

Health Information Technician

Career Profile

Roles & Responsibilities

Health Information Technicians manage and maintain patient files ensuring their accuracy, privacy, and security in both paper and electronic forms. Health Information Technicians use standardized coding systems to process medical claims and track patient treatment histories. Health Information Technicians commonly interact with patients, physicians, and insurance representatives.

Related Job Titles

- Medical Office Assistant
- Medical Records Clerk
- Medical Biller
- Medical Coder

Work Environment

The Health Information Technician career is one of the few health care occupations with minimal direct patient care. The job is administrative in nature, centered on computer and office technologies. Health Information Technicians most commonly work in hospitals and physician's offices. Other workplaces include nursing facilities, public health clinics or home offices.

Training Requirements

Most employers prefer to hire Health Information Technicians with formal training and certifications. Formal training typically includes courses in medical terminology, HIPAA standards, and computer applications.



Program at a Glance

SJVC's Health Care Management programs give you training in the follow areas:

- Medical Terminology
- Office Management
- Medical Billing
- HIPPA Standards
- Microsoft Computer Applications
- Medical Software
- Ethics

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Medical Records and Health Information Technicians, on the Internet at <http://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm> (visited May 24, 2012).