

Service Definition Document – SpeechReport

G-Cloud 15 Framework - Lot 2b Software as a Service (Saas)

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1. About G2 Speech

G2 Speech is a digital dictation and speech recognition software supplier specialising in developing solutions for the medical sector. With over 25 years' experience supplying, implementing, and integrating speech technology solutions across the UK and Europe, we provide state-of-the-art solutions that meet the requirements for all use cases within a Trust.

We have successfully delivered over 100 large-scale NHS projects, many Trust-wide / Health Board wide, and were the first company in the UK to implement Trust-wide speech recognition across every department of a hospital.

With AI-driven innovation at the core, we are transforming traditional ways of working in a safe, mindful, and meaningful way. Customers partnering with G2 Speech benefit from enhanced accuracy, improved digital literacy, streamlined processes, automated admin tasks, reduced backlogs, cost savings, and greater efficiency. Above all, our ethos is built on collaboration – working closely with healthcare providers to improve digital efficiency, enhance patient engagement, and deliver better quality care for the future.

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2. Our AI-driven, digital dictation & speech recognition solutions

G2 Speech delivers innovative, customer-focused solutions. We pride ourselves in offering a complete suite of document creation solutions which creates cost savings and improves productivity.

With a single platform and a range of additional modules which can be used as add-ons, Trusts and Health Boards can build a customised suite that evolves with the needs of healthcare professionals across all specialties, eliminating the overhead of multiple suppliers and streamlining software management and consolidation.

We work in partnership with each one of our customers to deliver solutions which are fit for purpose, and also offer continued support to each customer, ensuring we monitor ROI, performance and to identify the future cost saving opportunities.

2.1. SpeechReport

Digital dictation and speech recognition platform using AI-powered speech technology, based on Neural Networks and Deep Learning technologies. Enterprise, end-to-end workflow management solution, hosted on Microsoft Azure. SpeechReport allows for the full workflow of dictating (with or without front and back-end speech recognition), transcribing and completing clinical documentation; it entirely automates clinical and non-clinical reporting, reducing admin and improving efficiency.

SpeechReport is supported by our AI-based (medical focussed) speech recognition engine, Atlas, which boasts upwards of 98% recognition accuracy out-of-the-box, across a range of accents and idiolects.

The features & functionalities of the SpeechReport platform are:

- Digital dictation
- Speech recognition/Speech-to-text
- Clinical and non-clinical reporting
- Clinical coding
- Workflow management
- Integration with third-party systems
- Electronic distribution

- Remote access and mobile working
- Optional outsourced transcription
- Real-time auditing, reporting and statistics

Integrations & interfacing:

SpeechReport integrates with any third-party clinical systems (for example, a hospital's EPR, patient portal, PAS, LIMS, RIS, DMS, electronic distribution), so that relevant data can be sent from these systems to populate worklists and documents created in SpeechReport, and the finalised documents can be sent from SpeechReport to these systems for storage and distribution.

Mobility:

SpeechReport can be used on mobile devices (smartphones and tablets) via our mobile application, SpeechReport Mobile. With SpeechReport Mobile, the user has all the benefits of a fully automated workflow, with advanced speech recognition technology. Authors can carry out all the main functionalities of the desktop platform: they can dictate, view, edit, sign off and forward documents entirely remotely; they can view their worklists, leave instructions, edit a voice file, save a draft voice file, etc.

3. Speech recognition technology

All G2 Speech solutions – SpeechReport, SpeechCursor, and SpeechAmbient – include our integrated medical speech recognition engine designed to accurately transcribe clinical dictation with minimal setup.

No voice profile training is required. The engine, based on neural network technology and deep-learning, delivers upwards of 98% accuracy out-of-the-box, with immediate support for medical and NHS-specific terminology.

To further tailor recognition to local needs, custom vocabulary entries can be added at any time – for example, names of clinicians, wards, or hospitals. Each custom entry can include multiple spoken forms, allowing the system to recognise variations in pronunciation, accents, or phrasing with no delay in deployment. These updates apply immediately and are available to all relevant users.

The recognition engine is optimised for a wide variety of English dialects and accents including those of non-native English speakers, and includes built-in noise filtering to support dictation in typical clinical settings, including busy or shared environments.

4. Hosting, mobility, scalability, offline working & hardware

Hosting: SpeechReport is hosted via MS Azure.

Mobility: SpeechReport can be used on any iOS or Android smartphone or tablet.

Scalability:

Our solutions are designed for high scalability in cloud-hosted environments: The underlying Microsoft Azure infrastructure supports elastic scaling to accommodate large user volumes (such as 1000s of active users concurrently) and usage spikes – ensuring performance is maintained during both routine usage and peak demand periods without any degradation in performance. Our environments are continuously monitored and automatically scaled up or down to accommodate demand.

Offline working:

- SpeechReport is available to use offline. In case of a loss of connection, the author can continue working on their dictation/document in an offline mode; the dictation/document is securely stored, and then automatically uploaded to the server once connection has been re-established.
- SpeechReport Mobile can be used offline. If connection is lost in the middle of dictating, dictations can be continued. The application can hold dictations, ready to be sent automatically to the server for transcription when the connection is restored.

Hardware:

Our solutions are compatible with industry standard dictation and transcription hardware from major manufacturers, including Philips (SPS), Olympus (OM Digital Solutions), Jabra, Sennheiser and Plantronics; this includes tethered and wireless/Bluetooth microphones & headsets, cordless voice recorders, transcription headsets and foot pedals. An up-to-date list of supported devices is available on request.

