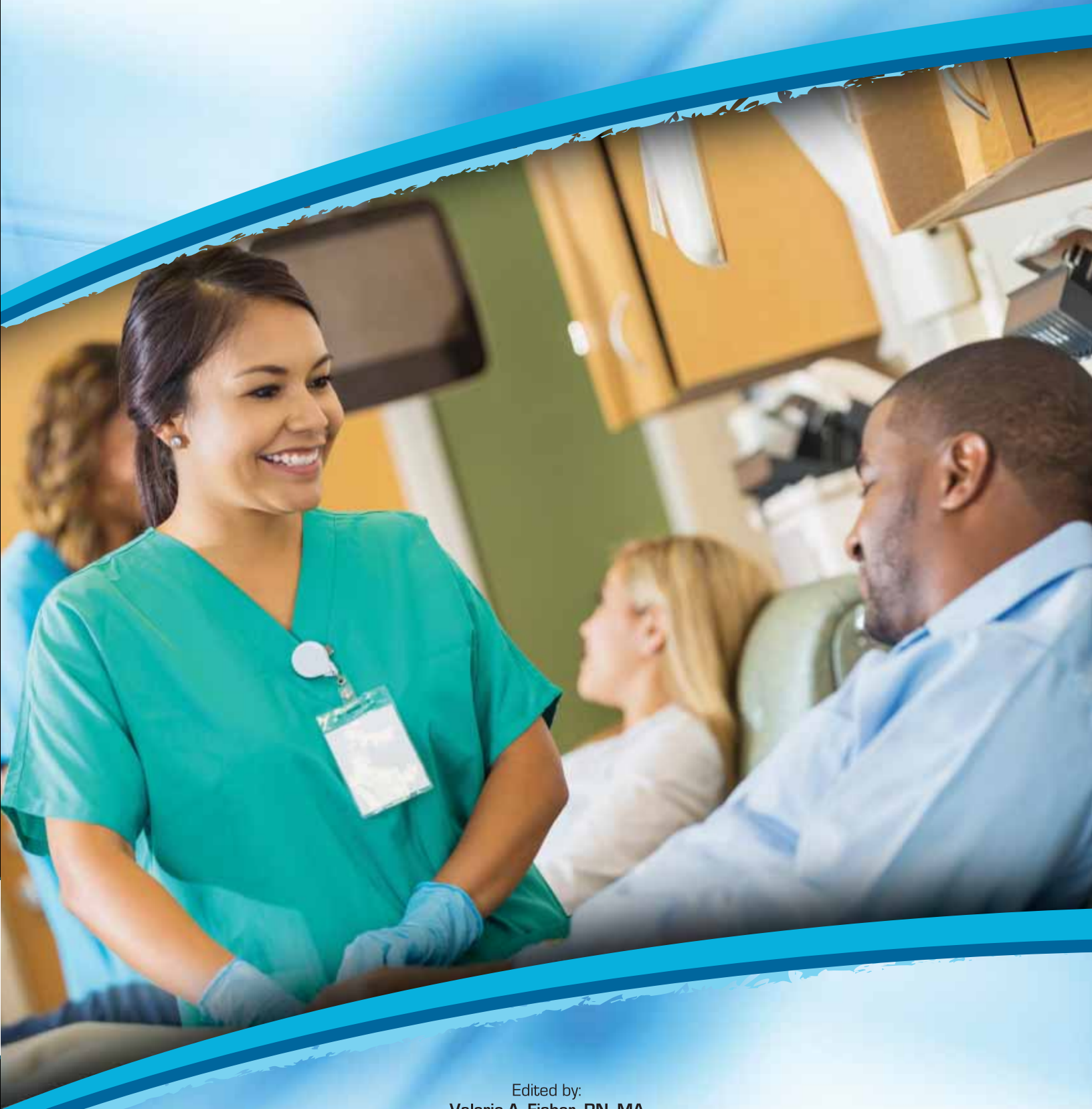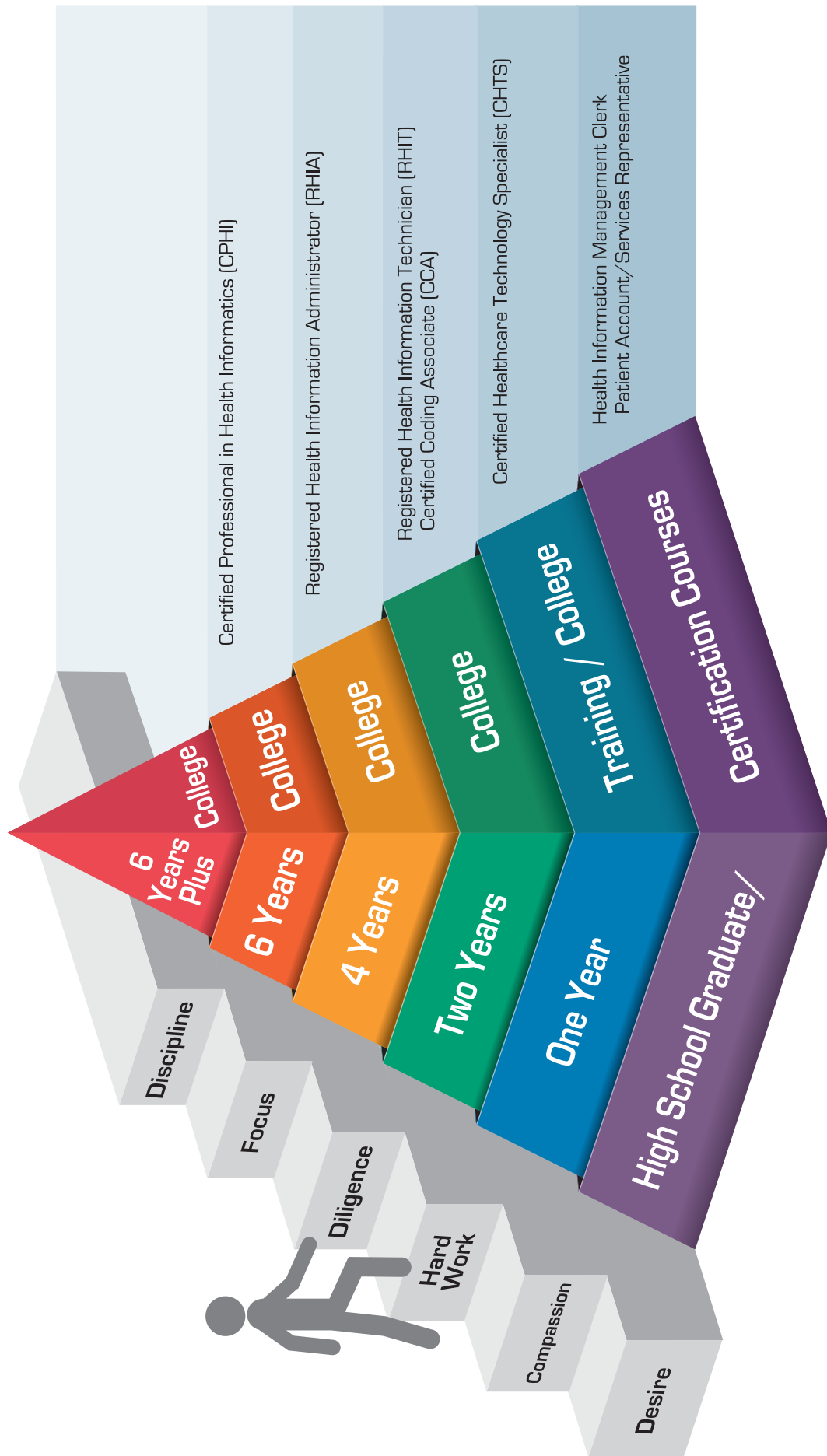# Exploring Health Careers:
What Do You Want To Be?

