

# Medical Records Clerk Education Requirements

## JOB DESCRIPTION

**JOB TITLE: MEDICAL RECORDS CLERK**

**JOB CLASS: NON-EXEMPT**

**JOB RESPONSIBILITIES:**

Under the supervision of the Director of Clinical Support Services, responsible for maintenance of medical records and the medical records system at Open Cities Health Center.

**DUTIES PERFORMED:**

- Reviews medical records for completeness and accuracy.
- Screens charts for compliance with prescribed formats.
- Follows up on unavailable records and issues notice of missing charts.
- Conducts periodic purging of charts.
- Identifies inactive charts and arranges this storage separate from active charts.
- Pulls and files charts for appointments, phone messages, etc..
- Files outside records in patient charts.
- Processes release of information to outside sources.
- Distributes outside medical reports to appropriate medical personnel.
- In collaboration with Director of Clinical Support Services and Medical Director, implements change in record format.
- Retrieves data as needed for statistical and audit purposes and for purpose of utilization reviews.
- Maintains departmental records and statistics.

Medical records clerk education requirements are essential for anyone looking to embark on a career in the healthcare industry. As a vital component of patient care, medical records clerks play a crucial role in managing and organizing patient information. This article will delve into the educational pathways, certifications, and skills necessary for aspiring medical records clerks, providing you with a comprehensive understanding of what it takes to succeed in this field.

## Understanding the Role of a Medical Records Clerk

Medical records clerks are responsible for maintaining and organizing patient records, ensuring that the information is accurate, up-to-date, and easily accessible. Their duties may include:

- Entering and updating patient information in electronic health record (EHR) systems
- Verifying the accuracy of medical records
- Ensuring compliance with healthcare regulations
- Assisting healthcare providers in retrieving patient records
- Communicating with patients and healthcare staff regarding medical records

Given the critical nature of this role, proper education and training are necessary to equip medical records clerks with the skills they need to manage sensitive patient information effectively.

## **Education Requirements for Medical Records Clerks**

To become a medical records clerk, candidates typically need to complete certain education requirements. These requirements can vary depending on the employer, but they generally include:

### **High School Diploma or GED**

Most medical records clerk positions require candidates to have at least a high school diploma or a General Educational Development (GED) certificate. This foundational education provides essential skills in reading, writing, and basic mathematics, which are crucial for managing medical records.

## Postsecondary Education

While a high school diploma is often sufficient for entry-level positions, many employers prefer candidates with postsecondary education. This can include:

- Associate Degree in Health Information Technology
- Certificate in Medical Billing and Coding
- Certificate in Health Information Management

An associate degree program typically covers a broad array of topics, including anatomy and physiology, medical terminology, coding systems, health data management, and computer systems used in healthcare settings. Certificate programs may focus specifically on billing and coding, providing targeted skills for specific roles within the medical records field.

## Certification Options

While certification may not be mandatory for all medical records clerk positions, obtaining relevant credentials can enhance job prospects and demonstrate a commitment to the profession. Some respected certifications include:

- Registered Health Information Technician (RHIT)
- Certified Coding Associate (CCA)

- Certified Medical Reimbursement Specialist (CMRS)

These certifications often require candidates to pass an exam and may also necessitate continuing education to maintain the credential. Earning certification can be beneficial for career advancement and can help increase earning potential.

## **Skills Required for Medical Records Clerks**

In addition to formal education, certain skills are essential for success as a medical records clerk.

These skills include:

### **Attention to Detail**

Medical records clerks must ensure that all patient information is accurately recorded and maintained. A small error can lead to significant consequences in patient care.

### **Organizational Skills**

The ability to manage and organize large volumes of information is crucial. Medical records clerks must be adept at categorizing and retrieving documents swiftly.

### **Technical Proficiency**

As healthcare moves toward digital record-keeping, familiarity with electronic health record (EHR)

systems and medical coding software is increasingly important. Proficiency in Microsoft Office and other data management tools is also essential.

## **Communication Skills**

Medical records clerks often serve as a bridge between patients and healthcare providers. Strong written and verbal communication skills are necessary for conveying information clearly and effectively.

## **Knowledge of Medical Terminology**

A solid understanding of medical terminology is vital for accurately interpreting and documenting patient information. This knowledge helps clerks understand the context of medical records and assists in their effective management.

## **Career Outlook for Medical Records Clerks**

The demand for medical records clerks is expected to grow in the coming years, driven by the overall expansion of the healthcare industry. According to the U.S. Bureau of Labor Statistics (BLS), employment for health information technicians, which includes medical records clerks, is projected to grow by 8% from 2020 to 2030, faster than the average for all occupations. This growth can be attributed to the increasing reliance on electronic health records and the ongoing need for accurate patient data management.

## **Conclusion**

In summary, medical records clerk education requirements encompass a combination of formal

education, certification, and essential skills. By completing a high school diploma, pursuing postsecondary education, and obtaining relevant certifications, aspiring medical records clerks can position themselves for success in this critical healthcare role. With a favorable job outlook and the opportunity for career advancement, entering this field can be a rewarding choice for those interested in healthcare and information management. Whether you are just starting your educational journey or looking to enhance your qualifications, investing in the necessary education and skills will pave the way for a successful career as a medical records clerk.

