

Medical Records Specialist

INDUSTRY FACTS



What does a medical records specialist do?

Medical records specialists play an understated, yet indispensable role in any health system. They're

tasked with verifying and validating patients' health information, including medical history, symptoms, and test results. A typical day on the job will probably include the following responsibilities:

- Review patients' records for accuracy
- Organize and update information in clinical databases
- Assign clinical codes for insurance reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Maintain confidentiality of patients' records

Where do they work?

When you land a job as a medical records specialist, you'll spend most of your time sitting comfortably behind a computer. Hospitals, health clinics, and physicians' offices are generally all staffed with some level of health information technician support.



How much do they earn?

One of the best parts about pursuing a career in the healthcare industry—apart from making a difference in patients' lives every day—is the income potential. The salary for this specific role varies based on location and experience, but the national median annual income is \$44,090.

How's the job outlook?

While not as over the top as other healthcare professions, the need for medical records specialists is still trending in the right direction. Estimates indicate a 8% job growth rate over the next ten years. That's nearly 30,000 new job openings across the country.

"My experience with CareerStep has been very positive. The staff has been very pleasant and very helpful. I would recommend CareerStep to any person of any age who is looking to further or change careers."

BELLE, CAREERSTEP LEARNER

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PROGRAM DETAILS

Improve Your Life

When it comes to career training, you'll find a lot of fakers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push in the right direction—and your whole life could change. New doors opened. New worlds discovered. And new opportunities explored. With CareerStep, anything is possible.

Prepare for a Better Job

Medical records specialists—also called health information technicians—maintain the documentation that patient-facing professionals (think doctors, nurses, physicians, etc.) need to be effective in their roles. If crunching numbers gives you a thrill and you understand the importance of detail, you might enjoy a career in this valued, in-demand field.

Learn Your Way

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from sign-up through course completion.

- Learner support
- Technical support

Get Certified

We'll prepare you to take nationally recognized exams so you can explore greater opportunities in your area.

- **Certified Electronic Health Records Specialist (CEHRS)**
You can earn this industry-recognized certification, developed by the National Healthcareer Association (NHA).

Program Outline

Course

Program Orientation: Medical Records Specialist

Law, Liability, and Ethics for Healthcare

Introduction to Healthcare

Electronic Medical Records

Health Information Management

Federal Qualified Health Centers (FQHC)

Telehealth Skills

Program Completion: Medical Records Specialist

TOTAL HOURS: 154

Coursework, Simulations, and Experiential