

HEALTH INFORMATION SPECIALISTS

AN OVERVIEW

Health information specialists (also called health information technicians, medical records technicians) are known as "data specialists" in the field and are responsible for managing & extracting health information about patients. HIS professionals run reports used for research of patients' medical history, symptoms, test results, and treatment plans. Due to the nature of the work, health information specialists are responsible for ensuring the confidentiality of patient files & data. Some professionals specialize in working with records (registries) for specific populations such as cancer, heart disease or organ transplant patients. Additionally, some HIS professionals may supervise or manage others. Health information specialists are often employed in hospitals, clinics, managed care orgs, medical

NECESSARY SKILLS

- Accuracy & Organizational Skills
- Confidentiality
- Computer Skills & familiarity with Databases
- Ability to work well with other health professionals
- Management & Supervisory Skills

REQUIRED COURSEWORK & DEGREE

Most employers require an associate degree in medical records technology and registration as an RHIT. Can advance with Bachelor's degree in Health Information Management.

Coursework includes:

- Anatomy & Physiology
- Medical Terminology/Coding
- Database Management
- Supervising & Management

TYPICAL CHARACTERISTICS & INTERESTS

- Conventional, like working with data & details. Prefer to follow set procedures and have a clear line of authority.
- Must also possess the ability to adapt easily to change

PATIENT CONTACT

None. Work is primarily with other health professionals.

JOB OUTLOOK & WAGES

Expected to grow much faster than average through 2014

Entry-Level Salary: Approximately \$35,000 annually

Want to know more? Go to:

www.ahima.org www.iseek.org, www.bls.gov/oco/, www.myfirstday.org,