PRIORITY OCCUPATION
CURRENT DEMAND · FUTURE GROWTH · VIABILITY · RETENTION

Hannah McDaniel - 31

> "Working as a medical records specialist lets me take care of patients by ensuring their records are up to date and complete so their care plan is based on accurate, current information. I am a detail-oriented person so this type of work plays right into my strengths. And, healthcare is one of the fastest-growing industries in South Carolina so I know I have job security.
>
> This profession gives me the option of a 9-to-5 work schedule in a doctor's office or shift work in a hospital. This flexibility means I can change jobs to suit the phases of my life. Currently, I am in a position at a large healthcare campus where I have advancement opportunities to continue my education and take on more job responsibilities and promotions as I learn."

Occupation:

Medical Records Specialist

Salary:

$42,066

Education:

Postsecondary Non-Degree Award

Job Description:

Medical Records Specialists 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 healthcare system. Classify medical and healthcare concepts, including diagnosis, procedures, medical services, and equipment, into the healthcare industry's numerical coding system. Includes medical coders.*

EXPLORE SC@WORK EST. 2024 EXPLORE

Job Description:

Top Job Skills:

- Customer service
- CPT/HCPCS coding
- Inpatient coding
- Outpatient coding
- Answer phone calls

General Work Activities:

- Mental Processes
  - Code data or other information
  - Review records for accuracy, completeness, and compliance with regulations
- Interacting With Others
  - Communicate with management or other staff to resolve problems
  - Collect medical information from patients, family members, or other medical professionals
- Information Input
  - Enter patient or treatment data into computers
  - Schedule medical appointments
  - Maintain medical facility records
- Work Output
  - Maintain security
  - Perform clerical work in medical settings
  - Process healthcare paperwork
  - Process and prepare business or government forms
  - Process patient admission or discharge document

Source: SC Works Online Services (SCWOS)

JOB STATISTICS*:

Typical Wage Range
$40,210 - $63,420

Projected Growth
258/yr Job Openings

Employed In-State
3,020

Required Education
Postsecondary Non-Degree Award

Work Experience
Typically Requires None

On-the-Job Training
Typically Requires None

*Source: Occupational Employment and Wage Statistics (OEWS) and the U.S. Bureau of Labor Statistics.

EXAMPLES OF WORKFORCE AREAS WITH JOB OPENINGS:

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- Midlands
- Pee Dee
- Lowcountry
- Worklink
- Greenville
- Upper Savannah

EXAMPLES OF EMPLOYERS WITH JOB OPENINGS:

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- Universal Health Services, Inc.
- Beaufort Memorial
- AnMed
- Coronis Health
- Datavant
- HealthPRO Heritage

RELATED OCCUPATIONS*:

- Medical Assistants
- Medical Transcriptionists
- Medical Registrars and Health Information Technologists
- Document Management Specialists
- Medical Secretaries and Administrative Assistants

NOTE: All data based on state averages. Information may vary depending on region, experience, and specific employment situation. **Last Updated:** 2024.

LEARN MORE WITH SCWOS:

SC Works Online Services (SCWOS) is the state's largest job database and provides all of South Carolina's job postings from all major sites, including Monster and Career Builder, in one resource. SCWOS has thousands of positions listed by employers all over the state. To access SCWOS, visit *jobs.scworks.org*.

Find in-depth breakdowns of occupational statistics such as necessary job certifications, job skills and abilities, current job openings, overview of general work activities, and more by visiting *O*NET.org*.