



# Medical Records and Health Information Technicians

**Course Overview:** Focuses on careers in planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

**Career Goal (O\*NET Code):** (30-9092) - The health information technician focuses on health care data and the management of health care information resources. This profession addresses the nature, structure and translation of data into usable forms of information for the advancement of health and health care of individuals and populations. Health information technicians collect, integrate, and analyze primary and secondary health care data, disseminate information and manage information resources related to research, planning, provision and evaluation of health care services.

**Student Name:** \_\_\_\_\_  
**Grade:** \_\_\_\_\_  
**School:** \_\_\_\_\_

## SUGGESTED COURSEWORK

## EXTENDED LEARNING EXPERIENCES

Middle School	8th	<b>HS Courses:</b>	(Local districts may list high school credit courses here)		<p><b>Curricular Experiences: ***</b>            Health Occupations Students of America</p> <p><b>Career Learning Experiences:</b>            Career Preparation            Internship            Job Shadowing            Clinical Rotations            Certifications            Clinical Volunteer Work (local hospitals &amp; medical facilities)</p> <p><b>Extracurricular Experiences:***</b>            Language Immersion Programs            National Youth Leadership Forum on Medicine            School Newspaper            Student Council            UIL Academic Competitions            Yearbook</p> <p><b>Service Learning Experiences:</b>            Boy/Girl Scouts            Campus Service Organizations            Community Service Volunteer            Medical Mission Trips            Peer Mentoring / Peer Tutoring            Special Olympics</p>	
	High School	9th	<b>Courses*:</b>	English I Algebra I or Geometry Biology		World Geography Foreign Language I Physical Education or Athletics
<b>Career-Related Electives:</b>			Principles of Health Science			
10th		<b>Courses:</b>	English II Geometry or Algebra II Chemistry	World History Foreign Language II Elective		
		<b>Career-Related Electives:</b>	Medical Terminology and Pathophysiology			
11th		<b>Core Courses:</b>	English III Algebra II or Pre-Calculus Physics	United States History Foreign Language III ** Professional Communications or Speech		
		<b>Career-Related Electives:</b>	Health Science			
12th	<b>Core Courses:</b>	English IV Pre-Calculus or Calculus 4th Science	Government/Economics Elective Elective			
	<b>Career-Related Electives:</b>	Practicum in Health Science				
Postsecondary	<p><b>How to Become a Medical Records or Health Information Technician</b>            Medical records and health information technicians typically need a postsecondary certificate to enter the occupation, although they may have an associate's degree. Many employers also require professional certification.</p>					<p align="center"><b>Carrer Options</b> (Sample of reported job titles)</p> <ul style="list-style-type: none"> <li>• Medical Records Clerk</li> <li>• Health Information Clerk</li> <li>• Medical Records Technician</li> <li>• Office Manager</li> <li>• File Clerk</li> <li>• Medical Records Coordinator</li> <li>• Medical Records Analyst</li> <li>• Medical Records Director</li> <li>• Receptionist</li> <li>• Coder</li> </ul>
		<b>Texas Southmost College</b>	<b>South Texas College</b>	<b>Texas State Technical College</b>		
		Medical Coding and Billing Medical Office Management	Medical Coding Specialist (CERT) Medical Office Specialist (CERT) Medical Information Specialist/Transcriptionist (CERT) Health Information Technology (AAS)	Medical Information Specialist/Transcriptionist (CERT) Health Information Technology (AAS)		
		<b>The University of Texas at Brownsville</b>	<b>The University of Texas - Pan American</b>			

\* Students must meet local & state high school graduation requirements. \*\* Required course for the Distinguished Graduation Plan (in addition to other measures). \*\*\* Based on campus availability. Students may select other elective courses for personal enrichment purposes.

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2009. All plans meet high school graduation requirements as well as college entrance requirements.



## Medical Records and Health Information Technicians

TEA Industry Cluster	Health Science
SOC Code	29-2071
Identified by	TWC LMCI; Tech Prep Occupations
Projected Growth (2018)	30%
BISD Magnet School Available	Yes

Source: Demand Occupations by Cluster, updated June 27, 2012

### Description

#### What Medical Records and Health Information Technicians Do

Technicians assemble patients' health information including medical history, symptoms, examination results, tests, and treatments.

Medical records and health information technicians organize and manage health information data by ensuring its quality, accuracy, accessibility, and security in both paper and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patients' medical and treatment histories.

#### Duties

All technicians document patients' health information, including the medical history, symptoms, examination and test results, treatments, and other information about healthcare provider services. Medical records and health information technicians' duties vary with the size of the facility in which they work.

Medical records and health information technicians typically do the following:

- Review patient records for timeliness, completeness, accuracy, and appropriateness of health data
- Organize and maintain data for clinical databases and registries
- Track patient outcomes for quality assessment
- Use classification software to assign clinical codes for reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Protect patients' health information for confidentiality, authorized access for treatment, and data security

Although medical records and health information technicians do not provide direct patient care, they work regularly with physicians and other healthcare professionals. They meet with these workers to clarify diagnoses or to get additional information to make sure that records are complete and accurate.

The increasing use of electronic health records (EHRs) will continue to change the job responsibilities of medical records and health information technicians. Technicians will need to be familiar with, or be able to learn, EHR computer software, follow EHR security and privacy practices, and analyze electronic data to improve healthcare information as more healthcare providers and hospitals adopt EHR systems.

Medical records and health information technicians can specialize in many aspects of health information. Most work as medical coders, sometimes called coding specialists, or as cancer registrars.

