



Medical and Health Services Managers

Course Overview: Focuses on careers in planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

Career Goal (O*NET Code): (43-6011) - Medical and health services managers, also called healthcare executives or healthcare administrators, plan, direct, and coordinate medical and health services. They might manage an entire facility or specialize in managing a specific clinical area or department, or manage a medical practice for a group of physicians. As healthcare changes, medical and health services managers must be able to adapt to changes in laws, regulations, and technology.

Student Name: _____

Grade: _____

School: _____

SUGGESTED COURSEWORK

EXTENDED LEARNING EXPERIENCES

Middle School	8th	HS Courses:	(Local districts may list high school credit courses here)	Curricular Experiences: *** Health Occupations Students of America	Extracurricular Experiences:*** Language Immersion Programs National Youth Leadership Forum on Medicine School Newspaper Student Council UIL Academic Competitions Yearbook	
High School	9th	Courses*:	English I Algebra I or Geometry Biology			World Geography Foreign Language I Physical Education or Athletics
		Career-Related Electives:	Principles of Health Science			
	10th	Courses:	English II Geometry or Algebra II Chemistry	World History Foreign Language II Elective		
		Career-Related Electives:	Medical Terminology and Pathophysiology			
	11th	Core Courses:	English III Algebra II or Pre-Calculus Physics	United States History Foreign Language III ** Professional Communications or Speech		
		Career-Related Electives:	Health Science			
12th	Core Courses:	English IV Pre-Calculus or Calculus 4th Science	Government/Economics Elective Elective			
	Career-Related Electives:	Practicum in Health Science				

COLLEGE CREDIT OPPORTUNITIES -- High School

Students should take Advanced Placement (AP), International Baccalaureate (IB), dual credit, Advanced Technical Credit (ATC), or locally articulated courses (Tech Prep), if possible. List those courses that count for college credit on your campus.

How to Become a Medical or Health Services Manager
 Medical and health services managers typically need at least a bachelor's degree to enter the occupation. However, master's degrees in health services, long-term care administration, public health, public administration, or business administration also are common. Requirements vary by facility.

Carrer Options (Sample of reported job titles)

Professional Associations:

- Professional Association of Health Care Office
- American Health Information Management Association
- American College of Health Care Administrators
- Association of University Programs in Health
- Commission on Accreditation of Healthcare
- American College of Healthcare Executives
- Medical Group Management Association

Postsecondary	Texas Southmost College South Texas College Texas State Technical College		
	The University of Texas at Brownsville		The University of Texas - Pan American
	Nursing Administration (M) Business Administration and Public Health (MBA)	Business Administration (MBA)	

- Office Manager, Nurse Manager
- Health and Social Service Manager
- Program Manager
- Clinical Director
- Director of Nursing
- Medical Records Manager
- Mental Health Program Manager
- Nutrition Services Manager
- Practice Administrator

* Students must meet local & state high school graduation requirements. ** Required course for the Distinguished Graduation Plan (in addition to other measures). *** Based on campus availability. Students may select other elective courses for personal enrichment purposes.

This plan of study serves as a guide, along with other career planning materials, for pursuing a career path and is based on the most recent information as of 2009. All plans meet high school graduation requirements as well as college entrance requirements.



Medical and Health Services Managers

TEA Industry Cluster	Health Science
SOC Code	11-9111
Identified by	TIP Strategies; TWC LMCI
Projected Growth (2018)	17%
BISD Magnet School Available	Yes

Source: Demand Occupations by Cluster, updated *June 27, 2012*

Description

What Medical and Health Services Managers Do

Medical and health services managers, also called healthcare executives or healthcare administrators, plan, direct, and coordinate medical and health services. They might manage an entire facility or specialize in managing a specific clinical area or department, or manage a medical practice for a group of physicians. As healthcare changes, medical and health services managers must be able to adapt to changes in laws, regulations, and technology.

Duties

Medical and health services managers typically do the following:

- Work to improve efficiency and quality in delivering healthcare services
- Keep up to date on new laws and regulations so the facility complies with them
- Supervise assistant administrators in facilities that are large enough to need them
- Manage finances of the facility, such as patient fees and billing
- Create work schedules
- Represent the facility at investor meetings or on governing boards
- Keep and organize records of the facility's services, such as the number of inpatient beds used
- Communicate with members of the medical staff and department heads

In group medical practices, managers work closely with physicians, nurses, laboratory technicians, and other healthcare employees. For more information, see the profiles on [physicians and surgeons](#), [registered nurses](#), and [medical and clinical laboratory technologists and technicians](#).

Medical and health services managers' titles depend on the facility or area of expertise in which they work. The following are some examples of types of medical and health services managers:

Nursing home administrators manage staff, admissions, finances, and care of the building, as well as care of the residents in nursing homes. All states require them to be licensed; licensing requirements vary by state.

Clinical managers manage a specific department, such as nursing, surgery, or physical therapy and have responsibilities based on that specialty. Clinical managers set and carry out policies, goals, and procedures for their departments; evaluate the quality of the staff's work; and develop reports and budgets.

