

Medical Records Specialists

SOC: 29-2072 • Career Profile Report

■ Key Facts

\$50,250 Median Salary	194,800 Employment	+7.0% Growth Rate
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■ Requirements & Salary Range

Education: Postsecondary

■ Automation Risk Assessment

Low Risk - 8.0% probability of being automated in the next 10-20 years.
This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■ Work-Life Balance

7.0/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	5.4/10	Investigative	8.6/10
Artistic	4.8/10	Social	9.0/10
Enterprising	5.4/10	Conventional	6.2/10

■ Top Skills Required

Analytical skills, Detail oriented, Integrity, Interpersonal skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Medical Records Specialists typically perform the following tasks:

- Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.
- Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.
- Consult classification manuals to locate information about disease processes.
- Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.
- Identify, compile, abstract, and code patient data, using standard classification systems.
- Maintain or operate a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information.
- Post medical insurance billings.
- Process and prepare business or government forms.
- Process patient admission or discharge documents.
- Protect the security of medical records to ensure that confidentiality is maintained.
- Release information to persons or agencies according to regulations.
- Resolve or clarify 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.
- Retrieve patient medical records for physicians, technicians, or other medical personnel.
- Review records for completeness, accuracy, and compliance with regulations.
- Scan patients' health records into electronic formats.
- Schedule medical appointments for patients.
- Transcribe medical reports.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

Source: <https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm>