



CAREER OPPORTUNITIES FOR HEALTH SERVICES MAJORS

SKILLS & ABILITIES OF THE HEALTH SERVICES MAJOR

Skills

- Critical Thinking
- Management of Personnel Resources
- Judgment & Decision Making
- Time Management
- Complex Problem Solving
- Project Coordination
- Conflict Resolution
- Active Listening
- Management of Financial or Material Resources
- Quality Control Analysis
- Negotiation
- Systems Evaluation

Knowledge

- Health Policies & Procedures

- EMR (Electronic Medical Records)
- Administration & Management
- Customer & Personal Service
- Personnel & Human Resources

Abilities

- Oral Comprehension—Listening to others and understanding the information given
- Problem Sensitivity—Ability to recognize that something is not right and needs to be addressed
- Written Comprehension & Expression—Ability to understand reports and the ability to create reports that others can comprehend
- Collaboration—Work within a diverse team and effectively tackle projects

POTENTIAL CAREERS

- Business Office Manager
- Center Director
- Clinical Administrator
- Community Health Director
- Community Outreach Coordinator
- Consultant
- Counselor
- Development Specialist
- Director of Managed Care
- Director of Nursing
- EMS Administrator
- Field Health Office
- Health Care Consultant
- Health Information Administrator
- Health Promotion Specialist
- Non-Profit Director
- Wellness Director
- Risk Manager
- Public Health Director
- Lifestyle Consultant
- Medical Social Worker
- Hospital Supply Administrator
- Nursing Home Director
- Health Practitioner

TYPES OF EMPLOYERS

- Physician offices and clinics
- Long-term care facilities
- Insurance companies
- Government agencies
- Hospitals
- Pharmaceutical companies
- Rehabilitation centers
- Behavioral health facilities
- Information system vendors
- Home care providers
- Nursing homes
- Group homes
- Community health centers
- Public health programs
- Health maintenance organizations (HMOs)
- Hospice
- Social service agencies
- Employee assistance programs
- National foundations and associations
- Probation departments

POST-GRADUATION ACTIVITIES

- Medical and health services managers typically need a bachelor's degree to obtain an entry level position
- In order to progress professionally, it is recommended that a master's degree in a similar field is obtained (public health, business administration, health services administration, public administration)
- Graduate programs typically last 2-3 years and include one year of supervised administrative experience
- Common courses that are included in graduate programs: law and ethics, health information systems, human resources administration, strategic planning, accounting and budgeting, hospital organization and management, electronic medical records
- Depending on the graduate program, you can often choose to specialize in a specific area of study

ADDITIONAL RESOURCES

- American College of Healthcare Executives <http://www.ache.org>
- United States Department of Health & Human Services <http://www.hhs.gov/>
- Bureau of Labor Statistics <http://www.bls.gov/ooh/Management/Medical-and-health-services-managers.htm>