



## What is medical transcription?

Medical Transcription is the keyboarding (into a typewriter or computer) of reports from dictation recorded by a doctor or health professional pertaining to medical information. History and physicals, admission notes, office visit notes, operations, hospital discharge reports and consultations are just a few of the (work) types of reports that are created by the medical transcriptionist. Dictation is performed in a number of ways, including audiocassette, phone-in recording to an analog system, or recording into a digital system that enables one to send a sound file just as one would send any other type of computer file.



Medical Transcriptionists work in hospitals, doctors offices and other medical facilities, and many work from home. They are hired by the physician or a transcription company, but many who work from home do so as independent contractors, setting their own rates of pay, hours and operating procedures, and hiring on additional help as their work load expands.

## Is Medical transcription for me?

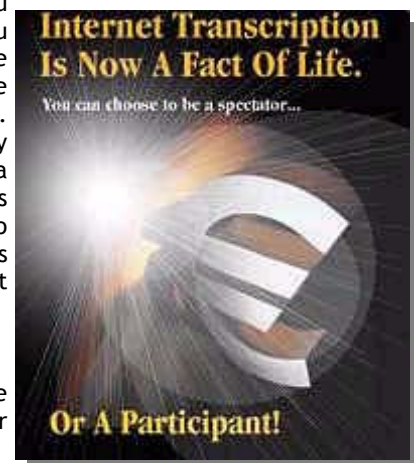
Maybe, maybe not. Medical transcription is not easy. It takes time to become a medical transcriptionist, but it also takes dedication to excellence and a thirst to learn new medical terminology as it emerges. As with any job, you are not finished until you are finished, and for those who work at home this can create conflicts with others who think you are staying home "for them". Did you pay attention in high school English? If your grammar skills aren't up to par you'd better sharpen them, because no doctor likes a report that states "His' illness effected there business"... a poorly written report reflects poorly on the physician who signs it, and the transcriptionist who typed it will not be employed for long.

## Acquire the skill

Almost no one is able to "jump" into medical transcription unless they are already deeply involved in the medical profession, and even those whose terminology skills are excellent are often surprised to find transcription very difficult.

One must acquire the skill, either through practice or training. If you already know medical terminology and have good grammar skills, you are more than halfway there. Sometimes we recommend to these people obtaining practice tapes to measure their skill, and some are pleased to find that after a while they are moving along just fine. Others find that they did not know as much terminology as they thought, and for them we recommend taking a course either at a community college or via home study. It is our belief that once one has acquired the basic skills and is ready for entry level, the best route is to work within a medical practice or facility for at least 6 to 12 months more to acquire not only additional skills, but the confidence to "take it home". There is of course the added plus of being paid.

In addition to training one should have an extensive library of reference books such as medical dictionaries and word books. The training never actually stops, but continues throughout one's career.





## **A**quire the client



For many, this used to be nothing more than taking your work home and working as an independent contractor. Unless you have access to the latest encryption technology, the Australian Privacy Act now prohibits confidential medical information being taken off-site.

**C**ontracting your services to OzeScribe is perhaps the easiest and best way to secure regular work.

### **A**dvantages of contracting your services to OzeScribe

- No need to worry too much about holiday relief - given notice, OzeScribe will find replacements for you.
- No need to market yourself and attempt to find your own clients
- OzeScribe pays for and supplies ASP technology for you.
- OzeScribe supports the client.
- OzeScribe will pay even if client does not pay.
- OzeScribe will supply a Mentor to initially help you.

**I am thoroughly enjoying the work, and working from home has its benefits for sure, I choose the hours I work and I am getting faster each day with my typing. Working from home can be a little distracting when just a newlywed though .....**

**Deb age 42**

#### **Minimum Requirements**

**1 GHz Pentium class PC or better (Macintosh not supported)**

**500 MB free hard disk drive space  
cd rom drive**

**256 mb RAM (recommended 512 mb)**

**Windows XP home or professional**

**Windows Internet Explorer 6 SP2 or greater (Netscape or firefox is not supported)**

**Internet connection (broadband preferred)**

**Windows Media Player: Version 10 or greater**

**A monitor capable of displaying a resolution of 1024x768 pixels**

**Microsoft word XP (2000 OK, Microsoft WORKS is not supported)**

**headphones minimum frequency response of 10Hz-22kHz (available anywhere - approx \$50 - \$60)**

#### **virus protection**

**Our software is totally keyboard based, but will work with a .wav pedal attached to your computer. This is a personal option and not a**



## *Is Working from home really for me?*

Some things you need to ask yourself:

Am I organised with good time-management skills?

Do I need regular feedback on my progress from my boss or colleagues?

Do I really enjoy the social aspects of the office and therefore am I going to miss it?

Am I an effective communicator without the benefit of body language?

Do I have suitable workspace? Remember security is a major issue here; monitors should not be able to be viewed by people that walk past you. Earphones have to be worn at all times.

Can I cope with domestic distractions while endeavouring to work?

Do I personally have, or do I have access to, the technical skills to support my own computer setup?

Can I cope with the fluctuating flow of income, being self-employed?

Can I cope with the red tape of running my own business, e.g. invoices, GST and BAS statements, etc?

