

that time frame. This increased demand is due to the rapid growth in the number of medical tests, treatments and procedures that will be increasingly scrutinized by third party payers, regulators, courts and consumers. Also, the increased aging of the population in general will increase the utilization of the health care system. Therefore health information technicians will be required to record and code the diagnosis and treatments for the increase patient growth.

PROFESSIONAL ORGANIZATIONS

American Health Information Management Association
233 N. Michigan Avenue,
Suite 2150
Chicago, IL 60601-5800
Phone: (312) 233-1100
Fax: (312) 233-1500
E-mail: info@ahima.org
Web: www.ahima.org

Mississippi Health Information Management Association
P.O. Box 13706
Jackson, MS 39236
Phone: (601) 956-6105
Fax: (601) 956-4105
E-mail: ascruggs@jam.rr.com
Web: www.mshima.org



MHA HEALTH CAREERS CENTER

6425 LAKEOVER ROAD (39213)
P.O. Box 16444
JACKSON, MS 39236-6444
PHONE (601) 982-3251
FAX (601) 368-3200

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HEALTH INFORMATION TECHNICIAN

POSITION RESPONSIBILITIES

The medical record is the most important document utilized in a health care environment. It is the comprehensive treatment and billing history of each patient treated by the health care facility. The health information technician is responsible for organizing comprehensively and accurately the medical record of each patient. They ensure that all the necessary forms are present, properly identified, signed and filed. Health information technicians are able to translate complex data into understandable, interesting and simplified information for the general public. They take the medical records produced by the health care provider and translate them into a code that identifies each diagnoses and procedure utilized in treating the patient. They use special computer programs to determine insurance reimbursements, and tabulate and analyze data. They also produce reports utilized to improve patient care, control cost and to be used with survey and research studies.

Health information technicians work under the supervision of the health information administrator.

WORK ENVIRONMENT

Health information technicians work in hospitals, physician offices, extended health care facilities, health maintenance organizations, community health centers, and other health care organizations.

HIGH SCHOOL PREPARATION

Individuals interested in a career as a health information technician should take high school subjects in algebra, biology, computer skills, typing, literature, English, office procedures, social studies, sociology, chemistry, anatomy, government, history, psychology, and data processing.

COLLEGE REQUIREMENTS

Students entering a health information technician program should have a high school diploma or equivalent. Health information technician programs are often 2 years in length and offer an Associate Degree. Students interested in health information technology should contact schools for information on admission and course of study.

EDUCATIONAL INSTITUTIONS

Hinds CC
Nursing/Allied Health Center
1750 Chadwick Dr.
Jackson, MS 39204
Phone: (601) 372-6507

Itawamba CC
Tupelo Campus
2176 S. Easton Blvd.
Tupelo, MS 38804
Phone: (662) 620-5000

Meridian CC
Meridian Campus
910 Hwy. 19 North
Meridian, MS 39307
Phone: (601) 483-8241

SALARY RANGE

Average Annual Salary--\$23,340
Salary Range--\$21,000 to \$31,780

CAREER OUTLOOK

Employment opportunities for health information technicians are expected to explode over the next 10 years. The demand for this position is expected to grow much faster than the average for all occupations in the United States. It is expected that this demand will increase by an average of 36% in