

NYS Office of Temporary and Disability Assistance, Division of Disability Determinations (DDD) Medical Transcription Services RFP

Release Date: 8/21/13

Description:

Medical Transcription Services are needed to provide the following: Medical providers have the option to dictate medical reports to the contractor on a daily basis using a toll free telephone number (24 hours per day, 7 days a week). These reports are transcribed from digital recording equipment located on contractor's premises. Two copies of the report are returned to the medical provider and a third to DDD by either mail or fax, however in the future an encrypted internet transmission or another mode of transmission may be required. The contractor must perform all work in a secure facility that ensures the confidentiality of reports.

Eligibility/Qualifications Requirements/Preferences

The Offeror must clearly demonstrate the capacity through past experience to perform high volume medical transcription services.

Minority Sub-Contracting Goal: 10%

Women Owned Sub-Contracting Goal: 10%

Due Date: 10/2/2013 3:30 PM

Contract Term: May 15, 2014 through May 14, 2017 with a possible one 2-year extension

Location: The contractor's facility containing transcription staff and transcribing equipment where work will be done must be located east of the 90th meridian in the contiguous United States or the District of Columbia. The contractor's headquarters must be located in the United States. No in-home transcription staff is permitted. Transcribed reports will be transmitted to the dictating medical provider and to DDD offices in Albany, Binghamton, Buffalo and NYC.

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