422, 4th Floor
ZCC KCHSU Block 7/8
Shahra-e-Faisal
Karachi, Pakistan

PHONE:

(+92) (21) 438-8374

FAX:

(92) (21) 438-9322

E-MAIL SUPPORT:

info@xeetecsolutions.com
support@xeetecsolutions.com