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Health Information Management Career Pathways

6 Years Plus — College
Certified Professional in Health Informatics (CPHI)

6 Years — College
Registered Health Information Administrator (RHIA)

4 Years — College
Registered Health Information Technician (RHIT)
Certified Coding Associate (CCA)

Two Years — College
Certified Healthcare Technology Specialist (CHTS)

One Year — Training / College
Health Information Management Clerk
Patient Account/Services Representative

High School Graduate/ — Certification Courses

Discipline
Focus
Diligence
Hard Work
Compassion
Desire

Patient Account/Services Representative

Job Description: A patient account representative may work in a hospital, doctor's office, or other medical facility. Duties may include: patient access, scheduling, appointment registration, insurance verification, explanation of hospital policies, account resolutions.

Educational Requirements: High school diploma or graduation equivalency degree (GED).   A student may take college courses or pursue a certificate in medical office management. Excellent customer service skills and computer literacy are required. Bilingual skills are preferred.

While professional certification is not required, it is offered through the American Association of Healthcare Administrative Management. Becoming certified demonstrates proficiency and knowledge of standardized diagnosis and accounting codes used in the health industry.

For more information, visit American Association of Healthcare Administrative Management site: http://www.aaham.org/

Salary Range: $32,000 to $37,000 per year

For Additional Information:
QR Code:
https://www.bls.gov/ooh/office-and-administrative-support/information-clerks.htm
Video Link:
https://www.youtube.com/watch?v=GQ6xC4QhzM8

Health Information Management Clerk (Or Medical Records Clerk)

Job Description: Compile, process, and maintain medical records of hospital or clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Also maintains record availability by processing charts into the department, retrieves medical records by following chart-out procedures, and delivers charts to assigned areas of the hospital by following established routing procedures.

Educational Requirements: While no licensing or certification is required to become a health information clerk, most health care providers require high school diploma or graduation equivalency degree (GED). You must be computer literate, and have knowledge of medical terminology. Some college courses and experience is preferred.

Salary Range: $37,000 to $45,000 per year

For Additional Information:
QR Code:
https://www.bls.gov/ooh/office-and-administrative-support/information-clerks.htm
Video Link:
https://www.youtube.com/watch?v=NflW-9ZZwzk

Certified Healthcare Technology Specialist (CHTS)*

Job Description: A CHTS maintains computer systems and software, tests systems and diagnoses IT problems within a healthcare facility. An often computer-intensive profession, you'll work with medical coding software to create and maintain patient files within a database, ensuring data integrity and regulatory compliance.

Also as a CHTS, you'll primarily be responsible for maintaining and updating the computer systems and medical records used in hospitals, physicians' offices and a variety of healthcare facilities. Other types of health-related businesses, such as insurance companies, often hire IT professionals with a specialization in specific types of healthcare software and networking systems.

Educational Requirements: This is a new occupational title (2017) and California community colleges are just now implementing new 6 month certificate training programs. Although, on-the-job training as well as AS/BS degree programs are still options when planning for health information management career. As this field continues to advance, educational requirements will be defined further for this role. For national certification information please see AHIMAs website at: http://www.ahima.org/certification/chts

Salary Range: Estimate $35,000 to $48,000/year depending on education and experience.

For Additional Information:
QR Code:
Bureau of Labor Statistics does not have any information on this emerging job title.
Video Link:
https://www.youtube.com/watch?v=n34PNmLNDtY

Certified Coding Associate (CCA)*

Job Description: A certified coding associate works to organize and manage health information through a codified system of records management. The associate translates information about diseases and procedures used by healthcare providers into numeric or alphanumeric codes. Results of the coding are used for purposes of reimbursement, the assessment of clinical care and medical research. The majority of certified coding associates work in hospitals, but they can also work in doctors' offices, ambulatory care centers and long-term care facilities.

Educational Requirements: Certified coding associates must have formal training in medical coding with either an associates or bachelor's degree in Health Information Management Coding, and at least six months of experience using ICD-10-CM and CPT coding. Strong computer skills and proficiency with electronic medical records and health information management software is also required.

For certification, an associate must pass a national medical coding exam that measures one's understanding of medical terminology, disease processes, pharmacology, ICD-10-CM and CPT medical record coding. Certified Coding Associate (CCA) examination is offered by the American Health Information Management Association (AHIMA) and/or the American Academy of Professional Coders (AAPC).

