



Explore a Career as a **MEDICAL SECRETARY OR HEALTH INFORMATION TECHNICIAN**

Target Occupation Profile

What do Medical Secretaries and Health Information Technicians do?

Medical secretaries and health information technicians have a unique job in healthcare because their work does not involve direct personal care. These employees work in physician's offices, clinics, hospitals, and all other healthcare settings. Medical records and health information technicians work in the area of medical records. They manage and organize medical data, ensuring their accuracy and security. Medical secretaries and health information technicians record medical histories, complete insurance paperwork, transcribe dictation and may be involved in attending conferences or composing articles and reports.

Training & Educational Opportunities

You will have plenty of employment opportunities as a medical secretary or health information technician. These positions require at least a high school diploma. Employers often prefer that Health Information Technicians complete an associate degree. As part of your coursework, you will learn about medical terminology, anatomy and physiology, health data requirements and standards, classification and coding systems, healthcare statistics, medical insurance and coding, keyboarding and computer systems.

As a Medical Secretary or Health Information Technician you will:

- Enter data, such as history and extent of disease, diagnostic procedures and treatment into computer
- Handle patient inquiries
- Identify, compile and code patient data, using standard classification systems
- Manage filing systems, track and document movement of files
- Type patient letters and clinical reports
- Update patient records
- Use computer software

Medical Secretaries and Health Information Technicians are in demand in Cook County!

Cook County employment of medical secretaries and health information technicians is expected to increase through the year 2020.

Medical Secretary or Health Information Technician

Training Providers

There are many training providers available in Cook County to supply you with the training you need for a career as a medical secretary or health information technician.

To access a list of training providers for these occupations and many more, please visit Illinoisworknet.com and select the 'Training and Credentials' menu option to view 'WIOA Approved Training Programs.'



Types of Employers

There are many types of employers looking to hire medical secretaries and health information technicians in Cook County, including:

- Doctor offices
- Hospitals
- Laboratories
- Nursing homes
- Outpatient clinics
- Physical therapy clinics

Wages & Openings

Medical Secretary and Health Information Technician Employment Data for Cook County

Average Starting Hourly Wage	\$11.72
Average Hourly Wage With Experience	\$18.32
Average Annual Job Openings Cook County	117
Average Annual Job Openings Chicago Metro	173

*Source: Emsi, 2017.2

Opportunities

After you receive your certificate or degree as a medical secretary or health information technician, you will have many opportunities for advancement. Some opportunities include:

- Health Information Manager
- Medical and Health Service Manager
- Office Manager
- Outpatient Coordinator



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