

What can I do with a...

Major in Healthcare Administration?

<i>I CAN GO IN TO...</i>	<i>AND POSSIBLY WORK FOR...</i>	<i>DOING THIS CAN HELP ME GET THERE...</i>	<i>SAMPLE COMPANIES</i>	<i>SAMPLE TITLES</i>
CAREER AREA	POTENTIAL EMPLOYERS & INDUSTRIES	CAREER PREPARATION STRATEGIES	SAMPLE LIST FOR THIS MAJOR	SAMPLE LIST FOR THIS MAJOR
Practice Management				
<ul style="list-style-type: none"> • Manage a single physician's office • Manage a large medical group –As practices combine and offices are bigger, a manager keeps things moving smoothly for patients and doctors. • Manage ambulatory services 	<ul style="list-style-type: none"> • Local doctor's offices • Large physician groups 	<p>Sharpen your skills</p> <ul style="list-style-type: none"> • Practice Computer skills/database. • Be able to talk with patients about billing issues. • Be confident in speaking with insurance companies, doctors and office administrators. <p>Gain experience Work in a large office environment, either medical or otherwise.</p> <p>Network Ask people you know if they have a contact in a doctor's office for you to do an internship under the office manager.</p> <p>Pursue a minor Business/Finance</p> <p>Pursue graduate school MBA, Health Administration.</p>	<ul style="list-style-type: none"> • St. David's • Austin Regional Clinic • Acadian Ambulance • Austin-Travis County EMT • Baylor Scott & White • Ascension Healthcare 	<p>Job titles</p> <ul style="list-style-type: none"> • Office Administrator • Office Manager • Practice Manager <p>Internship titles</p> <ul style="list-style-type: none"> • Administrative Assistant • Financial assistant

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Nursing Home Administrator Hospital Administrator				
<ul style="list-style-type: none"> • Manage day-to-day operations of nursing homes and elder care facilities. • Manage the smooth overall operation of a hospital. • Responsible for: <ul style="list-style-type: none"> • Hiring, • Facilities maintenance • Budget • Admissions • Administrators may work for a single property or may manage multiple properties owned by one company <p>*** Most upper level management positions in healthcare require a master's degree</p>	<ul style="list-style-type: none"> • Nursing home facilities • Major hospital groups • Hospitals 	<p>Sharpen your skills</p> <ul style="list-style-type: none"> • Become an excellent communicator. Many uncomfortable conversations can come up in this role. • Have business acumen in budgeting/finance, hiring, organization, and managing people. <p>Gain experience</p> <ul style="list-style-type: none"> • Work/volunteer in a nursing home or hospital. • Gain experience with patients and in the office administration <p>Network</p> <ul style="list-style-type: none"> • Do informational interviews with current administrators. Find out their career path. • Join professional groups that are geared towards Healthcare administrators. <p>Pursue a minor Business, communication</p> <p>Pursue a graduate degree Most head administrators have a master's degree. All states require administrators to test and hold a license in nursing home admin. Check the Texas requirements.</p>	<ul style="list-style-type: none"> • St. David's • Austin Regional Clinic • Brookdale Retirement • Baylor Scott & White • Ascension Healthcare • Heritage Park Skilled Nursing & Rehab • Parsons Group • Longhorn Village • Park Manor at Bee Cave 	<p>Job titles</p> <ul style="list-style-type: none"> • CEO • Hospital Administrator • Chief Nursing Administrator • Chief Administrator <p>Internship titles Aide</p>

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Social/Community Service				
<ul style="list-style-type: none"> • Work in the non-profit and profit sector, help create and coordinate programs to help families, individuals and communities. • Social Work • Community organizers 	<ul style="list-style-type: none"> • Non-profit groups • Large hospitals • Social work environments 	<p>Sharpen your skills</p> <ul style="list-style-type: none"> • Be a business pro. Know how to handle finances for an organization, manage people, grow your client base. • Take a counseling class to improve your questioning and communication skills. <p>Gain experience</p> <ul style="list-style-type: none"> • Volunteer with a non-profit. • Get a part-time job in the healthcare field. <p>Network</p> <ul style="list-style-type: none"> • Most upper level positions are filled with people who have been in the lower level jobs and know what is needed to make a service organization run smoothly. • Do informational interviews and volunteer. <p>Pursue a minor Business, finance, marketing</p> <p>Pursue a graduate degree MBA, Masters in Healthcare administration</p>	<ul style="list-style-type: none"> • Planned Parenthood • United Way • Satellite Healthcare • Baylor Scott & White • Ascension 	<p>Job titles</p> <ul style="list-style-type: none"> • Navigation Specialist • Training manager • Administrative Assistant • Community Outreach Consultant • Access counselor • Financial counseling planner • Surgery Scheduler <p>Internship titles</p> <ul style="list-style-type: none"> • Data Quality Associate • Clerk • Aide • Recreation Aide

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Health Insurance Specialist				
<ul style="list-style-type: none"> • Work with medical records, medical codes and insurance companies to comply with requirements for patient care. • Be the liaison to insurance companies to create new plans to offer patients through their work environment 	<ul style="list-style-type: none"> • Insurance companies • Doctor's offices • Hospitals 	<p>Sharpen your skills</p> <ul style="list-style-type: none"> • Take business skills, be an expert on spreadsheet analysis. • Organization and detail-oriented. <p>Gain experience Find a part-time job in a doctor's office or an insurance company.</p> <p>Network Shadow a billing specialist to see how they spend their days.</p> <p>Pursue a minor Computer science, business.</p> <p>Pursue a graduate degree MBA</p>	<ul style="list-style-type: none"> • Capital Brain and Spine • Sanova Dermatology • P&H Services • US Anesthesiology Partners • Adecco • First Care Health Plans • US Oncology Network • NFP • First Care Health Plans 	<p>Job titles</p> <ul style="list-style-type: none"> • Billing specialist • Coder • Verification specialist • Health Care Data Analyst • Operations Specialist <p>Internship titles</p> <ul style="list-style-type: none"> • Health care finance Intern • Data Science intern

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Insert career area #5				
Click or tap here to enter text.	Click or tap here to enter text.	<p>Sharpen your skills Click or tap here to enter text.</p> <p>Gain experience Click or tap here to enter text.</p> <p>Network Click or tap here to enter text.</p> <p>Pursue a minor Click or tap here to enter text.</p> <p>Pursue a graduate degree Click or tap here to enter text.</p>	Click or tap here to enter text.	<p>Job titles Click or tap here to enter text.</p> <p>Internship titles Click or tap here to enter text.</p>

Selected information on this majors to careers information sheet was adapted from What Can I Do With This Major? produced by the University of Tennessee Center for Career Development.