

Medical Records Specialists

SOC: 29-2072 • Career Profile Report

■ Key Facts

\$50,250

Median Salary

194,800

Employment

+7.0%

Growth Rate

■ Requirements & Salary Range

Education: Postsecondary

■ Automation Risk Assessment

Low Risk - 8.0% probability of being automated in the next 10-20 years.

This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■■ Work-Life Balance

7.0/10 - Good work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	5.4/10	Investigative	8.6/10
Artistic	4.8/10	Social	9.0/10
Enterprising	5.4/10	Conventional	6.2/10

■ Top Skills Required

Analytical skills, Detail oriented, Integrity, Interpersonal skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Medical Records Specialists are healthcare information professionals who manage and protect **patient health data, medical documentation, and clinical records**. They ensure information is accurate, complete, secure, and accessible for patient care, billing, research, and compliance. Their work supports continuity of care while upholding privacy and regulatory standards in modern healthcare systems.

This career is well suited for individuals who are detail-oriented, organized, and interested in healthcare operations, data accuracy, and information management.

What Do Medical Records Specialists Do?

Medical records specialists organize and maintain health information across its lifecycle.

Common responsibilities include:

- Reviewing medical records for accuracy and completeness
- Coding diagnoses and procedures for billing and reporting
- Entering, updating, and retrieving patient data in electronic health records (EHRs)
- Ensuring records comply with privacy and security regulations
- Responding to authorized requests for medical information
- Auditing records to correct errors or inconsistencies
- Collaborating with clinicians, billing staff, and administrators

Areas of Focus and Specialization

Medical records specialists may concentrate on specific functions:

- Medical Coding: Translating diagnoses and procedures into standardized codes.
- Health Information Management: Overseeing record accuracy, retention, and access.
- Data Quality and Auditing: Ensuring documentation meets clinical and regulatory standards.
- Release of Information (ROI): Managing lawful disclosure of patient records.
- EHR Administration Support: Maintaining electronic systems and workflows.

Skills and Abilities Needed

Medical records specialists combine technical knowledge with precision and confidentiality.

Core Professional Skills

Personal Qualities That Matter

Education and Certification Pathway

Entering this field typically requires postsecondary training and credentials:

- Postsecondary Certificate or Associate Degree: Health information, medical records, or related fields
- Medical Coding or HIM Training: Specialized coursework
- Professional Certification (often preferred): Health information or coding credentials
- On-the-Job Training: Learning facility-specific systems and procedures
- Continuing Education: Staying current with coding updates and regulations

Where Do Medical Records Specialists Work?

Medical records specialists are employed across healthcare settings:

- Hospitals and Health Systems
- Physician Offices and Clinics
- Outpatient Care Centers

- Health Insurance and Billing Companies
- Government and Public Health Agencies
- Remote or Work-From-Home Environments

Many roles are office-based or remote, depending on employer policies.

How Much Do Medical Records Specialists Earn?

Earnings vary by certification, experience, and employer:

- Entry-Level Specialists: Typically earn hourly wages or entry-level healthcare salaries
- Certified or Experienced Specialists: Often earn higher pay
- Specialists in Coding or Auditing: May earn more due to expertise

Compensation often includes healthcare benefits and professional development support.

Is This Career Difficult?

The work is not physically demanding but requires sustained focus and accuracy. Specialists must keep up with evolving coding standards, technology, and privacy rules. The challenge lies in maintaining precision and compliance while managing high volumes of information.

Who Should Consider Becoming a Medical Records Specialist?

This career may be a strong fit if you:

- Enjoy organized, detail-focused work
- Are interested in healthcare without direct patient care
- Value privacy, accuracy, and compliance
- Are comfortable working with digital systems
- Want a stable role with remote-work potential

How to Prepare Early

- Learn medical terminology and basic anatomy
- Practice data entry and documentation accuracy
- Study health information systems and privacy principles
- Explore medical coding or HIM programs
- Seek internships or entry-level healthcare admin roles

Medical records specialists safeguard the integrity of patient information—turning clinical data into reliable, secure records that support care quality, billing accuracy, and trust across the healthcare system.