



DIPLOMA NAME: MEDICAL RECORD TECHNICIAN

PROGRAM OBJECTIVE

The Medical Record Technician prepares students to compile, process, and maintain healthcare information of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the healthcare system. Students will also learn to maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

I. REQUIREMENTS

High School diploma or GED and the ability to use computer and office machines

II. REQUIRED COURSES

BUS 106	Resume Writing and Career Development
HCA 102	ICD-10 Coding
HCA 103	Medical Terminology
HCA 106	Modern Medical Billing I
HCA 108	Modern Medical Coding I
HCA 110	Computers in Healthcare
HCA 114	Health Information Management I
HCA 115	Health Information Management II

III. DURATION OF PROGRAM

- A. 600 Clock Hours 24 Semester Credit Hours
- B. Full time students 8 months
- C. Part time students 10 months

IV. DISCLOSURES AND COST OF PROGRAM

- A. On Time Completion Rate: Not Available
- B. Placement Rate: Not Available
- C. Cost of Tuition not including books and materials \$7,715.00

V. EMPLOYMENT OPPORTUNITIES

Healthcare Information Technicians are professionals in the area of medical records mining, organization, and storage. They are trained to be quick in retrieving patients'

records in a moment's notice. Graduates may pursue employment opportunities with the following job titles:

- Medical Record Clerk
- Health Information Clerk
- Medical Records Technician
- Office Records Manager
- Medical File Clerk
- Medical Records Coordinator
- Medical Records Advisor
- Medical Records Director
- Healthcare Records Analyst
- Medical Records Receptionist

VI. MEDIAN ANNUAL SALARY AND HOURLY RATE

- Median Wages: \$33,310 Annual \$16.01 Hourly
- Projected Employment: 180,000
- Projected Growth: 20% to 28%
- Projected Opening: 23,700

VII. POSSIBLE CERTIFICATIONS

Upon successful completion of the program, the student would be able to sit for the certification offered by the respective Associations, in addition to 4 years working experience. The student must follow the rules of preparing for the examination.

- American Academy of Professional Coders (AAPC)
- American Health Information Management Association) AHIMA

VIII. AWARD UPON COMPLETION

The student will receive a diploma upon successful completion of the program.