



**EPIC**  
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# MEDICAL RECORDS TECHNICIAN

I organize and manage health information data to ensure that the information maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. I also 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.

## **THESE ARE THE THINGS I DO ON A DAILY BASIS:**

- Review patients' records for timeliness, completeness, accuracy, and appropriateness of data
- Organize and maintain data for clinical databases and registries
- Track patient outcomes for quality assessment
- Use classification software to assign clinical codes for reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Maintain confidentiality of patients' records

## **Why this job is a good fit?**

- ▶ Provide support and service to others
- ▶ Working conditions
- ▶ Work value

## **Tools I use**

- ▶ Computers
- ▶ Readers and Encoders
- ▶ Medical Charting Systems
- ▶ Microfiche/ Microfilm Viewers
- ▶ Accounting/ Database Software



*Resources: This and other Career Data Sheets available on [www.epicworkforce.net](http://www.epicworkforce.net). Information may vary by job and should be verified before pursuing a position. Other related information is available at [onetonline.org](http://onetonline.org), [careeronestop.org](http://careeronestop.org), [jobcenter.usa.gov](http://jobcenter.usa.gov), and [www.bls.gov/ooh/](http://www.bls.gov/ooh/).*

# DESIRE.

Learn more at:

[www.epicworkforce.net/](http://www.epicworkforce.net/)

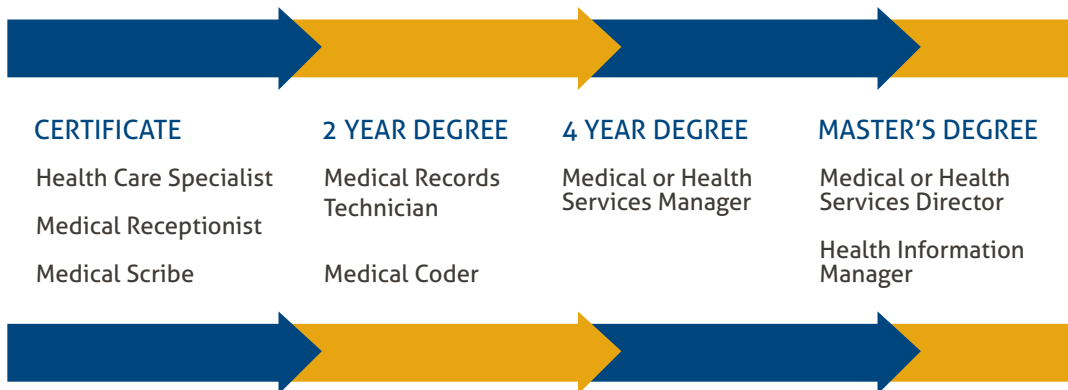
## *Why I enjoy my job as a Medical Records Technician:*

- ▶ I work with co-workers in a friendly non-competitive environment.
- ▶ I work where management stands behind employees.
- ▶ I can work on my own and make decisions.

## **IMPORTANT SKILLS AND ABILITIES FOR THE JOB:**

- ▶ Clerical
- ▶ English Language
- ▶ Computers and Electronics
- ▶ Reading Comprehension
- ▶ Active Listening
- ▶ Customer/Personal Service
- ▶ Writing/Speaking
- ▶ Critical Thinking

# INSPIRE.



# GO HIGHER.

## **CREDENTIALS OFFERED:**

*Check for credential specifics at your KCTCS Home College!!*

### **CERTIFICATES**

**ELECTRONIC HEALTH RECORDS** | **MEDICAL CODING** | **HOSPITAL ADMISSIONS**  
**MEDICAL SCRIBE** | **HEALTH CARE SPECIALIST** | **MEDICAL RECEPTIONIST**

### **DEGREES**

**ELECTRONIC MEDICAL RECORDS** | **MEDICAL CODING**

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM