CAREERS IN HEALTHCARE ADMINISTRATION & CONSULTING

CAPS

Career Advising & Planning Services

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How To Use This Resource Guide

This guide can help you whether you are beginning the career exploration process or looking for a job right now.

• "Description of Field/Industry" gives you the basics on this field/industry and positions you might seek if you're just graduating or moving on from graduate school.

• "Relevant Resources" offers book titles, periodicals and links to helpful websites, many of which include job listings. Job listings are indicated with this arrow: �'.

• "Professional Development" takes you to a different level, offering information on internships specific to this field, associations to contact or join, and further education you may need to pursue a career in this area.

Use this guide with the "CAPS Resources" handout, which provides specific information on the Alumni Careers Network, on-campus recruiting, and other information useful to U of C job seekers.

Description of Field/Industry

Healthcare is a business and, like every other business, it needs good management to keep it running smoothly. The occupation, medical and health services manager, encompasses all individuals who plan, direct, coordinate, and supervise the delivery of healthcare. medical and health services managers include specialists and generalists. Specialists are in charge of specific clinical departments or services, while generalists manage or help to manage an entire facility or system.

The structure and financing of healthcare is changing rapidly. Future medical and health services managers must be prepared to deal with evolving integrated healthcare delivery systems, technological innovations, an increasingly complex regulatory environment, restructuring of work, and an increased focus on preventive care. They will be called upon to improve efficiency in healthcare facilities and the quality of the healthcare provided. Increasingly, medical and health services managers will work in organizations in which they must optimize efficiency of a variety of interrelated services—for example, those ranging from inpatient care to outpatient follow-up care.

Large facilities usually have several assistant administrators to aid the top administrator and to handle daily decisions. Assistant administrators may direct activities in clinical areas such as nursing, surgery, therapy, medical records, or health information. In smaller facilities, top administrators handle more of the details of daily operations. For example, many nursing home administrators manage personnel, finance, facility operations, and admissions, and have a larger role in resident care.

Clinical managers have more specific responsibilities than do generalists, and have training or experience in a specific clinical area. For example, directors of physical therapy are experienced physical therapists, and most health information and medical record administrators have a bachelor's

1

degree in health information or medical record administration. Clinical managers establish and implement policies, objectives, and procedures for their departments; evaluate personnel and work; develop reports and budgets; and coordinate activities with other managers.

Bureau of Labor Statistics. *Occupational Outlook Handbook.*

Relevant Resources

Career and Job Search Resources

➔ **America's HealthCareSource** (http://www.healthcaresource.com): This service for careers and resources in the healthcare industry is provided by HealthCareSource, Inc., the internet products division of Call24, Inc., a worldwide leader in health care recruiting. The site features a Career Search listing over 2500 career opportunities in the healthcare industry; a database of resumes for job seekers to post and employers to review; notices of educational seminars and events; information on licensure bodies, professional associations, and educational institutions, and links to health care related sites on the internet.

AUPHA Online (http://www.aupha.org/): The Association of University Programs in Health Administration site provides general news and information about health administration education and management, as well as a job listings page, and links to other helpful sites.

Career Mosaic - Health Opps (http://www.healthcare.careerbuilder.com): This website features a searchable job database, employer profiles, and a health resources guide providing links to professional associations, industry and trade publications, conventions, career tips and more.

➔**HealthCareer Web** (http://www.healthcareerweb.com): This excellent website features a job database for healthcare professionals and allows individuals to post resumes, review company profiles, and conduct job searches by city, state, job category, and/or keyword.

Among the best resources on jobs and career paths in healthcare management, all available in the CAPS Career Library, are:

➔*Career Opportunities in Health Care*
Careers in Healthcare Administration (from Healthcare Administration Press)
Careers in Healthcare Management
Healthcare Job Explosion: high growth health care careers
Health Professions Career and Education Directory
Public Administration Career Directory
Peterson's Job Opportunities for Health and Science Majors

There are many books at Regenstein Library on healthcare management. Use the Regenstein Library's Horizon system to search for these references. Do keyword searches under such phrases as "health care administration," "health administration," "health planning," "health policy - U.S.," "health care delivery," health services," and "health maintenance organizations."

