



Explore a Career as a **MEDICAL RECORDS OR HEALTH INFORMATION TECHNICIAN**

What do Medical Records and Health Information Technicians do?

Medical records and health information technicians have a unique job in health care, because their work does not involve direct personal care. These employees work in the area of medical records. They manage and organize medical data, ensuring their accuracy and security. They can also track patterns of disease, treatment outcomes, and maintain and update software. Health info techs can also specialize in types of information, such as in medical coding or in maintaining cancer registrars.

Training & Educational Opportunities

You will have plenty of employment opportunities as a medical records or health information technician, but first you will need to earn a certificate or associate degree. As part of your classroom training and laboratory work you will learn about medical terminology, anatomy and physiology, health data requirements and standards, classification and coding systems, healthcare statistics and computer systems.

As a Medical Records or Health Information Technician you will:

- Consult with doctors to investigate diagnoses
- Enter data, such as history and extent of disease, diagnostic procedures, and treatment into computer
- Identify, compile, and code patient data, using standard classification systems
- Supervise information clerks and medical transcriptionists in large offices or hospitals
- Use computer software to determine how much insurance companies and Medicare will pay

Health Information Techs are in demand in Grundy County!

Grundy County employment of health information technicians is expected to increase through 2020. The U.S. Bureau of Labor Statistics recognizes the job outlook for health information techs as growing much faster than average.

Medical Records or Health Information Technician

Training Provider

The following certified training provider offers programs and certifications to train for a career as a medical records or health information technician:

- Joliet Junior College

Career scholarships may be available if you qualify.



Types of Employers

There are many types of employers looking to hire medical records and health information technicians in Grundy County, including:

- Doctor offices
- Home healthcare providers
- Hospitals
- Nursing homes
- Outpatient clinics

Wages & Openings

Medical Records & Health Information Technician Employment Data for Grundy County

Average Starting Hourly Wage	\$14.18
Average Hourly Wage With Experience	\$36.29
Average Annual Job Openings Grundy County	~10
Average Annual Job Openings Chicago Metro	526

Opportunities

After you receive your certificate or degree as a medical records or health information technician, you will have many opportunities for advancement. Some opportunities include:

- Director of Health Information Services
- Health Information Manager
- Medical and Health Service Manager
- Outpatient Coordinator



Grundy Workforce Services
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