Health information managers are responsible for the maintenance and security of all patient records. They must stay up to date with evolving information technology and current or proposed laws about health information systems. Health information managers must ensure that databases are complete, accurate, and accessible only to authorized personnel.

Assistant administrators work under the top administrator in larger facilities and often handle daily decisions. Assistants might direct activities in clinical areas, such as nursing, surgery, therapy, medical records, or health information.

Training Opportunities Linked to Those Jobs (Degree Types and Colleges/Universities)

How to Become a Medical or Health Services Manager

Most medical and health services managers have at least a bachelor's degree before entering the field; however, master's degrees also are common. Requirements vary by facility.

Education

Medical and health services managers typically need at least a bachelor's degree to enter the occupation. However, master's degrees in health services, long-term care administration, public health, public administration, or business administration also are common.

Prospective medical and health services managers have a bachelor's degree in health administration. These programs prepare students for higher level management jobs than programs that graduate students with other degrees. Courses needed for a degree in health administration often include hospital organization and management, accounting and budgeting, human resources administration, strategic planning, law and ethics, health economics, and health information systems. Some programs allow students to specialize in a particular type of facility, such as a hospital, a nursing care home, a mental health facility, or a group medical practice. Graduate programs often last between 2 and 3 years and may include up to 1 year of supervised administrative experience.

Important Qualities

Analytical skills. Medical and health services managers must be able to understand and follow current regulations and be able to adapt to new laws.

Communication skills. These managers must be able to communicate effectively with other health professionals.

Detail oriented. Medical and health services managers must pay attention to detail. They might be required to organize and maintain scheduling and billing information for very large facilities, such as hospitals.

Interpersonal skills. Medical and health services managers need to be able to discuss staffing problems and patient information with other professionals, such as physicians and health insurance representatives. They must be able to motivate and lead staff.

Problem-solving skills. These managers are often responsible for finding creative solutions to staffing or other administrative problems.

Technical skills. Medical and health services managers must be able to follow advances in health care technology. For example, they may need to use coding and classification software and electronic health record (EHR) systems as their facility adopts these technologies.

Licenses

All states require nursing care facility administrators to be licensed; requirements vary by state. In most states, these administrators must have a bachelor's degree, pass a licensing exam, and complete a state-approved training program. Some states also require administrators in assisted-living facilities to be licensed. A license is not required in other areas of medical and health services management.

Texas Southmost College	South Texas College	Texas State Technical College	The University of Texas at Brownsville	The University of Texas - Pan American
			Business Administration (MBA)	Business Administration (MBA)
			Business Administration and Public Health (MBA)	

Local Employers

Employer	City		Employer	City
A & M Home Health	Harlingen		Mercy Home Health	Brownsville
A & M Nursing Svc	Harlingen		Mercy Home Health	Harlingen
A Better Choice Home Health	Brownsville		Mes	Harlingen
A N Senior Care	Harlingen		Mexico Vision Ctr	Brownsville
A One Health Svc Agency	Brownsville		Ministry Home Health Inc	Brownsville

Career Options (Specific Job Types)

Sample of reported job titles:

- Office Manager, Nurse Manager
- Health and Social Service Manager
- Program Manager
- Clinical Director
- Director of Nursing
- Medical Records Manager
- Mental Health Program Manager
- Nutrition Services Manager
- Practice Administrator

Salary Ranges

Wages for Medical and Health Services Managers

Location	Pay Period	2011				
		10%	25%	Median	75%	90%
United States	Hourly	\$25.35	\$32.43	\$41.54	\$53.97	\$71.10
	Yearly	\$52,700	\$67,500	\$86,400	\$112,300	\$147,900
Texas	Hourly	\$23.42	\$31.22	\$40.31	\$51.02	\$66.12
	Yearly	\$48,700	\$64,900	\$83,800	\$106,100	\$137,500
Brownsville-Harlingen, TX MSA	Hourly	\$24.19	\$29.50	\$37.54	\$48.29	\$67.29
	Yearly	\$50,300	\$61,400	\$78,100	\$100,400	\$140,000
McAllen-Edinburg-Mission, TX MSA	Hourly	\$22.94	\$27.93	\$40.55	\$52.51	\$66.62
	Yearly	\$47,700	\$58,100	\$84,300	\$109,200	\$138,600

Professional Associations Linked to the Careers

For information about medical and healthcare office managers, visit

[Professional Association of Health Care Office Management](#)

[American Health Information Management Association](#)

[American College of Health Care Administrators](#)

For more information about academic programs in this field, visit

[Association of University Programs in Health Administration](#)

[Commission on Accreditation of Healthcare Management Education](#)

For information about career opportunities in healthcare management, visit

[American College of Healthcare Executives](#)

For information about career opportunities in medical group practices and ambulatory care management, visit

[Medical Group Management Association](#)

Sources

The information provided in this document was collected from the following sources:

- Occupational Outlook Handbook (<http://www.bls.gov/ooh/>)
- O*NET OnLine (<http://www.onetonline.org/>)
- Texas CARES (<http://www.texascaresonline.com/>)
- CareerOneStop (<http://www.careeronestop.org/>)