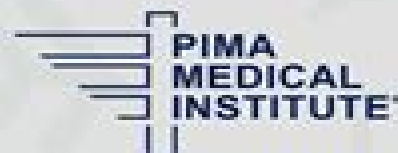


# Health Care Administration Pathway



Trusted. Respected. Preferred.



## Certificate

**Ideal for those looking to:**  
Build a foundation to jump start a new career in health care

### Skills learned:

Hands-on, computer competency, billing and coding, medical insurance procedures

### Example job titles:

- Medical administration assistant
- Medical receptionist
- Medical records clerk

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## Bachelor's Degree

**Ideal for those looking to:**  
Blend existing health care knowledge with leadership skill sets necessary to manage a medical group or broaden career opportunities

### Skills learned:

Critical thinking, communication, health leadership

### Example job titles:

- Office supervisor
- Front desk supervisor
- Clinical manager
- Practice manager

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## Master's Degree

**Ideal for those looking to:**  
Elevate critical thinking, communication, and leadership skill sets to be prepared to manage public health or operational policies at a higher level

### Skills learned:

Advanced management and communication, organizational behavior, managing change, leading diverse teams

### Example job titles:

- Hospital administrator
- Clinical director

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## Doctoral Degree

**Ideal for those looking to:**  
Pursue a career in executive leadership, conduct research or oversee organizational policy

### Skills learned:

Academic and research methods, global health

### Example job titles:

- College professor
- Research director
- Hospital CEO

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## Associate Degree

**Ideal for those looking to:**  
Develop basic knowledge of health care, business and communication skill sets needed to enter an entry level position in health care, or transfer prior education to complete an associate degree

### Skills learned:

Electronic health records, business communications, basic health care management, basic human resource management

### Example job titles:

- Patient representative
- Insurance coordinator
- Medical office specialist
- Medical records clerk

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# Health Service Career Module A

**AN Whitehead**



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**Resources in Education** ,1998-07      **Publication Catalog of the U. S. Department of Health, Education and Welfare** United States. Department of Health, Education, and Welfare,1978      Publication Catalog of the U.S. Department of Health, Education, and Welfare United States. Department of Health, Education, and Welfare. Media and Publication Management Information Staff,      **Resources in Vocational Education** ,1978      **Health Services Reports** United States. Health Services and Mental Health Administration,1976      Resources in Women's Educational Equity ,      **National Library of Medicine Audiovisuals Catalog** National Library of Medicine (U.S.),1989      Health Service Career Module a Ait,1997-04-09      Resources in Education ,1993      **Catalog of Publications** United States. Department of Health, Education, and Welfare,1976      **Research in Education** ,1973      Cost Accounting for Health Care Organizations Steven A. Finkler,David Marc Ward,1999 This book provides a thorough coverage of the essentials of cost accounting from a health care perspective It covers all of the basic tools of cost accounting common to all industries and uses health care examples Part I provides the reader with a solid foundation in the essentials of cost accounting The chapters in this section provide an introduction to costing and cost definitions Various approaches to product costing and cost allocation are discussed Breakeven analysis is also covered as are techniques for making nonroutine decisions Part II presents a number of specific tools for improved planning and control The chapters in this section focus on forecasting and prediction of future costs budgeting flexible budgeting variance analysis and management control Part III addresses a number of additional cost accounting tools that can be helpful in generating management information for decision making Specifically there are chapters on cost accounting productivity measurement inventory uncertainty information systems and performance evaluation The criticisms of cost accounting and a number of suggested approaches for improvement are discussed in Part IV The chapters in this part also examine activity based costing total quality management and the future of costing Each chapter is followed by one or more articles that apply some of the material discussed in the chapter The last chapter provides a summary of the book      **Directory of Postgraduate Studies 2002** Hobsons Publishing, PLC,2001      Journal of Health Care for the Poor and Underserved ,1990      The Directory of Graduate Studies ,1999      Vocational Education Program Courses Standards ,1996      **Health Planning & Health Services Research** ,1982 Weekly Summaries of technical reports dealing with health needs services facilities manpower utilization education costs funding and activities Citations arranged under broad topics e g Planning methodology Entry gives title author date pages availability or publication information order number and abstract      The Health Service Journal ,2007      Subject Guide to Books in Print ,1993      Abstracts of Research Materials in Vocational and Technical Education ,1973

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