

## **Medical Transcription ( MT)**

Transcribe means to listen to an audio recording and to write accurately what is said. It is NOT translation, but writing exactly what is spoken.

It requires good listening and language skills, computer skills and knowledge of medical terms.

Today it is outsourced a lot. Digitized and compressed data through the Internet is the most general means of receiving and sending data, and people sitting at home can receive , process and send it.

Medical transcription ( MT) is transcription of any medical records dictated by doctors and others, including history and physical reports, clinic notes, office notes, operative reports, consultation notes, discharge summaries, letters, psychiatric evaluations, laboratory reports, x-ray reports and pathology reports.

The related upcoming field is the Legal Transcription.

### **Job profile**

The key job is to transcribe, format and proofread any medical record.

It is more in demand for insurance purpose for settling claims.

A patient who is admitted to the hospital, or seen in the OPD, or has an X-ray, or for any medical thing, reports are generated. The medical transcriptionist transforms those reports from the dictated form to the written form, to be formed as hard copy or stored in a computer system.

## **How it is done**

There are two stages in MT.

The actual process of transcription  
Followed by proofreading and editing.

Extra care is always taken to keep the transcription error free, as sometime a life may depend on it. That is why the first transcription always is followed up by minute editing and proofreading .

The MT industry employs a number of proofreaders, junior and senior editors.

Proofreaders and editors perform the following functions:

- Visual proofreading
- Electronic spell check
- Grammar check
- Checking for medical inconsistencies and inaccuracies

The medical record - now in text form - is then routed back to the concerned doctor or hospital.

If you work for a company, the software will be given to you, but you will have to provide the hardware. For a freelancer you will also need the software.

## **What you need:**

1. A Windows PC with at least the following configurations:

Pentium IV, 256 MB SDRAM,  
20 GB hard disk, 52X  
CDROM drive,

Sound card with amplifier,

Internet access.

Stereo headphones

56.6 kbps external modem, or broadband connection .

Foot pedals - .they are used to start , rewind and stop the voice tape using the foot, so hands are free for typing. They can be connected to the CPU by either USB or Serial ports. They are available from \$ 75 - 80. Here are two sites for them.

<http://www.nch.com.au/hardware/pedals.html>

<http://www.tricomponline.com/footpedal.htm>

UPS

Licensed software – word processor, English dictionary, medical dictionary, drugs dictionary, medical spellchecker, equipment glossary, abbreviation dictionary, etc.

## **Hierarchy**

A typical MT firm is structured as follows:

Trained medical transcriptionists

Senior medical transcriptionists

Proofreaders

Sub editors

Editors

Supervisor

Manager

### **Eligibility:**

It does not need high IT skills but primary skills like good listening, knowledge of and medical terms and good typing speed are necessary. Fluency in English and understanding the diction of speaker are must. A training course in MT is always useful.

The candidates are put through an initial screening test followed by a comprehensive editing and language test. Successful candidates get work after a week of professional training after which the payment starts.

The candidate should be able to quickly develop new skills and adjust with the different accents and diction. One would need to keep up with changes in medical terminologies, medical procedures etc. and have the ability to detect medical inconsistencies in dictation and fix poor grammar.

Calm temperament is very necessary as the work may get tedious and repetitive.

### **Work from home**

The system here works on two models. In some companies, which offer 'work-from-home' opportunities transcriptionists can opt to work out of home once they have reached the required level of proficiency.

In the second model, the person willing to work from home pays the company a non-refundable deposit in the range of Rs.10, 000 or so. The company then installs a whole suite of licensed software in his/her home PC. The deposit is collected to cover the software costs and to establish the transcriptionist's commitment levels.

## **Remuneration**

It is a rewarding career with lot of benefits.

At the entry level trained medical transcriptionists earn around Rs 3500-5000 per month. With a minimum of six months experience medical transcriptionists can expect to earn

Rs.10,000 per month and can get up to 20000 / month within 2 years , for capable people.

One can specialize in a particular area of medicine such as radiology, surgery etc., so as to be in greater demand.

A regular job or free lancing, both are viable options .

Transcriptionists who work from home are paid on the basis of speed and accuracy. The pay ranges from 60 *paisa* to Rs.1.25 per line depending on the accuracy.

