



CareerOneStop Occupation Profile

Medical Records and Health Information Technicians

Description: what do they do?

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

Also known as:

Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Coordinator, Coder, Medical Records Clerk, Registered Health Information Technician (RHIT), Medical Records Technician (Medical Records Tech), Medical Records Director

Career video

<https://cdn.careeronestop.org/OccVids/OccupationVideos/29-2071.00.mp4>

Transcript: Every time nurses or physicians treat their patients, they need to record what they have seen and done; from x-rays and examination notes, to forming diagnoses and treatment plans. Medical records technicians organize and maintain these medical documents. These technicians do not provide patient care; instead, they work behind the scenes with care providers to fill in missing information, process forms, and ensure that insurance companies receive correct records. They use coding systems to document patient information for billing and recordkeeping, and are responsible for the privacy of patient files. These technicians work at a computer for prolonged periods. Whether they're updating clinic records or tracking a patient's outcomes, accuracy is essential, so medical records technicians must pay strict attention to detail. Some work with data to analyze health care costs and identify health data trends. Most health information technicians work full-time. In health care facilities that are open 24/7, such as hospitals or nursing care facilities, technicians may need to work evening or overnight shifts. While it's possible to enter the field with a high school diploma and work experience in a health care setting, most employers prefer to hire candidates who've earned a certificate in this field. Passing a certification exam is often required. Medical records technicians provide a service that is critical for quality patient care.

Outlook: will there be jobs?



New job opportunities are **very likely** in the future.

[Find job openings](#)

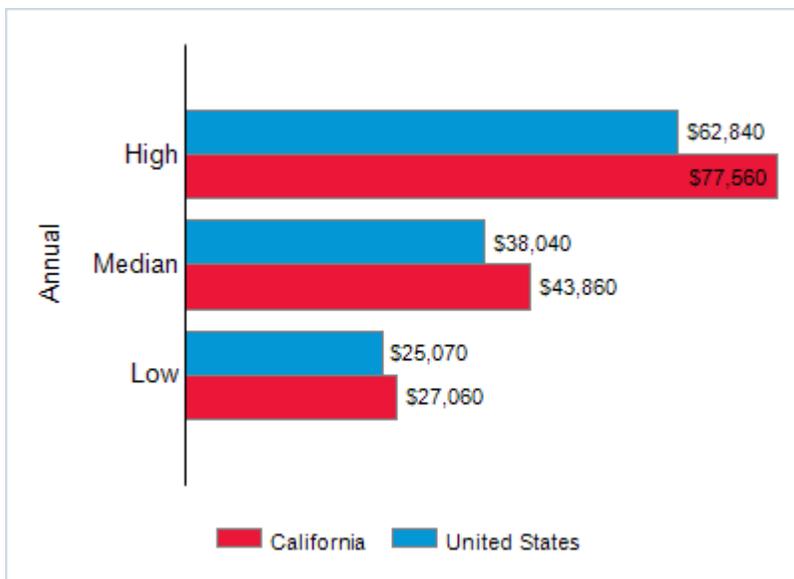
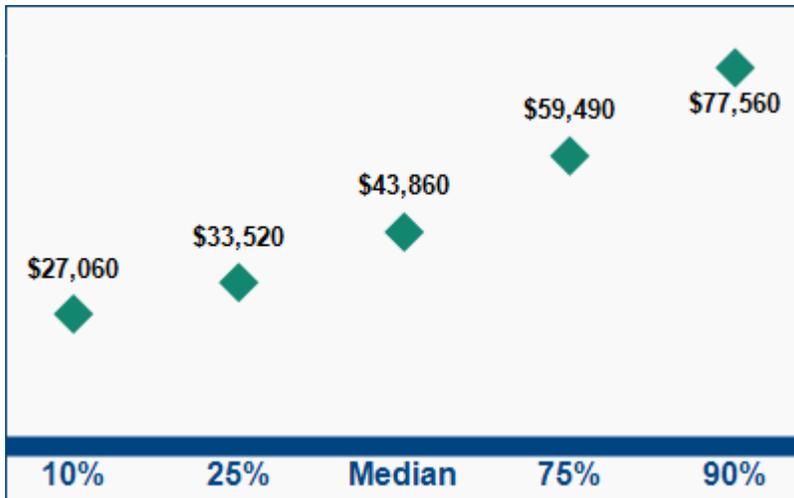
Projected employment

| California | United States |
|--------------------------------------|--|
| 18,900 2014 Employment | 188,600 2014 Employment |
| 22,600 2024 Employment | 217,600 2024 Employment |
| 20% Percent change | 15% Percent change |
| 790 Annual projected job openings | 7,120 Annual projected job openings |

[Compare projected employment](#)

Typical wages

Annual wages for Medical Records and Health Information Technicians in California



| Location | California | United States |
|----------|------------|---------------|
| 10% | \$27,060 | \$25,070 |
| 25% | \$33,520 | \$29,940 |
| Median | \$43,860 | \$38,040 |
| 75% | \$59,490 | \$49,770 |
| 90% | \$77,560 | \$62,840 |

[See more wages](#)

Education and experience: to get started

People starting in this career usually have:

