



Article published on March 14th 2012 | [Health](#)

Would you like a well-organized and neat home office space where you can work on your medical transcription in peace? You can be more productive if your office workstation is arranged in a creative manner with a neat and tidy atmosphere. No doubt, a home-based medical transcription career is lucrative as well as convenient with the benefits of saving energy and, time and money, but your office space should be effectively organized and defined to be a regular home office. Utilize the space that you have chosen with all that you may need for your home-based medical transcription job.

Plan the organizing of your home office with care by setting up your own private space to house your desk, phone, trash can, answering machine, filing cabinets, office supplies if necessary, a calendar, an Internet connection and a computer that can handle software. Make it a point to set up your office in a space where you will not be disturbed by external noises. Plan your day ahead so you can wrap up your home transcription work efficiently at the designated time. Check your email during a short break and in the evening besides answering only the important ones. Keep your answering machine on and turn off the ringer of your telephone so it will not distract you from transcribing the medical records. Check your voice mail and jot down all the calls that you have to return at the end of your day.

Deploy Creativity and Dedication

Keep to your plan for the day and do not get side-tracked by requests from the family or last-minute shopping. Finish your medical transcription assignment and then organize whatever your family might need, but do remember to do all your shopping over the weekend. Brighten up your space with a vibrant vase of flowers and a book shelf in case you need to refer to medical dictionaries and other important medical reference. Keep your cell phone on "silent" mode away from your computer as the frequency will interfere with the physician's dictation and cause you to keep going back to hear what was being said. Keep an "Ideas" file and make notes as to where you need to improve on your medical transcription or add new thoughts as to how you can organize your day so that there are no interruptions and you can continue transcribing in peace and tranquility.

Using a whiteboard, you can write down a list of daily tasks to complete as medical transcription involves transcribing of various medical reports. You can organize your accounts with a record of payments and those that are due. This will leverage your efficiency and you will be considered by outsourcing companies as a real medical transcription professional with the confidence that all your accounts are organized and in order. As medical transcription is deployed through digital transcription equipment, make sure that you have an extra broadband connection in case of any outages. Get a private phone for official calls in case the outsourcing company or the healthcare providers call. Organize your office space in such a manner that suits the seriousness of your home-based medical transcription job and deploy diligence, dedication and discipline to increase your productivity.

V Transcription offers a Versatile Spectrum of Medical Transcription

Article Source:

<http://www.articleside.com/health-articles/how-to-organize-a-home-based-medical-transcription-job->

[Mike Reyes](#) - About Author:

V Transcription has established itself as an excellent a [medical transcription company](#) in Belden, Mississippi, USA. Blending accuracy, timely delivery and a cost-effective approach, the company provides quality transcription to vendors overseas with expertise, experience and efficacy. V Transcription is powered by Infraware to provide outsourced medical transcription solution for medical records documentation. The company delivers medical reports adhering to stringent HIPAA regulations, besides following all the latest updates of the HITECH Act. Incorporating data-interchange with healthcare facilities, the transfer process evolves on a 128-bit SSL certified platform to ensure protection and privacy.

For More Details: a <http://www.usmedicaltranscriptionservice.com/>

Article Keywords:

Medical Transcription Service, Medical Transcription Company, Medical transcription outsourcing companies in USA, HIPPA Compliant, medical transcription online, Electronic medical records