

## Hardware and Software Required

**Hardware** is piece of equipment. Required for transcription:

- Computer - desktop or laptop (both recommended in case one fails, you are not down).
- Monitor
- Keyboard
- Mouse
- Printer
- Foot pedal - Infinity brand.
- Headphones

**Software** is a collection of code installed onto the computer hard drive.

Required software for legal transcription:

- Audio player (digital transcriber)
- Word processing (Word or others noted elsewhere)
- Cloud storage (Dropbox free account is fine)
- Antivirus software

Recommended additional software for legal transcription:

- Malware software
- Compression (zip) software
- Shredding software

**HIPAA:** As to cloud storage, for most of our legal transcription work, Dropbox free should be fine. However, if a client requires HIPAA-approved cloud storage, all these are approved by the government but are not free. In addition, some clients might have their own in-house cloud storage to send files so that you do not have to pay for HIPAA cloud storage.

- Dropbox (business account)
- Box
- Carbonite
- Google Drive
- Microsoft OneDrive

Oh, and what is HIPAA? It's the Health Insurance Portability and Accountability Act enacted in 1996 by the U.S. federal government with the goal of protecting the privacy of sensitive patient information. Covered entities are generally healthcare facilities.