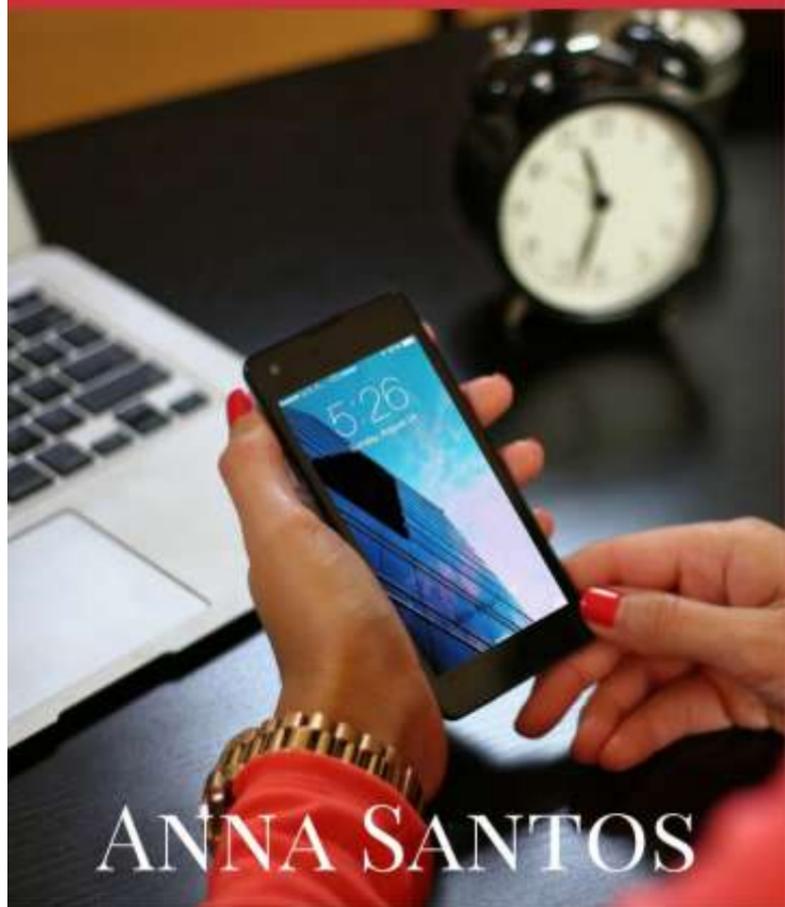


7 Step-by-Step Guide to
Starting Transcription
Work from Home for
MOMs & DADs



ANNA SANTOS

7 Step-by-Step Guide to Starting Transcription Work from Home for MOMs & DADs

**The EXACT Same Steps I Used to Jump from
my 9-to-5 Job and Set up my Own
Transcription (Work) Business from Home
with Sustainable and Well-Paying Clients**

ANNA SANTOS

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PREFACE

It took me some time to figure out how I can possibly shift from my corporate world to a home-based work environment and, subsequently, own a business that I can run from home.

But let me tell you this first.

I may be (just may be) 1 out of 10 people you know who love the 9-to-5 job. And you scratch your head and say, "Are you crazy? I don't get it. You love your job? Really?"

"Yes, I do love it." Counterintuitive as it sounds, but that's the truth.

Then you say, "If you love your job, then why leave?"

You read it right. I love everything associated with my job. And here's my whole point of writing this book why I still chose to leave the corporate world.

Here's the thing. I want you to read until the end such that you'll understand my craziness. Yes, I'm crazy. I know that.

My main goal here is to share with you something that I did, which I hope can also help others decide.

So, this craziness all started:

In 2012, when our fourth child was born, I felt so depressed. In fact, every pregnancy made me feel the same, not due to my situation, but because I know at some point I had to leave my baby behind again due to work. I've had postnatal depression

three times prior, and I was so sick and tired of the same fate. So, then, I prayed for a way such that I can possibly perform and enjoy both worlds at the same time: a hands-on mom and a medical transcriptionist.

In so seeking, I arrived at the idea of setting up a transcription work from home. But hey, here's my ONE BIG KEY POINT before I go any further.

