

# HEALTH INFORMATION SPECIALIST



## What does a Health Information Specialist do?

Health Information Specialists organize, manage, and code health information data. They use various classification systems to code and categorize patient information for insurance reimbursement purposes, for databases and registries, and to maintain patient's medical and treatment histories. Health Information Specialists typically do the following:

- Review patients' records for timeliness, completeness, and accuracy
- Organize and update information in clinical databases or registries
- Use classification systems to assign clinical codes for insurance reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Maintain confidentiality of patients' records

## How will Asher College prepare me for this career?

The HIS program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Utilize software applications to manage all aspects of computerized patient record keeping including proper application of medical diagnosis, procedures, and billing information
- Assign a code to each diagnosis and procedure accurately
- Record and manage insurance billing and reimbursement activities
- Proficiently use medical terms, medical abbreviations and acronyms and the relationship of medical Terminology to Anatomy and Physiology

## What characteristics are important in this field?\*

**Analytical skills:** Medical records and health information specialists must interpret medical documentation to assess diagnoses, which they then code into a patient's medical records.

**Detail oriented:** Medical records and health information specialists must be precise about verifying and coding patient information.

**Integrity:** Medical records and health information specialists must exercise discretion and act ethically when working with patient data to protect patient confidentiality, as required by law.

**Interpersonal skills:** Medical records and health information specialists need to be able to discuss patient information, discrepancies, and data requirements with physicians, finance personnel, and other workers involved in patient care and recordkeeping.

## What are the job opportunities in this Career?

The HIS certification is appropriate for job roles including:

- Health Information Specialist
- Health Information Technician
- Medical Records Coordinator
- Medical Records Analyst
- Verification Specialist
- Information Analyst
- Medical Records Abstractor
- Data Support Analyst

## What are the Salary Potentials and the job outlooks in this field?

Asher College provides career-training programs for entry-level positions. Salaries vary depending on geographical location, economic conditions, and willingness to relocate. Salaries by occupation and specific location can be found at [www.onetonline.org](http://www.onetonline.org). National figures for labor market activity, working conditions, and price changes in the economy are available at [www.bls.gov/ooh/](http://www.bls.gov/ooh/) or you can visit the campus career services department to learn where Asher graduates work and the beginning salaries in their respective careers.

## What are the typical working hours for this career?\*

Health Information Specialists work full time. In healthcare facilities that are always open, such as hospitals, specialists may work evening or overnight shifts.

## What is the job outlook for the next 10 years?\*

Employment of medical records and health information specialists is projected to grow 8 percent from 2019 to 2029, much faster than the average for all occupations.

\*Reference: <https://www.bls.gov/>



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ASHER ID	COURSE NAME
DL101	Digital Literacy
MOE100-r1	MS Essentials
TF100	Typing Fundamentals
PBS111	Office Administration
HS204	Medical Law and Ethics
HS201	Medical Terminology
HS202	Human Anatomy and Physiology
HS401	Electronic Health Records
HS208	HIA Billing and Coding
HIT101	Health Information Technician
CD101	Career Success
CD201	Advanced Career Development

## What Certification options do I have with this program?

(Choose 1 \*Exams are proctored onsite at Asher for NHA)

- CEHRS (Electronic Health Record Specialist Certification)
- CMAA (Medical Administrative Assistant Certification)
- CBCS (Certified Billing and Coding Specialist)



## How long will it take to complete my education?

**Full time** = 9 months (24 hours per week)

**¾ time** = 12 months (18 hours per week)

**Half Time** = 18 months (12 hours per week)

For more information on our programs, our catalogs can be viewed at <https://asher.edu/disclosures/>

[www.Asher.edu](http://www.Asher.edu)

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