

MEDICAL RECORDS SPECIALIST



What does a Medical Records Specialist do?

Medical records 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 patients' medical and treatment histories.

How will Asher College prepare me for this career?

The MRS program provides students with the career knowledge to:

- Adhere to HIPAA, Federal and State regulations concerning confidentiality in the medical field
- Accurately obtain & maintain patient data
- Perform common electronic patient billing tasks
- Perform common electronic insurance billing tasks
- Develop the keyboarding and technical skills needed to be an efficient worker in today's computerized workplace
- Work extensively with Medical Record Management software to learn the skills needed to input, manage, store and secure computerized patient records

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 MRS Certification is appropriate for job roles including:

- Medical Records Technician or Clerk
- Medical Office Receptionist
- Admissions Representative
- Reimbursement Specialist
- Medical Claims or Records Specialist

What is the Salary Potential and the job outlook in this field?

Asher College provides career-training programs for entry and mid-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. National figures for labor market activity, working conditions, and price changes in the economy are available at 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 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.

What are the typical working hours for this career?*

Most medical records and health information specialists work full time. In healthcare facilities that are always open, such as hospitals, specialists may work evening or overnight shifts.

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



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| ASHER ID | COURSE NAME |
|----------|----------------------------------|
| DL101 | Digital Literacy |
| MOE100 | Microsoft Essentials |
| TF100 | Typing Fundamentals |
| HS204 | Medical Law and Ethics |
| HS201 | Medical Terminology |
| HS401 | Electronic Health Records |
| HS102 | Professional Billing Concepts |
| HS207 | Advanced Billing & Reimbursement |
| 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)

- CMAA (Certified Medical Administrative Assistant)
- CEHRS (Certified Electronic Health Records Specialist)



How long will it take to complete my education?

Full time = 6 months (24 hours per week)

¾ time = 8 months (18 hours per week)

Half Time = 12 months (12 hours per week)

Program includes: books, tuition, certification exams, tutoring, and career service assistance.

*CA Students are also subject to Student Tuition Recovery Fund (STRF) fees from the California Bureau for Private and Postsecondary Education (BPPE).

Program Accredited By:



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

www.Asher.edu

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