Do I have the correct Internet connections? You may need to be on the Internet for a long time whilst working and people must be able to contact you via telephone or mobile phone whilst you are working.

Have I considered my family's attitudes? Most families view the home computer as a family entertainment tool. You will now be using it for work, and if it is to be shared with children doing homework, and having fun surfing the net, will this cause conflicts?

Depending on the amount of work you will be doing, you will need to seriously consider the merits of sharing your work machine with others.

If you can answer yes to all these questions, or if you at least have a suitable workplace around you, then you can start to consider working at home as an option.

You will be a self-employed contractor and you should be aware of the risks and responsibilities that go with that. In effect you are now

**Working from home has given me the freedom I need, whilst I can network in our virtual office - it truly is the best of all worlds.**

**Sam - age 32**



## *Pros and Cons of Independent Contractor V Employee*

### **E**mployee

Superannuation. This will vary with the company.

Usually have a set shift, regardless of your production. In other words, you have to be transcribing during certain hours, no matter how many lines you've produced. It's possible that this may not be the case with some companies, but it is usually the case.

Taxes are simple - but hardly any deductions

Company supplies all equipment and maintains it.



### **C**ontractor

No benefits, i.e., insurance, paid time off, etc.

Schedule flexibility. Do work at any time as long as you meet time frame obligations

Taxes are a little more complicated.



More tax deductions.

You will never be paid for down time.

You carry 100% of the cost of whatever you need to get the job done. - Computer, Internet, office supplies etc

Independence - able to set own hours, no travel time to work, no work attire to buy and maintain.



## *H*ow much support will I get?

Because a person's business potential is based upon their performance and knowledge of medical transcription and terminology, we cannot guarantee ongoing contractual arrangements. Accuracy must routinely be at greater than 95% initially. However, we *do* try to aid new MTs (Medical Transcriptionists) in getting started in their own businesses if they can attain that initial accuracy requirement. Accuracy must be maintained at 98.5% within a few weeks of starting.

OzeScribe has some unique support systems in place for home-based transcriptionists working on their systems.

These include a newsletter and a dedicated MT help website with tips and advice and an on-line community where you can network and make friends with other home based transcriptionists. In the United States, where home-based medical transcription is one of the fastest growing industries, mentors are increasingly being sought by the home-based transcriptionist.

Because transcription companies are ultimately responsible for the quality of work that goes out under their name, they will get penalised if accuracy drops below a certain level, and they often will in turn penalise the contractual transcriptionist. Transcriptionists are hiring mentors, extremely experienced MTs or nurses or Med students to help them with difficult words or phrases.

OzeScribe has a senior mentor/quality assurance person available to you without cost to you. It is more productive for the transcriptionist and the company to keep you on the same doctor and the same specialities so you become proficient quickly. In the beginning, each and every file you do will be listened to and proof read by an OzeScribe mentor. Extensive feedback will be given to you. This feedback is of enormous benefit to you - but if your mentor has to tell you the same thing time and again, you will not keep receiving work. OzeScribe likes work to be done in a particular style so that the doctor does not notice if it is different people working on files. Extensive mentoring is routinely given to you free of charge for the first few weeks of transcribing for a new doctor. The bright and capable home-based transcriptionist will learn quickly and make themselves a valuable asset to OzeScribe.

**O**zescibe is a quality transcription provider to over 1600 physicians worldwide.

**We rely on our independent contractors to provide us with ongoing accuracy of a minimum of 98.5%. Ozescibe prides itself on 100% accuracy, timely turn-around and our contractors take pride in their work.**

**With your dedication to our standards you are able to choose your own hours working from home.**



## *H*ow much will I earn as an Independent Contractor?

Well that varies a lot. This chart will give you the **low end**. The dollar figure is the GROSS ANNUAL INCOME.

Hours worked per week	Typing Speed Gross Annual Income			
	50 WPM	60 WPM	70 WPM	80 WPM
10	\$6,240	\$7,280	\$8,840	\$9,880
20	\$12,480	\$14,560	\$17,680	\$19,760
30	\$18,720	\$21,840	\$26,520	\$29,640
40	\$24,960	\$29,120	\$35,360	\$39,520

If you type faster, YOU'LL MAKE MORE. If you work more, YOU'LL MAKE MORE. If you get your computer doing some of the work for you, YOU'LL MAKE MORE. You get the idea. Most people make **MORE THAN \$20 AN HOUR**. Any way you look at it, medical transcriptionists make EXCELLENT MONEY!

\* A 'Line' is the common unit of productivity, and consists of 65 characters (key strokes) including spaces, question marks, commas, etc.

If you are progressing now to the Self-Assessment Package make a note of the total typing time and the number of lines you type. Scale this appropriately to calculate a rough earning potential.





**1** *Have I got what it takes?*

**2** *Do I want to work from home?*

**3** *Have I got the skills and experience?*

**D**o the **Self Assessment Package**  
You will receive an email from Ozescribe containing the Self Assessment Package. Follow the instructions and set yourself on course to a modern self employed, home based, satisfying career.

*If you require more training, please consider OzeTrainer. **All graduates of this course are recruited as Independent Contractors.***

*More information available <http://www.ozescribe.com.au/ozetrainer/index.html>*

