

Health Information Management Administrator

■ Job Description

The health information management administrator (medical record administrator) is responsible for patient records in a hospital or other health care institution. Duties and responsibilities depend on the size and type of institution. In large hospitals, medical record administrators supervise other medical record administrators, medical record technicians, and clerical workers. They represent their departments at hospital staff meetings and can be called to testify in court actions involving medical records. They are involved in assessing the quality of patient care. Wherever they work, it is their responsibility to facilitate the flow of health information to all departments, to assure the quality of clinical data collected on patients, and to maintain a record/information system capable of making medical information available to authorized individuals in a timely manner.

■ Job Settings

Hospitals, clinics, health planning agencies, insurance companies, nursing homes, health maintenance organizations, and ambulatory care centers

■ Projected Need

Employment of health information administrators is expected to grow faster than average. An increased need for individuals trained in the gathering, storage and retrieval of medical records information should increase the need for administrators. The fastest growth will be in medical offices, nursing homes and home health agencies.

In Illinois, this is a small occupation.

■ Salaries

According to the American Health Information Management Association (AHIMA), entry-level salaries for individuals with bachelor's degrees range from \$30,000 to \$50,000 per year. With five years of experience, wages range from \$50,000 to \$75,000 per year.

■ Related Careers

Health care administrator, biostatistician, health sciences librarian

■ Related Educational Programs

The programs of study listed below are the recommended areas of study to pursue for this occupation. Clicking on these will lead to files that show in-state and national schools that offer these programs.

The following link(s) will take you to CIS for more information. CIS requires an ID and password that can be obtained at <http://cis.ilworkinfo.com/loginhelp/login.asp>

[Health Records Administration](#)
[Medical Informatics](#)

■ Credentials

Graduates of an accredited four-year program can take the national certification exam and be awarded the Registered Health Information Administrator (RHIA) credential.

■ Advanced Training

Medical record administrators can pursue a master's degree in public health and biostatistics, education, management science (computers), business administration, health care administration, or law.

■ Resources

American Health Information Management Association
233 N. Michigan Avenue, Suite 2150
Chicago, IL 60601-5800
Phone: 312.233.1100
E-mail: info@ahima.org
<http://www.ahima.org>
Click on "HIM Careers" then on "Careers."

The association offers a variety of academic scholarships and financial resources to students enrolled in health information administration, and health information technology programs.