

# Training and development (health records and patient administration)

This page has information on the training and development opportunities in health records and patient administration.

Health informatics <sup>[1]</sup> staff, including those in health records and patient administration, are part of a [digital modernisation programme for health and care in the UK](#) <sup>[2]</sup>. A range of skills are needed to deliver this programme so staff development and training is crucial.

As with any profession, you'll need to continue developing your skills and knowledge to progress your career. There are a number of entry level points into health informatics <sup>[1]</sup> roles depending upon your experience, knowledge and skills.

Staff by a computer

If you are employed by the NHS and wish to undertake further training, you should speak with your line manager. Discussion around training and development opportunities should form a part of your [personal development plan](#) <sup>[3]</sup> (PDP).

Courses in health informatics <sup>[1]</sup> are also offered by some universities at undergraduate and master's level. The NHS has also developed training and courses to support you through your career. These include:

- recognised part-time academic courses
- accredited short courses
- seminars
- distance and e-learning programmes

Many of these will count towards your continuing professional development and may lead to a formal professional qualification. Mentoring, work shadowing and placements will also help to build the necessary experience and skills to gain professional recognition.

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**Source URL:** <https://www.healthcareers.nhs.uk/explore-roles/health-informatics/roles-health-informatics/health-records-and-patient-administration/training-and-development-health-records-and-patient-administration>

## Links

<sup>[1]</sup> <https://www.healthcareers.nhs.uk/glossary#Informatics> <sup>[2]</sup>

<https://www.gov.uk/government/organisations/national-information-board> <sup>[3]</sup>

[https://www.healthcareers.nhs.uk/glossary#Personal\\_development\\_plan](https://www.healthcareers.nhs.uk/glossary#Personal_development_plan)