I just said transcription work from home. What I meant by this is I had myself first self-employed by some transcription service providers online as an Independent Contractor (IC). Meaning, I was still under their payroll - on flexible hours.

Caveat: Most ICs are required to meet their minimum amount of production (lines or

minutes per day, may vary). In other words, an IC is self-employed, with limited freedom.

But why did I go this route and now recommend you to also try being self-employed first, especially for beginners?

They say that "Practice makes perfect." The same holds true for medical transcription. The more you are exposed to actual dictations and clients, the better you will equip yourself to becoming a well-experienced MT and transitioning from self-employment to a business owner.

I have to add that I worked for a number of years as self-employed while also being employed. I hope this doesn't confuse you again in any way. In other words, while I worked in a hospital setting as a full-time medical transcriptionist (as an employee), I

also had transcription jobs that I did from home after my 9 to 5 every day as an IC.

Because I wanted more freedom and flexibility, I listed down the necessary things and steps I would need to set up a transcription business from home. And yes, this time, I mean business where there's real ownership and control, with just a little more investment (software, etc.).

Three years ago, in February of 2014, I found my first client for my business through a friend's referral. And the rest is history.

Without further ado, I'll let you now
consume the main course.

And...

**Here are the EXACT same steps I
took from being employed to
self-employed to a business
owner.**

Continue Reading...

7 Step-by-Step Guide to Starting a Transcription Work from Home

STEP 1: Determine what type of transcription field you want to focus on.

Transcription is a process of converting oral dictation (spoken words or recordings) into a written text format using different media such as hand-held recorders, smart phones, online dictation platforms, etc.

This process is widely used in the medical industry. However, transcription has been found also to be very useful in other fields that benefit a lot of individuals and groups of professionals such as:

- Legal System
- Financial Industry
- Business Entities
- General Audience (anything under the sun)
- Arts & Sciences (Media, etc.)
- Religious Organizations
- Academic (Students, Authors, etc.)
- And so much more...

This just simply means that there is really a high demand in almost every niche you can think of. Starting with one or two fields is what I recommend, but you'll be surprised to discover yourself being connected to some other fields other than the ones I mentioned above and be at the frontline as you go along.

BONUS TIP: Medical transcription is what I highly recommend that you get yourself on first, as it builds a more versatile and stronger knowledge base, with higher potentials to acquire your first clients, and then subsequently branch out to other fields I mentioned above.

STEP 2: Seek formal training in the field you chose to add credentials.

Once you have chosen your specific field, it is highly recommended that you undergo formal training for several reasons:

- a) Transcription is a highly regulated career, thus errors are not pretty much acceptable in this field.
- b) To get accustomed to the whole process such that a better understanding is gained as to how this job is actually

performed either in a home setting or in an office.

- c) Prospective employers and clients favour the qualified transcriptionists more, who have formal education and training in the field.
- d) Both the well-trained and experienced transcriptionists have the advantage to demand for a higher pay, and in some cases, benefits and bonuses.
- e) Transcription training can lead to other related opportunities, just like me, such as writing gigs, proofreading and editing manuscripts, etc.

STEP 3: Set up your home office with only the basic tools needed to get started.

Many popular publications offline and online have always included transcription jobs, especially Medical Transcription, as one of the easy-to-start home businesses, with the higher potential for a reasonable and legitimate online income. I find that any service-oriented business is more "**profitable**" due to the absence of physical product inventory, low overhead cost, and little investment for tools and equipment such as computer, internet connection, foot control, headset, and transcriber/voice file player, etc.

I have itemized below in more detail the things needed to set up your home office.

- 1) Dictation Systems (choose one)
 - a. Digital Dictation System

- b. Phone-In Dictation System
- 2) Data Processing Software and Transfer
 - a. Word Processors
 - b. File Transfers
- 3) Foot Control (choose one)
 - a. One-button
 - b. Two-button
 - c. Three-button
- 4) Headset
- 5) Audio Voice File Player/Transcriber Software
- 6) Reference materials (books, etc.)

