



# HEALTH INFORMATION TECHNICIAN



**Is this career right for you?**

**Do you have...**

- An ability to work well under pressure
- An ability to use the utmost accuracy
- An ability to concentrate and pay close attention to detail
- Good judgement and organizational skills



*[www.healthy-careers.org](http://www.healthy-careers.org)*

# HEALTH INFORMATION TECHNICIAN

**HEALTH INFORMATION TECHNICIANS** organize, analyze, and evaluate the health information records of patients for completeness and accuracy. This information includes the patient's symptoms and medical history, results of examinations, reports of x-ray and laboratory tests, and diagnoses and treatment plans.

## **Routine Responsibilities:**

- Make sure patient records are complete and accurate
- Make sure that all forms are completed and properly identified and signed, and that all necessary information is in the computer
- Assign a code for each disease, operation, and treatment
- Use computers and software programs to analyze data - data may be used to improve patient care, control costs, etc.
- Clarify diagnoses or get additional information from physicians



## **Salary Range**

\$35,000 to \$55,000

## **Educational Requirements**

2-Year Academic Degree

## **Career Steps**

(Where Can I Go From Here?)

**Health Information Administrator**