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Medical Records and Health Information... Louisiana

Summary of Job Duties

Medical Records and Health Information Technicians [Video](#) - Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Detailed Job Description

Medical Records and Health Information Technicians Health information technicians assemble patients' health information including medical history, symptoms, examination results, tests, and treatments.

Medical records and health information technicians, commonly referred to as health information technicians, organize and manage health information data by ensuring that it maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. 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.

Duties

Health information technicians typically do the following:

- 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 insurance reimbursement and data analysis
- Electronically record data for collection, storage, analysis, retrieval, and reporting
- Maintain confidentiality of patients' records

Health information technicians document patients' health information, including their medical

history, symptoms, examination and test results, treatments, and other information about healthcare services that are provided to patients. Their duties vary by employer and by the size of the facility in which they work.

Although health information technicians do not provide direct patient care, they work regularly with registered nurses and other healthcare professionals. They meet with these workers to clarify diagnoses or to get additional information to make sure that records are complete and accurate.

The increasing adaptation and use of electronic health records (EHRs) will continue to change the job responsibilities of health information technicians. Technicians will need to be familiar with, or be able to learn, EHR computer software, follow EHR security and privacy practices, and analyze electronic data to improve healthcare information.

Health information technicians can specialize in many aspects of health information. Some work as medical coders, sometimes called coding specialists, or as cancer registrars.

Medical coders typically do the following:

- Review patient information for preexisting conditions, such as diabetes, so patient data can be coded properly
- Assign appropriate diagnoses and procedure codes for patient care, population health statistics, and billing purposes
- Work as a liaison between the healthcare providers and billing offices

Cancer registrars typically do the following:

- Review patients' records and pathology reports to verify completeness and accuracy
- Assign classification codes to represent the diagnosis and treatment of cancers and benign tumors
- Conduct annual followups to track treatment, survival, and recovery
- Compile and analyze cancer patient information for research purposes
- Maintain facility, regional, and national databases of cancer patients

Source: [U.S. Department of Labor Bureau of Labor Statistics](#)

Job Zone

The section below shows the job zone information for Medical Records and Health Information Technicians. Job Zone Three: Medium Preparation Needed.

Education	Experience	Training
Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Jobs Available

This section shows the number of job openings advertised online in Louisiana for Medical Records and Health Information Technicians and for the related occupational group of Healthcare Practitioners and Technical Occupations on November 23, 2020 (Jobs De-duplication Level 2).

Occupation	Job Openings
Medical Records and Health Information Technicians🌟	<u>31</u>
Healthcare Practitioners and Technical Occupations	<u>10,407</u>

🌟 BRIGHT OUTLOOK NATIONALLY

Source: Online advertised jobs data

Monthly Job Count

This section shows the number of job openings advertised online for Medical Records and Health Information Technicians in Louisiana October, 2020 (Jobs De-duplication Level 2).

Occupation	Job Openings
Medical Records and Health Information Technicians🌟	65

🌟 BRIGHT OUTLOOK NATIONALLY

Source: Online advertised jobs data

Jobs Area Distribution

This section shows the distribution of number of job openings advertised online for Medical Records and Health Information Technicians in Louisiana by parishes on November 23, 2020 (Jobs De-duplication Level 2).

Job Source: Online advertised jobs data

Jobs in Related Occupations

This section shows the number of job openings advertised online in Louisiana for occupations related to Medical Records and Health Information Technicians on November 23, 2020 (Jobs De-duplication Level 2).

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Rank	Occupation	Median Wage	Job Openings	*Related By
1	<u>Customer Service Representatives</u> 🌟🌿	\$29,775	<u>1,391</u>	O*NET
2	<u>Retail Salespersons</u> 🌟	\$22,165	<u>1,292</u>	O*NET
3	<u>Licensed Practical and Licensed Vocational Nurses</u> 🌟	\$38,808	<u>697</u>	SOC4
4	<u>Cashiers</u> 🌟	\$18,938	<u>429</u>	O*NET
5	<u>Surgical Technologists</u> 🌟	\$39,414	<u>222</u>	SOC4
6	<u>Medical and Clinical Laboratory Technologists</u> 🌟	N/A	<u>190</u>	SOC4
7	<u>Radiologic Technologists</u> 🌟	\$50,605	<u>168</u>	SOC4
8	<u>Pharmacy Technicians</u> 🌟	\$31,473	<u>166</u>	O*NET
9	<u>Receptionists and Information Clerks</u> 🌟	\$24,108	<u>136</u>	O*NET
10	<u>Emergency Medical Technicians and Paramedics</u> 🌟	\$34,254	<u>122</u>	SOC4
11	<u>Medical and Clinical Laboratory Technicians</u> 🌟	N/A	<u>83</u>	SOC4
12	<u>Diagnostic Medical Sonographers</u> 🌟	\$59,130	<u>77</u>	SOC4
13	<u>Respiratory Therapy Technicians</u>	\$49,339	<u>66</u>	SOC4
14	<u>Psychiatric Technicians</u> 🌟	\$26,469	<u>51</u>	SOC4
15	<u>Office Clerks, General</u> 🌟	\$23,761	<u>48</u>	O*NET
16	<u>Tellers</u>	\$27,606	<u>45</u>	O*NET
17	<u>Cardiovascular Technologists and Technicians</u> 🌟	\$38,321	<u>44</u>	SOC4
18	<u>Nuclear Medicine Technologists</u> 🌟	\$68,283	<u>39</u>	SOC4
19	<u>Hotel, Motel, and Resort Desk Clerks</u>	\$19,894	<u>37</u>	O*NET
20	<u>Medical Records and Health Information Technicians</u> 🌟	\$34,980	<u>31</u>	N/A
21	<u>Medical Secretaries</u> 🌟	\$29,887	<u>31</u>	O*NET
22	<u>Dietetic Technicians</u>	\$22,612	<u>28</u>	SOC4
23	<u>Veterinary Technologists and Technicians</u> 🌟	\$24,796	<u>26</u>	SOC4
24	<u>Pharmacy Aides</u>	\$24,154	<u>22</u>	O*NET
25	<u>Data Entry Keyers</u>	\$27,012	<u>22</u>	O*NET
26	<u>Dental Hygienists</u> 🌟	\$60,558	<u>20</u>	SOC4
27	<u>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</u> 🌟	\$30,516	<u>16</u>	O*NET
28	<u>Billing, Cost, and Rate Clerks</u> 🌟	\$33,638	<u>15</u>	O*NET
29	<u>Interviewers, Except Eligibility and Loan</u>	\$28,824	<u>14</u>	O*NET
30	<u>Human Resources Assistants, Except Payroll and Timekeeping</u>	\$38,066	<u>13</u>	O*NET
31	<u>Cytotechnologists</u> 🌟	N/A	<u>11</u>	SOC4
32	<u>Health Technologists and Technicians, All Other</u> 🌟	\$32,059	<u>11</u>	SOC4

Rank	Occupation	Median Wage	Job Openings	*Related By
33	<u>Switchboard Operators, Including Answering Service</u>	\$26,163	<u>9</u>	O*NET
34	<u>Weighers, Measurers, Checkers, and Samplers, Recordkeeping</u>	\$26,412	<u>9</u>	O*NET
35	<u>Legal Secretaries</u>	\$38,632	<u>8</u>	O*NET
36	<u>Insurance Claims Clerks</u>	\$33,666	<u>8</u>	O*NET
37	<u>Bailiffs</u>	\$39,026	<u>7</u>	O*NET
38	<u>Concierges</u>	\$26,635	<u>7</u>	O*NET
39	<u>Childcare Workers</u> 🌟	\$18,789	<u>7</u>	O*NET
40	<u>File Clerks</u>	\$25,381	<u>7</u>	O*NET
41	<u>Insurance Policy Processing Clerks</u>	\$33,666	<u>7</u>	O*NET
42	<u>Histotechnologists and Histologic Technicians</u> 🌟	N/A	<u>5</u>	SOC4
43	<u>Gaming Cage Workers</u>	\$21,952	<u>5</u>	O*NET
44	<u>Opticians, Dispensing</u> 🌟	\$30,929	<u>4</u>	SOC4
45	<u>Telephone Operators</u>	\$31,638	<u>4</u>	O*NET
46	<u>Cargo and Freight Agents</u> 🌟	\$40,963	<u>4</u>	O*NET
47	<u>Statement Clerks</u> 🌟	\$33,638	<u>3</u>	O*NET
48	<u>Payroll and Timekeeping Clerks</u>	\$37,863	<u>3</u>	O*NET
49	<u>Postal Service Clerks</u>	\$60,092	<u>3</u>	O*NET
50	<u>Court Reporters</u> 🌟	\$47,842	<u>2</u>	O*NET
51	<u>Orthotists and Prosthetists</u> 🌟	\$69,490	<u>2</u>	SOC4
52	<u>Court Clerks</u>	\$30,799	<u>2</u>	O*NET
53	<u>Police, Fire, and Ambulance Dispatchers</u>	\$31,090	<u>2</u>	O*NET
54	<u>Neurodiagnostic Technologists</u> 🌟	\$32,059	<u>1</u>	SOC4
55	<u>Library Assistants, Clerical</u>	\$25,456	<u>1</u>	O*NET
56	<u>Word Processors and Typists</u>	\$28,489	<u>1</u>	O*NET

🌟 BRIGHT OUTLOOK NATIONALLY | 🌿 GREEN OCCUPATIONS

Job Source: Online advertised jobs data

Wage Source: Labor Market Statistics, Occupational Employment Statistics Program

The median wage is the estimated 50th percentile; 50 percent of workers in an occupation earn less than the median wage, and 50 percent earn more than the median wage. Data is from a 2018 survey.

*Related By: O*NET™ - The Occupational Information Network. O*NET is a registered trademark of the US Department of Labor/Employment and Training Administration.

SOC4 - Occupational grouping based on 1st 4 digits of the Standard Occupational Classification system.

Candidates Available

This section shows potential candidates in the workforce system in Louisiana for Medical Records and Health Information Technicians and for the related occupational group of Healthcare Practitioners and Technical Occupations on November 23, 2020.

Occupation	Candidates
Medical Records and Health Information Technicians 🌟	594

Occupation	Candidates
Healthcare Practitioners and Technical Occupations	5,240

 BRIGHT OUTLOOK NATIONALLY

Source: Individuals with active résumés in the workforce system.

Candidate Area Distribution

This section shows the distribution of potential candidates in the workforce system for Medical Records and Health Information Technicians in Louisiana by parishes on November 23, 2020.

Rank	Area Name	Median Wage	Candidates
1	Orleans Parish	\$34,980 state level wages	214
2	Jefferson Parish	\$34,980 state level wages	209
3	East Baton Rouge Parish	\$34,980 state level wages	200
4	Lafayette Parish	\$34,980 state level wages	153
5	Caddo Parish	\$34,980 state level wages	142
6	Bossier Parish	\$34,980 state level wages	137
7	St. Tammany Parish	\$34,980 state level wages	136
8	Livingston Parish	\$34,980 state level wages	135
9	St. Bernard Parish	\$34,980 state level wages	135
10	Ascension Parish	\$34,980 state level wages	134

Candidate Source: Individuals with active résumés in the workforce system.
Wage Source: Labor Market Statistics, Occupational Employment Statistics Program
The median wage is the estimated 50th percentile; 50 percent of workers in an occupation earn less than the median wage, and 50 percent earn more than the median wage. Data is from a 2018 survey.

Candidates in Related Occupations

This section shows how many potential candidates in the workforce system were looking for work in Louisiana in occupations related to Medical Records and Health Information Technicians on November 23, 2020.

Rank	Occupation	Median Wage	Candidates	*Related By
1	<u>Cashiers</u> 🌟	\$18,938	12,397	O*NET
2	<u>Customer Service Representatives</u> 🌟 🌿	\$29,775	8,182	O*NET
3	<u>Office Clerks, General</u> 🌟	\$23,761	5,682	O*NET
4	<u>Receptionists and Information Clerks</u> 🌟	\$24,108	3,675	O*NET
5	<u>Retail Salespersons</u> 🌟	\$22,165	3,543	O*NET
6	<u>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</u> 🌟	\$30,516	2,251	O*NET
7	<u>Childcare Workers</u> 🌟	\$18,789	1,372	O*NET
8	<u>Hotel, Motel, and Resort Desk Clerks</u>	\$19,894	1,130	O*NET
9	<u>Licensed Practical and Licensed Vocational Nurses</u> 🌟	\$38,808	815	SOC4
10	<u>Medical Secretaries</u> 🌟	\$29,887	776	O*NET
11	<u>Data Entry Keyers</u>	\$27,012	723	O*NET
12	<u>Tellers</u>	\$27,606	665	O*NET

Rank	Occupation	Median Wage	Candidates	*Related By
13	Medical Records and Health Information Technicians 🌟	\$34,980	594	N/A
14	<u>Billing, Cost, and Rate Clerks</u> 🌟	\$33,638	515	O*NET
15	<u>Human Resources Assistants, Except Payroll and Timekeeping</u>	\$38,066	426	O*NET
16	<u>File Clerks</u>	\$25,381	305	O*NET
17	<u>Pharmacy Technicians</u> 🌟	\$31,473	298	O*NET
18	<u>Payroll and Timekeeping Clerks</u>	\$37,863	271	O*NET
19	<u>Legal Secretaries</u>	\$38,632	266	O*NET
20	<u>Medical and Clinical Laboratory Technicians</u> 🌟	N/A	248	SOC4
21	<u>Health Technologists and Technicians, All Other</u> 🌟	\$32,059	181	SOC4
22	<u>Library Assistants, Clerical</u>	\$25,456	147	O*NET
23	<u>Emergency Medical Technicians and Paramedics</u> 🌟	\$34,254	129	SOC4
24	<u>Psychiatric Technicians</u> 🌟	\$26,469	115	SOC4
25	<u>Concierges</u>	\$26,635	113	O*NET
26	<u>Gaming Cage Workers</u>	\$21,952	113	O*NET
27	<u>Dental Hygienists</u> 🌟	\$60,558	109	SOC4
28	<u>Surgical Technologists</u> 🌟	\$39,414	108	SOC4
29	<u>Switchboard Operators, Including Answering Service</u>	\$26,163	103	O*NET
30	<u>Cargo and Freight Agents</u> 🌟	\$40,963	99	O*NET
31	<u>Insurance Claims Clerks</u>	\$33,666	91	O*NET
32	<u>Telephone Operators</u>	\$31,638	87	O*NET
33	<u>Court Clerks</u>	\$30,799	81	O*NET
34	<u>Insurance Policy Processing Clerks</u>	\$33,666	79	O*NET
35	<u>Cardiovascular Technologists and Technicians</u> 🌟	\$38,321	73	SOC4
36	<u>Opticians, Dispensing</u> 🌟	\$30,929	67	SOC4
37	<u>Word Processors and Typists</u>	\$28,489	67	O*NET
38	<u>Police, Fire, and Ambulance Dispatchers</u>	\$31,090	59	O*NET
39	<u>Postal Service Clerks</u>	\$60,092	58	O*NET
40	<u>Dietetic Technicians</u>	\$22,612	53	SOC4
41	<u>Medical Transcriptionists</u>	\$30,092	53	O*NET
42	<u>Veterinary Technologists and Technicians</u> 🌟	\$24,796	48	SOC4
43	<u>Interviewers, Except Eligibility and Loan</u>	\$28,824	45	O*NET
44	<u>Medical and Clinical Laboratory Technologists</u> 🌟	N/A	41	SOC4
45	<u>Pharmacy Aides</u>	\$24,154	39	O*NET

Rank	Occupation	Median Wage	Candidates	*Related By
46	<u>Weighers, Measurers, Checkers, and Samplers, Recordkeeping</u>	\$26,412	37	O*NET
47	<u>Radiologic Technologists</u> 🌟	\$50,605	34	SOC4
48	<u>Diagnostic Medical Sonographers</u> 🌟	\$59,130	25	SOC4
49	<u>Court Reporters</u> 🌟	\$47,842	16	O*NET
50	<u>Nuclear Medicine Technologists</u> 🌟	\$68,283	8	SOC4
51	<u>Bailiffs</u>	\$39,026	8	O*NET
52	<u>Neurodiagnostic Technologists</u> 🌟	\$32,059	6	SOC4
53	<u>Respiratory Therapy Technicians</u>	\$49,339	4	SOC4
54	<u>License Clerks</u>	\$30,799	4	O*NET
55	<u>Statement Clerks</u> 🌟	\$33,638	3	O*NET
56	<u>Orthotists and Prosthetists</u> 🌟	\$69,490	2	SOC4
57	<u>Histotechnologists and Histologic Technicians</u> 🌟	N/A	1	SOC4

🌟 BRIGHT OUTLOOK NATIONALLY | 🌿 GREEN OCCUPATIONS

Candidate Source: Individuals with active résumés in the workforce system.

Wage Source: Labor Market Statistics, Occupational Employment Statistics Program

The median wage is the estimated 50th percentile; 50 percent of workers in an occupation earn less than the median wage, and 50 percent earn more than the median wage. Data is from a 2018 survey.

*Related By: O*NET™ - The Occupational Information Network. O*NET is a registered trademark of the US Department of Labor/Employment and Training Administration.

SOC4 - Occupational grouping based on 1st 4 digits of the Standard Occupational Classification system.

Jobs and Candidates Available

This section shows the number of job openings advertised online, as well as potential candidates in the workforce system in Louisiana for Medical Records and Health Information Technicians and for the related occupational group of Healthcare Practitioners and Technical Occupations on November 23, 2020 (Jobs De-duplication Level 2).

Occupation	Job Openings	Candidates	Candidates per Job
Medical Records and Health Information Technicians 🌟	<u>31</u>	594	19.16
Healthcare Practitioners and Technical Occupations	<u>10,407</u>	5,240	0.50

🌟 BRIGHT OUTLOOK NATIONALLY

Job Source: Online advertised jobs data

Candidate Source: Individuals with active résumés in the workforce system.

Jobs and Candidates Area Distribution

This section shows the distribution of number of job openings advertised online, as well as potential candidates in the workforce system for Medical Records and Health Information Technicians in Louisiana by parishes on November 23, 2020 (Jobs De-duplication Level 2).

Rank	Area Name	Median Wage	Job Openings	Candidates	Candidates per Job

Rank	Area Name	Median Wage	Job Openings	Candidates	Candidates per Job
1	<u>Jefferson Parish</u>	\$34,980 state level wages	<u>1</u>	209	209.00
2	<u>Bossier Parish</u>	\$34,980 state level wages	<u>1</u>	137	137.00
3	<u>Livingston Parish</u>	\$34,980 state level wages	<u>1</u>	135	135.00
4	<u>St. Mary Parish</u>	\$34,980 state level wages	<u>1</u>	107	107.00
5	<u>Vernon Parish</u>	\$34,980 state level wages	<u>1</u>	105	105.00
6	<u>East Baton Rouge Parish</u>	\$34,980 state level wages	<u>2</u>	200	100.00
7	<u>La Salle Parish</u>	\$34,980 state level wages	<u>1</u>	96	96.00
8	<u>Lafayette Parish</u>	\$34,980 state level wages	<u>2</u>	153	76.50
9	<u>Orleans Parish</u>	\$34,980 state level wages	<u>3</u>	214	71.33
10	<u>Caddo Parish</u>	\$34,980 state level wages	<u>2</u>	142	71.00

Job Source: Online advertised jobs data

Candidate Source: Individuals with active résumés in the workforce system.

Wage Source: Labor Market Statistics, Occupational Employment Statistics Program

The median wage is the estimated 50th percentile; 50 percent of workers in an occupation earn less than the median wage, and 50 percent earn more than the median wage. Data is from a 2018 survey.

National Supply and Demand Summary

Medical Records and Health Information Technicians Employment of health information technicians is projected to grow 13 percent from 2016 to 2026, faster than the average for all occupations.

An aging population will require more medical services, and health information technicians will be needed to organize and manage the older generations' health information data. This will mean more claims for reimbursement from insurance companies.

Additional records, coupled with widespread use of electronic health records (EHRs) by all types of healthcare providers, will lead to an increased need for technicians to organize and manage the associated information in all areas of the healthcare industry.

Cancer registrars are expected to continue to be in high demand. As the population ages, there will likely be more types of special purpose registries because many illnesses are detected and treated later in life.

Job Prospects

Prospects will be best for those with a certification in health information, such as the Registered Health Information Technician (RHIT) or the Certified Tumor Registrar (CTR). As EHR systems continue to become more common, health information technicians with computer skills will be needed to use them.

Source: [U.S. Department of Labor Bureau of Labor Statistics](#)

Employers by Number of Job Openings

This section shows the employers with the highest number of job openings advertised online for Medical Records and Health Information Technicians in Louisiana on November 23, 2020 (Jobs De-duplication Level 2).

Rank	Employer Name	Job Openings
1	HCA Healthcare, Inc.	<u>5</u>
2	Lake Charles Memorial Health System	<u>5</u>
3	LTC PHARMACY MANAGEMENT LLC	<u>3</u>
4	Guidance for Behavioral Health	<u>2</u>
5	Access Health Louisiana	<u>1</u>
6	Cardiovascular Institute of the South	<u>1</u>
7	Franciscan Missionaries of Our Lady Health System	<u>1</u>
8	Humana, Inc.	<u>1</u>
9	Riverside Medical Center	<u>1</u>
10	STG International Inc.	<u>1</u>

Source: Online advertised jobs data

Advertised Job Skills

This section shows the top advertised detailed job skills found in job openings advertised online for Medical Records and Health Information Technicians in Louisiana in October, 2020. (Jobs De-duplication Level 1)

Rank	Advertised Detailed Job Skill	Advertised Skill Group	Job Opening Match Count
1	Customer service	Customer Service Skills	<u>13</u>
2	Knowledge of medical terminology	Medical Coding Skills	<u>11</u>
3	Inpatient coding	Medical Coding Skills	<u>9</u>
4	Problem solving	Basic Skills	<u>9</u>
5	Organizational skills	Basic Skills	<u>9</u>
6	Attention to detail	Basic Skills	<u>7</u>
7	Verbal communication skills	Interpersonal Skills	<u>6</u>
8	Prioritization skills	Basic Skills	<u>6</u>
9	Analyzes data	Business Intelligence Analyst Skills	<u>6</u>
10	Must be flexible	Basic Skills	<u>5</u>

Source: Online advertised jobs data

Advertised Tools and Technology

This section shows the top advertised detailed tools and technologies found in job openings advertised online for Medical Records and Health Information Technicians in Louisiana in October, 2020. (Jobs De-duplication Level 1)

Rank	Advertised Detailed Tool or Technology	Advertised Tool and Technology Group	Job Opening Match Count
1	Microsoft (MS) Office	Office Suite Software	<u>18</u>

Rank	Advertised Detailed Tool or Technology	Advertised Tool and Technology Group	Job Opening Match Count
2	Gmail	Electronic Mail Software	<u>9</u>
3	Microsoft Excel	Spreadsheet Software	<u>8</u>
4	Geostatistics software GS+	Analytical or Scientific Software	<u>6</u>
5	Microsoft Word	Word Processing Software	<u>6</u>
6	Accounting software	Accounting Software	<u>5</u>
7	10-Key Calculator	Desktop Calculators	<u>5</u>
8	Scanners	Scanners	<u>3</u>
9	Electronic medical record (EMR) systems	Medical Software	<u>3</u>
10	Encoder software	Transaction Security and Virus Protection Software	<u>1</u>

Source: Online advertised jobs data

Typical Job Skills

This section shows the job skills that are related to Medical Records and Health Information Technicians.

Rank	Typical Job Skills	Typical Skill Category
1	Monitor medical facility activities to ensure adherence to standards or regulations	Information Input
2	Process healthcare paperwork	Interacting With Others
3	Perform clerical work in medical settings	Interacting With Others
4	Enter patient or treatment data into computers	Work Output
5	Maintain medical facility records	Work Output
6	Present medical research reports	Work Output
7	Process medical billing information	Interacting With Others
8	Record patient medical histories	Work Output
9	Manage healthcare operations	Interacting With Others
10	Supervise medical support personnel	Interacting With Others
11	Train caregivers or other non-medical personnel	Interacting With Others
12	Prepare official health documents or records	Work Output
13	Maintain medical or professional knowledge	Mental Processes
14	Prepare healthcare training materials	Work Output

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Personal Skills

This section shows the personal skills that are most useful for Medical Records and Health Information Technicians. Click on a link in the Personal Skills column to view more detailed information.

Personal Skill	Skill Description	Rank by Importance (Out of 100)
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.	60
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	50
Writing	Communicating effectively in writing as appropriate for the needs of the audience.	50
Speaking	Talking to others to convey information effectively.	50
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	50
Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	47
Judgment and Decision Making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.	47
Time Management	Managing one's own time and the time of others.	47
Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.	44
Complex Problem Solving	Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	44
Learning Strategies	Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.	41
Active Learning	Understanding the implications of new information for both current and future problem-solving and decision-making.	38
Service Orientation	Actively looking for ways to help people.	38
Management of Personnel Resources	Motivating, developing, and directing people as they work, identifying the best people for the job.	35
Coordination	Adjusting actions in relation to others' actions.	35
Mathematics	Using mathematics to solve problems.	28
Instructing	Teaching others how to do something.	28
Persuasion	Persuading others to change their minds or behavior.	25
Negotiation	Bringing others together and trying to reconcile differences.	25

Personal Skill	Skill Description	Rank by Importance (Out of 100)
<u>Systems Analysis</u>	Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.	25
<u>Systems Evaluation</u>	Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.	22
<u>Operation Monitoring</u>	Watching gauges, dials, or other indicators to make sure a machine is working properly.	19
<u>Quality Control Analysis</u>	Conducting tests and inspections of products, services, or processes to evaluate quality or performance.	19
<u>Operations Analysis</u>	Analyzing needs and product requirements to create a design.	19
<u>Technology Design</u>	Generating or adapting equipment and technology to serve user needs.	19
<u>Programming</u>	Writing computer programs for various purposes.	10
<u>Operation and Control</u>	Controlling operations of equipment or systems.	6
<u>Science</u>	Using scientific rules and methods to solve problems.	6
<u>Troubleshooting</u>	Determining causes of operating errors and deciding what to do about it.	3
<u>Management of Material Resources</u>	Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.	3
<u>Management of Financial Resources</u>	Determining how money will be spent to get the work done, and accounting for these expenditures.	0
<u>Repairing</u>	Repairing machines or systems using the needed tools.	0
<u>Equipment Maintenance</u>	Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.	0
<u>Equipment Selection</u>	Determining the kind of tools and equipment needed to do a job.	0
<u>Installation</u>	Installing equipment, machines, wiring, or programs to meet specifications.	0

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Typical Education Requirements

Medical Records and Health Information Technicians Medical Records and Health Information Technicians usually require at least a Postsecondary non-degree award. However, not all employers may make this a hiring requirement.

Source: This information is based on the BLS Occupational Outlook Handbook (OOH).

Required Level of Education

This section shows the results of a national survey listing the most common required level of education for Medical Records and Health Information Technicians.

Rank	Required Level of Education	Percentage of Respondents
1	High School Diploma - or the equivalent (for example, GED)	48.06%
2	Some College Courses	20.57%
3	Associate's Degree (or other 2-year degree)	19.93%
4	Post-Secondary Certificate - awarded for training completed after high school (for example, in agriculture or natural resources, computer services, personal or culinary services, engineering technologies, healthcare, construction trades, mechanic and repair technologies, or precision production)	10.94%
5	Bachelor's Degree	0.50%

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

On The Job Training

This section shows the results of a national survey listing the most common lengths of on the job training for Medical Records and Health Information Technicians.

Rank	On The Job Training	Percentage of Respondents
1	Anything beyond short demonstration, up to and including 1 month	39.89%
2	Over 1 month, up to and including 3 months	31.32%
3	Over 3 months, up to and including 6 months	13.97%
4	Over 1 year, up to and including 2 years	5.38%
5	Over 6 months, up to and including 1 year	4.19%
6	Over 2 years, up to and including 4 years	3.68%
7	Over 4 years, up to and including 10 years	1.07%
8	None or short demonstration	0.51%

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

On-Site or In-Plant Training

This section shows the results of a national survey listing the most common lengths of on-site or in-plant training for Medical Records and Health Information Technicians.

Rank	On-Site or In-Plant Training	Percentage of Respondents
1	Up to and including 1 month	49.98%
2	Over 1 month, up to and including 3 months	17.55%
3	Over 1 year, up to and including 2 years	10.72%
4	None	10.00%

Provider Name	Program Name	Location	Tuition	Length	WIOA Eligible
Allied Prep Technical Institute LLC	<u>Professional Billing</u> An industry-recognized certificate or certification, A license recognized by the State involved or the Federal Government, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	Harvey, LA	\$7,500	20 Weeks	
Allied Prep Technical Institute LLC	<u>Professional Coding</u> An industry-recognized certificate or certification, A license recognized by the State involved or the Federal Government, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	Harvey, LA	\$7,500	20 Weeks	✓
Aspire Medical Training Academy Corp	<u>Medical Billing and Coding</u>	Baton Rouge, LA	\$8,000	22 Weeks	
Baton Rouge Community College	<u>CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)</u> An industry-recognized certificate or certification	Baton Rouge, LA	\$2,695	500 Hours	✓
Baton Rouge Community College	<u>CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)</u> An industry-recognized certificate or certification	Baton Rouge, LA	\$2,695	500 Hours	✓
Baton Rouge Community College	<u>CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)</u> An industry-recognized certificate or certification	New Roads, LA	\$2,695	500 Hours	✓
Baton Rouge Community College	<u>CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included)</u> An industry-recognized certificate or certification	Baton Rouge, LA	\$2,695	500 Hours	✓

Provider Name	Program Name	Location	Tuition	Length	WIOA Eligible
Baton Rouge Community College	CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included) An industry-recognized certificate or certification	Central, LA	\$2,695	500 Hours	
Baton Rouge Community College	CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included) An industry-recognized certificate or certification	Jackson, LA	\$2,695	500 Hours	
Baton Rouge Community College	CBCS Certified Medical Administrative Assistant with Medical Billing and Coding (Vouchers Included) An industry-recognized certificate or certification	Port Allen, LA	\$2,695	500 Hours	

Source: U.S. Department of Commerce, Bureau of the Census, Midyear Estimates

Advertised Job Certifications

This section shows the top advertised certification groups found in job openings advertised online for Medical Records and Health Information Technicians in Louisiana in October, 2020. (Jobs De-duplication Level 1)

Rank	Advertised Certification Group	Advertised Certification Sub-Category	Job Opening Match Count
1	American Health Information Management Association (AHIMA) Certifications	Healthcare - All Other	<u>39</u>
2	American Academy of Professional Coders (AAPC) Certifications	Healthcare - All Other	<u>8</u>
3	Pharmacy Technician Certification Board (PTCB)	Pharmaceutical	<u>5</u>
4	National Cancer Registrars Association (NCRA)	Medical Professional	<u>2</u>
5	American Trauma Society (ATS) Certification	Medical Treatment and Therapy	<u>1</u>
6	International Association for Child Safety (IAFCS)	Safety and Quality	<u>1</u>
7	American Heart Association (AHA) CPR & First Aid Certifications	Nursing	<u>1</u>

Source: Online advertised jobs data

Training Program Completers

There is no data available for Medical Records and Health Information Technicians in Louisiana.

National Education, Training, Licensing and Qualifications

Medical Records and Health Information Technicians Education

Postsecondary certificate and associate's degree programs in health information technology typically include courses in medical terminology, anatomy and physiology, communication, health data requirements and standards, classification and coding systems, healthcare reimbursement methods, healthcare statistics, and computer systems. Applicants to health information technology programs may increase their chances of admission by taking high school courses in health, computer science, math, and biology.

A high school diploma or equivalent and previous experience in a healthcare setting are enough to qualify for some positions, but most jobs for health information technicians require postsecondary education.

Important Qualities

Analytical skills. Health information technicians must understand and follow medical records and diagnoses, and then decide how best to code them in a patient's medical records.

Detail oriented. Health information technicians must be accurate when recording and coding patient information.

Integrity. Health information technicians work with patient data that are required, by law, to be kept confidential. They must exercise discretion and a strong sense of ethics when working with this information in order to protect patient confidentiality.

Interpersonal skills. Health information technicians need to be able to discuss patient information, discrepancies, and data requirements with other professionals such as physicians and finance personnel.

Technical skills. Health information technicians must use coding and classification software and the electronic health record (EHR) system that their healthcare organization or physician practice has adopted.

Licenses, Certifications, and Registrations

Most employers prefer to hire health information technicians who have certification, or they may expect applicants to earn certification shortly after being hired. A health information technician can earn certification from several organizations. Certifications include the Registered Health Information Technician (RHIT) and the Certified Tumor Registrar (CTR), among others.

Some organizations base certification on passing an exam. Others require graduation from an accredited program. Many coding certifications also require coding experience in a work setting. Once certified, technicians typically must renew their certification regularly and take continuing education courses.

A few states and facilities require cancer registrars to be certified. Certification as a Certified Tumor Registrar (CTR) requires completion of a formal education program and experience, along with passing an exam.

Advancement

Technicians may advance to a position as a medical or health services manager after completing a bachelor's or master's degree program and taking the required certification courses. Requirements vary by facility.

Source: [U.S. Department of Labor Bureau of Labor Statistics](#)

Typical Work Experience Requirements

Medical Records and Health Information Technicians Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Related Work Experience

This section shows the results of a national survey listing the most common related work experience for Medical Records and Health Information Technicians.

Rank	Related Work Experience	Percentage of Respondents
1	Over 6 months, up to and including 1 year	40.35%
2	Over 1 year, up to and including 2 years	19.69%
3	Over 2 years, up to and including 4 years	13.85%
4	None	11.87%
5	Up to and including 1 month	8.55%
6	Over 3 months, up to and including 6 months	3.04%
7	Over 4 years, up to and including 6 years	2.15%
8	Over 1 month, up to and including 3 months	0.50%

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Work Experience of Jobs and Candidates

This section shows the minimum required work experience requested by employers on job openings advertised online, as well as the experience level of potential candidates in the workforce system that are looking for jobs as Medical Records and Health Information Technicians in Louisiana on November 23, 2020. There were 17 job openings advertised online that did not specify a minimum experience requirement (Jobs De-duplication Level 2).

Rank	Experience	Job Openings	Percentage of Job Openings	Potential Candidates	Percentage of Potential Candidates
1	Not Specified	17	54.84%	0	N/A
2	Entry Level	1	3.23%	0	N/A
3	Less than 1 year	5	16.13%	18	3.03%
4	1 Year to 2 Years	8	25.81%	9	1.52%
5	2 Years to 5 Years	0	N/A	28	4.71%
6	5 Years to 10 Years	0	N/A	66	11.11%
7	More than 10 Years	0	N/A	473	79.63%

Job Source: Online advertised jobs data
Candidate Source: Individuals with active résumés in the workforce system.

Current Job Order Wage Information

The employer has NOT indicated a salary range for this job. The information below shows statistics on typical salaries in the local labor market for Medical Records and Health Information Technicians. This data is NOT an indication of what this employer is willing to pay for this job.

Employment Wage Statistics

This section shows the estimated employment wage statistics for individuals in Louisiana employed for Medical Records and Health Information Technicians in 2018.

Rate Type / Statistical Type	Entry level	Median	Experienced
Annual wage or salary	\$25,181	\$34,980	\$43,548
Hourly wage	\$12.11	\$16.82	\$20.94

Source: Labor Market Statistics, Occupational Employment Statistics Program

The median wage is the estimated 50th percentile; 50 percent of workers in an occupation earn less than the median wage, and 50 percent earn more than the median wage. Entry level and Experienced wage rates represent the means of the lower 1/3 and upper 2/3 of the wage distribution, respectively. Data is from an annual survey.

Wage Rates on Advertised Jobs

This section shows a statistical breakdown of available wage data on the 31 job openings advertised online for Medical Records and Health Information Technicians in Louisiana that posted a salary on November 23, 2020.

Rate Type / Statistical Type	Entry Level	Median	Experienced
Annual wage or salary	N/A	N/A	N/A
Hourly Wage	N/A	N/A	N/A

Source: Online advertised jobs data

Note: This information is based on actual job orders and is not based on a statistically valid labor market survey. Hourly wage rate calculations in this section assume a 40 hour work week.

Desired Salary of Available Candidates

This section shows the desired salary of potential candidates in the workforce system that are looking for jobs as Medical Records and Health Information Technicians in Louisiana on November 23, 2020.

Rank	Desired Salary	Potential Candidates	Percentage of Potential Candidates
1	Not Specified	101	17.12%
2	\$5,000 - \$19,999	34	5.76%
3	\$20,000 - \$34,999	319	54.07%
4	\$35,000 - \$49,999	110	18.64%
5	\$50,000 - \$64,999	18	3.05%
6	\$65,000 - \$79,999	4	0.68%
7	\$80,000 - \$94,999	2	0.34%
8	\$95,000 or more	2	0.34%

Source: Individuals with active résumés in the workforce system.

Wage Rates Area Distribution

There is no data available for Medical Records and Health Information Technicians in Louisiana.

Wage Rates in Related Occupations

This section shows a comparison of 2018 median annual rates for occupations that are in the same occupational family as Medical Records and Health Information Technicians for Louisiana.

Rank	Occupation	Median	*Related By
1	<u>Orthotists and Prosthetists</u> ⚡	\$69,490	SOC4
2	<u>Nuclear Medicine Technologists</u> ⚡	\$68,283	SOC4
3	<u>Dental Hygienists</u> ⚡	\$60,558	SOC4
4	<u>Postal Service Clerks</u>	\$60,092	O*NET
5	<u>Diagnostic Medical Sonographers</u> ⚡	\$59,130	SOC4
6	<u>Radiologic Technologists</u> ⚡	\$50,605	SOC4
7	<u>Respiratory Therapy Technicians</u>	\$49,339	SOC4
8	<u>Court Reporters</u> ⚡	\$47,842	O*NET
9	<u>Cargo and Freight Agents</u> ⚡	\$40,963	O*NET
10	<u>Surgical Technologists</u> ⚡	\$39,414	SOC4
11	<u>Bailiffs</u>	\$39,026	O*NET
12	<u>Licensed Practical and Licensed Vocational Nurses</u> ⚡	\$38,808	SOC4
13	<u>Legal Secretaries</u>	\$38,632	O*NET
14	<u>Cardiovascular Technologists and Technicians</u> ⚡	\$38,321	SOC4
15	<u>Human Resources Assistants, Except Payroll and Timekeeping</u>	\$38,066	O*NET
16	<u>Payroll and Timekeeping Clerks</u>	\$37,863	O*NET
17	Medical Records and Health Information Technicians ⚡	\$34,980	N/A
18	<u>Emergency Medical Technicians and Paramedics</u> ⚡	\$34,254	SOC4
19	<u>Insurance Claims Clerks</u>	\$33,666	O*NET
20	<u>Insurance Policy Processing Clerks</u>	\$33,666	O*NET
21	<u>Statement Clerks</u> ⚡	\$33,638	O*NET
22	<u>Billing, Cost, and Rate Clerks</u> ⚡	\$33,638	O*NET
23	<u>Health Technologists and Technicians, All Other</u> ⚡	\$32,059	SOC4
24	<u>Neurodiagnostic Technologists</u> ⚡	\$32,059	SOC4
25	<u>Telephone Operators</u>	\$31,638	O*NET
26	<u>Pharmacy Technicians</u> ⚡	\$31,473	O*NET
27	<u>Police, Fire, and Ambulance Dispatchers</u>	\$31,090	O*NET
28	<u>Opticians, Dispensing</u> ⚡	\$30,929	SOC4
29	<u>Court Clerks</u>	\$30,799	O*NET
30	<u>License Clerks</u>	\$30,799	O*NET
31	<u>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</u> ⚡	\$30,516	O*NET
32	<u>Medical Transcriptionists</u>	\$30,092	O*NET

Rank	Occupation	Median	*Related By
33	<u>Medical Secretaries</u> 🌟	\$29,887	O*NET
34	<u>Customer Service Representatives</u> 🌟 🌿	\$29,775	O*NET
35	<u>Interviewers, Except Eligibility and Loan</u>	\$28,824	O*NET
36	<u>Word Processors and Typists</u>	\$28,489	O*NET
37	<u>Tellers</u>	\$27,606	O*NET
38	<u>Data Entry Keyers</u>	\$27,012	O*NET
39	<u>Concierges</u>	\$26,635	O*NET
40	<u>Psychiatric Technicians</u> 🌟	\$26,469	SOC4
41	<u>Weighers, Measurers, Checkers, and Samplers, Recordkeeping</u>	\$26,412	O*NET
42	<u>Switchboard Operators, Including Answering Service</u>	\$26,163	O*NET
43	<u>Library Assistants, Clerical</u>	\$25,456	O*NET
44	<u>File Clerks</u>	\$25,381	O*NET
45	<u>Veterinary Technologists and Technicians</u> 🌟	\$24,796	SOC4
46	<u>Pharmacy Aides</u>	\$24,154	O*NET
47	<u>Receptionists and Information Clerks</u> 🌟	\$24,108	O*NET
48	<u>Office Clerks, General</u> 🌟	\$23,761	O*NET
49	<u>Dietetic Technicians</u>	\$22,612	SOC4
50	<u>Retail Salespersons</u> 🌟	\$22,165	O*NET
51	<u>Gaming Cage Workers</u>	\$21,952	O*NET
52	<u>Hotel, Motel, and Resort Desk Clerks</u>	\$19,894	O*NET
53	<u>Cashiers</u> 🌟	\$18,938	O*NET
54	<u>Childcare Workers</u> 🌟	\$18,789	O*NET

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Source: Labor Market Statistics, Occupational Employment Statistics Program
 The median wage is the estimated 50th percentile; 50 percent of workers in an occupation earn less than the median wage, and 50 percent earn more than the median wage. Entry level and Experienced wage rates represent the means of the lower 1/3 and upper 2/3 of the wage distribution, respectively. Data is from an annual survey.

*Related By: O*NET™ - The Occupational Information Network. O*NET is a registered trademark of the US Department of Labor/Employment and Training Administration.
 SOC4 - Occupational grouping based on 1st 4 digits of the Standard Occupational Classification system.

Wage Rates by Industry

There is no data available for Medical Records and Health Information Technicians in Louisiana.

National Earnings Data Summary

Medical Records and Health Information Technicians The median annual wage for medical records and health information technicians was \$38,040 in May 2016. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$25,070, and the highest 10 percent earned more than \$62,840.

In May 2016, the median annual wages for medical records and health information technicians in the

top industries in which they worked were as follows:

- Professional, scientific, and technical services \$41,600
- Hospitals; state, local, and private 40,510
- Administrative and support services 38,540
- Nursing care facilities (skilled nursing facilities) 35,910
- Offices of physicians 33,030

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

Source: [U.S. Department of Labor Bureau of Labor Statistics](#)

Occupational Employment & Future Employment Outlook

This section shows the long term employment projections for Medical Records and Health Information Technicians in Louisiana from 2016-2026.

Occupation	2016 Estimated Employment	2026 Projected Employment	Total 2016- 2026 Employment Change	2016-2026 Annual Avg. Percent Change
Medical Records and Health Information Technicians	2,924	3,210	286	0.94%
Total All	2,034,986	2,203,144	168,158	0.80%

Source: Occupational Employment Projections

Employment Data Area Distribution

This section shows the distribution of the 2016 estimated employment for Medical Records and Health Information Technicians in Louisiana by regional labor market area.

