

*Medical Transcription Solutions  
For Your Unique Organization*

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**Your Business  
Just Got Better**

**Integra Global Solutions Corp**

**[www.globalintegra.com](http://www.globalintegra.com)**

## Services with a single goal - Your Success

Operating a successful business is not easy. In order to succeed you have manage the people and the systems in addition to delivering your product or service. We offer a range or services and solutions that supports your unique business goals. Our solutions help eliminate some of your business problems so that you can focus on your core business and grow.



## Your Benefits

**Reduce Your Cost:** Lower your operational cost by a min of 40%

**Increase Revenues:** Focus on your core and more profitable business. We manage your repeatable, less client centric tasks

**Increase Competitiveness:** Leverage time differences between your office and ours to build a 24 hour operation and provide quick response to your clients

**Increase Client Base:** Tap into our experience to reduce your overhead and focus on your core to increase your client base quickly

**Improve Productivity:** Focus your business resources on generating more revenue

**Quality:** Our well qualified and trained professionals not only provide quality services but also suggestions to improve processes and enhance your business

**Reduce fixed cost:** Reduce your fixed cost and replace it by a variable cost

**Scalability:** Ramp up quickly to meet your business growth without investment. Reduce associated training and operational expenses by using our services

## Our Services

### Medical Transcription

We provide medical transcription services to physicians, clinics and hospitals. Our accurate and reliable transcriptions are provided to you at cost effective prices.

#### **Your Benefits**

- ◆ Lower transcription costs
- ◆ High quality transcriptions with quick turnaround
- ◆ Easy process and interfaces to use
- ◆ Billing based on actual work produced
- ◆ 24 hour access to transcriptions
- ◆ Easy web based administration and reports

#### **Flexible Solutions for Physicians**

- ◆ Multiple dictation options, toll free or recorder
- ◆ Secure Internet access for transcription downloading and uploading
- ◆ Easy to use Web interfaces for access to transcriptions

#### **Reduced Workload for Administrators**

- ◆ Increased staff productivity
- ◆ Secure 128 bit encrypted Internet access for uploading voice files
- ◆ Easy to use interface to download completed transcriptions
- ◆ Dictation status available in real time
- ◆ Get detailed reports for billing and audit

#### **HIPAA Compliant Environment**

- ◆ Administrative protocols and restrictions established and monitored
- ◆ Physical security of transcription work areas
- ◆ Data security is maintained by secure IT infrastructure

#### **Quality Assurance**

- ◆ Experienced transcription staff who constantly train on the ever changing medical lexicon
- ◆ Management who has committed to providing quality service



Ask for no-obligation  
free trial period

Client Testimonial:  
"Quick turnaround time, great service, good savings". Physician, MI

## Our Services

### Accounting Bookkeeping

Our comprehensive bookkeeping outsourcing service includes:

- ◆ Write ups
- ◆ General ledger maintenance
- ◆ Cash flow maintenance
- ◆ Records data entry
- ◆ Bank reconciliation
- ◆ Payroll
- ◆ Invoicing
- ◆ Accounts Receivables and Payables
- ◆ Reports and Analysis
- ◆ Inventory Accounting



Our goal is to provide you with the most recent and accurate financial information so that you can focus on your business activities. Our bookkeeping staff works only with you to prepare custom reports, processes and schedules to meet the daily challenges of operating your business.

#### **Some Your Benefits**

- ◆ Decrease your staffing costs by a minimum of 40%
- ◆ Expand your clientele without additional investment
- ◆ Eliminate recruiting and retaining bookkeeping staff
- ◆ Reduce temporary bookkeeping staff for seasonal work
- ◆ Utilize the time difference to provide quicker response your customers
- ◆ Create a paperless office environment
- ◆ Replace fixed bookkeeping personnel overhead cost with a reduced variable cost.
- ◆ Enjoy savings in benefit costs, office space, reduced training and recruitment costs

#### **Our Difference**

- ◆ Domestic offices (US and UK) enables to quickly set up the book keeping process and ensure a smooth transition
- ◆ Free trial period to check if our outsourced bookkeeping option works for you (Absolutely no-obligation)
- ◆ Typically a 12 hour turnaround time.

Ask for no-obligation free trial period

## A partnership that delivers continuous value

### Experience our Difference

We listen to you, adapt our services to fit your unique needs and excel in creating continuous value for your organization.

#### **Our Value Proposition—Deliver continuous business value**

- Lower costs and improved process
- Deliver value with every encounter
- Provide services with commitment and integrity
- Accelerated time to sustained profits
- Guaranteed service levels with high customer satisfaction
- Use process and technology to advantage
- Reliable and secure infrastructure
- Flexible, scalable and adaptable services

#### **Security of your information:**

Confidentiality of your information is extremely important to us. Our security standards adhere to the Federal Reserve and HIPAA standards. All data resides at a secure server location in the USA. File transfers between our branch are done through a secure site. Every employee is bound by confidentiality and non-disclosure agreements. Besides, our employees do not have access to printers, floppy disks, CDs, e-mail or internet access at our service facility.



## The Team:

**Integra Global Solutions Corp** is an outsourcing solutions provider with a focus on providing value to our clients on a consistent basis. We work with you to reduce operational costs, increase your profits and to improve business service levels using a combination of world class services and technology.

Our committed staff executes your processes to perfection and tries to exceed the service levels continuously. Senior management has very strong experience in combining business processes and technology to provide you with consistent value.

Our service staff is experienced in the areas they work at. This helps reduce your training time and to ramp up your services quickly without additional burden. A combination of talented professionals and industry experts ensure effective and efficient delivery of solutions to clients worldwide.

Our service teams are led by professionals with significant experience in managing operations in our clients industry, supported by well educated, motivated and innovative process executives. Quality Assurance managers ensure security compliance. Our firm commitment to training with a focus on client satisfaction ensures that our people are equipped with the skills and capabilities required to manage your transaction-intensive processes.



Integra Global Solutions

For more information on how our services can positively impact your business, contact us at

### Corporate Office

Integra Global Solutions Corp  
110 Blue Heron Drive  
Pittsburgh, PA - 15090  
USA

Phone: 412-267-1529  
Toll Free: 877-423-3872  
Fax: 412-267-1530  
E-mail: [info@globalintegra.com](mailto:info@globalintegra.com)

### India—Office

1, Mariamman Koil Street, Ramnagar  
Coimbatore—641009

Phone: 91-422-538-0548  
Fax: 91-422-537-7218

### Europe — Office

155A Cove Road  
Farnborough  
Hampshire GU14 0HQ  
UK

Phone: 0207 993 8112  
E-mail: [infouk@globalintegra.com](mailto:infouk@globalintegra.com)

Web: [www.globalintegra.com](http://www.globalintegra.com)