Once you have honed your listening skills to hit 99-100 per cent accuracy level, you can reach the editor stage, with higher pays and less tedious work. Companies like Spryance already employ home-based editors.

<http://www.spryance.co.in/>

However, working from home will means overheads. There are telephone, Internet and electricity charges. Also, income tax will be deducted at source.

## **Growth prospects**

Medical transcription was originally an in-house business done within the doctor's office or hospital itself. With high-speed satellite links and the lower costs of outsourcing the MT industry has come to countries such as India, Philippines, and Mexico.

Over the last two years, India has become the hub of the global MT industry. MT is currently classified as an IT enabled industry and being actively promoted by NASSCOM's Vision Group for IT Enables Services.

There are lots of options available in the field. One may choose to work from home for oneself. Or work outside in a hospital or for a medical transcription service. Other options include working in a doctor's office, insurance company, attorney's office, or a company marketing medical products or a medical book publishing company.

## **Training**

Many schools offer certificate courses in transcription. Fees for short term (3-6 months) courses range from Rs.20,000-30,000.

In-house training programmes are also offered by transcription firms that hire freshers.

Medical transcription training modules cover the following subjects:

English grammar

Medical terminology

Human anatomy

American English

Good typing skills  
Excellent listening skills  
Excellent command over English  
Learn to adjust to different accents and diction  
Learn to deduct medical inconsistencies in dictation

## **Training Institutes**

### **Millennium Technorbit Ltd.**

24, Minerva Mansion,  
1st Floor, Dr. Ambedkar Road,  
Dadar (E), Mumbai- 400 014  
Tel: 022 - 4147490  
TeleFax: 022 - 4114186  
e-mail: [ghk@bol.net.in](mailto:ghk@bol.net.in)  
<http://web1.mtnl.net.in/~ghk/page1.htm>

### **University of Mumbai**

#### **Garware institute of career education and development**

6month's course in MT

Vidyanagari, Kalina, Sanataacruz (East),  
Mumbai - 400 098  
Call us at:- (022) 2652 2601  
(022) 2652 8229  
Fax No:- (022) 2652 8142  
Email :- [director@giced.mu.ac.in](mailto:director@giced.mu.ac.in)  
[giceuom@vsnl.com](mailto:giceuom@vsnl.com)  
<http://www.mu.ac.in/garware/cmedical.html>

## **Medikareonline**

They have online course

<http://www.medi-kareonline.com/index.html>

## **Medical Trnscription.com**

Has search facility for services, also free online courses

<http://www.medical-transcription1.com/>

E course page :

<http://www.medical-transcription1.com/DisplayCountyDetail.aspx?id=203&provider=6226&type=profile>

Links for institutes : all these following sites have a number of names and addresses, but none of them have a web page or even an email. For an IT institute that is suspect for me. So I have not given their addresses, but you can always look them up.

India education

[http://www.indiaeducation.info/careercenter/medical\\_transcription/](http://www.indiaeducation.info/careercenter/medical_transcription/)

WebIndia123

<http://www.webindia123.com/career/options/mt/data/institutes.htm>

<http://www.webindia123.com/career/paramedical/list.asp?action=Diploma+in+Medical+Transcription>

India career

<http://www.indicareer.com/colleges-for-Programme%20in%20Medical%20Transcription%20-degree.html>

A lot of companies and institutes are based in Karnataka , please see the listings on

<http://www.udupipages.com/home/educate/medi.html>

Here are also only addresses and phone numbers, no website or email address

## Companies

Surprisingly most of the companies that advertise in papers DO NOT have a web presence, or I could not find them by normal search engines. I have only mentioned those which I could verify.

This is not and cannot be an exhaustive list, as new companies are coming up everyday.

**The classified in the newspapers are full of these ads. Some of them may be genuine also, but I would strongly advise you to investigate carefully before you part with any money.**

**This is a very lucrative field both for training and for actual work so there seem to be a lot of companies mushrooming, promising all sort of things. But if they can't afford or know enough to have a web presence, I would be suspicious. If you can't find a good training institute, online training is a better option or to join a company which will train.**

### **DHS Infosystems Pvt. Ltd.**

105, Marwah Complex,

Off. Saki Vihar Road,

Andheri (E), Mumbai.

