

Medical and Health Service Managers

Entry wages (2014): \$29.75 per hour or \$61,880.00 annually

Projected growth (2016-2025) Faster than average at 28.2% in Tarrant County

What will you do?

Medical and Health Services Managers, also called healthcare executives, healthcare administrators and health planners. They plan, direct, and coordinate the medical and health services in an entire facility, physician office or department that conforms to changes in healthcare laws, regulations, and technology.

Where will you work?

Medical and Health Service Managers work in hospitals, clinics, and managed care facilities. They have a broad range of responsibilities which may include managing fiscal, facilities maintenance, personnel, and delivery of services to customers or patients. The scope and range of their responsibilities is determined by the size and type of organization they are managing.

What Experience do you need?

Prospective managers typically have some work experience in an administrative or a clinical role in a hospital or other healthcare facility. For example, nursing home administrators usually have years of experience working as a registered nurse. Other examples may have started their careers as a medical records and health information technician, administrative assistant, or a financial clerk in a healthcare office. Experience is considered along with education by employers. Additional certifications after a degree are also considered.

What type of Training do I need?

Medical and Health Service Managers does not require any state licensure, registration, or certification, unless you are a practicing RN, physician or nurse administrator.

Medical and Health Service Managers is an Advanced Skill level occupation requiring a minimum of a Bachelor's Degree in health administration, health management, nursing, public health administration, or business administration. Degrees that focus on both management and healthcare combine business-related courses with courses in medical terminology, hospital organization, and health information systems. For example, a degree in health administration or health information management often includes courses in health services management, accounting and budgeting, human resources administration, strategic planning, law and ethics, health economics, and health information systems. Employers may also prefer individuals with a Master's Degree.

Health Planners is an occupation title commonly found under the Medical and Health Service Managers umbrella. They have similar duties, but are primarily focused on research to implement procedures either as clinical healthcare diagnoses and treatments and services to individuals, or population based-healthcare such as wellness and disease prevention. They mainly work for large non-profit or for-profit organizations in hospitals, local or state government agencies, and large nursing home businesses.



11-9111.00 – Medical and Health Services Managers (ONET Code)

What else should I know?

Employers are able to verify your education and credentials when considering employment offers. Medical occupations are sensitive to criminal backgrounds. For criminal background applicants please check each certifying organization's policy for application and recertifying. For complete listing of convictions and deferred adjudications, See:

<http://www.statutes.legis.state.tx.us/Docs/HS/htm/HS.250.htm>

Sec. 250.006. CONVICTIONS BARRING EMPLOYMENT.

Approved Tarrant County Training Programs

Provider	Program Name	Hours (Contact/Credi	Cost	Pell Eligible
Texas A & M	Management Training (Online)	360/0	\$2,095.00	No
Computerminds.com	Healthcare Office Manager Training	112/0	\$5,945.00	No
New Horizons Learning Centers of Fort Worth	Medical Office Administration	242/0	\$7,500.00	No
Brown Mackie College	Associate of Science in Health Care Administration	1124/90	\$17,100.00	Yes
Brown Mackie College	Bachelor of Science in Health Care Administration	2170/180	\$34,200.00	Yes

The cost of training reflected on this page is set by the training provider and does not reflect Tarrant County WIOA funding amounts. All services are subject to availability and funding.

*This information is subject to change. See a Workforce Center Career Counselor for more information.



DRAFT Career Pathway Map – Medical Records & Health Information Technician Occupation

