



Medical Records & Health Information Technician

STANDARD OCCUPATIONAL CODE 29-2071.00

What 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.

Is This For You?

Work Interests are described in the following categories (compatible with Holland's Model). People who tend to succeed in this career are:

Conventional - Enjoy following a set of procedures and routines with a clear line of authority to follow. May include working with data and details more than ideas.

Work Values are aspects of work that are satisfying to you. The following work values are generally associated with this career:

Relationships – Allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

Support - Offer supportive management that stands behind employees.

Independence – Allow employees to work on their own and make decisions.

Abilities reflect a person's aptitude to acquire skills and knowledge. The following abilities are important for success in the career:

- Near Vision
- Oral Comprehension
- Written Comprehension
- Oral Expression

Skills You Need

- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Speaking – Talking to others to convey information effectively

SD Employment & Wages

2016 Workers	2026 Workers	Numeric Change	Percent Change	Average Demand for Workers	Average Annual Wage
990	1,210	110	10%	80	\$37,410

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
- Manage healthcare operations
- Supervise medical support personnel
- Train caregivers or other non-medical personnel
- Prepare official health documents or records

Education & Training

Medical records and health information technicians need an **associate’s degree in medical records technology, medical transcription, or related program.**

Where They Work

The South Dakota Industries which employ the largest number of medical records and health information technicians are:

- General Medical and Surgical Hospitals
- Offices of Physicians
- Federal Government
- Nursing Care Facilities
- Local Government

Additional References

Career OneStop

www.careeronestop.org

O*Net Online

online.onetcenter.org