

PremierScribe for Legal Professionals



Streamline & Automate Documentation Workflows

PremierScribe's speech productivity solutions enable lawyers and other legal professionals to organize their time more efficiently and to work in more flexible and productive ways. PremierScribe offers mobile, web-based and server-based digital dictation, speech recognition and legal documentation workflow management solutions that help attorneys produce documentation faster and more accurately, while protecting the security of sensitive client information.

Dictation & Transcription Management Whether you are on the move between different sites, attending client meetings, at court hearings, at home or in your office, you need a dictation solution that is flexible and accommodates your working environment – in order to keep productivity at a high level. PremierScribe's dictation and mobile speech productivity solutions allow you to dictate your work, anywhere and at any time. Support staff receive the dictated jobs instantly, enabling them to transcribe work as quickly as they receive it. PremierScribe enables you to know each jobs' status, and the system can be configured to identify and remedy bottlenecks in the production process, increasing workflow efficiency at your firm.

Speech Recognition is an optional solution that gives you the opportunity to further increase time and cost savings associated with digital dictation. Speech recognition technology can recognize the words you are dictating and 'type' them for you. The two possible approaches are: 'Client-side' speech recognition that allows you to see and edit the words as they appear on your computer while you are dictating your job. With a 'server-side' solution your job is sent to a server for recognition before being routed to a transcriptionist or other destination in the flow of work. Both optional methods can be used independently or combined to make document creation more efficient for you. With this technology, attorneys can create legal materials simply by talking, rather than typing. Firms can also streamline case documentation to improve overall productivity and reduce transcription costs and time.

Mobile Dictation Whether you are on the move between different sites, attending client meetings, in court, at home or in your office, mobile dictation via a smartphone or tablet device keeps productivity at a high level, while enabling a flexible way to complete documentation. The PremierScribe apps for iOS and Android devices empower lawyers to dictate their work on the move, anywhere anytime, with all the capability of desktop digital dictation in their hands.

PremierScribe's Telephony option allows you to create and send dictations using any type of mobile or fixed line phone. Staff can dictate their work from any location by dialing a pre-setup phone number, and then follow PremierScribe's standard voice commands to record and send for transcription. For maximum efficiency, custom prompts can be created to provide voice forms that deliver a series of automated verbal cues so a pre-structured template can be completed with the answers supplied.

Integration With Other Data Systems Integration with case management, time and billing, and other core information management systems not only speeds up the workflow, it also ensures that input information is consistent between systems. With a built-in software development kit (SDK), PremierScribe can be tailored to provide the maximum benefit to end users. Because of PremierScribe's advanced architecture, integrating business applications with PremierScribe is quick and easy.

Optimized Dictation Workflow Efficient management of your workflow involves streamlining your document creation process as well as promoting work sharing. The elimination of task repetition as well as streamlining of processes can offer dramatic cost savings for your organization. PremierScribe empowers you to reduce document turnaround time and increase operational efficiency. The reporting available within PremierScribe allows you to proactively identify and correct bottlenecks by analyzing individual and group workloads in real time and to assign transcription jobs accordingly.

Intelligence PremierScribe's workflow capabilities are able to acquire organizational intelligence and use this intelligence to make the most efficient work distribution decisions. The workflow engine has the ability to recognize deviations in the normal workflow (such as transcriptionist availability, document completion timelines exceeded, employee outages, etc.) and automatically take corrective actions by rerouting work and notifying management.

Prioritize Jobs PremierScribe job types have a pre-configured turnaround time that affects the job's position on the screen of the transcriptionist. Lawyers also have the option of adding a high priority flag on dictations needing completion, which overrides the system configured turnaround. PremierScribe's calendar feature also allows lawyers to specify a due by time on each job.

Remote Working PremierScribe has the ability for end users to dictate or transcribe from anywhere and at any time. PremierScribe's client/server communication has been developed with HTTP technology, which allows any client to be used as effectively in a remote location as within the corporate LAN with an Internet connection being the only requirement. While PremierScribe is compatible with thin client technology, like Citrix or Windows Terminal Services, it does not require this third party technology.

Real-Time Monitoring and Reporting PremierScribe maintains a consolidated information store. This allows managers to monitor the status of the entire dictation and transcription process in real-time. Managers know exactly how many jobs are in the system, where those jobs are (which transcriptionists and groups have ownership), and the exact status of jobs. Authors are able to track the status of their individual jobs. Also, historical reports can be produced to assess productivity and efficiency metrics used to identify potential bottlenecks and continually make improvements to the process.

Security It is critically important for firms and legal departments to protect the confidentiality of sensitive client information. PremierScribe makes use of two levels of security: file encryption and HTTPS. There is also a comprehensive set of policy rules within the system that conforms to industry standards such as password retention and re-use, account lock out, and force password change. In addition, PremierScribe provides a password protect feature available for each job and allows authors (lawyers) to mark jobs as confidential to ensure those jobs can be seen by the author's designated transcriptionist only.

Flexible Licensing Options In order to meet the diverse needs of organizations, both large and small, Northland has flexible options for software acquisition. For clients who wish to host and manage the software in their own data center, the PremierScribe software can be acquired through traditional licensing. Alternatively, clients can elect to subscribe to Northland's PremierScribe Cloud Services, a cloud-based offering whereby the software and servers are managed by Northland & Companies – enabling your organization to save on IT resources. Contact us today to discuss which licensing option would best meet your company's needs.