Rank	Area	2016 Estimated Employment
1	<u>1st Regional Labor Market Area, New Orleans</u>	861
2	<u>2nd Regional Labor Market Area, Baton Rouge</u>	612
3	<u>7th Regional Labor Market Area, Shreveport</u>	418
4	<u>4th Regional Labor Market Area, Lafayette</u>	365
5	<u>6th Regional Labor Market Area, Alexandria</u>	201
6	<u>5th Regional Labor Market Area, Lake Charles</u>	186
7	<u>8th Regional Labor Market Area, Monroe</u>	174
8	<u>3rd Regional Labor Market Area, Houma</u>	108

Source: Labor Market Statistics, Occupational Employment Projections Program

Employment Data in Related Occupations

This section shows the 2016 Estimated Employment in Louisiana for occupations related to Medical Records and Health Information Technicians.

Rank	Occupation	2016 Estimated Employment	*Related By
1	<u>Cashiers</u> 🌟	70,706	O*NET
2	<u>Retail Salespersons</u> 🌟	62,049	O*NET
3	<u>Office Clerks, General</u> 🌟	39,224	O*NET
4	<u>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</u> 🌟	33,369	O*NET
5	<u>Customer Service Representatives</u> 🌟🌿	21,567	O*NET
6	<u>Licensed Practical and Licensed Vocational Nurses</u> 🌟	21,051	SOC4
7	<u>Receptionists and Information Clerks</u> 🌟	15,258	O*NET
8	<u>Childcare Workers</u> 🌟	12,317	O*NET
9	<u>Tellers</u>	9,145	O*NET
10	<u>Pharmacy Technicians</u> 🌟	6,182	O*NET
11	<u>Billing, Cost, and Rate Clerks</u> 🌟	5,312	O*NET
12	<u>Statement Clerks</u> 🌟	5,312	O*NET
13	<u>Hotel, Motel, and Resort Desk Clerks</u>	3,596	O*NET
14	<u>Legal Secretaries</u>	3,539	O*NET
15	<u>Payroll and Timekeeping Clerks</u>	3,062	O*NET

Rank	Occupation	2016 Estimated Employment	*Related By
16	Medical Records and Health Information Technicians✳	2,924	SOC4
17	<u>Radiologic Technologists</u> ✳	2,806	SOC4
18	<u>Cytogenetic Technologists</u> ✳	2,759	SOC4
19	<u>Cytotechnologists</u> ✳	2,759	SOC4
20	<u>Histotechnologists and Histologic Technicians</u> ✳	2,759	SOC4
21	<u>Medical and Clinical Laboratory Technologists</u> ✳	2,759	SOC4
22	<u>Medical and Clinical Laboratory Technicians</u> ✳	2,586	SOC4
23	<u>Data Entry Keyers</u>	2,508	O*NET
24	<u>Switchboard Operators, Including Answering Service</u>	2,409	O*NET
25	<u>Health Technologists and Technicians, All Other</u> ✳	2,346	SOC4
26	<u>Neurodiagnostic Technologists</u> ✳	2,346	SOC4
27	<u>File Clerks</u>	2,327	O*NET
28	<u>Court Clerks</u>	2,240	O*NET
29	<u>License Clerks</u>	2,240	O*NET
30	<u>Medical Secretaries</u> ✳	2,200	O*NET
31	<u>Surgical Technologists</u> ✳	2,124	SOC4
32	<u>Dental Hygienists</u> ✳	1,942	SOC4
33	<u>Insurance Claims Clerks</u>	1,813	O*NET
34	<u>Insurance Policy Processing Clerks</u>	1,813	O*NET
35	<u>Postal Service Clerks</u>	1,697	O*NET
36	<u>Police, Fire, and Ambulance Dispatchers</u>	1,577	O*NET
37	<u>Human Resources Assistants, Except Payroll and Timekeeping</u>	1,293	O*NET
38	<u>Psychiatric Technicians</u> ✳	1,263	SOC4
39	<u>Opticians, Dispensing</u> ✳	1,243	SOC4
40	<u>Medical Transcriptionists</u>	1,140	O*NET
41	<u>Veterinary Technologists and Technicians</u> ✳	1,085	SOC4
42	<u>Diagnostic Medical Sonographers</u> ✳	971	SOC4
43	<u>Cardiovascular Technologists and Technicians</u> ✳	957	SOC4
44	<u>Weighers, Measurers, Checkers, and Samplers, Recordkeeping</u>	830	O*NET
45	<u>Pharmacy Aides</u>	755	O*NET
46	<u>Interviewers, Except Eligibility and Loan</u>	667	O*NET
47	<u>Gaming Cage Workers</u>	588	O*NET
48	<u>Dietetic Technicians</u>	538	SOC4
49	<u>Respiratory Therapy Technicians</u>	519	SOC4
50	<u>Cargo and Freight Agents</u> ✳	515	O*NET
51	<u>Court Reporters</u> ✳	444	O*NET
52	<u>Nuclear Medicine Technologists</u> ✳	439	SOC4

Rank	Occupation	2016 Estimated Employment	*Related By
53	<u>Bailiffs</u>	421	O*NET
54	<u>Word Processors and Typists</u>	400	O*NET
55	<u>Library Assistants, Clerical</u>	294	O*NET
56	<u>Concierges</u>	260	O*NET
57	<u>Telephone Operators</u>	95	O*NET
58	<u>Orthotists and Prosthetists</u> 🌟	94	SOC4
*	<u>Emergency Medical Technicians and Paramedics</u> 🌟	Confidential	SOC4

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* Rank is suppressed for confidential data.

Source: Occupational Employment Projections

*Related By: O*NET™ - The Occupational Information Network. O*NET is a registered trademark of the US Department of Labor/Employment and Training Administration.

SOC4 - Occupational grouping based on 1st 4 digits of the Standard Occupational Classification system.

Projected Annual Openings

This section shows the long term projected annual openings for Medical Records and Health Information Technicians in Louisiana from 2016 to 2026.

Occupation	Total Annual Average Openings	Annual Average Openings Due to Growth	Annual Average Openings Due to Replacement
Medical Records and Health Information Technicians	N/A	N/A	N/A
Healthcare Practitioners and Technical	N/A	N/A	N/A

Source: Labor Market Statistics, Occupational Employment Projections Program

Projected Annual Openings Area Distribution

This section shows the distribution of the total annual average openings for Medical Records and Health Information Technicians in Louisiana by regional labor market area from 2016 to 2026.

Rank	Area	Total Annual Average Openings	
1	<u>1st Regional Labor Market Area, New Orleans</u>	N/A	There is no total annual average openings data available for Medical Records and Health Information Technicians in Louisiana.
2	<u>2nd Regional Labor Market Area, Baton Rouge</u>	N/A	
3	<u>3rd Regional Labor Market Area, Houma</u>	N/A	
4	<u>4th Regional Labor Market Area, Lafayette</u>	N/A	
5	<u>5th Regional Labor Market Area, Lake Charles</u>	N/A	
6	<u>6th Regional Labor Market Area, Alexandria</u>	N/A	
7	<u>7th Regional Labor Market Area, Shreveport</u>	N/A	
8	<u>8th Regional Labor Market Area, Monroe</u>	N/A	

Source: Labor Market Statistics, Occupational Employment Projections Program

Projected Annual Openings in Related Occupations

This section shows the projected total annual average openings in Louisiana for occupations related to Medical Records and Health Information Technicians from 2016 to 2026.

Rank	Occupation	Total Annual Average Openings	*Related By
1	<u>Bailiffs</u>	N/A	O*NET
2	<u>Billing, Cost, and Rate Clerks</u> 🌟	N/A	O*NET
3	<u>Cardiovascular Technologists and Technicians</u> 🌟	N/A	SOC4
4	<u>Cargo and Freight Agents</u> 🌟	N/A	O*NET
5	<u>Cashiers</u> 🌟	N/A	O*NET
6	<u>Childcare Workers</u> 🌟	N/A	O*NET
7	<u>Concierges</u>	N/A	O*NET
8	<u>Court Clerks</u>	N/A	O*NET
9	<u>Court Reporters</u> 🌟	N/A	O*NET
10	<u>Customer Service Representatives</u> 🌟 🌿	N/A	O*NET
11	<u>Cytogenetic Technologists</u> 🌟	N/A	SOC4
12	<u>Cytotechnologists</u> 🌟	N/A	SOC4
13	<u>Data Entry Keyers</u>	N/A	O*NET
14	<u>Dental Hygienists</u> 🌟	N/A	SOC4
15	<u>Diagnostic Medical Sonographers</u> 🌟	N/A	SOC4
16	<u>Dietetic Technicians</u>	N/A	SOC4
17	<u>File Clerks</u>	N/A	O*NET

Rank	Occupation	Total Annual Average Openings	*Related By
18	<u>Gaming Cage Workers</u>	N/A	O*NET
19	<u>Health Technologists and Technicians, All Other</u> ✱	N/A	SOC4
20	<u>Histotechnologists and Histologic Technicians</u> ✱	N/A	SOC4
21	<u>Hotel, Motel, and Resort Desk Clerks</u>	N/A	O*NET
22	<u>Human Resources Assistants, Except Payroll and Timekeeping</u>	N/A	O*NET
23	<u>Insurance Claims Clerks</u>	N/A	O*NET
24	<u>Insurance Policy Processing Clerks</u>	N/A	O*NET
25	<u>Interviewers, Except Eligibility and Loan</u>	N/A	O*NET
26	<u>Legal Secretaries</u>	N/A	O*NET
27	<u>Library Assistants, Clerical</u>	N/A	O*NET
28	<u>License Clerks</u>	N/A	O*NET
29	<u>Licensed Practical and Licensed Vocational Nurses</u> ✱	N/A	SOC4
30	<u>Medical and Clinical Laboratory Technicians</u> ✱	N/A	SOC4
31	<u>Medical and Clinical Laboratory Technologists</u> ✱	N/A	SOC4
32	<u>Medical Records and Health Information Technicians</u> ✱	N/A	SOC4
33	<u>Medical Secretaries</u> ✱	N/A	O*NET
34	<u>Medical Transcriptionists</u>	N/A	O*NET
35	<u>Neurodiagnostic Technologists</u> ✱	N/A	SOC4
36	<u>Nuclear Medicine Technologists</u> ✱	N/A	SOC4
37	<u>Office Clerks, General</u> ✱	N/A	O*NET
38	<u>Opticians, Dispensing</u> ✱	N/A	SOC4
39	<u>Orthotists and Prosthetists</u> ✱	N/A	SOC4
40	<u>Payroll and Timekeeping Clerks</u>	N/A	O*NET
41	<u>Pharmacy Aides</u>	N/A	O*NET
42	<u>Pharmacy Technicians</u> ✱	N/A	O*NET
43	<u>Police, Fire, and Ambulance Dispatchers</u>	N/A	O*NET
44	<u>Postal Service Clerks</u>	N/A	O*NET
45	<u>Psychiatric Technicians</u> ✱	N/A	SOC4
46	<u>Radiologic Technologists</u> ✱	N/A	SOC4
47	<u>Receptionists and Information Clerks</u> ✱	N/A	O*NET
48	<u>Respiratory Therapy Technicians</u>	N/A	SOC4
49	<u>Retail Salespersons</u> ✱	N/A	O*NET
50	<u>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</u> ✱	N/A	O*NET
51	<u>Statement Clerks</u> ✱	N/A	O*NET
52	<u>Surgical Technologists</u> ✱	N/A	SOC4
53	<u>Switchboard Operators, Including Answering Service</u>	N/A	O*NET
54	<u>Telephone Operators</u>	N/A	O*NET

Rank	Occupation	Total Annual Average Openings	*Related By
55	Tellers	N/A	O*NET
56	Veterinary Technologists and Technicians 🌟	N/A	SOC4
57	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	N/A	O*NET
58	Word Processors and Typists	N/A	O*NET
*	Emergency Medical Technicians and Paramedics 🌟	Confidential	SOC4

🌟 BRIGHT OUTLOOK NATIONALLY | 🌿 GREEN OCCUPATIONS

* Rank is suppressed for confidential data.