BONUS TIP: The items listed are not as expensive as you think. Second-hand tools and equipment (computer, headset, and foot control) can serve you reasonably.

STEP 4: Determine the business structure you want (Sole Proprietorship, Corp, etc.) and register it.

When you intend to switch from working for an employer to running your own transcription business, think about what business structure you need for registration. It is highly recommended that you first consult with your Accountant and Lawyers (if needed) for a better understanding of your situation.

Choose if you want Sole Proprietorship, Partnership, Limited Liability Company (LLC), Corporation, etc.

BONUS TIP: Because information is readily available online at your disposal, you may also want to do your own research about the features of each business structure before consulting your Accountant. List down any questions you may have in mind for a more definitive decision for your business registration.

STEP 5: Start finding customers and referrals.

I find this part as challenging but exciting. In my case, because I chose medical transcription as my primary area of expertise, I targeted professionals I know, who work, of

course, in the medical field. And here's how I did it:

I started off within my circle.

Here's one thing I'm sure of. Each one of us has a family doctor, a specialist we've seen in the past, a dentist, a chiropractor, a massage therapist, etc. Talk to the people you know in the medical arena. Remember that these professionals have tons of connections in their field. Contact them and ask if they need transcription services. If not, then ask for referrals. It won't hurt to ask.

Subsequently, your point of reference goes out to your families' and friends' contacts, and so on.

It's much easier these days to find clients because everyone is on social media.

However, you may want to still use the old-school way, just like I did, such as mailing business proposals, giving away flyers and calling cards, etc.

Other great sources of potential clients are your yellow pages, business organizations, community centres, social events, etc.

Once you've found your one happy customer, referrals will be automatic. Keeping your one customer happy and satisfied opens the door for more business opportunities through word-of-mouth and, of course, more referrals.

BONUS TIP: Exhaust your immediate contacts first. Slowly move forward and look around within the town you live, the city it belongs, the province, the country, and so

forth. And since transcription services are very versatile and flexible, you may also want to consider marketing in the global scale to expand your services.

STEP 6: Teach and hire other transcriptionists to leverage your time and expand business.

I assume that, by this time, you have already signed up one happy client who provides you with an active transcription account (regular dictations daily or weekly, etc.). And you must have started to feel sometimes quite overwhelmed with the workload as you receive more dictations. But remember, more clients, the better.

You know you only got two hands, let alone personal errands to run, a family to take care of, social gatherings to attend to, etc.

In order for a business to successfully expand, you may want to look at proper distribution by hiring a person or two to begin with, who can work for you such that you leverage your productivity and time. Think of it as store outlets who are earning at the same time. That's the power of leverage.

BONUS TIP: Hiring another transcriptionist pushes you more to go out and market your services in the world to sustain your business as well as expand in a short period of time.

STEP 7: Acquire continuing education to improve your fundamental transcription skill set.

As the saying goes, "Knowledge is power, more so when it is applied."

This time, continuing education doesn't have to be AHDI-accredited. It can be acquired through different course providers either offline or online, which are provided by experts in the field.

I love to learn new information I know will contribute to my personal and career development. I have fallen in love with this career because transcription is a continuous learning process. In my 20 plus years being a medical transcriptionist, I'm always fired up to wake up and perform my tasks because I know my knowledge base expands each day, thus making me the expert that I am in the field.

Improvement in your fundamental skill set as a transcriptionist is required such that you'll be the one hunted versus the one hunting.

These fundamental skills you need to improve are:

- 1) Basic Computer Skill
- 2) Typing Speed Skill
- 3) Listening Skill
- 4) Research Skill
- 5) Language Skill

BONUS TIP: Always invest in self-development, be it career- or personal-related. Your knowledge base is your well-treasured asset. Because you own it, no one can take it from you.

TO WRAP IT ALL UP:

I hope you learned important pointers here to get you in-the-know. This is meant to be super quick information and a reference point (a review for some of you and new stuff for others). If anything doesn't make sense or

is still confusing in any way, don't fret. I'll be back soon with more great stuff to answer any questions and make it all very crystal clear.

I wish this serves you well, and so I hope more people are reached by this information. I'll be glad if we can altogether spread the word to friends and family who may also be interested about everything written here.