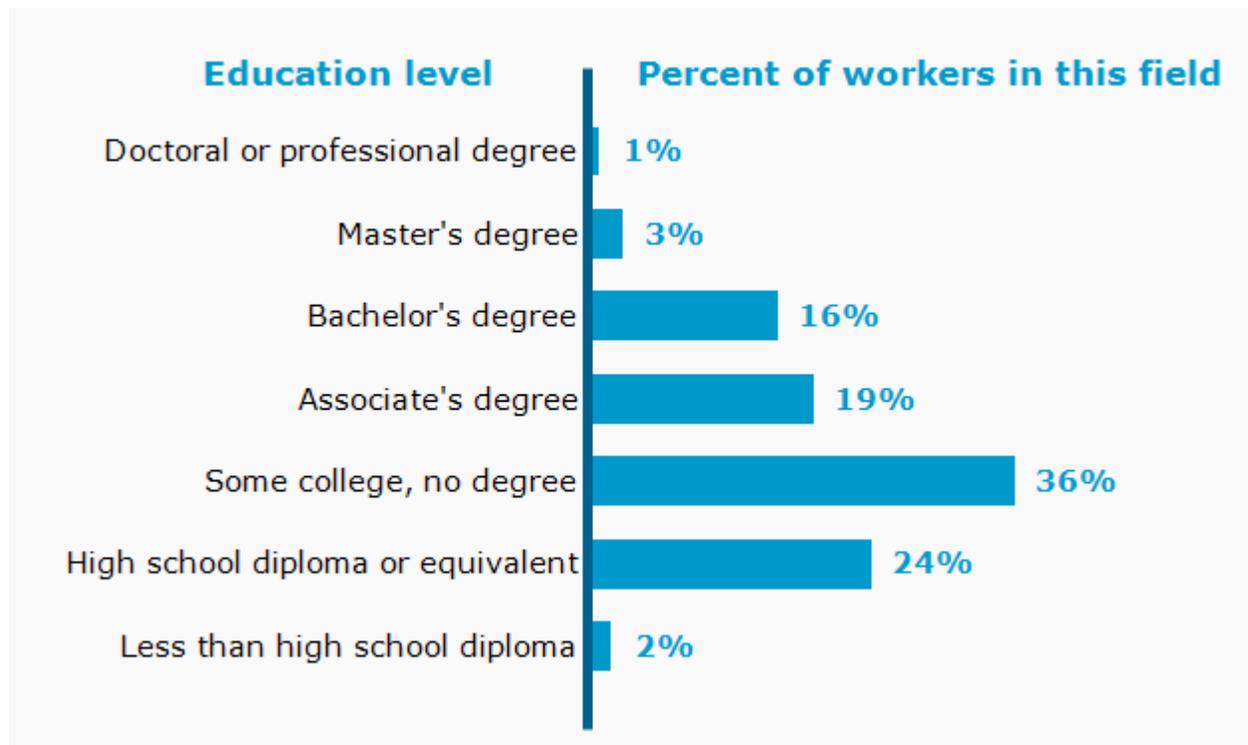
- Postsecondary certificate
- No work experience
- No on-the-job training

Programs that can prepare you:

- [Medical Insurance Coding Specialist/Coder](#)
- [Health Information/Medical Records Technology/Technician](#)

Typical education

How much education do most people in this career have?



[Find local training](#)

Certifications: show your skills

Let employers know you have the skills to do well at this job. Earning a **certification** can help you:

- Get a job
- Get a promotion

[Find certifications](#)

Licenses: do you need one?

Some states require an **occupational license** to work in this career.

[Find license details for your state](#)

Apprenticeships: learn on the job

Apprenticeships combine paid on-the-job-training with classroom lessons.

[Find apprenticeship sponsors](#)

Activities: what you might do in a day

- Monitor medical facility activities to ensure adherence to standards or regulations.
- Process healthcare paperwork.
- Perform clerical work in medical settings.
- Enter patient or treatment data into computers.
- Maintain medical facility records.
- Present medical research reports.
- Process medical billing information.
- Record patient medical histories.
- Supervise medical support personnel.
- Manage healthcare operations.
- Train caregivers or other non-medical personnel.
- Prepare official health documents or records.
- Maintain medical or professional knowledge.
- Prepare healthcare training materials.

Knowledge

People in this career often know a lot about:

- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
 - **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
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Skills

People in this career often have these skills:

- **Reading Comprehension** - Reading work-related information.
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Abilities

People in this career often have talent in:

- **Near Vision** - Seeing details up close.
 - **Oral Comprehension** - Listening and understanding what people say.
 - **Written Comprehension** - Reading and understanding what is written.
 - **Oral Expression** - Communicating by speaking.
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Related occupations

- [Receptionists and Information Clerks](#)
 - [Interviewers, Except Eligibility and Loan](#)
 - [Office Clerks, General](#)
 - [License Clerks](#)
 - [Medical Secretaries](#)
 - [Switchboard Operators, Including Answering Service](#)
 - [Hotel, Motel, and Resort Desk Clerks](#)
 - [Tellers](#)
 - [Customer Service Representatives](#)
 - [Court Clerks](#)
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Education information comes from the Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections. (<https://www.bls.gov/emp/>)

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