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## What Is A Transcriber?

By Gray Rollins

A transcriber is a person that transcribes recorded information to written form. Companies use transcription to shift the burden of typing from highly paid executives and professionals to lower salaried employees. Executives and professionals, such as doctors, dictate and then a transcriber transcribes the work to document form.

Although most of us are familiar with medical transcribers, transcribers work in a variety of fields and in a variety of circumstances. Many transcribers work in offices while others are self employed, working on a contract basis. Today there is a great deal of work available online for transcribers.

Professional business people will hire a transcriber on contract to transcribe for them. The contract will define the relationship between the professional and the transcriber along with what the rate of pay will be. It will address matters relating to confidentiality and file storage, as well as how you will handle files on your computer. Well laid out contracts are beneficial to everyone.

As a transcriber working independently, accuracy is your number one concern. However, the quicker you can transcribe the better for you so here are some tips to help you.

Make sure your Dictation equipment is in good working order. If you use software on your computer make sure it is operating optimally. Clean and service your Dictation equipment regularly and replace the tapes frequently. Tapes wear and although they will still work, the quality of the recording depletes.

Make sure you are working from a good ergonomic chair to avoid injury and to stay comfortable. You'll be a lot more productive if you are comfortable. So don't skimp on the right chair and the proper desk. Remember, if you are self employed and injure yourself you won't be making any money. Is that enough incentive not to go cheap?

Try to keep your work environment quiet. Fast, accurate transcription depends on it. Speed and accuracy goes up the less ambient noise there is. So although it might not always be possible, it's definitely worth striving for in order to reduce your error rate and help speed up your completion time.

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Speaking of errors - they simply are not acceptable as a transcriber. And some individuals, especially some doctors, are really bad at dictating. So there are a couple of tricks you can try if you cannot understand something. Play with the tone by removing as much bass as you can, and try slowing or speeding the tape up. Sometimes a mixed speed will help catch the word.

Another trick that sometimes works is to listen to the recording through the regular speaker instead of the headphones. If confidentiality isn't a problem, you can also have someone else listen to see if they can understand it. And sometimes taking a break and coming back makes it seem clearer.

Remember no guessing! If you simply can't understand a specific word or phrase, you will have to leave a blank in the transcription – noting that the area needs clarification by the dictator. If it's feasible you can contact the dictator right away asking for clarification.

If the dictator is consistently bad at dictating, tell him or her. You'll be doing yourself and other transcribers a favor by telling that person they need to improve their skills. And if things don't get better, as a contract transcriber you can drop the client.

A career as a transcriber can be rewarding and interesting, and the pay can certainly be good.

Gray Rollins is a featured writer for iDictating. To learn more about transcribers, visit

<http://www.idictating.com/transcribers/>

and

<http://www.idictating.com/transcribers/transcriberservices/>

### **Start a Medical Transcription At Home Career**

**By Michele Miller**

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As a medical transcriptionist, I do get asked several times a month, how I got started in this business. So many people nowadays want to work from home, especially mothers with young children. That's the primary reason I started my home business ten years ago, so I could be there for my daughter. I didn't want someone else taking care of her after school instead of me.

It's really not hard to start a medical transcription business. The start-up costs are low compared to many other home-based businesses.

You need a form of education, via home study courses or by attending your local community college. You do NOT need a degree in medical transcription to start a business either. In a short amount of time, usually nine months or less, you can be working from the comfort of your own home, just like me.

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You will need some equipment, such as a computer, a printer, a transcriber, and some reference books. All of which can be purchased second hand if need be. The latest and greatest equipment is not necessary to get started.

Now, there are some special skills you will need, outside of the education, which include:

- \* Excellent grammar skills
- \* Good Listening Skills,
- \* Basic computer skills with a word processing program
- \* Research Skills
- \* Ability to type - your speed will increase with experience
- \* Must be detail oriented
- \* Ability to work on your own
- \* Ability to maintain work deadlines and be a self-motivator

You will also need some computer programs such as a medical spellchecker and a word expander utility to cut down on the amount of actual typing you do. Some programs, such as Microsoft Word® include this type of utility. It is the best invention by far, in my opinion.

Basic bookkeeping is necessary, but not difficult. A good bookkeeper is great to have when it comes to taxes and advising you about saving money with tax deductions for your business.

Medical transcription is usually paid by the amount of work transcribed. Therefore, it is quite normal to charge your clients by the line. If you charge 13 cents per line and type 200 lines per hour, (this is a very comfortable speed to type) your hourly rate would end up being about \$26.00.

Being self-employed does have some pitfalls. One must consider, as with any home based business, that once you become self-employed you are responsible for securing your own health insurance, and putting away money for retirement.

However, there are many positive things about being self-employed, as I'm sure you can imagine. For me, what I love the most, is the flexibility I have with my time. If I want to work late in the day I can, and if I want to work early in the morning, that's up to me. Running a home-based medical transcription business is a lot of fun.

Medical transcription is not for everyone, and it is important before venturing in to any business that you weigh up the pros and cons of it all and do what is best for your situation.

## What Is A Transcriber?

Michele Miller is a home-based business owner and author of an Ebook about starting a medical transcription business.

<http://www.medical-transcription-at-home.com>

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