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Many businesses now go in for the digital transcription of their important documents. Transcription companies specialized in offering digital solutions are equipped to deliver top quality transcripts securely and in custom turnaround time. Besides legal practices and healthcare facilities, the academic community, the media, research institutions, insurance, and public and private corporations benefit greatly by outsourcing digital transcription to a reliable provider.

How Digital Transcription Companies Ensure Secure, Error-free Transcripts

All types of documents can be digitally transcribed â€“ from formal and informal letters, memos, faxes, to court proceedings, verbatims, legal pleadings, reports, briefs, court transcripts recordings of lectures and seminars, discussions including those over telephone, records of press conferences, minutes of meetings, speeches, accounting statements, invoices, lectures, and records of disciplinary proceedings.

As a client, all you need to do is to dictate over the telephone or into a digital recorder. The audio file can be downloaded to your computer and sent to the transcriptionistâ€™s computer via e-mail attachment or FTP. A reliable service provider can transcribe digital files in any audio format - MP3, MP4, WMA, WAV, or DSS. Some companies even offer their clients the digital recorder free of cost for volume transcription jobs. After the file is transcribed, it is sent back to you as e-mail attached or uploaded to the secure FTP that you can access.

Digital audio transcription service offers many benefits over conventional tape dictation systems:

â€¢Digital recorders allow compression of large digital files for easy e-mail transfer

â€¢High quality recording that lasts

â€¢Easy file handling and retrieval

â€¢Customized dictation functions

â€¢Allows transcriber to listen at the audio at the required speed

â€¢Excellent sound quality

â€¢Transcriptionist can locate particular sections of the voice file easily for editing

â€¢Longer time for recording

â€¢Simple and cost-effective mode

The service provider ensures the confidentiality of your data with secure 256 bit AES encryption. Files sent by encrypted e-mail cannot be hacked and all your precious information is safe.  This is especially important if you are a legal professional.

Outsourcing to the Right Digital Transcription Company

There are many companies offering digital transcription services, so finding the right partner is

important when you are outsourcing your work. Browse the websites of leading transcription companies offering online transcription. Assurances you should look for:

â€¢Stringent quality checks for high quality, error-free transcripts (accuracy up to 99% is desirable)

â€¢Secure file transfer modes

â€¢Documents delivered in the format you require

â€¢Can meet your deadlines and deliver transcripts in custom turnaround time

â€¢Expert transcription team well-versed in your area of business â€“ legal, academic or other

â€¢An exclusive team on your project â€“ from start to finish (this is important for consistency)

â€¢Complete document flow management

â€¢Competitive pricing

â€¢24 x 7 technical support

Outsourcing your digital transcription to a reliable provider can save you time and money, especially for volume jobs. It is advisable to test drive provider services before you make your decision.

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MOS Outsourcing - About Author:
MOS a Legal Transcription Service provides a digital transcription service for audio and video files which can include regular straight transcripts with our without time stamps

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