Would it be too much to ask a favour?

This e-book is valued at \$47.00, but, as promised, this is absolutely FREE. So, please invite more people to download this FREE e-book at:

annasantoshub.com

But WAIT...there's more!!!

In the first part of this e-book I talked about my prayer for a way where I can possibly perform MT work and stay at home with my family at the same time?

When I finally left my corporate job last year, in August of 2016, and decided to attend to my transcription business from home full-time, I re-read the book I wrote that gave me the strong inclination to finally follow what my heart was telling me all these years. And I wanted to share with you a few pieces of that book, which hopefully can also help you decide and think for yourself once again.

Here it goes:

Excerpt from the Book:

Is Working From Home the Right Choice for You?

Find your options. Know What Fits. Get What's Best.
Ready. Set. Work!

By ANNA SANTOS

*Working-From-Home Approach – How,
Where, and When Did It All Start?*

Change is inevitable – in almost all instances. The world has evolved into a technologically inclined advancement and modernization that brought about changes to almost everything.

That same change has become credibly applicable to work approach as well.

Previously, when we say WORK, it is something done remotely – meaning, somewhere that is definitely NOT your dwelling place.

It was in the early 1980s when the internet had been first used by a number of companies and government agencies globally.

Through a series of continuous virtual experiments conducted by experts to fully endorse the World Wide Web (WWW), it had been a huge success, not only in every office space but in every home.

The change was so rapid that in a matter of several short clicks, everything you need to know will be provided online.

This trend was proven to be extremely **profitable** for businesses where various services are being outsourced or contracted,

which marked the birth of online jobs and work-from-home opportunities.

It was found of utmost benefit by the business owners and entrepreneurs that the use of internet these days is so powerful, generating massive income streams! This phenomenon was taken advantage by those who WANT and NEED to work at the very comforts of their homes.

Outsourcing of jobs from one country to another favoured most business owners due to less expenses on office rent, electric bills, office equipment, employee benefits, etc. This work trend has evolved tremendously, reaching its peak especially in the early 2000s.

Year-after-year, business owners are switching to this approach such that they can catch up with the uncontrollable movement of the online commerce for more business

success stories. And not so long ago, social media has started to play an essential role to contribute to the further modification of the said work approach, which will certainly continue to emerge in the years to come.

Is Working From Home A Big Challenge?

Who likes working from home?

I do, and I'm sure of that!

I am a mother of four, two teens and two in diapers.

Every mother will agree with me when I say, "There's nothing in this world I want but to have more time with my family."

My husband and I work full-time. Our compensations are decent enough to sustain our family's needs and sometimes ...wants.

You probably think now that I can choose to stay at home and be with my kids to look after them while my husband works. Sounds a good idea, eh? Honestly, that's what I really want! So, what's preventing me from not doing it?

Because in our situation, with four children totally dependent on us plus my parents I take care of, to work is a MUST! What about working for an income while at home?

"I want to leave the corporate world right now and start working from home instead."

I want something that serves my purpose: Income. Yet flexible hours.

Can you relate with me?

I had worked for several employers and transcription service providers as an Independent Contractor (IC) where jobs are sent online, processed online, and paid online. Compensation wise, it's reasonable.

For a better understanding of working from home, keep on reading.

The Pros and Cons of Working from Home

Working from home has its sets of pros and cons that we know of. Some of them are:

Pros:

1. *More visibility around the house.*
2. *Saves money on:*
 - a) *Transportation costs.*
 - b) *Packed foods and lunches.*
 - c) *Baby-sitter and pet-sitter.*
3. *Flexibility.*
4. *No rush-hour issues.*

8. *No office or work politics.*
9. *No workspace restrictions.*
10. *No wardrobe restrictions.*
11. *Tax benefits (for business).*
12. *Be your own boss.*
13. *Unlimited income opportunity.*

Cons:

1. *Higher procrastination rate.*
2. *Tendency to overwork.*
3. *Less physical social interactions.*
4. *No paid leaves and company benefits.*
6. *No separation or severance pay.*
7. *Expenses on office equipment.*
8. *Monotonous.*

I suppose there are far more pros and cons that I failed to include.

