

# Good quality medical transcription is achievable



By [Ritesh Sanghani](#)

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Medicine is one of the noblest fields; mainly due to its major role as life-saver. This has resulted as a boom in the health-care industry in the past few decades.

One cannot undermine the pivotal and extremely crucial role played by medical transcription services. Since diseases and ailments are mutating and becoming more powerful, the doctors need to maintain a detailed description of the course of treatment for every individual patient, in order to refer the case repeated and understand the progression of the disease for deciding further medication.

Medical transcription has been of great help to the doctors and health-care professionals - The transcribers make documentation and record-creation easier, streamlined and more professional; eventually resulting into a clear picture for the doctors to get hold of the course of treatment.

Since medical transcription encompasses several aspects of health-care and therefore, high-quality transcription is of the utmost importance. A single mistake is like playing with a patient's health.



In this article, we shall list some tips that might help you to deliver quality transcription to clients - hope these basic medical transcription tips come in handy!

Upon receiving the record you must *cross check the quality of all the files needed to transcribe*. If you find some corrupted file; immediately inform your clients to replace the existing files. If you are working online with a client, ensure your voice transfer quality is good; check all your instruments properly. This will avoid the misinterpretation and making the document error-free.

*Make your position clear before you start the work* - This includes allocations of files with which you need to start your work as per the demands of the system. You also need to separate data sheet for the records to avoid confusion.

In medical transcription; the *office environments plays a main role*. It must be quiet as noises would make it difficult to understand the doctor's dictation. Other than that, when office environment is good; performance increases manifold and you give better results as compared to noisy environment. Lastly, one *should adhere to the HIPPA rules*.

Moreover, listening is one skill that is important for good quality transcription - You must listen to the voice carefully, while you are transcribing. Understanding the pronunciations of the physician; since, it holds the key. If you are unable to recognise some medical terms you must not shy away from using a medical dictionary as well. Rich experience adds to the quality - An experienced person will have a high quality dictation. If you don't understand a few words here and there; it is better to keep it blank and avoid guessing.

One must use some high-end software to ensure better quality work. It is most important to utilise special software, which can cross check the medical terms, which usually are not available in the normal online dictionary.

[Error-less medical transcription](#) is the key to powerful and more effective health-care services. Hence, maintaining quality is of utmost important.

## ABOUT RITESH SANGHANI

Ritesh Sanghani is a Director at H-Tech Outsourcing Services for the past 15 years. He has worked with several international clients and has executed BPO projects of varying scales and complexities.

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