

Target Group:



Occupational Profile

Medical Records and 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
- Active Listening
- Critical Thinking
- Speaking
- Writing

Education & Training

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

SD Employment & Wages

2012 Workers	2022 Workers	Numeric Change	Percent Change	Average Annual Demand for Workers	Median Annual Wage
1,025	1,155	130	12.7%	40	\$33,600

Additional References

South Dakota Career InSite

www.sdjobs.org/careerinsite

Career OneStop

www.careeronestop.org

O*Net Online

online.onetcenter.org

Requirements for the National Career Readiness Certificate (NCRC)

	Median Skill Level
Applied Mathematics	3
Reading for Information	4
Locating Information	4

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

Visit www.sdjobs.org/lmic/occprofiles to obtain the most recent workforce data and trends. Also available are explanations of the terms used for work interests, work values, abilities, and skills sections of occupational profiles.