5. Benefits & performance

Customers report the following benefits when using SpeechReport, SpeechCursor and SpeechAmbient:

- Increased efficiency and productivity; reduced turnaround times
- Improved ROI and cost savings
- Improved document quality and accuracy
- Compliance with NHS standards, including Transfer of Care (ToC) requirements
- Increased data security and transparency
- Improved patient/customer care
- Support for digitisation
- Flexibility in working practices (supports desktop, mobile, digital recorders...)
- Centralisation and streamlining of services and processes
- Fully-managed service

Auditing & analytics: G2 Speech offer various tools that perform auditing and analytics activities:

- G2 Analytics: Reporting module providing statistics and reports on the usage and performance of SpeechReport. The following KPIs can be monitored by authorised users, at organisation, department and individual user level:
 - Author's productivity/workload
 - Secretary's productivity/workload
 - Departmental productivity/workload
 - Turnaround times (TAT), incl. TATs per workflow stage and comparisons with national standards
 - Backlogs – including what workflow stages they are occurring
 - Speech recognition rates
- The Audit Trail: SpeechReport includes an integrated audit trail that records all user and document-based actions undertaken in the platform, including its Administration Console.

6. Security & continuity

- G2 Speech is accredited with the Data Security and Protection (DSP) Toolkit (Standards Exceeded), and registered with the Information Commissioner's Office (ICO) in the UK.

- G2 Speech holds ISO 27001 and Cyber Essentials Plus certifications.
- We are members of the AI Ambassador Network – an AI community for the responsible adoption of AI in health and care.
- Our solutions are compliant with the NHS Approved Cryptographic Algorithms Good Practice Guidelines, with data at rest & in transit encrypted to 256-bit at source, and RBAC.
- We adhere to the DCB0129/0160 Clinical Risk Management standard; we maintain a comprehensive Clinical Risk Management System, overseen by an external CSO, and which includes: a live Clinical Risk Management Plan; a Clinical Safety Case Report; and a Hazard Log and Risk Assessments.
- Solutions can be integrated with Active Directory and EntraID
- Our G2 cloud servers are located in the Microsoft Azure Datacentres in the UK and Ireland. No customer data will be stored outside of the UK or the European Union.

ISMS and approaches to protective monitoring, vulnerability management & incident management:

- G2 Speech operates an ISO 27001-certified ISMS, subjected to regular audit. Internally, we complete annual security audits, to ensure continued adherence to required standards.
- As part of our ISO accreditation, all staff are regularly trained in security standards, including Information Security Awareness. Employees cannot perform any installation/configuration activities unless they have completed this training. Access is only via secure username and password credentials (complexity set by the ISO 27001 standard).
- Microsoft Azure monitors and protects the underlying platform, while G2 Speech maintains responsibility for application-level management.
- Protective monitoring approach – Potential compromises are identified through Azure security alerts, application logs, automated monitoring, anomaly detection and daily review of security events. High-risk incidents are investigated and actioned without delay, including containment, remediation and customer notification.
- Vulnerability management procedure – Vulnerabilities are identified through daily automated scanning, Azure security alerts, vendor advisories and recognised threat-intelligence feeds. Risks are assessed using our internal risk-management process. Patches to SpeechReport (cloud) and supporting infrastructure are deployed within our monthly maintenance window, with urgent security patches applied out-of-band where required. Customers are notified promptly of any material risks or required actions.
- Incident management procedure – G2 Speech operates a documented incident management procedure aligned with ISO 27001 and ITIL. As part of this, pre-defined processes exist for common events including service disruption, security alerts and suspected data breaches; high-priority incidents are addressed immediately.

Microsoft Azure:

As our cloud environment is hosted on Microsoft Azure, we automatically gain the benefits of the disaster recovery procedures Microsoft has in place to ensure maximum uptime and availability of our entire environment. This means risks regarding network, server or storage failure are minuscule as Microsoft can guarantee an availability percentage of 99.95% on the underlying infrastructure. To cover for the remainder, a template of the complete environment allows the full migration of the entire cloud infrastructure to another Microsoft datacentre within a day if a natural disaster were to occur which could cause our services to be unavailable for a longer period of time.

The entire cloud infrastructure is monitored – including the networks, all servers, the databases and storage facilities, internet facing endpoints, Service and Process monitoring and Operating System essentials like CPU, RAM and disk space. Due to the nature of Microsoft Azure, Microsoft is responsible for monitoring the physical hardware and external infrastructure, and detect and mitigate for example DDOS attacks. Microsoft has various preventative measures in place to fight off these kinds of attacks to ensure their customers (i.e. G2 Speech) as well as G2 Speech's customers are not affected.

7. Fully-managed support

In addition to the software, G2 Speech will provide professional services, before and after sales – including:

- Project and contract management
- Pre-sales support
- On-boarding support (setting up the new customer in the cloud environment)
- Full implementation services, including future roll-outs
- Development of integrations and interfaces
- Installation and configuration (including migration from competitors' products)
- Testing and quality assurance
- Training (including on upgrades/new functionalities).
- Floorwalking
- Technical support, including software maintenance
- Business continuity & disaster recovery
- Upgrades and developments
- Performance management and ROI analyses/reviews
- Offboarding support
- Full, bespoke supporting documentation (technical and training) is provided

We provide a comprehensive, fully-managed service to the customer, proactively; this encompasses continuous support for all the server infrastructure (24/7), operating systems, solution software, integrations, backups, updates, patching, anti-virus and anti-malware, monitoring, as well as on-going service, maintenance and support. We will ensure that our solutions are consistently updated with the latest security releases.

8. Main contact for enquiries

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