

Healthcare Administration

What can I do with this degree?



Healthcare administration is the study of management theory, practice, skills, and attitudes applied to healthcare organizations. Unique characteristics of healthcare organizations include medical staffs, third party payers, and trusting customers. Healthcare organizations are in the business of caring.

The undergraduate healthcare administration program prepares graduates to assume entry and/or mid-level management positions in healthcare settings such as hospitals, health maintenance organizations, home healthcare agencies, group practices, ambulatory care centers, and hospices.

Skills

Effective Writing	Persuasive
Networking/ People Skills	Multi-tasking
Stress Management	Time Management
Reading Comprehension	Speaking
Active Listening	Critical Thinking
Judgment	Decision-Making
Coordination	Social Perceptiveness
Oral Comprehension	Oral Expression
Problem Sensitivity	Speech Clarity
Deductive Reasoning	Information Ordering
Speech Recognition	Inductive Reasoning

Degrees & Certifications Offered at Texas State University

- Bachelor of Healthcare Administration (BHA)
- Masters of Healthcare Administration (MHA)
- Masters of Science– Health Research (HR)
- Minor in Healthcare Administration
- Healthcare Administration Certification
- Healthcare Human Resource Management Certification
- Health Informatics Certification
- Long Term Care Administration Certification

Areas of Specializations

Government	Consultation
Military	Research
Public Policy	

Career Paths

(Some of the occupations outlines in this brochure may require additional education or training)

Sample 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
- Hospital Administrator
- Chief Executive Officer
- Company President
- Department or Division Director
- Chief Financial Officer
- Managed Care Director
- Health Services Project Administrator
- Assistant Administrator

Possible Work Settings

- Clinics
- Consulting firms
- Health Insurance Organizations
- Healthcare Associations

- Hospitals
- Nursing Homes
- Physician Practices
- Mental Health Organizations
- Public Health Departments
- Rehabilitation Centers
- Skilled Nursing Facilities
- Universities/ Research Institutions
- Agency for Health Care Policy and Research
- Center for Disease Control and Prevention
- Food and Drug Administration
- National Health Information Center
- U.S. Department of Health and Human Services
- National Institutes of Health
- Office of the Surgeon General
- Consulting Firms
- Military
- Department of Veterans Affairs
- American Red Cross
- Public Policy Centers

Student Organizations

- Healthcare Leadership Coalition, <http://www.health.txstate.edu/ha/current-students/HLC.html>
- Upsilon Phi Delta, healthcare management national honor society

Professional Organizations

- Association of University Programs in Health Administration, www.aupha.org
- American College of Healthcare Executives, www.ache.org
- Healthcare Financial Management Association, www.hfma.org
- Medical Group Management Association, www.mgma.com
- American Hospital Association, www.aha.org

- Texas Hospital Association, www.tha.org
- Texas Organization of Rural and Community Hospitals, www.torchnet.org
- The Austin Leadership Forum, www.theaustinleadershipforum.com
- Health Care Administrators Association, www.hcaa.org
- American Health Care Association, www.ahcanal.org
- Association for Healthcare Administrative Professionals, www.ahcap.org
- American Association of Healthcare Administrative Management, www.aaham.org

Job Search Sites

- Explore Health Careers, www.explorehealthcareers.org
- HealthcareSource, www.healthcaresource.com
- AUPHA Career Headquarters, www.aupha.org
- Health Career Web, www.healthcareerweb.com
- Healthcare Administration Jobs. Net, www.healthcareadministrationjobs.net/career-advice
- iHireHealthcareAdministration, www.ihirehealthcareadministration.com

Career Library Resources

- *Health Care Job Explosion!*, Dennis V. Damp
- *Career Opportunities in Health Care, Third Edition*, Shelly Field
- *Careers in Health Care*, Barbara M. Swanson
- *Exploring Health Care Careers, Second Edition (Volumes 1 & 2)*, Ferguson Publishing Company
- *Guide to Careers in the Health Professions*, Lynn Borders Caldwell

Information Compiled From

*Texas State School of Health Administration, O*Net Online, University of Chicago, American College of Healthcare Professionals, Bureau of Labor Statistics*

www.careerservices.txstate.edu

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