

# 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 \$47,180.\*

### How's the job outlook?

Medical record specialist jobs are in-demand and growing faster than average. The Bureau of Labor Statistics estimates 8% employment growth in 10 years.\*

\*Bureau of Labor Statistics, U.S. Department of Labor. "Medical Records and Health Information Technicians." Occupational Outlook Handbook. Accessed March 10, 2024.

Statements found in the United States Department of Labor Occupational Outlook Handbook are not a guarantee of any post-graduation salary, in part because the data used to create the Occupational Outlook Handbook includes workers from differing educational backgrounds, levels of experience, and geographic areas of the country.

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## PROGRAM DETAILS

### Prepare for a Better Job

Train affordably without sacrificing quality. This program's comprehensive training was developed by industry professionals with years of experience – specifically designed to help you prepare for the Certified Electronic Health Records Specialist (CEHRS) certification exam.

### 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 help you prepare 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