

Medical and Health Services Managers (SOC 11-9111)

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. Medical and health services managers must be able to adapt to changes in healthcare laws, regulations, and technology.



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

Job Responsibilities

- Work to improve efficiency and quality in delivering healthcare services
- Keep up to date on new laws and regulations so that the facility in which they work complies with them
- Supervise assistant administrators in facilities that are large enough to need them
- Manage the 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

New Hampshire Outlook

- Average Hourly Wage*: \$47.06
- Estimated Employment 2012: 1,694
- Projected Employment 2022: 2,093
- Expected 10-Year Growth: 23.6%
- Projected Average Annual Openings: 81

Top industries in NH for this occupation:

- Ambulatory Health Care Services
- Hospitals
- Nursing and Residential Care Facilities
- Self-Employed Workers

Education and Training

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.

* Wage estimates based on surveys conducted from November 2011 to May 2014.

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Prospective medical and health services managers should 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.

Interests (Holland Code): ECS

- **Enterprising:** Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.
- **Conventional:** Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
- **Social:** Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

Career Cluster: Business and Administration

Work Environment

Medical and health services managers held about 315,500 jobs in 2012. Most medical and health services managers work in offices in healthcare facilities, including hospitals and nursing homes, and group medical practices.

Additional Information Sources**

Professional Association of Health Care Office Management, <www.pahcom.com>

American Health Information Management Association, <www.ahima.org>

American College of Health Care Administrators, <www.achca.org>

To Find a Job

Contact the nearest NH Employment Security office or go online to www.nhes.nh.gov

** Inclusion of this information is intended to provide a convenient resource for research, but in no way constitutes an endorsement for any organization, nor is the list all-inclusive.

Sources:

NH Employment Projections, base year 2012 to projected year 2022

Occupational Outlook Handbook, Bureau of Labor Statistics



For more information:

New Hampshire Employment Security

Economic and Labor Market Information Bureau

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