

TRANSCRIPTION PROOFREADING

CHECKLIST

1

Review Account Specifics against the final report.

2

Read the report without listening to the audio to check for medical and logistical sense.

3

Read the report while listening to the audio to ensure there are no omissions and that all dictation is transcribed correctly.

4

Read the report out loud to ensure it makes grammatical sense..

5

Use a spell-check tool to verify all spellings