Federal Government Agencies

➔Agency for Health Care Policy and Research
http://www.ahcpr.gov

Food and Drug Administration (FDA)
http://www.fda.gov

➔Center for Disease Control and Prevention (C
http://www.cdc.gov

➔National Health Information Center
http://www.health.gov/nhic/

National Institute of Environmental
     Health Sciences
http://www.niehs.nih.gov

➡National Institutes of Health (NIH)
http://www.nih.gov

Office of Disease Prevention and Health Promotion
http://odphp.osophs.dhhs.gov

Peace Corps
http://www.peacecorps.gov

➡U.S. Department of Health and Human Services
http://www.hhs.gov/

➡U.S. Public Health Service, Office of the
     Surgeon General
http://phs.os.dhhs.gov/

Healthcare Consulting, Communications, and Marketing Research:

Most large, comprehensive strategic consulting firms have divisions which focus on healthcare issues,
while some firms specialize only in the healthcare industry (or particular industry sectors such as
managed care, hospital administration, healthcare communications, medical devices and technology,
physician practice, pharmaceuticals, marketing, and information management systems). Below is a
sampling of such firms.

➡Accenture
http://www.accenture.com

➡The Advisory Board Company
http://www.advisory.com

Amedisys
http://www.amedisys.com/

American Health Consultants
http://www.ahcpub.com

CoMed Communications, Inc.
http://www.comed.com/

The Corporate Research Group
http://www.thecrg.com/

Decision Resources, Inc.
http://www.dresources.com/

DSS Research
http://www.dssresearch.com/

➡Ernst & Young - Healthcare Consulting
http://www.ey.com

Healthcare Management Consultants
http://www.healthcare-consulting.com/hcmc.html

IMS Global Services
http://www.ims-global.com

➡The Lewin Group
http://www.lewin.com/

Medco Healthcare Consultants
http://www.medcohlth.com

Medical Systems Management
http://www.picis.com/

Medical Technology Assessment Group (Lewin-
TAG)
http://www.m-tag.net/

Midwest Research Institute
http://www.mriresearch.org

➡MMI Companies
http://www.mmigroup.co.uk/

➡Price Waterhouse LLP Managed Care Consulting
http://www.pwchealth.com/

Research & Planning Consultants, Inc. (RPC)
http://www.rpcconsulting.com

➡Schafer Consulting
http://www.schaferconsulting.com

➡Tiber Group (Chicago)
http://www.tiber.com

➡Towers Perrin
http://www.towers.com/

Universal Hospital Services http://www.uhs-jo.com

Healthcare Research & Public Policy

➔The Duke University Center for Health Policy, Law and Management operates the **Duke Health Policy Cyberexchange** at website http://www.hpolicy.duke.edu/cyberexchange. This outstanding resource provides information and links to international organizations; U. S. federal, state, and local government agencies; U. S. health industry sites; policy research organizations; universities; foundations; journals and other media sources. Additionally, the site provides selected state health profiles and links to health data sources, jobs and internships, and health gateway sites on the internet.

➔See also the **public health internet resources** provided by the American Public Health Association at website http://www.apha.org/public_health/. Information and links are categorized by areas such as international resources, schools of public health, state and local health departments, professional organizations, government agencies, environmental and occupational health, health services research, and community health.

➔American Red Cross
http://www.redcross.org

Academy for Health Services Research and Health Policy
    http://www.academyhealth.org/

Henry J. Kaiser Family Foundation
http://www.kff.org/

W. K. Kellogg Foundation
http://www.wkkf.org

➔ National Association of Health
        Data Organizations
http://www.nahdo.org

➔ National Health Information Center (NHIC)
http://www.health.gov/nhic/

Robert Wood Johnson Foundation
http://www.rwjf.org/main.html

Professional Development
Professional Associations / Organizations:

Detailed descriptions of many healthcare professional organizations can be found in the following directories: *Professional Careers Sourcebook*, *Health Professionals Job Resource Guide*, *Healthcare Career Directory*, and *National Trade and Professional Associations*.

University Graduate Programs:

Detailed descriptions of these programs can be found in the following source books:
Peterson's Graduate Programs in the Humanities, Arts & Social Sciences
See section on Public Policy and Administration under Public, Regional, and Industrial Affairs.
Public, Regional, and Industrial Affairs.
Peterson's Graduate Programs in Business, Education, Health, Information Studies, Law & Social Work See sections on Health Services and Public Health.

AUPHA Online (http://www.aupha.org/): The Association of University Programs in Health Administration site provides general news and information about health administration education and management, a job listings page, and links to other helpful sites.