Source: Occupational Employment Projections

Industries by Employment

This section shows the industries that employed the highest number of Medical Records and Health Information Technicians in Louisiana in 2016.

Rank	Industry Title	Estimated Employment	Percent of Total Employment
1	Hospitals	1,501	51.33%
2	Ambulatory Health Care Services	822	28.11%
3	Administrative and Support Services	162	5.54%
*	Self-Employed and Unpaid Family Workers, Primary Job	Confidential	Confidential
*	Health and Personal Care Stores	Confidential	Confidential
*	Insurance Carriers and Related Activities	Confidential	Confidential
*	Professional, Scientific, and Technical Services	Confidential	Confidential
*	Educational Services	Confidential	Confidential
*	Nursing and Residential Care Facilities	Confidential	Confidential
*	Social Assistance	Confidential	Confidential

* Rank is suppressed for confidential data.

Source: Louisiana Workforce Commission, Occupational Projections Program

Work Activities

This section shows the most common work activities required by Medical Records and Health Information Technicians in order of importance. Click on a link in the Work Activity column to view more detailed information.

Work Activity	Work Activity Description	Rank by Importance (Out of 100)
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.	88
Processing Information	Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.	85

Work Activity	Work Activity Description	Rank by Importance (Out of 100)
<u>Documenting/Recording Information</u>	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.	84
<u>Interacting With Computers</u>	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.	84
<u>Organizing, Planning, and Prioritizing Work</u>	Developing specific goals and plans to prioritize, organize, and accomplish your work.	82
<u>Communicating with Supervisors, Peers, or Subordinates</u>	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.	80
<u>Updating and Using Relevant Knowledge</u>	Keeping up-to-date technically and applying new knowledge to your job.	78
<u>Establishing and Maintaining Interpersonal Relationships</u>	Developing constructive and cooperative working relationships with others, and maintaining them over time.	75
<u>Evaluating Information to Determine Compliance with Standards</u>	Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.	66
<u>Performing Administrative Activities</u>	Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.	64
<u>Analyzing Data or Information</u>	Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.	61
<u>Identifying Objects, Actions, and Events</u>	Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.	61
<u>Communicating with Persons Outside Organization</u>	Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.	57
<u>Monitor Processes, Materials, or Surroundings</u>	Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.	56
<u>Making Decisions and Solving Problems</u>	Analyzing information and evaluating results to choose the best solution and solve problems.	54
<u>Interpreting the Meaning of Information for Others</u>	Translating or explaining what information means and how it can be used.	47

Work Activity	Work Activity Description	Rank by Importance (Out of 100)
<u>Thinking Creatively</u>	Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.	46
<u>Assisting and Caring for Others</u>	Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.	43
<u>Developing and Building Teams</u>	Encouraging and building mutual trust, respect, and cooperation among team members.	41
<u>Training and Teaching Others</u>	Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.	38
<u>Coordinating the Work and Activities of Others</u>	Getting members of a group to work together to accomplish tasks.	37
<u>Scheduling Work and Activities</u>	Scheduling events, programs, and activities, as well as the work of others.	35
<u>Performing General Physical Activities</u>	Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.	35
<u>Guiding, Directing, and Motivating Subordinates</u>	Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.	34
<u>Judging the Qualities of Things, Services, or People</u>	Assessing the value, importance, or quality of things or people.	33
<u>Handling and Moving Objects</u>	Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.	32
<u>Performing for or Working Directly with the Public</u>	Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.	32
<u>Coaching and Developing Others</u>	Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.	31
<u>Resolving Conflicts and Negotiating with Others</u>	Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.	30
<u>Provide Consultation and Advice to Others</u>	Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.	29

Work Activity	Work Activity Description	Rank by Importance (Out of 100)
Inspecting Equipment, Structures, or Material	Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.	26
Developing Objectives and Strategies	Establishing long-range objectives and specifying the strategies and actions to achieve them.	25

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Tasks

This section shows the most common tasks required by Medical Records and Health Information Technicians in order of importance. Click on a link in the Task column to view more detailed information.

Tasks	Task Description	Rank by Importance (Out of 100)
Protect the security of medical records to ensure that confidentiality is maintained.	Core	96
Review records for completeness, accuracy, and compliance with regulations.	Core	91
Retrieve patient medical records for physicians, technicians, or other medical personnel.	Core	85
Assign the patient to diagnosis-related groups (DRGs), using appropriate computer software.	Supplemental	97
Process patient admission or discharge documents.	Supplemental	89
Transcribe medical reports.	Supplemental	88
Enter data, such as demographic characteristics, history and extent of disease, diagnostic procedures, or treatment into computer.	Supplemental	88
Resolve or clarify codes or diagnoses with conflicting, missing, or unclear information by consulting with doctors or others or by participating in the coding team's regular meetings.	Supplemental	88
Identify, compile, abstract, and code patient data, using standard classification systems.	Supplemental	87
Release information to persons or agencies according to regulations.	Supplemental	85
Plan, develop, maintain, or operate a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information.	Supplemental	84
Prepare statistical reports, narrative reports, or graphic presentations of information, such as tumor registry data for use by hospital staff, researchers, or other users.	Supplemental	83
Post medical insurance billings.	Supplemental	82

Tasks	Task Description	Rank by Importance (Out of 100)
<u>Compile and maintain patients' medical records to document condition and treatment and to provide data for research or cost control and care improvement efforts.</u>	Supplemental	80
<u>Manage the department or supervise clerical workers, directing or controlling activities of personnel in the medical records department.</u>	Supplemental	77
<u>Compile medical care and census data for statistical reports on diseases treated, surgery performed, or use of hospital beds.</u>	Supplemental	75
<u>Train medical records staff.</u>	Supplemental	75
<u>Process and prepare business or government forms.</u>	Supplemental	75
<u>Consult classification manuals to locate information about disease processes.</u>	Supplemental	73
<u>Develop in-service educational materials.</u>	Supplemental	57

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

National Working Conditions

Medical Records and Health Information Technicians This is one of the few health-related occupations in which there is no direct hands-on patient care.

Medical records and health information technicians held about 206,300 jobs in 2016. The largest employers of medical records and health information technicians were as follows:

- Hospitals; state, local, and private 36%
- Offices of physicians 19
- Administrative and support services 8
- Professional, scientific, and technical services 7
- Nursing care facilities (skilled nursing facilities) 6

Medical records and health information technicians typically work in offices and may spend many hours in front of computer monitors. Some technicians may work from home.

Work Schedules

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

Source: [U.S. Department of Labor Bureau of Labor Statistics](#)

Typical Work Conditions

This section shows the most common work conditions required by Medical Records and Health Information Technicians in order of importance.

Work Condition	Work Condition Description	Rank by Importance (Out of 100)
Importance of Being Exact or Accurate	How important is being very exact or highly accurate in performing this job?	93

Work Condition	Work Condition Description	Rank by Importance (Out of 100)
Importance of Repeating Same Tasks	How important is repeating the same physical activities (e.g., key entry) or mental activities (e.g., checking entries in a ledger) over and over, without stopping, to performing this job?	89
Indoors, Environmentally Controlled	How often does this job require working indoors in environmentally controlled conditions?	86
Spend Time Sitting	How much does this job require sitting?	84
Face-to-Face Discussions	How often do you have to have face-to-face discussions with individuals or teams in this job?	82
Telephone	How often do you have telephone conversations in this job?	81
Work With Work Group or Team	How important is it to work with others in a group or team in this job?	80
Structured versus Unstructured Work	To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals?	74
Electronic Mail	How often do you use electronic mail in this job?	74
Contact With Others	How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it?	74
Time Pressure	How often does this job require the worker to meet strict deadlines?	72
Freedom to Make Decisions	How much decision making freedom, without supervision, does the job offer?	72
Spend Time Making Repetitive Motions	How much does this job require making repetitive motions?	71
Frequency of Decision Making	How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization?	68
Impact of Decisions on Co-workers or Company Results	What results do your decisions usually have on other people or the image or reputation or financial resources of your employer?	63
Sounds, Noise Levels Are Distracting or Uncomfortable	How often does this job require working exposed to sounds and noise levels that are distracting or uncomfortable?	54
Deal With External Customers	How important is it to work with external customers or the public in this job?	53
Coordinate or Lead Others	How important is it to coordinate or lead others in accomplishing work activities in this job?	53

Work Condition	Work Condition Description	Rank by Importance (Out of 100)
Spend Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls	How much does this job require using your hands to handle, control, or feel objects, tools or controls?	52
Letters and Memos	How often does the job require written letters and memos?	52
Physical Proximity	To what extent does this job require the worker to perform job tasks in close physical proximity to other people?	50
Responsibility for Outcomes and Results	How responsible is the worker for work outcomes and results of other workers?	45
Degree of Automation	How automated is the job?	40
Deal With Unpleasant or Angry People	How frequently does the worker have to deal with unpleasant, angry, or discourteous individuals as part of the job requirements?	40
Frequency of Conflict Situations	How often are there conflict situations the employee has to face in this job?	32
Spend Time Bending or Twisting the Body	How much does this job require bending or twisting your body?	30
Responsible for Others' Health and Safety	How much responsibility is there for the health and safety of others in this job?	28
Spend Time Walking and Running	How much does this job require walking and running?	26
Exposed to Disease or Infections	How often does this job require exposure to disease/infections?	24
Spend Time Standing	How much does this job require standing?	22
Consequence of Error	How serious would the result usually be if the worker made a mistake that was not readily correctable?	22
Level of Competition	To what extent does this job require the worker to compete or to be aware of competitive pressures?	20
Exposed to Contaminants	How often does this job require working exposed to contaminants (such as pollutants, gases, dust or odors)?	20

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Work Values and Needs

This section shows the information on the current work values for your selected occupation.

Work Value	Work Value Description	Rank By Extent (Out of 100)
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Work Value	Work Value Description	Rank By Extent (Out of 100)
Relationships	Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.	72
Support	Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.	61
Independence	Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.	45
Working Conditions	Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.	36
Achievement	Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.	33
Recognition	Occupations that satisfy this work value offer advancement, potential for leadership, and are often considered prestigious. Corresponding needs are Advancement, Authority, Recognition and Social Status.	33

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Typical Tools

This section shows common tools used by Medical Records and Health Information Technicians.

