

# PROFESSIONAL SERVICES III



- ▶ HUMAN RESOURCES ◀
- ▶ FINANCE & ACCOUNTS ◀
- ▶ **YOUR INDUSTRY** ◀
- ▶ LEGAL ◀

The stepping stone for your business. Incorporating your business needs with today's technology

## YOUR INDUSTRY

Dictasol is a well established business support solution. We already have a vast range of solutions to meet your needs. We are also able to adapt all our solutions to your specific industry. Dictasol also provides specialised industry solutions to support you further.

We provide knowledge process functions to the medical, property and local government sectors.

## QUALITY ASSURANCE

All our industry specialists are fully qualified in their field. Work is constantly checked to ensure that work reaches you at the highest possible standard.

## LOCAL GOVERNMENT

Confidential matters and databases are part and parcel of governmental work. Dictasol can help to enter data securely and efficiently.

Our comprehensive I.T. solutions combined with Dictapro software will increase communication and efficiency of any local government. This will allow local governments to focus on their core role rather worry about the support functions around them.

We can help to archive and scan documents for you to help increase your working space and look after documents for safe keeping. For more information on scanning, archiving and file management, please see page 19.

## PROPERTY

Dictasol types many documents for property professionals including surveyors, engineers and estate agents. Our routine work includes:

- 🕒 **Surveyor's reports**
- 🕒 **Engineering reports**
- 🕒 **Sales and lettings particulars**

All of these are carried out by our digital dictation transcription or copy typing solutions. We can also manage databases and use our expertise to help you collate relevant data.



Our core service to the property sector is the provision of transcription of daily correspondence, notes and minutes from meetings.

Survey reports are generally dictated whilst surveyors are on the move. We can type these reports from scratch or by using your standard template. Dictapro software can be used to keep track of all your dictations.



## HEALTHCARE

When carrying out medical work client confidentiality and sensitive issues need to be acknowledged and respected. Dictasol offer support solutions to the medical industry in this manner. We offer medical transcription, data entry, document management and many other solutions. Dictapro software can also be used and tailored specifically for you.

We have a team of medical specialists who can transcribe expert reports by taking on your standard report templates and personalising them for each case. Dictasol medical secretarial service helps increase report turn around, and in turn gives a quicker response to the patient to help improve the healthcare service.

Organisation, efficiency and confidentiality are three factors that are essential to the healthcare profession. Dictasol encompasses this and much more.

