General Announcement

The USAF Medical Service Corps (MSC) commissioning program allows highly qualified civilians to compete for entry into the MSC. Civilian personnel must contact a recruiter or HQ USAF Recruiting Service, Health Professions, to obtain application information.

Health Services Administrator Specialty Summary

Manages health services activities, including plans and operations, managed care, human resource management, medical information systems, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvements studies.

General Eligibility Criteria

Education (one of the following is mandatory):

- Graduate degree in health care administration, hospital administration, public administration, business administration or management, information systems management, or

- Undergraduate degree in health care administration, hospital administration, public administration, business administration or management, computer science, information systems, economics, finance, health care administration, marketing, public administration, clinical or health systems engineering

Age:

Noncommissioned applicants must be able to be commissioned before reaching age 40.

GRE/GMAT Tests:
Completion of a GRE or GMAT test within five years of the board convene date is mandatory. Minimum GRE score of 1000 or GMAT score of 500.

**Miscellaneous Historic Board Information:**

- Average GPA is 3.5 (at both undergraduate and graduate level). Minimum 2.75.
- Roughly 97% of applicant’s have graduate degrees

You can apply for the Medical Service Corps only twice--and you can apply for successive boards.

**Training:**

- If selected for Medical Service Corps you will attend four-week commissioned officer training at Gunter AFB, Alabama and an eleven week Health Services Administrator course at Sheppard AFB TX.

**Application instructions:**

**Air Force Health Professions Recruiters must complete applications. Your local recruiter is TSgt James Moore at:**

2970 Presidential Drive  
Ste. 250  
Dayton, OH 45324  
James.Moore.73@us.af.mil

**FREQUENTLY ASKED QUESTIONS ABOUT BEING A MEDICAL SERVICE CORPS OFFICER**

1. **What is a Medical Service Corps Officer?**

Medical Service Corps officers exhibit the highest qualities of true professionals, and in doing so, enjoy the better of two worlds. First, an Medical Service Corps officer is a United States Air Force officer, accountable for upholding the highest of military standards. Second, a Medical Service Corps officer is a professional healthcare administrator, responsible for organizing, managing and leading business activities to provide top quality medical services to our beneficiaries.

2. **What happens if I am selected to become a Medical Service Corps officer?**

First, you will attend the Commissioned Officer Training (COT) course, at Maxwell AFB in Alabama. While attending the four-week COT you will learn about your role as an Air Force officer, and you will learn military customs and courtesies. Then you will go to
Sheppard AFB in Texas, to attend the Health Services Administrators course (HSA). HSA is an 11-week course in healthcare administration. There, you will learn the basics of healthcare management processes, to include medical readiness, managed care, resource management, medical information systems, medical logistics, and environment of care management. After graduation, you will be off to your first base.

3. What types of jobs will I do?

There are more than 1,000 MSC officers in the Air Force, serving in a variety of positions in locations around the world. Most MSC officers work in administration of freestanding Air Force clinics, community hospitals, and major medical centers, which we collectively refer to as medical treatment facilities. Many Medical Service Corps officers are assigned to staff positions determining policy and operational resources in support of Air Force Major Commands, Regional Managed Care Offices (known as Lead Agencies), Headquarters Air Force, Air Force Reserve and Air National Guard or the Department of Defense. A small percentage of Medical Service Corps officers are involved in aeromedical evacuation, Air Force Recruiting, medical research, full-time graduate, or Ph.D. education, or even working directly in the civilian healthcare industry for a year in a program called "Education with Industry."

There are many different opportunities to use your skills, depending on your background, expertise, and specific interests. Here are a few of the areas within the medical treatment facility where you will have the opportunity to work throughout your career:

a. Medical Readiness - Medical Readiness is what sets military medicine apart from our civilian counterparts - it is our core competency. As a Medical Readiness Officer, you are accountable to the medical treatment facility commander for the readiness of his or her personnel to execute wartime or peacetime missions and contingencies. Your job is to ensure the personnel assigned to your medical treatment facility are trained and equipped for military mobilization and peacetime disasters. You will work with medical treatment facility and base personnel, as well as municipal and state organizations to oversee and conduct periodic training sessions and realistic field exercises.

b. Managed Care - The Department of Defense managed care program is known as TRICARE. At the medical treatment facility level, you will be responsible for overseeing TRICARE operations in your local area. You will work closely with medical treatment facility executive committee members and the regional TRICARE contractor to develop and implement business strategies to deliver the most accessible, cost-effective, wellness-focused healthcare to your local patient population. You will also manage programs such as patient referrals, health benefits, education, marketing, and appointments.

c. Resource Management - You will manage the medical treatment facility’s core business operation - finances and staffing - very much like a CFO. This job is a tremendous responsibility - your budget may often be in the multi-million dollar range,
and your staffing will range from several hundred to several thousand personnel. You will meet regularly with the medical treatment facility executive committee to advise them on business strategy issues, trends, problems, and opportunities as you execute an annual budget that you have prepared.

d. **Medical Information Management** - As the medical treatment facility’s CIO, you will manage computer systems that control patient data, appointment scheduling, cost accounting, laboratory reporting, administrative, and logistical information. You will be responsible not only for systems administration, but also for helping staff members find information solutions to routine and complex problems. Information technology (IT) is the lifeblood of any business, and as an MSC officer, you will have a chance early in your career to direct the IT infrastructure for your medical treatment facility.

e. **Medical Logistics and Facilities Management** - Ultimately, you are responsible for the entire environment of care for the medical treatment facility. Supplies, equipment, and facilities are your domain in this position. You’ll be responsible for managing inventory of supplies and just-in-time delivery contracts to ensure the physical, dental, and nursing staffs have necessary items to care for their patients. Additionally, you will oversee maintenance, calibration, and repair of all non-computer equipment. You will also direct the management of the physical plant to include safety, utilities, communications, and construction projects. Finally, you will maintain war readiness materiel as well as any assigned air transportable clinics, hospitals, or aero-medical staging facilities.

4. **So What Are The Advantages?** As an Air Force officer and professional healthcare administrator, you will be given many opportunities to capitalize on your educational and work experiences - and you will be given these responsibilities from day one on the job. The Air Force MSC also offers many opportunities to further your education - through Professional Military Education, military healthcare seminars, and civilian courses of study. With increased experience, knowledge, and maturity, someday you could be a hospital commander (CEO), direct the efforts of a regional managed care system, or even be involved in policy development at the Air Force level for the Department of Defense. By applying your expertise to make decisions about business and military matters, you will be a valuable addition to our team.

For more information visit our website at: [http://hp.airforce.com/health/index.html](http://hp.airforce.com/health/index.html)