

## HEALTH ADMINISTRATOR CAREER FACTS

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| <b>What do health administrators do?</b>                       | Health administrators oversee operations of health care facilities, manage schedules, supervise clinical and nonclinical health professionals, and more.   |
| <b>What are some career options for health administrators?</b> | Managed care directors supervise clinical operations and manage medical staff. They also coordinate with health care providers, negotiate contracts with suppliers and medical organizations, verify insurance details, analyze financial transactions, and implement compliance policies.   |
|  | Nursing home administrators oversee nursing home staff and the health and safety of residents. They also perform financial and administrative duties, including budgeting and contract negotiations.   |
|  | Health information managers maintain digital databases for medical facilities that contain patient information and treatment data. They may also lead a team of technicians who implement data collection strategies.  |
|  | Health care finance analysts monitor an organization's financial records to achieve revenue goals. They also conduct financial analysis to ensure income and expenses are well-balanced for economic stability.  |
|  | Health care facility managers coordinate with health care professionals and department managers to make sure the physical building is clean, safe, and operates efficiently. They also work with human resources staff to set and maintain adherence to human resource policies.   |
| <b>What education is needed?</b>                               | Roles in administration often require a combination of education and experience.   |
|  | Administrator roles often require a bachelor's degree in business, public health, or finance.  |
|  | Leadership and management roles often require a master's degree in healthcare administration, public health, or business administration.   |
| <b>Other Facts</b>   |  |
| <b>Where do health care administrators work?</b>               | Common settings are hospitals, clinics, residential care facilities, and physician or medical offices.   |
| <b>What skills are important?</b>                              | Administrators handle a variety of roles outside of direct patient care that require a multitude of skills. People who are strong in data analysis would be well-equipped for a role in health informatics. Those with financial aptitude could excel in managing health care provider payments and billing. A creative thinker might have a talent for health care marketing. |