## **Frequently Asked Questions**

### **What is the minimum education requirement to become a medical records clerk?**

The minimum education requirement is typically a high school diploma or equivalent.

### **Do medical records clerks need a degree in health information management?**

While not mandatory, having an associate's degree in health information management can enhance job prospects and provide necessary skills.

### **Are certifications important for medical records clerks?**

Yes, obtaining certifications such as the Registered Health Information Technician (RHIT) can improve job opportunities and demonstrate expertise.

### **What type of courses should aspiring medical records clerks take?**

Courses in medical terminology, health information technology, and data management are beneficial.

## **Is on-the-job training required for medical records clerks?**

Yes, most employers provide on-the-job training to familiarize clerks with specific systems and procedures.

## **Can online programs help in becoming a medical records clerk?**

Yes, many accredited online programs offer courses and degrees in health information management that can lead to a career as a medical records clerk.

## **What skills are essential for a medical records clerk?**

Essential skills include attention to detail, organizational abilities, proficiency in data entry, and knowledge of medical terminology.

## **Is continuing education necessary for medical records clerks?**

Yes, ongoing education is important to stay updated on changes in healthcare regulations and technology.

## **What job opportunities are available for medical records clerks after education?**

Medical records clerks can advance to roles such as health information manager, data analyst, or medical coding specialist with further education and experience.

Find other PDF article:

<https://soc.up.edu.ph/25-style/pdf?trackid=qaE67-3641&title=government-trivia-questions-and-answers.pdf>

## **Medical Records Clerk Education Requirements**

*World Health Organization (WHO)*

Jul 15, 2025 · The United Nations agency working to promote health, keep the world safe and serve

the vulnerable.

### **International Classification of Diseases (ICD)**

This includes lossless mapping of MedDRA (Medical Dictionary for Regulatory Activities) to facilitate accurate reporting of drug-related information, embedding medical device nomenclature for ...

### Sexual health - World Health Organization (WHO)

3 days ago · Sexual health cannot be defined, understood or made operational without a broad consideration of sexuality, which underlies important behaviours and outcomes related to sexual ...

### *Advice for the public - World Health Organization (WHO)*

Mar 18, 2023 · This page includes advice from WHO on ways to protect yourself and prevent the spread of COVID-19. The downloadable infographics below provide guidance on general and ...

### **Breastfeeding - World Health Organization (WHO)**

Jul 21, 2025 · Breastfeeding is the normal way of providing young infants with the nutrients they need for healthy growth and development. Virtually, all mothers can breastfeed, provided they ...

### Technical guidance - World Health Organization (WHO)

Collection of WHO technical guidance on COVID-19, updated based on new scientific findings as the epidemic evolves.

### Health topics - World Health Organization (WHO)

Marburg virus disease Maternal health Measles Medical devices Medicines Meningitis Micronutrients

### **Anatomical Therapeutic Chemical (ATC) Classification**

In the Anatomical Therapeutic Chemical (ATC) classification system, the active substances are divided into different groups according to the organ or system on which they act and their ...

### **WHO Guidelines**

Jul 14, 2025 · The development of global guidelines ensuring the appropriate use of evidence represents one of the core functions of WHO.

### *Global research on coronavirus disease (COVID-19)*

Repository of latest international multilingual scientific findings and knowledge on COVID-19.

### **World Health Organization (WHO)**

Jul 15, 2025 · The United Nations agency working to promote health, keep the world safe and serve the vulnerable.

### International Classification of Diseases (ICD)

This includes lossless mapping of MedDRA (Medical Dictionary for Regulatory Activities) to facilitate accurate reporting of drug-related information, embedding medical device ...

### *Sexual health - World Health Organization (WHO)*

3 days ago · Sexual health cannot be defined, understood or made operational without a broad consideration of sexuality, which underlies important behaviours and outcomes related to ...

### *Advice for the public - World Health Organization (WHO)*

Mar 18, 2023 · This page includes advice from WHO on ways to protect yourself and prevent the



spread of COVID-19. The downloadable infographics below provide guidance on general and ...

### **Breastfeeding - World Health Organization (WHO)**

Jul 21, 2025 · Breastfeeding is the normal way of providing young infants with the nutrients they need for healthy growth and development. Virtually, all mothers can breastfeed, provided they ...

### **Technical guidance - World Health Organization (WHO)**

Collection of WHO technical guidance on COVID-19, updated based on new scientific findings as the epidemic evolves.

### **Health topics - World Health Organization (WHO)**

Marburg virus disease Maternal health Measles Medical devices Medicines Meningitis  
Micronutrients

### **Anatomical Therapeutic Chemical (ATC) Classification**

In the Anatomical Therapeutic Chemical (ATC) classification system, the active substances are divided into different groups according to the organ or system on which they act and their ...

### *WHO Guidelines*

Jul 14, 2025 · The development of global guidelines ensuring the appropriate use of evidence represents one of the core functions of WHO.

### **Global research on coronavirus disease (COVID-19)**

Repository of latest international multilingual scientific findings and knowledge on COVID-19.

Discover the essential medical records clerk education requirements to launch your career in health information management. Learn more about the path to success!

[Back to Home](#)