

TRANSCRIPTION PROCESS  
DIAGRAM  
**EXTERNAL MANAGEMENT**

INITIATING

Transcription request

PLANNING

Development of work plan

EXECUTING

*Understand content and meet deadline*

Transcription of dictated reports

Quality control - all texts read over completely (junior transcriptionists)

Quality control - rereading on request (intermediate, seasoned and elite transcriptionists)

Quality control - texts read over at random

Corrections?

Yes

Consultation with editor

No

Corrections to be approved by transcriptionist

Productivity control

CLOSING

Delivery to client