**Medical coders** typically do the following:

- Review patient information for preexisting conditions such as diabetes
- Retrieve patient records for medical personnel
- Work as a liaison between the health clinician and billing offices

**Cancer registrars** typically do the following:

- Review patient records and pathology reports for completeness and accuracy
- Assign classification codes to represent the diagnosis and treatment of cancers and benign tumors
- Conduct annual follow-ups to track treatment, survival, and recovery
- Analyze and compile cancer patient information for research purposes

Maintain facility, regional, and national databases of cancer patients

## Training Opportunities Linked to Those Jobs (Degree Types and Colleges/Universities)

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### How to Become a Medical Records or Health Information Technician

Medical records and health information technicians typically need a postsecondary certificate to enter the occupation, although they may have an associate's degree. Many employers also require professional certification.

#### Education

Postsecondary certificate and associate's degree programs in health information technology typically include courses in medical terminology, anatomy and physiology, health data requirements and standards, classification and coding systems, healthcare reimbursement methods, healthcare statistics, and computer systems. Applicants to health information technology programs increase their chances of admission by taking high school courses in health, computer science, math, and biology.

#### Certification

Most employers prefer to hire medical records and health information technicians who have professional certification. A medical records and health information technician can get certification from several organizations. Some organizations base certification on passing an exam. Others require graduation from an accredited program. Once certified, technicians typically must renew their certification regularly and take continuing education courses. Certifications include Registered Health Information Technician (RHIT) and Certified Tumor Registrar (CTR), among others. Many coding certifications require coding experience in a work setting. Some states require cancer registrars to have certification; requirements vary by state.

#### Important Qualities

**Analytical skills.** Medical records and health information technicians must be able to understand and follow medical records and diagnoses, and then decide how best to code them in a patient's medical records.

**Detail oriented.** Medical records and health information technicians must be pay attention to details to be accurate when recording and coding patient information.

**Interpersonal skills.** Medical records and health information technicians need to be able to discuss patient information, discrepancies, and data requirements with other professionals such as physicians and finance personnel.

**Technical skills.** Medical records and health information technicians must be able to use coding and classification software and the EHR system that their healthcare organization or physician practice has adopted.

Texas Southmost College	South Texas College	Texas State Technical College	The University of Texas at Brownsville	The University of Texas - Pan American
<a href="#">Medical Coding and Billing (CERT)</a>	<a href="#">Medical Coding Specialist (CERT)</a>	<a href="#">Medical Information Specialist/Transcriptionist (CERT)</a>		
<a href="#">Medical Office Management (AAS)</a>	<a href="#">Medical Office Specialist (CERT)</a>	<a href="#">Health Information Technology (AAS)</a>		
	<a href="#">Medical Information Specialist/Transcriptionist (CERT)</a>			
	<a href="#">Health Information Technology (AAS)</a>			

### Local Employers

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Employer	City		Employer	City
<a href="#">A Better Choice Home Health</a>	<a href="#">Brownsville</a>		<a href="#">Affectionate Home Health Inc</a>	<a href="#">Harlingen</a>
<a href="#">A One Health Svc Agency</a>	<a href="#">Brownsville</a>		<a href="#">All About Kids Home Health</a>	<a href="#">Harlingen</a>
<a href="#">A Touch Home Health Care Inc</a>	<a href="#">Brownsville</a>		<a href="#">All Home Care Inc</a>	<a href="#">Harlingen</a>
<a href="#">Abc Pediatrics</a>	<a href="#">Brownsville</a>		<a href="#">All Texas Healthcare</a>	<a href="#">Harlingen</a>
<a href="#">Abundant Life Home Health Inc</a>	<a href="#">Brownsville</a>		<a href="#">Apc Home Health Svc Inc</a>	<a href="#">Harlingen</a>

### Career Options (Specific Job Types)

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**Sample of reported job titles:**

- Medical Records Clerk
- Health Information Clerk
- Medical Records Technician
- Office Manager
- File Clerk
- Medical Records Coordinator
- Medical Records Analyst
- Medical Records Director
- Receptionist
- Coder

## Salary Ranges

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### Wages for Medical Records and Health Information Technicians

Location	Pay Period	2011				
		10%	25%	Median	75%	90%
United States	Hourly	\$10.42	\$12.64	\$16.01	\$20.87	\$26.53
	Yearly	\$21,700	\$26,300	\$33,300	\$43,400	\$55,200
Texas	Hourly	\$9.82	\$11.95	\$15.23	\$20.67	\$27.37
	Yearly	\$20,400	\$24,900	\$31,700	\$43,000	\$56,900
Brownsville-Harlingen, TX MSA	Hourly	\$7.99	\$8.86	\$11.33	\$15.02	\$24.52
	Yearly	\$16,600	\$18,400	\$23,600	\$31,200	\$51,000
McAllen-Edinburg-Mission, TX MSA	Hourly	\$7.88	\$8.68	\$10.57	\$13.36	\$19.05
	Yearly	\$16,400	\$18,100	\$22,000	\$27,800	\$39,600

### Professional Associations Linked to the Careers

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For more information about medical records and health information technicians, including details about certification, visit

[American Health Information Management Association](#)

[American Academy of Professional Coders](#)

[The Professional Association of Healthcare Coding Specialists](#)

[National Cancer Registrars Association](#)

For a list of accredited training programs, visit

[Commission on Accreditation for Health Informatics and Information Management](#)

### Sources

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The information provided in this document was collected from the following sources:

- Occupational Outlook Handbook (<http://www.bls.gov/ooh/>)
- O\*NET OnLine (<http://www.onetonline.org/>)
- Texas CARES (<http://www.texascaresonline.com/>)
- CareerOneStop (<http://www.careeronestop.org/>)