



# HEALTH CAREER OPTIONS GUIDE

for internationally educated health professionals

## Health Information Management Technician

This profession is also known as:

- health records technician
- medical records clerk/coder
- health records classifier

### What is a health information management technician?

A health information management technician classifies and codes diseases according to an established electronic system.



### What are the main duties?

- Collect, code, cross-reference and store health records and related information.
- Abstract, assemble and analyze clinical data and related demographic information from health records according to established policies and procedures.
- Operate information systems to maintain indexes for classification systems and to manage and retrieve health records information.
- Prepare medical, social and administrative statistics.
- May supervise other health information management technicians and related workers.

### What personal characteristics or desired traits should I have for this work?

As a health information management technician, you:

- Must be comfortable working at computer terminals daily.
- Must be an accurate, dependable and a very organized team player.

### Where do Health Information Management Technicians Work?

They are employed by hospitals, clinics, workplace health and safety boards, health record consulting firms and other health care establishments.

### What are the typical work conditions?

Health information management technicians usually work regular office hours in office settings.

### What qualifications do I need for this work?

- Health information management technicians and related workers complete a recognized two year college diploma program in health record technology or health information management.
- Health information management technicians and related workers are eligible to write the Canadian Health Information Management Association national certification examination which may be required by employers.



### What communication skills do I need?

- Must have excellent oral and written communication skills.
- Need to be able to work well under pressure; be attentive to detail, manage large workloads with tight deadlines in a fast-paced environment.

### What wage can I expect for this work?

- Average Canadian hourly wage Low 11.00 Median 19.50 High 29.50.

[http://www.jobbank.gc.ca/job\\_search\\_results.do;jsessionid=F1004ABBC4F1678C59724EC28B23761E.imnav2?searchstring=health+information+management+technician&sort=M&button.submit=Search](http://www.jobbank.gc.ca/job_search_results.do;jsessionid=F1004ABBC4F1678C59724EC28B23761E.imnav2?searchstring=health+information+management+technician&sort=M&button.submit=Search)

### Are there opportunities for advancement?

- Progression to supervisory positions is possible with experience.
- Progression to management positions is possible with additional training and experience.
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### Learn more about health information management technicians by viewing these sites

- NOC 1252  
The government of Canada has given a code to each occupation/profession. Use this code to learn more about health information management technicians.  
<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/ProfileQuickSearch.aspx?val=1&val1=1252>
- Canadian Health Information Management Association  
<https://www.echima.ca/>

### References

- National Occupational Classification, 2011 (NOC 1252) 27/4/16  
[www.workopolis.com](http://www.workopolis.com)
- Government of Canada, Job Bank  
[http://www.jobbank.gc.ca/job\\_search\\_results.do;jsessionid=F1004ABBC4F1678C59724EC28B23761E.imnav2?searchstring=health+information+management+technician&sort=M&button.submit=Search](http://www.jobbank.gc.ca/job_search_results.do;jsessionid=F1004ABBC4F1678C59724EC28B23761E.imnav2?searchstring=health+information+management+technician&sort=M&button.submit=Search)
- Careers NS  
<https://careers.novascotia.ca/occupation/51>