

# Compare roles in health

Not sure where to start with the hundreds of NHS careers? Use our compare roles section to get bite-size information on the entry requirements and training, pay and conditions, prospects and skills needed of up to three roles. If there is something that you think you could do, then get more in-depth information on the role.

Don't forget, you can also save your role comparisons by registering with us.

## • Health records staff <sup>[1]</sup>

Health records make sure that vital patient information is recorded and stored accurately so their frontline colleagues can access it at any time and at any place.

### Training and qualifications required

There are no set entry requirements for health records staff. Employers usually expect good literacy, numeracy and IT skills. They may ask for GCSEs or equivalent qualifications. For some jobs, employers may ask for other skills or qualifications such as word processing or data entry. You may be able to enter through an apprenticeship. You will get the training you need to do the job and may be offered the chance to take qualifications from organisations such as AMSPAR, BSMSA and IHRIM

### Expected working hours and salary range

Health records staff in the NHS work standard hours of around 37.5 a week. Some may work shifts, which could involve early starts, evenings and weekends. NHS staff working in health records will usually be paid on the Agenda for Change pay system. In health records you could start on AfC band 2 and with further training and qualifications, progress to posts at AfC band 5 and higher. Health records staff outside of the NHS will have different terms and conditions of service.

### Desirable skills and values

To work in health records staff, you'll need to be accurate and methodical, able to work in a team but use your own initiative, willing to follow instructions and procedures, able to work with all types of people, be confident using the phone. You'll need good organisational, IT and customer service skills

### Prospects

With experience, you could become a team leader, coordinating the work of a team of health records staff. With further experience, you could become a manager, responsible for the work of a health records department. Some health records staff move into more specialist roles such as medical secretary or PA. Others move into areas such as finance or HR. You may

also have the opportunity to move into informatics, specialising in electronic data, or into IT.

## Related roles

- Administrative management [2]
- Human resources staff [3]
- Medical secretary/personal assistant [4]
- Experienced paramedic [5]

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## Links

[1] <https://www.healthcareers.nhs.uk/Explore-roles/wider-healthcare-team/roles-wider-healthcare-team/health-records-staff> [2] <https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/operational-management/administrative-management> [3] <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/corporate-services/human-resources-staff/human-resources-staff> [4] <https://www.healthcareers.nhs.uk/explore-roles/wider-healthcare-team/roles-wider-healthcare-team/administration/medical-secretarypersonal-assistant> [5] <https://www.healthcareers.nhs.uk/explore-roles/ambulance-service-team/roles-ambulance-service/experienced-paramedic>