

MEDICAL OFFICE PROFESSIONALS

Medical Records and Health Information Technicians 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.

DUTIES

A person in this career:

- Protects the security of medical records to ensure that confidentiality is maintained.
- Reviews records for completeness, accuracy, and compliance with regulations.
- Retrieves patient medical records for physicians, technicians, or other medical personnel.
- Assigns the patient to diagnosis-related groups (DRGs), using appropriate computer software.
- Processes patient admission or discharge documents.
- Transcribes medical reports.
- Resolves or clarifies codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings.
- Enters data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.
- Identifies, compiles, abstracts, and codes patient data, using standard classification systems.
- Releases information to persons or agencies according to regulations.

Health records professionals keep this information on file and keep it up to date. They organize and store records, and retrieve them when a patient visits.

The information in these files includes notes from previous check-ups. This can include the patient's weight, height, and blood pressure. The record may include test results and diagnoses. Prescriptions and other relevant information are also tracked.

When a patient arrives at a clinic or hospital, she checks in at reception. A health records professional gets her file and gives it to the doctor. The doctor reads the file before seeing the patient. The doctor must know a patient's medical history and allergies.



SALARY INFORMATION

Location	2018				
	10%	25%	Median	75%	90%
California	\$31,800	\$37,230	\$47,470	\$61,920	\$82,100

*Pay period based on yearly amount.

EMPLOYMENT OUTLOOK

Stable growth rate is estimated to be **16%**

1,700 estimated annual job openings

After the visit, the doctor updates the file by entering special codes. This includes any treatment that has been prescribed. Records professionals know all of these codes. They check that the file is complete and return it to the filing system. This task must be done for every patient visit.

Patient files need to be kept secret. There are many laws about the privacy of medical information. All people who work in a health care career must abide by these laws.

Health records can be useful for research. The facts can be used for reports about diseases and treatments. They can help doctors to learn more about the best way to treat certain types of patients.

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There are two levels of health records professionals. Technicians do all of the tasks already mentioned. Administrators supervise the technicians on the job.

RELATED OCCUPATIONS

- License Clerks
- Interviewers, Except Eligibility and Loan
- Receptionists and Information Clerks ☀
- Medical Secretaries ☀
- Office Clerks, General ☀



SOUTHWESTERN COLLEGE MAJORS

- Associate in Science Degree
 - Medical Assisting
- Certificates of Achievement:
 - Medical Assisting - Administrative
 - Medical Assisting - Clinical
 - Medical Assisting - Medical Insurance Billing and Coding

Find Your Fit - Before you can start your career search, it is important to identify your areas of interest and explore industries. Take one of our career assessments and meet with a Career Counselor to explore your interests, goals and current skills to determine your ideal career pathway, determine what pathway will work best for you, and build a personal career plan that shows you the best strategies to reach your goal.

