

CAREERS IN HEALTH ADMINISTRATION

HEALTH INFORMATION MANAGEMENT & INFORMATICS

HIM and informatics professionals play critical roles in maintaining, collecting, and analyzing the data that doctors, nurses, and other healthcare providers rely on in the delivery of quality health-care

Areas:

- 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 informatics specialties:
 - Clinical, clinical research, consumer health, dental mental health, nursing, pharmacy, primary care, public health, telemedicine and mobile computing, translational bioinformatics, veterinary

Employers:

- Hospitals
- Physician offices and clinics
- Rehabilitation centers or behavioral health facilities
- Insurance companies
- Government agencies
- Information systems vendors
- Pharmaceutical companies
- Research facilities
- Consulting firms
- Educational institutions

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).
- 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.

CAREERS IN HEALTH ADMINISTRATION

HEALTH POLICY AND MANAGEMENT

Areas:

- Health services administration:
 - 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

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
- Federal government:
 - 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

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HEALTH POLICY AND MANAGEMENT, CONTINUED

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.

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BEHAVIORAL AND SOCIAL SCIENCE

Areas:

- Quantitative research
- Behavioral research
- Program planning
- Program implementation
- Program evaluation
- Advocacy
- Policy

Employers:

- Federal government:
 - Centers for Disease Control and Prevention
 - Department of Health and Human Services
 - Office of the Surgeon General
- State government agencies
- Public health departments (state and local)
- Nonprofit organizations:
 - American Red Cross
 - American Heart Association
- Colleges and universities
- Hospitals
- Private research foundations
- Research and development firms
- International health agencies
- Research and development firms
- International health agencies

Strategies:

- Become involved in health programming or peer education on campus.
- Volunteer in the community to gain experience and develop expertise in a particular area or organization.
- Develop strong public speaking and presentation skills. Prepare to communicate effectively with both groups and individuals.
- Learn to work well with diverse populations and people of varying ages.
- Become familiar with grant writing techniques and grant submission procedures.

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HEALTH PROMOTION AND COMMUNICATION

Areas:

- Intervention:
 - Planning and development
 - Implementation
 - Evaluation
- Health education:
 - Prevention
 - Promotion
- Social marketing:
 - Mass media
 - Web-based
 - Organizational communication
- Project management

Strategies:

- Become involved in health programming or peer education on campus.
- Volunteer in the community to gain experience and develop expertise in a particular area or organization.
- Obtain a part-time or summer job with a campus health center or wellness coordinator.
- Learn to work well with diverse populations and people of varying ages.
- Develop strong communication skills for building and delivering effective interventions.
- Gain knowledge of funding sources, grant writing techniques, and submission procedures.

Employers:

- Federal government:
 - Centers for Disease Control and Prevention
 - Department of Health and Human Services
 - Office of the Surgeon General
- State government agencies
- Public health departments (state and local)
- Wellness centers
- Community mental health centers
- Corporate wellness programs
- Fitness facilities
- Schools
- Colleges and universities

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SUPPLY CHAIN/LOGISTICS

Areas:

- Capacity planning
- Forecasting and demand planning
- Inventory management
- Inventory deployment
- Long term capacity planning
- Material requirements planning
- Performance analysis
- Replenishment planning
- Supply planning
- Tactical capacity planner
- Category management
- Contract management
- Contract negotiation
- Global buying
- Indirect sourcing
- Procurement analyst
- Strategic sourcing
- Supplier sourcing

Employers:

- Manufacturers of: industrial goods, consumer goods, retailers, wholesalers, distributors, pharmaceutical, technology companies
- Consumer goods retailers
- Service providers in healthcare: hospitals, state and local government, rehabilitation centers or behavioral health facilities
- Federal government agencies

Strategies:

- Demonstrate interest and understanding of statistical analysis.
- Develop proficiency in data planning software like Excel and SAP and an aptitude to learn and use modern inventory management tools.
- Learn to think big picture when dealing with extensive networks.
- Expect to adapt to potential risks and disruptions.
- Learn to communicate effectively across various levels of proficiency and locations.
- Develop strong communication skills to work with both domestic and global suppliers.
- Cultivate attention to detail when evaluating contracts.
- Hone negotiation skills.
- Learn to think strategically to develop sustainable and ethical sourcing strategies.
- Understand how to build long term relationships with supplier contacts.
- Expect to work odd hours and be flexible with your schedule to help keep facilities running smoothly.
- Develop problem-solving skills and be able to articulate balancing big picture work with small details.
- Seek knowledge of process improvement skills like LEAN and Six Sigma.
- Experience working in a fast pace environment that will require problem solving skills.
- Detail orientation and high adaptability are relevant skills.

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CONSULTING & STRATEGY

Areas:

- Information technology implementation
- Logistics network design
- Process engineering
- Process improvement
- Software selection
- Strategic sourcing
- Supply chain optimization

Employers:

- Consulting firms with specializations in healthcare
- Manufacturers of: industrial goods, consumer goods, retailers, wholesalers, distributors, pharmaceutical, technology companies
- Healthcare IT companies
- Consumer goods retailers
- Service providers in healthcare: hospitals, state and local government, rehabilitation centers or behavioral health facilities
- Federal government agencies:
 - Department of Defense
 - Armed Forces
 - Federal Emergency Management Agency
 - Department of Transportation

Strategies:

- Develop analytics skills for data analysis and processing.
- Strong communication skills are critical.
- Develop the ability to take complicated issues/processes and explain them to people without a background in that area.
- Hone research skills and the ability to learn quickly and retain information well.
- Exhibit a willingness to learn and research in-depth information about clients' businesses.
- Plan to travel and work non-traditional hours.
- Expect to work closely with senior consultants and partners.

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SALES

Areas:

- Medical devices
- Health insurance
- Health Information vendors
- Pharmaceuticals
- e-commerce

Employers:

- For-profit and nonprofit organizations
- Product and service organizations
- Manufacturers
- Financial companies
- Insurance companies
- Print and electronic media outlets
- Software and technology companies
- Internet companies

Strategies:

- Obtain experience through internships or part-time jobs
- Seek leadership positions in campus organizations
- Demonstrate the ability to work well on a team and effectively interact with others
- Develop strong verbal and written communication skills, including public speaking
- Conduct informational interviews with sales professionals in healthcare industries
- Develop professional relationships through networking
- Find an experienced mentor if possible
- Seek companies that hire new graduates into rotational training or corporate leadership development programs
- Be willing to relocate for entry-level opportunities
- Earn an MBA after gaining work experience for promotion opportunities