Security- Top Concern when Outsourcing Business Transcription

Business transcription covers a wide array of industries such as medical, legal, government and non-profit organizations. Security should always be the top concern when outsourcing business transcription because misuse of important data can damage a company's reputation. Some of the commonly transcribed business activities are: meetings, group discussions, conferences, seminars, teleconferences, telephone calls, workshops and market research surveys.

There is a huge amount of data that companies need to deal with on a daily basis. This has popularized the trend of outsourcing business transcription. However, security should be the prime consideration when choosing a transcription service provider. It is important to know how the transcription company will be accessing, storing and transmitting business information including, records, data and facts.

A reputed service provider will always maintain strict confidentiality of business data. You must go through the privacy policy of the provider in order to ensure that business transcription outsourcing remains secure. You should not hesitate in asking how the vendor will be safeguarding the security of electronic data.

If you feel the vendor does not have an effective security policy in place, don't go for their services. At times, business transcription outsourcing vendors have a strong security policy in writing but they manage to follow only few of the mentioned guidelines.

It is also important for companies to protect their business data before outsourcing the transcription work. The management should use database monitoring gateways and firewalls when transmitting confidential data to the service provider. It is strongly recommended to avoid providing access to all business data at the same time.

Benefits of Outsourcing Business Transcription

- Companies can easily reduce costs related to hiring and training transcriptionists
- There is no need to invest in tools and latest technology required for business transcription
- Transcribed documents can be obtained in a short turnaround time
- With the easy accessibility of data in written format, companies can enhance their workflow
- Business transcription outsourcing also helps enhance the productivity of staff

Apart from security, companies should also consider other factors like technology, turnaround time, workforce and rates when outsourcing business transcription services. In case your company

will be outsourcing business transcription requirements for the first time, it is extremely important to consider these factors before spending money.

You can send your files to a reputed service provider in any format including, MP4, AIFF, WMA, DSS, MP3, MOV, MPEG4, WAV and Real Audio. The completed transcribed documents can also be received in any format including, TIFF, Excel, Word, PageMaker, FrameMaker, JPG, XML, HTML, PDF and even GIF.