Health Information Administrator

- Creates systems to organize, analyze, preserve, and store medical records
- Ensures privacy and security of personal health information

Ideal Attributes:

- Effective communicator
- Intense, sustained focus
- Organized
- Strong math & science skills

Health information administrators (HIAs) manage large numbers of medical records, both paper-based and electronic, that document all aspects of a patient's healthcare. They are responsible for ensuring that the records meet legal, administrative, and medical requirements. By organizing records into useful systems, HIAs help administrators manage costs and revenue, physicians assess healthcare quality, accrediting agencies evaluate healthcare delivery, and patients navigate the complicated healthcare system. Responsibilities of an HIA may also include establishing department policies and procedures, formulating budgets, ensuring proper reimbursement amounts, and overseeing adherence to regulations. HIAs may also hire, supervise, motivate, evaluate, and manage employees.

Median Salary: $72,000 or $34.62 an hour

Work Environments

- Clinics
- Colleges and universities
- Consultant firms
- Health maintenance organizations
- Home health agencies
- Hospitals and health systems
- Information systems vendors
- Insurance companies
- Law firms
- Long-term care facilities
- Mental health facilities
- Pharmaceutical companies
- Public health departments
- Research institutions
- State and federal health agencies

Academic Requirements

- A bachelor's degree from a health information administration program accredited by the Commission on Accreditation for Health Informatics and Information Management Education
- Accredited one-year post-baccalaureate certificate program available for students with a bachelor's degree in allied health, nursing, or business administration

Licensure and Certification

- Voluntary national certification from the American Health Information Management Association for the Registered Health Information Administrator (RHIA) credential upon passing the required exam

Professional Organizations

American Health Information Management Association
www.ahima.org

Commission on Accreditation for Health Informatics and Information Management Education
www.cahiim.org

Georgia Health Information Management Association
www.ghima.org

EDUCATIONAL PROGRAMS

BACHELOR'S DEGREE
Augusta University

POST-BACCALAUREATE CERTIFICATE
Augusta University