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Entry requirements (health records and patient administration)

This page has information on the entry requirements and skills needed for a career in health records and patient administration.

Entry requirements into health records and patient administration will depend on the role and level you are at.

It is possible to start in an entry level post without formal qualifications but GCSEs or equivalent qualifications are an advantage. Apprenticeships [1] in health informatics [2] are also available. More information is available on the City and Guilds' website [3].

For more senior roles, a degree or equivalent experience might be needed. Some roles may also need an industry qualification such as the Institute of Health records and Information Management [4] (IHRIM) certificate or diploma. You should always check the person specification for specific posts to fully understand the requirements.

The NHS Graduate Management Training Scheme [5] also has a health informatics [2] strand for graduates

with relevant degrees.

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  Personal characteristics and skills

Good communication and team working skills are needed for all roles within health records and patient administration roles. Many roles will also require an attention to detail as well as good presentation, IT and organisational skills.

You'll also need to have strong influencing skills, show political awareness and sensitivity as health is a complex system. You'll need to be enthusiastic, be able to work under pressure and on your own initiative. Certain roles will need specific skills and you should look at job descriptions when applying for jobs on the NHS Jobs [6] website.

Source URL: https://www.healthcareers.nhs.uk/explore-roles/health-informatics/roles-health-informatics/health-records-and-patient-administration/entry-requirements-health-records-and-patient

Links
[1] https://www.healthcareers.nhs.uk/i-am/secondary-school-or-fe-college/apprenticeships-traineeships-and-cadet-schemes [2] https://www.healthcareers.nhs.uk/glossary#Informatics
[3] http://www.cityandguilds.com/qualifications-and-apprenticeships/health-and-social-care/health/A021-health-informatics-apprenticeships#tab=information&acc=level2 [4] http://www.ihrim.co.uk/
[5] https://www.healthcareers.nhs.uk/i-am/considering-or-university/not-studying-health-related-degree/nhs-graduate-management-training [6] https://www.jobs.nhs.uk/