Detailed Tool	Tool Group
Barcode scanners	Bar code reader equipment
Label printers	Compact disc CD or labeling printers
10-key calculators	Desktop calculator
Desktop computers	Desktop computers
Dictaphones	Dictation machines
Encoders	Encoder decoder equipment
Laser facsimile machines	Laser fax machine
Laser printers	Laser printers
Light pens	Light stylus
Credit card processing machines	Magnetic stripe readers and encoders
Barcode attachment equipment	Medical charting systems components or accessories

Detailed Tool	Tool Group
Microfiche viewing machines	Microfiche or microfilm viewer components or accessories
Microfilm viewing machines	Microfiche or microfilm viewer components or accessories
Notebook computers	Notebook computers
Optical readers and writers	Optical character recognition systems
Paper shredders	Paper shredding machines or accessories
Personal computers	Personal computers
Postal scales	Postal scales
Switchboards	Premise branch exchange PBX systems
Flat-top scanners	Scanners
Scanners	Scanners
Multi-line telephone systems	Special purpose telephones
Tablet computers	Tablet computers
Touch screen monitors	Touch screen monitors
Typewriters	Typewriters

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Typical Technology

This section shows common technology used by Medical Records and Health Information Technicians.

Detailed Technology	Technology Group
Billing software	Accounting software
NDCMedisoft	Accounting software
QMSoftware Receivables Management	Accounting software
Siemens Soarian Financials	Accounting software
IBM SPSS Statistics	Analytical or scientific software
Minitab	Analytical or scientific software
SAS	Analytical or scientific software
StataCorp Stata	Analytical or scientific software
IBM Cognos Impromptu	Business intelligence and data analysis software
MicroStrategy	Business intelligence and data analysis software
Qlik Tech QlikView	Business intelligence and data analysis software
Tableau	Business intelligence and data analysis software
MD Synergy Medical Appointment Scheduling	Calendar and scheduling software
Scheduling software	Calendar and scheduling software
Siemens Soarian Scheduling	Calendar and scheduling software
3M Encoder	Categorization or classification software

Detailed Technology	Technology Group
American Medical Association CodeManager	Categorization or classification software
Computerized indexing systems	Categorization or classification software
DRG grouping software	Categorization or classification software
Teradata Database	Data base management system software
Microsoft SQL Server Reporting Services	Data base reporting software
SAP Crystal Reports	Data base reporting software
SoftMed ChartRelease	Data base reporting software
Data entry software	Data base user interface and query software
Encoded archival system EAD	Data base user interface and query software
EndoSoft	Data base user interface and query software
Entity software	Data base user interface and query software
Fox Meadows ChartingPlus	Data base user interface and query software
Microsoft Access	Data base user interface and query software
Microsoft SQL Server	Data base user interface and query software
Purkinje Dossier	Data base user interface and query software
Structured query language SQL	Data base user interface and query software
Microsoft Visual Basic	Development environment software
Microsoft Visual Basic Scripting Edition VBScript	Development environment software
Fox Meadows Accent Data Manager	Document management software
Hyland Software OnBase	Document management software
IDX Systems Patient Chart Tracking	Document management software
Laserfiche software	Document management software
SoftMed ChartLocator	Document management software
SoftMed ChartReserve	Document management software
Email software	Electronic mail software
Microsoft Outlook	Electronic mail software
IBM InfoSphere DataStage	Enterprise application integration software
Microsoft Dynamics	Enterprise resource planning ERP software
SAP Business Objects	Enterprise resource planning ERP software
Information Resource Products Clinical Coding Expert	Expert system software
Graphics software	Graphics or photo imaging software
Microsoft Visio	Graphics or photo imaging software
Coding database software	Information retrieval or search software
Web browser software	Internet browser software
Allscripts HER	Medical software
Amazing Charts	Medical software
Azalea Health Azalea EHR	Medical software
ComChart EMR	Medical software
Digital Imaging Communications in Medicine DICOM medical imaging software	Medical software

Detailed Technology	Technology Group
eClinicalWorks	Medical software
EHS CareRevolution	Medical software
Electronic medical record EMR software	Medical software
Electronic medical record EMR systems	Medical software
eMDs Practice Partner	Medical software
e-MDs topsChart	Medical software
Epic Systems	Medical software
Fox Meadows EncounterManager	Medical software
GE Healthcare Logician	Medical software
Greenway Medical Technologies PrimeChart	Medical software
Health Care Data HealthProbe	Medical software
Healthcare common procedure coding system HCPCS	Medical software
HMS	Medical software
Holt Systems eMedRec	Medical software
IDX Systems IDXtend	Medical software
LeonardoMD Renaissance	Medical software
Mediasoft mediOFFICE	Medical software
Medical condition coding software	Medical software
Medical procedure coding software	Medical software
MedicWare EMR	Medical software
MEDITECH software	Medical software
MedStar Systems DrWorks	Medical software
NCG Medical Systems d-Chart	Medical software
NextGen Healthcare Information Systems EMR	Medical software
PCC EHR	Medical software
PCC Pediatric Partner	Medical software
PowerMed	Medical software
Practice Partner Patient Records	Medical software
SOAPware EMR	Medical software
STAT! Systems QD Clinical	Medical software
SynaMed EMR	Medical software
VantageMed ChartKeeper	Medical software
Visionary Medical Systems Visionary OFFICE PM	Medical software
Welford Chart Notes	Medical software
CA Erwin Data Modeler	Metadata management software
Virtual private networking VPN software	Network security and virtual private network VPN equipment software
R	Object or component oriented development software
Corel WordPerfect	Office suite software

Detailed Technology	Technology Group
Microsoft Office	Office suite software
Microsoft Windows	Operating system software
Scantron imaging software	Optical character reader OCR or scanning software
Microsoft PowerPoint	Presentation software
Presentation software	Presentation software
Microsoft Project	Project management software
IBM Lotus 1-2-3	Spreadsheet software
Microsoft Excel	Spreadsheet software
Encoder software	Transaction security and virus protection software
Cyber Records MediChart Express	Voice recognition software
ScanSoft Naturally Speaking	Voice recognition software
Speech recognition software	Voice recognition software
Voice dictation software	Voice recognition software
Microsoft Word	Word processing software
Word processing software	Word processing software

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Licensing Information

There is no data available for Medical Records and Health Information Technicians in Louisiana.

Typical Knowledge Categories

This section shows the most common knowledge categories required by Medical Records and Health Information Technicians in order of importance. Click on a link in the Knowledge Category column to view more detailed information.

Knowledge Category	Knowledge Category Description	Rank by Importance (Out of 100)
Clerical	Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.	80
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.	69
Computers and Electronics	Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.	54

Knowledge Category	Knowledge Category Description	Rank by Importance (Out of 100)
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	50
Administration and Management	Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.	44
Public Safety and Security	Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.	43
Medicine and Dentistry	Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.	36
Law and Government	Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.	33
Communications and Media	Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.	30
Mathematics	Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.	29
Telecommunications	Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.	28
Personnel and Human Resources	Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.	22

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Typical Work Abilities Required

This section shows the results of a national survey listing the most common work abilities required by Medical Records and Health Information Technicians in order of importance. Click on a link in the Work Ability column to view more detailed information.

Work Ability	Work Ability Description	Rank by Importance (Out of 100)
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Work Ability	Work Ability Description	Rank by Importance (Out of 100)
<u>Near Vision</u>	The ability to see details at close range (within a few feet of the observer).	72
<u>Oral Comprehension</u>	The ability to listen to and understand information and ideas presented through spoken words and sentences.	66
<u>Written Comprehension</u>	The ability to read and understand information and ideas presented in writing.	63
<u>Oral Expression</u>	The ability to communicate information and ideas in speaking so others will understand.	60
<u>Category Flexibility</u>	The ability to generate or use different sets of rules for combining or grouping things in different ways.	53
<u>Deductive Reasoning</u>	The ability to apply general rules to specific problems to produce answers that make sense.	53
<u>Information Ordering</u>	The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).	53
<u>Speech Recognition</u>	The ability to identify and understand the speech of another person.	53
<u>Written Expression</u>	The ability to communicate information and ideas in writing so others will understand.	50
<u>Finger Dexterity</u>	The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.	47
<u>Inductive Reasoning</u>	The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).	47
<u>Perceptual Speed</u>	The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.	47
<u>Problem Sensitivity</u>	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.	47
<u>Speech Clarity</u>	The ability to speak clearly so others can understand you.	47
<u>Flexibility of Closure</u>	The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.	41
<u>Selective Attention</u>	The ability to concentrate on a task over a period of time without being distracted.	41
<u>Manual Dexterity</u>	The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.	38

Work Ability	Work Ability Description	Rank by Importance (Out of 100)
<u>Fluency of Ideas</u>	The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).	35
<u>Originality</u>	The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.	35
<u>Far Vision</u>	The ability to see details at a distance.	31
<u>Mathematical Reasoning</u>	The ability to choose the right mathematical methods or formulas to solve a problem.	31
<u>Arm-Hand Steadiness</u>	The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.	28
<u>Memorization</u>	The ability to remember information such as words, numbers, pictures, and procedures.	28
<u>Time Sharing</u>	The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).	28
<u>Auditory Attention</u>	The ability to focus on a single source of sound in the presence of other distracting sounds.	25
<u>Number Facility</u>	The ability to add, subtract, multiply, or divide quickly and correctly.	25
<u>Speed of Closure</u>	The ability to quickly make sense of, combine, and organize information into meaningful patterns.	25
<u>Control Precision</u>	The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.	22
<u>Stamina</u>	The ability to exert yourself physically over long periods of time without getting winded or out of breath.	22
<u>Visual Color Discrimination</u>	The ability to match or detect differences between colors, including shades of color and brightness.	22
<u>Visualization</u>	The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.	22
<u>Multilimb Coordination</u>	The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.	19
<u>Trunk Strength</u>	The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.	19
<u>Extent Flexibility</u>	The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.	16
<u>Hearing Sensitivity</u>	The ability to detect or tell the differences between sounds that vary in pitch and loudness.	16

Work Ability	Work Ability Description	Rank by Importance (Out of 100)
<u>Dynamic Strength</u>	The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.	13
<u>Gross Body Coordination</u>	The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.	13
<u>Static Strength</u>	The ability to exert maximum muscle force to lift, push, pull, or carry objects.	13
<u>Wrist-Finger Speed</u>	The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.	10
<u>Speed of Limb Movement</u>	The ability to quickly move the arms and legs.	6
<u>Gross Body Equilibrium</u>	The ability to keep or regain your body balance or stay upright when in an unstable position.	3

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Typical Work Interests

This section shows the results of a national survey listing the most common work interests for Medical Records and Health Information Technicians in order of importance.

Work Interest	Work Interest Description	Rank by Importance (Out of 100)
Conventional	Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.	100
Enterprising	Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.	45

Source: This information is based on O*NET™ data. O*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

Typical Work Styles

This section shows the most common work styles required by Medical Records and Health Information Technicians in order of importance. Click on a link in the Work Style column to view more detailed information.