For more information, see AHIMA's website at: http://www.ahima.org/certification/CCA
For more information, visit AAPC website at: https://www.aapc.com/medical-coding/

Salary Range: $32,000 to $57,000 per year

For Additional Information:
QR Code:
Bureau of Labor Statistics does not have any information on this emerging job title.
Video Link:
https://www.youtube.com/watch?v=_0tbRAx2Xgc

Registered Health Information Technician (RHIT)*

Job Description: Registered Health information technicians have the following duties and responsibilities: review the patients' records to ensure the quality of medical records by verifying their completeness, accuracy and proper entry into computer systems; use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs; often specialize in coding diagnoses and procedures in patients records for reimbursement and research. An additional role for RHIT is cancer registrars – compiling and maintaining data on cancer patients.

Although most RHITs work in hospitals, they are also found in other healthcare settings including office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies. In fact, RHITs may be employed in any organization that uses patient data or health information, such as pharmaceutical companies, law and insurance firms, and health product vendors. Outlook for future employment opportunities is very positive.

Educational Requirements: Most employers are now requiring a degree, credential and experience for this position. Associate degree programs are offered at many community colleges in addition to proprietary private educational institutions. Baccalaureate level programs have been slow to catch on in the west, but many out of state institutions offer degree online courses. With experience, the RHIT credential holds solid potential for advancement to management positions, especially when combined with a bachelor's degree.

Graduates of health information technician programs are eligible to take an exam and be certified by the American Health Information Management Association (AHIMA) as a Registered Health Information Technician (RHIT). For more information: http://www.ahima.org/certification/RHIT

Salary Range: $24,000 to $43,000 per year for an Associate's Degree (starting)
$42,000 to $60,000 per year for a Bachelor's Degree (with some experience)

For Additional Information:
QR Code:
Bureau of Labor Statistics does not have any information on this emerging job title.
Video Link:
No videos are available for this occupation at this time.

Registered Health Information Administrator (RHIA)*

Job Description: A health information administrator is responsible for the upkeep of patients' medical records in a hospital or other health care facility. They design and manage health information systems to insure they meet medical, legal, and ethical standards. Accurate records are necessary for research, insurance claims, legal actions, evaluation of treatment and medications prescribed, and for instruction of various medical personnel. Health information administrators also help in assisting the medical staff in evaluating the quality of health care that patients receive in a particular health facility. Health information administrators work in hospitals, home health agencies, insurance agencies, consulting firms, government agencies, outpatient clinics, health care computing industries, long-term care facilities, and private industries where they are valued members of the management team.

Educational Requirements: Students interested in health information administration must complete a baccalaureate degree program from an accredited institution, which is generally 4 years in length. Graduates are then eligible to take the national RHIA examination offered by the American Health Information Management Association (AHIMA). For more information: http://www.ahima.org/certification/RHIA

Salary Range: $40,000 to $95,000 per year

For Additional Information:
QR Code:
Bureau of Labor Statistics does not have any information on this emerging job title.
Video Link:
https://www.youtube.com/watch?v=aAp3OT8cKak

Certified Professional in Health Informatics (CPHI™)*

Job Description: As a CPHI you will be overseeing and managing large healthcare organizations health information systems with focus on the following areas: data analysis and utilization, data reporting, data management, privacy & security, health information systems processes, database management, health informatics trainings and project management.

Educational Requirements: Master's degree in health informatics or closely related field. Currently there are only 3 universities in California that offer this degree: UC Davis, University of San Diego and the University of San Francisco.

Salary Range: Estimate $85,000 to $143,000/year (Payscale.com)

For Additional Information:
QR Code:
Bureau of Labor Statistics does not have any information on this emerging job title.
Video Link:
https://www.youtube.com/watch?v=o4VsFaXs_bY

*Please note: This field in healthcare is still emerging and changing rapidly to keep up with the shifts in healthcare systems nationwide. Before starting on your educational journey, it is highly recommended that you spend time on the websites listed above to confirm that your educational institution is accredited and that the education you receive is still valid in the workplace and enables you to sit for national certification. For a list of accredited programs, visit Commission on Accreditation for Health Informatics and Information Management Education (CAHIM) at: http://www.cahiim.org/