

Medical Records and Health Information Technician

PANHANDLE

Average Wage
\$12.55

*Average Annual
Job Openings*
5

<i>Employment in</i>	
<i>2004</i>	<i>2014</i>
150	200

TEXAS

Average Wage
\$13.73

*Average Annual
Job Openings*
455

<i>Employment in</i>	
<i>2004</i>	<i>2014</i>
8,650	11,950

UNITED STATES

Employment in
2006
164,700

Female 92%
Minority 40%

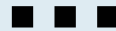
EMPLOYMENT CODES

OES 32911

O*NET 29-2071.00
*Medical Records and Health
Information Technicians*

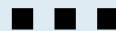
JOB DESCRIPTION

Code patient diagnoses and treatments according to medical classification systems and enter the codes into the patient's records. Use codes in medical software programs to review and analyze patient records and to cross-index medical information.



SKILLS AND APTITUDES NEEDED

- ◆ Basic knowledge of medical terminology, health, anatomy, physiology, biology, and chemistry
- ◆ Competent with computers
- ◆ Knowledge of legal aspects of health information, coding and abstraction of data, statistics, database management, and quality improvement methods
- ◆ Ability to pay close attention to detail
- ◆ Strong clinical background to analyze the contents of medical records



Medical records technicians assemble patients' health information and ensure all forms are completed. They assign a code to each diagnosis and procedure. They use a software program to assign the patient to one of several hundred "diagnosis-related groups" (DRG). The DRG determines the amount the hospital will be reimbursed if the patient is covered by Medicare or other insurance programs using the DRG system.

Technicians use computer programs to tabulate and analyze data to help improve patient care, or control costs for use in legal actions or in response to surveys. This is one of the few health occupations in which there is little or no physical contact with patients. Technicians who work at computer monitors for prolonged periods must guard against eyestrain and muscle pain.

PANHANDLE AREA PUBLIC TRAINING PROVIDERS

Training Provider	Direct Training	Related Training	Education Offering
Academy of Professional Careers Amarillo	√		Administrative Medical/Dental Assistant Program
Amarillo College Amarillo, Dumas, Hereford	√		Certificate of Completion (Medical Data Specialist)

For information on public training providers outside of the Panhandle Area, please refer to the Resource Index.

LICENSE/CERTIFICATION

Required: Passing of American Health Information Management Association Written Exam

Optional: ART (Accredited Record Technician) Certification

In order for a technician to be eligible to take the ART Exam, the degree plan or program must be accredited by the American Medical Association's CAAHEP (Commission on Accreditation of Allied Health Education Programs)

HIGHEST EMPLOYMENT LEVELS BY INDUSTRY

General Medical/Surgical Hospitals	36%	Federal Government	3%
Physician's Offices	30%	Local Government	2%
Nursing Care Facilities	12%	Home Health Care Services	2%
Outpatient Care Services	6%	Health Practitioner's Offices	2%

FOR MORE INFORMATION

American Health Information Management Association, 233 N. Michigan Ave., Suite 2150, Chicago, IL 60601-5800, (312) 233-1100, website <http://www.ahima.org>

Commission on Accreditation of Allied Health Education Programs, 1361 Park St., Clearwater, FL 33756, (727) 210-2350, <http://www.caahep.org>

For additional website sources, please refer to the Resource Index.

Medical Records and Health Information Technician