

## HEALTH SERVICES ADMINISTRATION- Career Resource Guide

### Career Options

<b>Clinic Administration</b>	Manage day-to-day operations in a clinic setting.
<b>Department Management</b>	Oversee budgeting and personnel management.
<b>Financial Management</b>	Manage budgets, debits, credits and purchasing.
<b>Government</b>	Work in local, state or federal government offices.
<b>Long-Term Care Administration</b>	Manage operations in a long-term care facility.
<b>Managed Care Administration</b>	Provide management to health maintenance organizations.
<b>Patient Representation</b>	Advocate for patients' rights between the hospital and patients.
<b>Pharmaceutical Sales</b>	Sell and market pharmaceutical products.
<b>Rehabilitation Services Management</b>	Assist injured/sick patients in improving quality of life through physical therapy and education.

### Business/Industry Job Titles

Account Manager	Human Resources Manager
Admitting Officer	Insurance Adjuster
Billing and Collections Director	Long-Term Care Administrator
Chief Financial Officer	Marketing Specialist
Credit and Collections Manager	Medicare/Medicaid Specialist
Customer Relations Specialist	Practice Manager
Financial Manager- Third Party Payers	Program Director
Human Resources Director	Public Relations Manager

### Career Center Books

Career Opportunities in Healthcare	The Everything Guide to Careers in Health Care
Careers in Focus: Business Managers	Top 100 Health-Care Careers
Opportunities in Hospital Administration Careers	

### Selected RMU Academic, Professional & Leadership Organizations

Alpha Phi Omega (service organization)	Society for Human Resource Management
American Marketing Association	Society for the Advancement of Management
Carpe Mundum (international organization)	Student Government Association
Nonprofit Leadership Alliance	Student Nurses Association
Office of Student Civic Engagement	Student Program Board

### Associations/Societies

American College of Healthcare Executives ** MP	<a href="http://www.ache.org">www.ache.org</a>
American Health Information Management Association * MP	<a href="http://www.ahima.org">www.ahima.org</a>
American Healthcare Association *	<a href="http://www.ahcancal.org">www.ahcancal.org</a>
American Public Health Association *	<a href="http://www.apha.org">www.apha.org</a>
Association of University Programs in Health Administration *	<a href="http://www.aupha.org">www.aupha.org</a>
Health Industry Business Communications Council	<a href="http://www.hibcc.org">www.hibcc.org</a>
Healthcare Financial Management Association *	<a href="http://www.hfma.org">www.hfma.org</a>
Healthcare Information and Management Systems Society * MP	<a href="http://www.himss.org">www.himss.org</a>
Hospital Council of Western Pennsylvania	<a href="http://www.hcwp.org">www.hcwp.org</a>
National Association for Healthcare Quality *	<a href="http://www.nahq.org">www.nahq.org</a>
Professional Association of Health Care Office Management *	<a href="http://www.pahcom.com">www.pahcom.com</a>

\* Contains employment listings

\*\* Contains employment listings for members

MP – Mentoring Program

---

## Career & Employment Websites

---

Allied Health Careers	www.AlliedHealthCareers.com
Bio Space: Life Science News & Jobs	www.biospace.com
Great Insurance Jobs	www.greatinsurancejobs.com
Health Care Administration Jobs.net	www.healthcareadministrationjobs.net
Health Care Source	www.healthcaresource.com
Health Career Web	www.healthcareerweb.com
Health Jobs Nationwide.com	www.healthjobsusa.com
Healthcare Jobs	www.healthcarejobs.org
HealthCareer	www.healthcareer.com
Hospital Jobs Online	www.hospitaljobsonline.com
Management Science for Health	www.msh.org/careers
Medzilla	http://medzilla.com
Occupational Outlook Handbook- Search Medical and Health Services Managers	http://stats.bls.gov/ooH

**Note:** A helpful list of general job search websites is available on the Internet Tip Sheet at [www.rmu.edu/careercenter](http://www.rmu.edu/careercenter).

---

## Salary Information

---

RMU Salary Survey	Mean:	Range:
Health Services Administration – Online (2015)	\$41,850	\$32,547 - \$60,000
Health Services Administration – Online (2014)	\$33,875	\$25,000 - \$60,000

---

## Sample of Pittsburgh-Area Hospitals

---

Allegheny Health Network	Kindred Healthcare
Armstrong County Memorial Hospital	Monongahela Valley Hospital
Butler Health System	Ohio Valley General Hospital
Clarion Healthcare System Inc.	Sharon Regional Health System
Excelsa Health	Southwest Regional Medical Center
Grove City Health System	St. Clair Hospital
Heritage Valley Health System	The Children's Institute of Pittsburgh
Indiana Regional Medical Center	Uniontown Hospital
Jameson Health System	UPMC
Jefferson Hospital	Washington Health System

---

## Sample of Pennsylvania Health Insurers

---

Aetna	Health Partners Inc.
Blue Cross of Northeastern Pa.	Highmark Inc.
Capital Blue Cross Group	Independence Blue Cross
Cigna	UnitedHealthcare Group
Gateway HealthSM	UPMC Health Plan Inc.
Geisinger Insurance Group	

---

## Bachelor-Level Hiring Organizations

---

<b>Adagio Health</b> – Medical Coder	<b>OnHealthCare</b> – Medical Coordinator
<b>Best Friends Animal Society</b> – Activities Specialist	<b>Summit Academy</b> – Activity Coordinator
<b>CoreLogic, Inc.</b> – Senior Manager Human Resources	<b>UnitedHealthcare</b> – Regulatory Affairs Analyst
<b>Echo Dogs White Shepard Rescue</b> – Foster Home Coordinator	<b>UPMC</b> – Human Resource Generalist
<b>Foundation Radiology Group</b> – Client Work Flow Coordinator	<b>Washington Adventist Hospital</b> – CATH/IR Technologist
<b>Holy Family Institute</b> – Human Resource Generalist	