



TransTech Employee Transition Program

The purpose of the Employee Transition Program is to offer employment to those qualified medical transcriptionists currently employed by the healthcare facility for which TransTech Medical Solutions is to begin providing outsourced transcription services.

The Employee Transition Program was designed to ease the transition of client-employed medical transcriptionists from working in an in-house environment to becoming employees of TransTech Medical Solutions and working in a remote environment. The benefits of the Employee Transition Program include the following:

- Assignment to a dedicated Account Manager/Transcription Supervisor who will act as a mentor in helping to ease the transition.
- TransTech Medical Solutions will recognize the seniority from their previous employer of all medical transcriptionists and medical editors hired under the Employee Transition Program. This is greatly beneficial for benefits purposes, such as accumulation of Paid Time Off (PTO), which is calculated based on length of service.
- Medical Transcriptionists hired under the Employee Transition Program will have their former employer's account assigned to them as their primary account. This is beneficial to the MTs, TransTech and the client, as these transcriptionists typically have many years of experience transcribing these particular dictators and are well versed in the subtleties and nuances of this account.
- All TransTech Medical Solutions medical transcriptionists, in addition to their primary account, are also assigned a secondary account on which they are fully trained. This is quite beneficial in the event the primary account has periods of slowness. In those instances, the transcriptionists have another account on which they are already trained on which they can work until their primary account increases in volume.

In summary, the TransTech Medical Solutions Employee Transition Program provides a way for healthcare facilities considering outsourcing their transcription needs to ensure continued employment for their employees. It offers TransTech a pool of transcriptionists already experienced on this particular account and it affords the transcriptionists a way to continue utilizing their experience without losing seniority.