

# 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 \$45,240.\*

### How's the job outlook?

While not as over the top as other healthcare professions, the need for medical records specialists is still trending in the right direction. Estimates indicate a 9% job growth rate over the next ten years.\*

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

"My experience with CareerStep has been very positive. The staff has been very pleasant and very helpful. I would recommend CareerStep to any person of any age who is looking to further or change careers."

**BELLE, CAREERSTEP LEARNER**

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## PROGRAM DETAILS

### Improve Your Life

When it comes to career training, you'll find a lot of fakers 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 in the right direction—and your whole life could change. New doors opened. New worlds discovered. And new opportunities explored. With CareerStep, anything is possible.

### 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 prepare you 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

**TOTAL HOURS: 152**

**Coursework, Simulations, and Experiential**