My point here is...no matter where we go, there are always two sides of the same

coin. Every situation is different. At the end of the day, you ought to know where you fit best. And the good news is we are all free to choose whatever we see is beneficial to us the most. Weigh the pros and cons and do the trial and error. Test the waters first.

This may sound quite difficult for some to ponder, but I have this strong belief that one can progress from one point to another, provided there is willingness to move.

I have been wanting for years to work from home. In fact, I gave myself a deadline – that by the year so and so, I will stay at home with my family full-time, not worrying about having to work anymore!

But the question is a big HOW? And my answer is...By slowly transitioning from being employed to self-employed to a business owner and then investor.

Tip: Read "Rich Dad Poor Dad" by Robert Kiyosaki, which talks about the Four Cash Flow Quadrant.

Work-From-Home Jobs List

Because I know most of you are searching for online jobs performed from home, I have provided a list for your reference. Here's my top 20, as follows:

1. Transcriptionist: (medical, legal, business, general, etc.)
2. Online Marketer
3. Social Media Manager
4. Virtual Assistant
5. Data Encoder
6. Administrative and Technical Support
7. Graphic and Web Designer
8. Language Translator
9. Telemarketer
10. Technical Writer
11. Paid Surveyor

12. Credit Analyst
13. Software Developer
14. Information Technology Consultant
15. Employment Recruiter
16. Travel Agent
17. Call Centre Agent
18. Virtual Tax Preparer
19. Tutor (music, academics, etc.)
20. Artists (painter, songwriter, etc.)

According to studies, 8 out of 10 work-from-home jobs have something to do with the internet – from work distribution to getting paid, i.e., online jobs.

But they may still vary, according to the work demands, whereby a small percentage still requires physical presence to do the task.

Though there are plenty of online jobs now arising, I can only speak for the one I am expert at, which is Medical Transcription.

According to Forbes (by Jenna Goudreau – Sept. 2011), Medical Transcription (MT) is one of the best-paying work-at-home jobs.

You may want to choose becoming a transcriptionist by getting yourself enrolled in a course (online or offline), trained, and then certified (though certification is not really required). I recommend this for those who love to learn every day.

Here are some of the useful benefits from becoming an MT:

1. A great option to work from home (anywhere you want).
2. A chance to work for multiple companies at the same time (as much as you can).
3. Pay is competitive (may vary according to expertise and experience).

4. Learn new things every day, specifically medical terminologies and other allied Health Sciences (stronger knowledge base).

5. Learn the proper usage of Basic English grammar, punctuation, and style that can be practically applied (writing gigs, proofreading and editing, etc.).

6. It can branch out to other related careers such as creative or technical writing and/or editing (mentioned above).

Though medical background (either graduate or under) is not always a prerequisite, it is an extreme advantage for an aspiring MT because this job requires a coherent and good analytical hand, intellectual, and auditory coordination for an accurate documentation of transcripts through correctly transcribing while listening to pre-recorded medical dictations by

healthcare professionals to create permanent health records of their patients.

While transcription guidelines typically follow the so-called “MT Bible” known as the Book of Style for Medical Transcription, the clients’ preference should always come first. Remember, a happy client makes a **profitable** business.

As I mentioned above, a candidate may enrol in a Medical Transcription course, accredited by a regulatory body (AHDI), which usually takes about six months to finish (may vary). Look for the most reliable school you can find, which can either be online (remote correspondence) or a physical school.

I should note that success only comes to those who dare to attempt a process. It's not an overnight deal. And it does not just come on its own. Hard work always goes with it.

Everyone's situation is unique in that something that works for a particular person may not work for the other.

The opportunity is here for the taking. So grab it while it's hot!

....The End of the Excerpt...

So, this will be all from me for now. And I promise to be back soon for more.

I'm confident that I've given you helpful tips. So, let me ask you again to spread this FREE e-book to people you know who might be interested in the information I shared here by subscribing to:

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Thank you so much for reading.

Talk soon,
Anna Santos