



**South Dakota  
High Demand  
&  
High Wage  
Career**



**Career Cluster: Health Science**

## Medical Records Specialists

*Standard Occupational Code 29-2072*

### What They Do

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.

### Is This For You?

**Work Interests** are described in the following categories (compatible with Holland's Model). People who tend to succeed in this career are:

**Conventional (Organizers)** —Detail oriented and organized. They like to analyze data, keep financial records and do research. They can be counted on to be accurate and enjoy structure and closure.

**Investigative (Thinkers)** — Interested in science and logic. They like to analyze, evaluate and solve problems, and enjoy learning and understanding the causes of events.

**Work Values** are aspects of work that are satisfying to you. The following work values are generally associated with this career.

**Achievement** — Results oriented, allow use of strongest abilities and provide feeling of accomplishment.

**Support** — Offer supportive management that stands behind employees.

**Relationships** — Allow employees to provide service to others and work with co-workers in a friendly, non-competitive environment.

**Abilities** reflect a person's aptitude to acquire skills and knowledge. The following abilities are important for success in the career.

- Oral Comprehension
- Oral Expression
- Written Comprehension
- Problem Sensitivity
- Inductive Reasoning
- Information Ordering
- Written Expression

## Basic Skills You Need

- Active Listening
- Critical Thinking
- Service Orientation
- Coordination
- Monitoring
- Speaking

## Education & Training

Some level of postsecondary education in a medical records, medical information technology or health information technology program is recommended for medical records specialists. Some employers may prefer those with an associate degree in one of those program areas or a related healthcare field.

## Recommended Levels\* for the National Career Readiness Certificate

Applied Math	3
Workplace Documents	4
Graphic Literacy	4

\*Using the median skill level.

## Where They Work

The South Dakota industries which employ the largest number of clinical laboratory technologists and technicians are:

- General Medical and Surgical Hospitals
- Offices of Physicians
- Federal Government, excluding Post Offices

## South Dakota Employment & Wages

2022 Employment	2032 Employment	Numeric Change	Percent Change	Average Annual Openings	Annual Median Wage	Annual Average Wage
1,150	1,312	162	14.1%	97	\$49,950	\$52,420

## Additional References

### Labor Market Information Center

[www.dlr.sd.gov/lmic](http://www.dlr.sd.gov/lmic)

### Career OneStop

[www.careeronestop.org](http://www.careeronestop.org)

### O\*Net Online

[www.onetonline.org](http://www.onetonline.org)

### mySkills myFuture

<https://www.myskillsmyfuture.org/>

## Provided By

Labor Market Information Center  
South Dakota Dept. of Labor and Regulation  
605.626.2314

Visit [dlr.sd.gov/hotcareers](http://dlr.sd.gov/hotcareers) to obtain the most recent workforce data and trends and more resources, including this document. Also available are explanations of the terms used in this occupational profile.

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