Telephone : +91-22-2857 5988

Email : [dhsipl@eth.net](mailto:dhsipl@eth.net)

[info@dhsinfosys.com](mailto:info@dhsinfosys.com)

<http://www.dhsinfosys.com>

**CBay Systems, India.com**

Corporate Office  
Godrej Industries Complex  
Gate No. 4, Pirojshanagar,  
Eastern Express Highway,  
Vikhroli - ( East)  
Mumbai - 400 079. India

Tel - 91-22-6641 7575

Fax - 91-22-6641 7576

**CBay Remote Services Ltd.**

Godrej Industries Complex  
Gate No. 2, Pirojshanagar, Vikhroli (East)  
Bombay – 400 079  
Telefax - 91-22-2518 8188

<http://www.cbayindia.com/>

**Acusis India**

Acusis is the pioneer of home-based medical transcription in India.

Acusis, Bangalore

India Headquarters,

**City Office**

17/2 Dollars Chamber

Lalbagh Road, Bangalore-27

Tel: 080 2224 7626 / 080 2224 7636

FAX: 080 2212 9141

<http://www.acusisindia.com/AIP0302/Home.asp>

## **Focus Infosys**

### **Main and corporate office**

#72/32, Green Leaf Layout  
80 Feet Peripheral Road  
4th Block, Koramangala  
Bengalooru - 560 034  
Karnataka, INDIA.  
Phone : 080-2550-2000  
Fax: 080-2552-7230

Contact Person #1: Dr. Rakshitha Rachana  
Designation: Recruitment Specialist  
Mobile: 99801-62077  
E-mail: [rakshitha@focusmt.com](mailto:rakshitha@focusmt.com)

<http://www.focusmt.com/>

## **Infosoftech Technologies**

13/30 East Patel Nagar  
Near Hotel Siddharta  
New Delhi-110008, India  
Office: +91-11-25769002/8

Website: [www.infosoftech.com](http://www.infosoftech.com)  
E-mail: [info@infosoftech.com](mailto:info@infosoftech.com)

## **Spryance**

Spryance, Inc.  
1000 Winter Street, Suite 3650  
Waltham, MA 02451  
Main Office 781-419-1400  
Fax: 781-4191435  
Customer Service: 888-238-7779  
[info@spryance.com](mailto:info@spryance.com)

<http://www.spryance.co.in/>

### **MT Job Forum**

<http://mtjobs.getweblist.com/post-21.html&sid=63da460783376af2cc63c81c00691a86>

## **Online Courses**

### **Medikareonline**

They have online course <http://www.medi-kareonline.com/index.html>

### **Medical Transcription.com**

Has search facility for services, also free online courses

<http://www.medical-transcription1.com/>

### **E course page**

<http://www.medicaltranscription1.com/DisplayCountyDetail.aspx?id=203&provider=6226&type=profile>

### **Online Medical Transcription Courses**

These degrees and certificates can be completed online. Online programs offer courses in anatomy, medical terminology, as well as English grammar and punctuation. For those already holding degrees, online refresher courses can keep transcriptionists updated and affirm their competence with the evolving world of medicine.

<http://www.online-education.net/health/medical-transcriptionist.html>

### **Training in Medical Transcription**

Medical transcriptionists transform the oral dictation of healthcare providers into written text for print or electronic storage. If you're

great with words, self-disciplined, and a bit of a perfectionist, you'll be a great medical transcriber

<http://www.worldwidelearn.com/career-training/medical-transcription.htm>

### **Online Medical Career Training**

Online school Training Courses for [Medical Transcription](#), [Medical Coding](#), [Medical Billing](#), Medical Assistant, Medical Administration, Insurance Specialist. The medical and legal training courses are online and self-paced. Online [Legal Career Training](#) is also available for both Legal Transcription and Paralegal / Legal Assistant.

<http://www.meditec.com/>

### **Gatlin Education Services**

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist. Transcriber and all materials are included in this medical transcription program. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

<http://www.gatlineducation.com/medicaltranscription.html>

