

Healthcare Administration

The **Healthcare Administration** major prepares students to manage and lead healthcare organizations by providing a strong foundation in business, healthcare systems, and policy. Students learn to navigate the complexities of healthcare delivery, including financial management, legal and ethical issues, and strategic planning. Graduates typically work in hospitals, long-term care facilities, health insurance companies, governmental health agencies, and healthcare consulting firms. This major equips students to oversee operations, improve patient care, and ensure efficient healthcare service delivery across various sectors.

Job Title Examples:

- Healthcare Administrator Assistant
- Medical Office Manager
- Patient Services Coordinator
- Health Services Manager
- Health Information Coordinator
- Medical Practice Administrator
- Billing and Coding Specialist
- Patient Care Coordinator
- Healthcare Operations Coordinator
- Medical Records Administrator

Hard and Soft Skills Needed:

Hard Skills

1. Healthcare management software proficiency
2. Financial management and budgeting
3. Knowledge of healthcare regulations and policies
4. Medical billing and coding
5. Data analysis and reporting

Soft Skills

1. Leadership
2. Communication
3. Problem-solving
4. Time management
5. Critical thinking

Further Education/Training Required and/or Suggested:

A BS in Healthcare Administration qualifies students for entry-level roles, but additional training or certifications can enhance career prospects:

To Enter the Field:

1. Internships or Experience:
 - Practical experience is crucial for entry-level roles.
2. Certifications (optional but beneficial):
 - Certified Healthcare Administrative Professional (cHAP).

To Advance:

1. Graduate Degree (e.g., MHA, MBA):
 - Often required for senior management or executive roles.
2. Professional Certifications:
 - Examples: Fellow of the American College of Healthcare Executives (FACHE), Certified Professional in Healthcare Quality (CPHQ).

Professional or Student Associations:

- Student Healthcare Association (SHA)
- American College of Healthcare Executives (ACHE)
- Healthcare Financial Management Association (HFMA)
- American Association of Healthcare Administrative Management (AAHAM)
- Upsilon Phi Delta Honor Society