

Steps Involved in Digital Medical Transcription Procedure

Digital transcription is more effective than traditional transcription methods. Convenience and accuracy are the two main advantages of digital transcription. Notes can be dictated in this method by a handheld device and then uploaded from any computer, when required.

Security of Encrypted Servers

Reputed transcription companies make use of a secure website with encrypted server for maintaining confidentiality of transcribed documents. Service providers also reduce the chances of unauthorized use of the files through an encrypted server. All clients are provided a password and username with the help of which they can access the transcribed files from the comforts of their clinic or hospital.

Digital Recording Devices

Physicians are required to dictate their observations on their patients in a digital recording device in the digital medical transcription process. This recording is then sent to the [transcription company](#) in the form of voice files. Then the following methods are used to generate error-free documents in a short turnaround time:

1. The patient related information is recorded in a digital device such as a hand-held digital recorder, personal computers, analog recording device, cassette recorder or phone-in recorder. Physicians can install specialized voice recording software modules on their workstations to ensure superior voice quality.
2. Once the recording is done, the voice file can be uploaded directly to the service provider's encrypted and secure FTP server. The files are downloaded immediately from the server by the medical transcriptionists and the transcription procedure starts.
3. Transcriptionists download the voice files and start converting them into text documents. They make use of headphones to listen to the audio files. The voice files are typed with minimum editing, i.e. obvious usage or grammatical errors. Transcriptionists also seek relevant comments from the physicians if they feel that a certain voice file is unclear or incomplete.
4. As soon as the transcription procedure is completed, text files are sent to the editors for proofreading. The files are checked for grammar or spelling errors ensuring 99.9% accuracy of the documents. Editors also make sure that the transcribed documents are in the format specified by the client.
5. The completed file is sent to the physician for review after the editing process. The transcribers make the required corrections, if any. The last step of digital [medical transcription](#) involves sending the document to the client in a safe and secure manner. The

files are either sent as an attachment with a web application or uploaded to the hospital server. Some service providers also send the completed document via fax.

Digital dictation has helped physicians ensure accuracy and good quality of documents. However, the key to success and best results lies in choosing a reputed transcription firm.