



Client Build Checklist

Forms needed for setup:

Client Information Form

Location Information Form (for each Location and Lease arrangement)

Techniques Build Form (for each technique used by modality/location)

Normals Build Form (for each location/clinician)

Staff Add/Change Request Form (signed original User Login Agreement for each user)

Dictating Clinicians Add/Change Request Form (signed original User Login Agreement for each clinician)

Additional Items needed for setup:

Letterhead (that reports are printed on, 10 pages)

Logo in JPEG or GIF format (or camera ready artwork)

Sample Transcriptions (by type/modality/location)