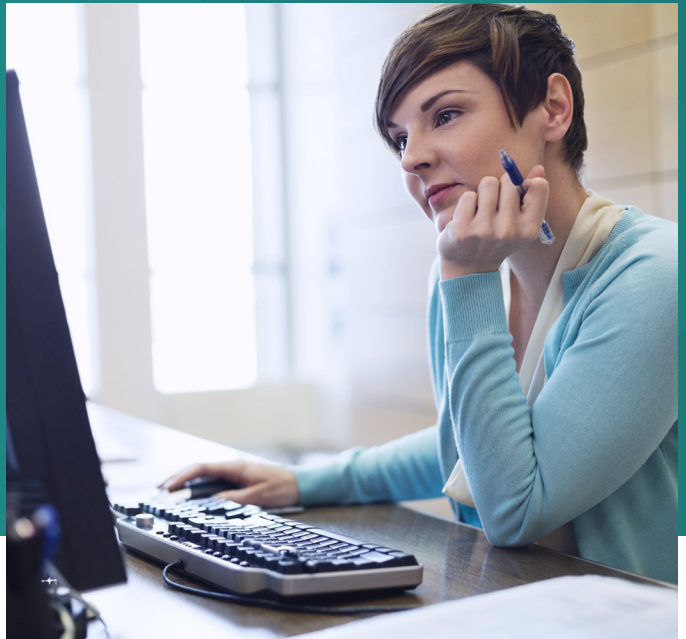# Certified Healthcare Documentation Specialist

INDUSTRY FACTS

What do medical records and health information technicians do?

Medical records and health information technicians are a rare breed. Their work is technical, but they bring a lot more to the table than tech knowledge. They're also effective communicators with strong analytical skills.

Here's what a typical day or week might look like:

- Reviewing patient records for accuracy.
- Tracking patient outcomes for quality assessment.
- Using classification software to assign clinical codes.
- Recording data for collection, storage, analysis, retrieval, and reporting,
- Maintaining confidentiality of patient records.

Where do they work?

This is one of the few jobs in which there's no direct patient care. Most hours (about 40 per week) are spent sitting in front of a computer in an office setting.

How much do they earn?

We know financial security is a driving factor as you weigh your career options, so let's talk about salary. Most health information technicians work full time and earn just over $42,000 a year, while more experienced pros earn about $70,000.*

How's the job outlook?

The push for electronic health records (EHRs) by all healthcare providers will lead to an increased need for qualified HIT professionals that will grow by about 8% through 2029.*

*U.S. Department of Labor, Bureau of Labor Statistics

"I was very impressed with what CareerStep had to offer. Affordable pricing for a comprehensive program, combined with the support and flexibility I needed. A perfect choice!"

JESSICA, CAREERSTEP LEARNER

CareerStep

careerstep.com

Certified Healthcare Documentation Specialist

PROGRAM DETAILS

Improve Your Life

When it comes to career training, you'll find a lot of posers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push. A nudge in the right direction—and your whole life could change. New doors opened. New worlds discovered. New opportunities explored. With CareerStep, it all could happen in as little as 3 months.

Prepare For A Better Job

Health information technicians have a pretty incredible gig. In simple terms, they use technology to help healthcare providers improve care and lower costs, but the day-to-day routines are a lot more involved than you might think. According to the Bureau of Labor Statistics (BLS), technicians track patient outcomes for quality assessment, use classification software to assign clinical codes for insurance reimbursement, and record data for collection, storage, analysis, retrieval, and reporting.

Our 322-hour program outline is divided into 11 bite-sized courses that cover everything from the basics of coding to the importance of HIPAA compliance.

Learn Your Way (From Home)

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 enrollment through course completion.

- Learner support
- Technical support

Get Certified

Certification is what sets true professionals apart from the rest of the pack. Complete our training, pass the final practice exam, and you'll be ready to sit for a nationally recognized certification. We'll even throw in 1 free voucher for the exam.

Certified Electronic Health Records Specialist (CEHRS).

Program Modules

Medical Terminology and Anatomy for Scribes
Program Orientation: Certified Healthcare Documentation Specialist
Law, Liability, and Ethics for Healthcare
Comprehensive HIPAA
Comprehensive Medical Terminology
Anatomy and Physiology
Comprehensive Pharmacology
Comprehensive Electronic Health records
Scribe Essentials
Career Success in Healthcare
Program Completion: Certified Healthcare Documentation Specialist

TOTAL HOURS = 322
Coursework, Simulations, and Experiential