



# **Health Administration**

# Health Administration

Operation

Finance

Program management

Material management

Human resources

Medical staff relations

Information technology

Marketing

Public relations

Facilities

Patient care

Provider relations

Government relations

Health policy:

- Research
- Policy analysis
- Policy development
- Legislative work
- Lobbying

# Health Administration Employers

Hospitals, health systems, and clinics

Medical groups

Hospices

Home health agencies

Long-term care facilities

Mental health facilities

Managed care organizations

Health finance organizations

Insurance companies

Pharmaceutical companies

Academic medical centers

Federal government agencies

State government agencies

Public health departments

Advocacy groups

Health foundations

Nongovernmental agencies, (e.g., Red Cross)

Professional associations, (e.g., American Medical Association)

# Health Administration Strategies

Supplement your curriculum with business courses.

Gain experience through internships or jobs in a healthcare setting.

Develop strong communication and technology skills. Learn how to use database and spread-sheet software.

Get involved in student government or campus organizations related to health issues.

Learn to work well on teams and develop strong leadership skills.

Join related professional organizations and build a network of contacts.

Stay abreast of news in the healthcare industry.

Earn a master's degree in public health, health administration, public administration, business, or a related field.

To prepare for positions in lobbying and legislation, some will earn a law degree.

# Health Policy and Management

Operations

Finance

Program Development

Program Evaluation

Management

Material Management

Human Resources

Medical Staff Relations

Information Technology

Marketing

Public Relations

Project Management

Facilities

Patient Care Services

Provider Relations

Government Relations

Strategic Planning

Health policy:

- Research
- Analysis
- Policy development
- Legislative work
- Lobbying

# Health Policy and Management Employers

- Hospitals
- Health systems clinics
- Medical practice groups
- Home health agencies
- Long-term care facilities
- Mental health facilities
- Managed care organizations
- Health finance organizations
- Insurance companies
- Pharmaceutical companies
- Academic medical centers
- Department of Health and Human Services
- Centers for Medicare and Medicaid Services
- Department of Veterans Affairs
- Food and Drug Administration
- Office of the Surgeon General
- Centers for Disease Control and Prevention
- National Institutes of Health
- Military
- Legislative offices
- State government agencies
- Public health departments (state and local)
- Advocacy groups
- Health foundations
- Professional associations
- Nonprofit organizations

# Health Policy and Management Strategies

For health services administration, choose an undergraduate major in business, accounting, finance, or management. For policy-related careers, consider public administration or political science.

Gain experience through internships or jobs in a healthcare setting.

Develop strong oral and written communication, analytical, and technological skills.

Learn how to use database and spreadsheet software.

Develop problem-solving skills for finding creative solutions to problems.

Learn to work well on teams and cultivate leadership skills.

Get involved in student government or campus organizations related to health issues.

Earn a master's degree in public health, health administration, public administration, business, or a related field.

To prepare for positions in lobbying and legislation, some will earn a law degree.

Join related professional organizations and build a network of contacts.

Stay abreast of new laws and regulatory changes in the healthcare industry.

# Health Information Management

Patient health information management

Operations/Medical records administration

Health information technology

Computer information systems Management

Revenue cycle management/billing and coding

Personnel and budget administration

Quality management and improvement

Risk management and compliance

Privacy and security

Utilization review

Management

Research



# Health Information Management Employers

Hospitals

Physician offices and clinics

Long-term care facilities

Rehabilitation centers

Insurance companies

Government agencies

Home care providers

Behavioral health facilities

Information systems vendors

Pharmaceutical companies

Research facilities

Consulting firms

Educational institutions

# Health Information Management Strategies

Earn a bachelor's or master's degree in Health Information Management or Health Informatics from a program accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM).

A passing score on a national examination is required for certification as a Registered Health Information Administrator (RHIA).

Visit a health information management department in a hospital to better understand the role of health information managers.

Research career opportunities through The American Health Information Management Association and The American College of Medical Informatics.

Develop strong oral and written communication skills, interpersonal skills, orientation to detail, flexibility, and advanced technology skills.

Federal legislation regarding Electronic Health Records (EHRs) has transformed this field in recent years.

# General Public Health Information

Public health is a broad, multi-disciplinary field, and most professionals specialize at the graduate level.

Seek involvement in undergraduate and community-based public health programs. Some higher education institutions have peer health educators trained to provide education and support to fellow students.

A bachelor's degree opens the door for entry level opportunities in areas such as health education and promotion and environmental health.

A master's degree is typically required

Students planning to apply to a public health graduate program will do so through the Schools of Public Health Application Service (SOPHAS).

Research the Certified Health Education Specialist (CHES) and Master Certified Health Education Specialist (MCHES) offered by the National Commission for Health Education Credentialing, Inc., as these certifications may be preferred or required for some positions.

Many opportunities in public health exist with government agencies including: The Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, Substance Abuse and Mental Health Services Administration, Health Resources and Services Administration, Indian Health Service, National Institutes of Health, and the Agency for Healthcare Research and Quality. Become familiar with government hiring procedures. Obtain a government internship in area of interest.

Develop a specialty area of interest via supplemental coursework and/or work experience for greater marketability within that specific career field.

Writing, research, and presentation skills are critical in most career fields related to public health.

Gain experience working with diverse populations across diverse settings. Learn to work well with others individually and in groups.

Technology skills are integrated and demanded across all areas.