Work Style	Work Style Description	Rank by Importance (Out of 100)
<u>Attention to Detail</u>	Job requires being careful about detail and thorough in completing work tasks.	89
<u>Cooperation</u>	Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.	88

Work Style	Work Style Description	Rank by Importance (Out of 100)
<u>Dependability</u>	Job requires being reliable, responsible, and dependable, and fulfilling obligations.	87
<u>Integrity</u>	Job requires being honest and ethical.	84
<u>Independence</u>	Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.	81
<u>Initiative</u>	Job requires a willingness to take on responsibilities and challenges.	80
<u>Adaptability/Flexibility</u>	Job requires being open to change (positive or negative) and to considerable variety in the workplace.	78
<u>Self Control</u>	Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.	77
<u>Analytical Thinking</u>	Job requires analyzing information and using logic to address work-related issues and problems.	73
<u>Concern for Others</u>	Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.	72
<u>Achievement/Effort</u>	Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.	72
<u>Persistence</u>	Job requires persistence in the face of obstacles.	72
<u>Stress Tolerance</u>	Job requires accepting criticism and dealing calmly and effectively with high stress situations.	71
<u>Social Orientation</u>	Job requires preferring to work with others rather than alone, and being personally connected with others on the job.	70
<u>Leadership</u>	Job requires a willingness to lead, take charge, and offer opinions and direction.	69
<u>Innovation</u>	Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.	62

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Related Occupations

This section shows a list of occupations related to Medical Records and Health Information Technicians. Click an occupation title to see more information about that occupation.

Rank	Related Occupations	Duties	*Related By
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Rank	Related Occupations	Duties	*Related By
1	<u>Cardiovascular Technologists and Technicians</u> ♦	Conduct tests on pulmonary or cardiovascular systems of patients for diagnostic purposes. May conduct or assist in electrocardiograms, cardiac catheterizations, pulmonary functions, lung capacity, and similar tests. Includes vascular technologists.	SOC4
2	<u>Cytogenetic Technologists</u> ♦	Analyze chromosomes found in biological specimens such as amniotic fluids, bone marrow, and blood to aid in the study, diagnosis, or treatment of genetic diseases.	SOC4
3	<u>Cytotechnologists</u> ♦	Stain, mount, and study cells to detect evidence of cancer, hormonal abnormalities, and other pathological conditions following established standards and practices.	SOC4
4	<u>Dental Hygienists</u> ♦	Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop x rays, or apply fluoride or sealants.	SOC4
5	<u>Diagnostic Medical Sonographers</u> ♦	Produce ultrasonic recordings of internal organs for use by physicians.	SOC4
6	<u>Dietetic Technicians</u>	Assist in the provision of food service and nutritional programs, under the supervision of a dietitian. May plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individuals.	SOC4
7	<u>Health Technologists and Technicians, All Other</u> ♦	All health technologists and technicians not listed separately.	SOC4
8	<u>Histotechnologists and Histologic Technicians</u> ♦	Prepare histologic slides from tissue sections for microscopic examination and diagnosis by pathologists. May assist in research studies.	SOC4
9	<u>Licensed Practical and Licensed Vocational Nurses</u> ♦	Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.	SOC4
10	<u>Medical and Clinical Laboratory Technicians</u> ♦	Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.	SOC4
11	<u>Medical and Clinical Laboratory Technologists</u> ♦	Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.	SOC4
12	<u>Neurodiagnostic Technologists</u> ♦	Conduct electroneurodiagnostic (END) tests such as electroencephalograms, evoked potentials, polysomnograms, or electronystagmograms. May perform nerve conduction studies.	SOC4

Rank	Related Occupations	Duties	*Related By
13	<u>Nuclear Medicine Technologists</u> 🌟	Prepare, administer, and measure radioactive isotopes in therapeutic, diagnostic, and tracer studies using a variety of radioisotope equipment. Prepare stock solutions of radioactive materials and calculate doses to be administered by radiologists. Subject patients to radiation. Execute blood volume, red cell survival, and fat absorption studies following standard laboratory techniques.	SOC4
14	<u>Opticians, Dispensing</u> 🌟	Design, measure, fit, and adapt lenses and frames for client according to written optical prescription or specification. Assist client with inserting, removing, and caring for contact lenses. Assist client with selecting frames. Measure customer for size of eyeglasses and coordinate frames with facial and eye measurements and optical prescription. Prepare work order for optical laboratory containing instructions for grinding and mounting lenses in frames. Verify exactness of finished lens spectacles. Adjust frame and lens position to fit client. May shape or reshape frames. Includes contact lens opticians.	SOC4
15	<u>Orthotists and Prosthetists</u> 🌟	Design, measure, fit, and adapt orthopedic braces, appliances or prostheses, such as limbs or facial parts for patients with disabling conditions.	SOC4
16	<u>Psychiatric Technicians</u> 🌟	Care for individuals with mental or emotional conditions or disabilities, following the instructions of physicians or other health practitioners. Monitor patients' physical and emotional well-being and report to medical staff. May participate in rehabilitation and treatment programs, help with personal hygiene, and administer oral or injectable medications.	SOC4
17	<u>Radiologic Technologists</u> 🌟	Take x rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other scanning modalities.	SOC4
18	<u>Respiratory Therapy Technicians</u>	Provide respiratory care under the direction of respiratory therapists and physicians.	SOC4
19	<u>Surgical Technologists</u> 🌟	Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments.	SOC4
20	<u>Veterinary Technologists and Technicians</u> 🌟	Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines. May assist a veterinarian during surgery.	SOC4

Rank	Related Occupations	Duties	*Related By
21	<u>Emergency Medical Technicians and Paramedics</u> 🌟	Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.	SOC4
22	<u>Medical Secretaries</u> 🌟	Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.	O*NET
23	<u>Medical Transcriptionists</u>	Transcribe medical reports recorded by physicians and other healthcare practitioners using various electronic devices, covering office visits, emergency room visits, diagnostic imaging studies, operations, chart reviews, and final summaries. Transcribe dictated reports and translate abbreviations into fully understandable form. Edit as necessary and return reports in either printed or electronic form for review and signature, or correction.	O*NET
24	<u>Pharmacy Technicians</u> 🌟	Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.	O*NET
25	<u>Bailiffs</u>	Maintain order in courts of law.	O*NET
26	<u>Billing, Cost, and Rate Clerks</u> 🌟	Compile data, compute fees and charges, and prepare invoices for billing purposes. Duties include computing costs and calculating rates for goods, services, and shipment of goods; posting data; and keeping other relevant records. May involve use of computer or typewriter, calculator, and adding and bookkeeping machines.	O*NET
27	<u>Cargo and Freight Agents</u> 🌟	Expedite and route movement of incoming and outgoing cargo and freight shipments in airline, train, and trucking terminals, and shipping docks. Take orders from customers and arrange pickup of freight and cargo for delivery to loading platform. Prepare and examine bills of lading to determine shipping charges and tariffs.	O*NET
28	<u>Cashiers</u> 🌟	Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks.	O*NET
29	<u>Childcare Workers</u> 🌟	Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.	O*NET
30	<u>Concierges</u>	Assist patrons at hotel, apartment, or office building with personal services. May take messages, arrange or give advice on transportation, business services or entertainment, or monitor guest requests for housekeeping and maintenance.	O*NET
31	<u>Court Clerks</u>	Perform clerical duties in court of law; prepare docket of cases to be called; secure information for judges; and contact witnesses, attorneys, and litigants to obtain information for court.	O*NET

Rank	Related Occupations	Duties	*Related By
32	<u>Court Reporters</u> 🌟	Use verbatim methods and equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information. Includes stenocaptioners who operate computerized stenographic captioning equipment to provide captions of live or prerecorded broadcasts for hearing-impaired viewers.	O*NET
33	<u>Customer Service Representatives</u> 🌟 🌱	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.	O*NET
34	<u>Data Entry Keyers</u>	Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.	O*NET
35	<u>File Clerks</u>	File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.	O*NET
36	<u>Gaming Cage Workers</u>	In a gaming establishment, conduct financial transactions for patrons. May reconcile daily summaries of transactions to balance books. May accept patron's credit application and verify credit references to provide check-cashing authorization or to establish house credit accounts. May sell gambling chips, tokens, or tickets to patrons, or to other workers for resale to patrons. May convert gaming chips, tokens, or tickets to currency upon patron's request. May use a cash register or computer to record transaction.	O*NET
37	<u>Hotel, Motel, and Resort Desk Clerks</u>	Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.	O*NET
38	<u>Human Resources Assistants, Except Payroll and Timekeeping</u>	Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.	O*NET
39	<u>Insurance Claims Clerks</u>	Obtain information from insured or designated persons for purpose of settling claim with insurance carrier.	O*NET
40	<u>Insurance Policy Processing Clerks</u>	Process applications for, changes to, reinstatement of, and cancellation of insurance policies. Duties include reviewing insurance applications to ensure that all questions have been answered, compiling data on insurance policy changes, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested by agents, and verifying the accuracy of insurance company records.	O*NET

Rank	Related Occupations	Duties	*Related By
41	<u>Interviewers, Except Eligibility and Loan</u>	Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires. Ask specific questions, record answers, and assist persons with completing form. May sort, classify, and file forms.	O*NET
42	<u>Legal Secretaries</u>	Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.	O*NET
43	<u>Library Assistants, Clerical</u>	Compile records, sort, shelve, issue, and receive library materials such as books, electronic media, pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials.	O*NET
44	<u>License Clerks</u>	Issue licenses or permits to qualified applicants. Obtain necessary information, record data, advise applicants on requirements, collect fees, and issue licenses. May conduct oral, written, visual, or performance testing.	O*NET
45	<u>Office Clerks, General</u> 🌟	Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.	O*NET
46	<u>Payroll and Timekeeping Clerks</u>	Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks.	O*NET
47	<u>Pharmacy Aides</u>	Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling.	O*NET
48	<u>Police, Fire, and Ambulance Dispatchers</u>	Operate radio, telephone, or computer equipment at emergency response centers. Receive reports from the public of crimes, disturbances, fires, and medical or police emergencies. Relay information to law enforcement and emergency response personnel. May maintain contact with caller until responders arrive.	O*NET
49	<u>Postal Service Clerks</u>	Perform any combination of tasks in a post office, such as receive letters and parcels; sell postage and revenue stamps, postal cards, and stamped envelopes; fill out and sell money orders; place mail in pigeon holes of mail rack or in bags; and examine mail for correct postage.	O*NET

Occupation Title	Number of Individuals that Moved	Percentage of Individuals that Moved
<u>Cashiers</u> 🌟	75	13.64%
<u>Patient Representatives</u> 🌟	68	12.36%
<u>Customer Service Representatives</u> 🌟 🌿	61	11.09%
<u>Receptionists and Information Clerks</u> 🌟	60	10.91%
<u>Office Clerks, General</u> 🌟	57	10.36%
<u>Medical Assistants</u> 🌟	50	9.09%
<u>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</u> 🌟	50	9.09%
<u>Administrative Services Managers</u> 🌟	44	8.00%
<u>Billing, Cost, and Rate Clerks</u> 🌟	43	7.82%
<u>Retail Salespersons</u> 🌟	42	7.64%

🌟 BRIGHT OUTLOOK NATIONALLY | 🌿 GREEN OCCUPATIONS

Source: Individuals with active résumés in the workforce system.

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