

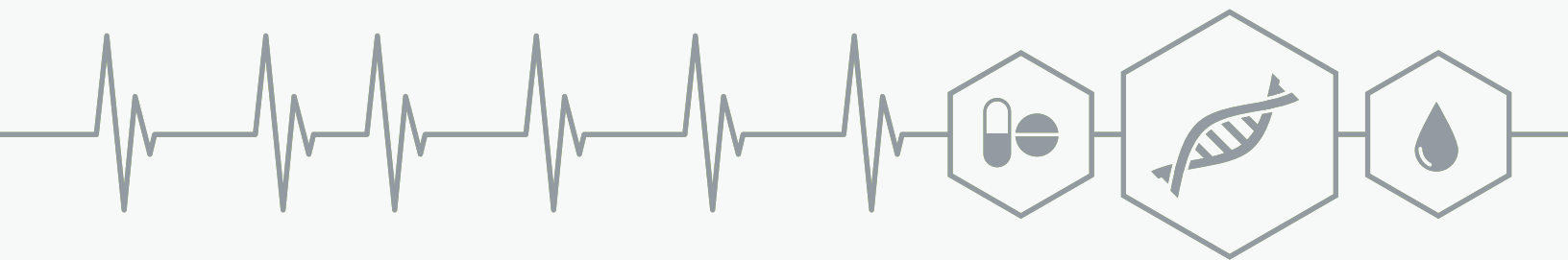
How to Translate Medical Reports: Cheat Sheet

Introduction

Translating medical reports is a process that should only be carried out by professional translators. But, if you're a medical translator in training, this cheat sheet may serve as a reference and help you sharpen up your skills.



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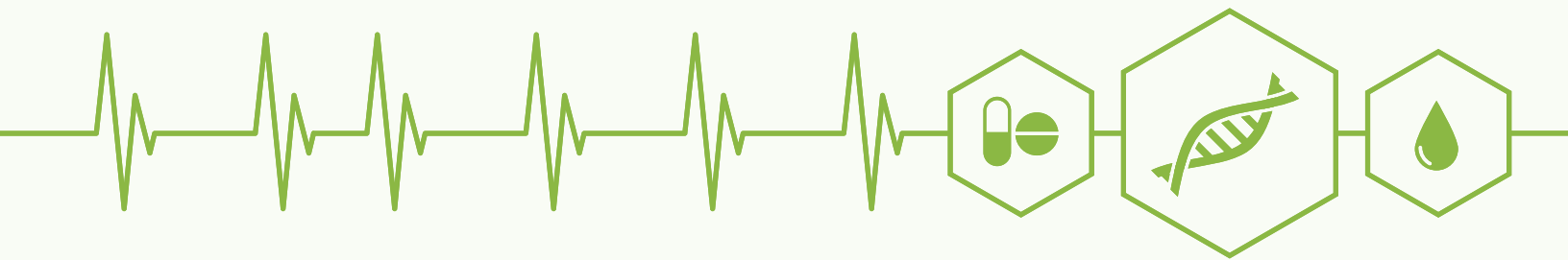
What Is a Medical Report?

Medical report: A document that compiles numerous and diverse documentation covering a person's health history.

Medical reports often include:

- An overview of the patient's medical history
- Information on any diagnosed conditions
- Treatment history
- Medical Images, x-ray results, and resonances
- Hospitalization records
- The results of physical or psychological examinations
- Laboratory test results

A note on formatting: There isn't a universally agreed-upon format for medical report translation. Therefore, before beginning to translate, you should scan the document and understand its composition.



What's the Purpose of a Medical Report?

In medical settings, reports serve the purpose of:

- Aiding in responsible and informed decision-making
- Contextualizing a patient's condition for future treatment
- Minimizing the risks associated with certain treatments or procedures

In non-medical settings, medical reports are often requested as part of an immigration process, or when a citizen is applying for disability benefits or other government programs associated with health.

Educational institutions may also require medical reports as part of their admission process. Especially when providing student accommodation.



The Preliminary Stages of Medical Report Translation

Before you begin working on the text, there are four steps you should take:

- Preparing the material
- Defining goals and scope
- Building a glossary

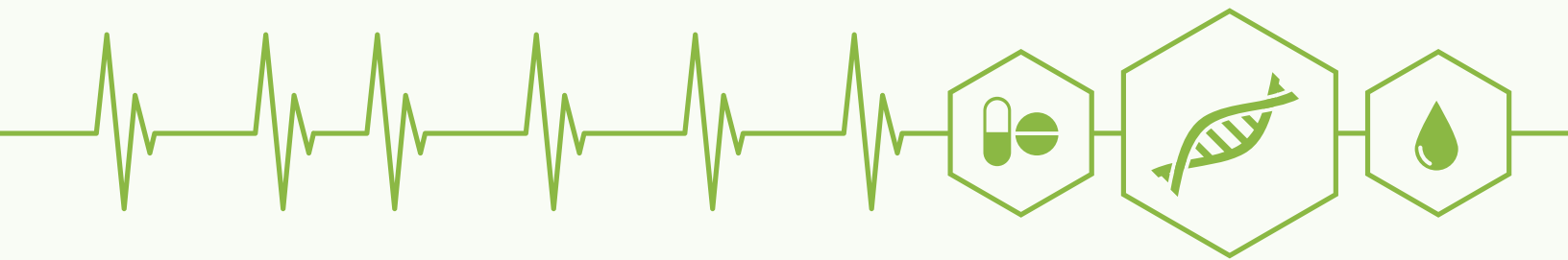
■ Define Project Scope

- ☐ Assess the volume of the material and set project priorities
- ☐ Ask the client if any blank fields on a form, or bureaucratic information can be omitted

At a translation company, a project manager will define the project scope along with the client, and produce a detailed project quote. Before preparing the text (the first "hands-on" stage of the translation process), the translation company usually receives a downpayment for the project and undergoes some administrative steps. Most commonly, signing contracts and privacy protection agreements.

■ Prepare the text

- ☐ If the project involved handwritten material, examine it by eye
- ☐ Elucidate any abbreviations or unclear terms
- ☐ Use an OCR tool to convert the documents into editable formats
- ☐ Verify the quality of the OCR output



■ Build a glossary

The subsequent stages tend to be:

- ☐ Implementing the glossary through machine translation
- ☐ Verifying the quality of the output
- ☐ Translating

At most professional translation companies, several rounds of editing and proofreading will follow.

Interested in Medical Translation?

Check out our blog for professional insight into the process.

www.bayan-tech.com/blog

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