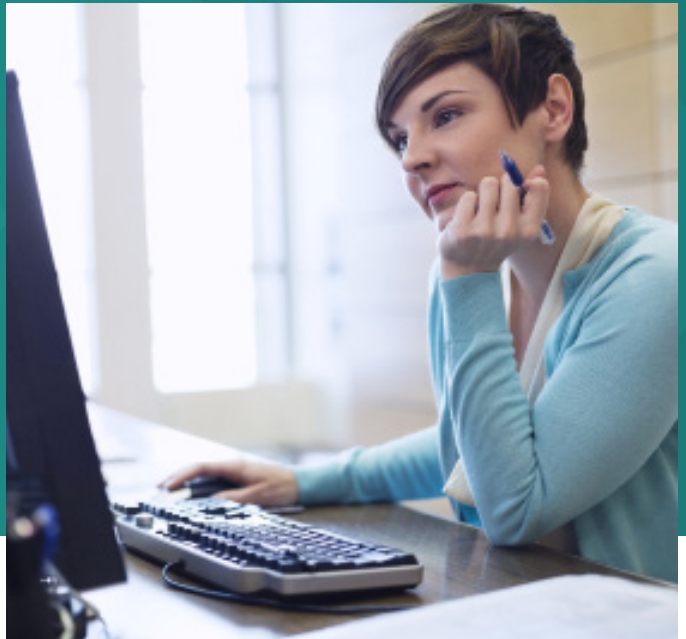


# Certified Healthcare Documentation Specialist

## INDUSTRY FACTS



### What do medical records and health information technicians do?

Medical records and health information technicians are a rare breed. Their work is technical, but they bring a lot more to the table than tech knowledge. They're also effective communicators with strong analytical skills.

Here's what a typical day or week might look like:

- Reviewing patient records for accuracy.
- Tracking patient outcomes for quality assessment.
- Using classification software to assign clinical codes.
- Recording data for collection, storage, analysis, retrieval, and reporting,
- Maintaining confidentiality of patient records.

### Where do they work?

This is one of the few jobs in which there's no direct patient care. Most hours (about 40 per week) are spent sitting in front of a computer in an office setting.

### How much do they earn?

We know financial security is a driving factor as you weigh your career options, so let's talk about salary. Most health information technicians work full time and earn just over \$46,660 a year, while more experienced pros earn about \$74,200.\*

### How's the job outlook?

The push for electronic health records (EHRs) by all healthcare providers will lead to an increased need for qualified HIT professionals that will grow by about 7% through 2031.\*

\*Bureau of Labor Statistics, U.S. Department of Labor. "Medical Records Specialist" Occupational Outlook Handbook. Accessed April 19, 2023.

"I was very impressed with what CareerStep had to offer. Affordable pricing for a comprehensive program, combined with the support and flexibility I needed. A perfect choice!"

**JESSICA, CAREERSTEP LEARNER**  
JUNE 2020

# Certified Healthcare Documentation Specialist

## PROGRAM DETAILS

### Prepare For A Better Job

Train affordably without sacrificing quality. This program's comprehensive training was developed by industry professionals with years of experience—specially designed to help you prepare for the Certified Electronic Health Records Specialist exam.

### Learn Your Way (From Home)

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

### Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from enrollment through course completion.

- Learner support
- Technical support

### Get Certified

We'll help you prepare to take nationally recognized exams so you can explore greater opportunities in your area.

- **Certified Electronic Health Records Specialist (CEHRS).**

### Program Modules

#### Medical Terminology and Anatomy for Scribes

Program Orientation: Certified Healthcare Documentation Specialist

Law, Liability, and Ethics for Healthcare

Comprehensive HIPAA

Comprehensive Medical Terminology

Anatomy and Physiology

Comprehensive Pharmacology

Comprehensive Electronic Health records

Scribe Essentials

Career Success in Healthcare

Program Completion: Certified Healthcare Documentation Specialist