



American College of
Healthcare Executives
for leaders who care®

Make a Difference!

Discover a Career in
Healthcare Management!

Healthcare Management

Is a huge, complex and ever-changing field.

Employment of medical and health services managers is expected to grow by 22 percent from 2010 to 2020, faster than the average for all occupations. As the large baby-boom population ages and people remain active later in life, the healthcare industry as a whole will see an increase in the demand for medical services. Managers will be needed to organize and manage medical information and healthcare staff in all areas of the industry.*

*Bureau of Labor Statistics 2012-2013



Do you:

- Enjoy solving problems?
- Like your work to be meaningful?
- Desire a career that is personally rewarding?
- Like to help people?
- Care about the health of individuals and communities?
- Want a job with excellent compensation and growth opportunities?

If so, a career as a healthcare executive may be right for you!

What is a Healthcare Executive?

While medical personnel are the frontline of any healthcare organization, there are other healthcare professionals in whom patients invest their trust and hope—even though they're not always aware of who these people are or the roles they play.

These professionals are healthcare executives (also called healthcare administrators and healthcare managers). They are the men and women who manage today's hospital and healthcare organizations.

Healthcare Executives...

- Ensure that their organizations have strong medical, operational and financial footing to serve the needs of patients, their families and their communities
- Are skilled, trained professionals who care deeply about the quality of care patients receive. They partner with physicians, nurses and other professionals to provide care

Healthcare Executives...

- Help in educating community members about important health issues
- Ensure that hospitals and other healthcare organizations serve as “safety nets” in their communities by providing emergency and ongoing care, as well as accurate, timely information about public threats in times of crisis

Healthcare Executives...

Include *specialists* and *generalists*:

- **Specialists** are in charge of specific medical departments or services
- **Generalists** manage or help to manage an entire healthcare organization or system



Positions for healthcare executives may be found in a variety of settings

- Hospitals
- Physician practices
- Public health departments
- Mental health organizations
- Rehabilitation centers
- Universities and research institutions
- Nursing homes
- Consulting firms
- Health insurance organizations
- Healthcare associations



Your first job in healthcare management might be an entry- to mid-level management position in a specialized area, such as:

- Finance
- Government relations
- Human resources
- Information systems
- Marketing and public relations
- Medical staff relations
- Material management (purchasing of equipment and supplies)
- Nursing administration
- Patient care services
- Planning and development

How do you get started?



Step One: Choose the Right High School Courses

A good scholastic record is important—especially since you will want to attend a graduate program for a master's degree. You can start now by taking the appropriate high school courses.

- Business
- Math
- English
- Biology
- Chemistry

Step Two: Earn a Degree

Bachelor's

A bachelor's degree is enough for some entry-level positions, a few top positions in smaller organizations and for some middle-management jobs in larger organizations.

Many colleges offer undergraduate degrees with a concentration in health services management.

A baccalaureate education in health services management provides the initial education for a professional career in health services management.

However, degrees in other areas such as business, nursing and liberal arts may also qualify you for a career in this area.

Step Two: Earn a Degree (con't.)

Master's

A master's degree is required for almost every position in healthcare management.

A master's program in this field may require a supervised internship, residency or fellowship.

Graduate programs generally last two years and include course work in:

- Health policy and law
- Marketing
- Organizational behavior
- Healthcare financing
- Human resources
- Other healthcare management topics

Your Career Path

Graduates of healthcare management programs often begin their careers as staff employees in various clinical and administrative departments.

Graduates may also assume roles as managers and supervisors in smaller organizations, such as physician offices, clinics, outpatient laboratories and public health or human service agencies.

Early Career

The level of the starting position varies with the experience of the applicant and size of the organization.

Mid Level (10-20 years)

Managers in healthcare have possibilities for advancement into positions spanning from head of a clinical or administrative department to CEO. These positions carry greater responsibility and require additional administrative and interpersonal skills.

Senior Level (20+ years)

After obtaining enough experience, healthcare executives can assume leadership positions ranging from vice president to CEO.

Salary Ranges

The median annual wage of medical and health services managers was \$84,270 in May 2010. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$51,280 and the top 10 percent earned more than \$144,880.*

*Bureau of Labor Statistics 2012-2013

Take the next step...

Learn more about healthcare management careers.

- Talk to professionals in the field
- Visit career planning websites
- Tour a nearby hospital or other healthcare organization
- Participate in a healthcare-focused volunteer program

Take the next step...

Read about healthcare.

- You can find interesting articles in local newspapers and national magazines such as *Newsweek* and *Time*
- Read trade publications such as *Healthcare Executive*, *Frontiers of Health Service Management*, *Journal of Healthcare Management* or *Modern Healthcare*
- Visit university libraries

Take the next step...

Investigate many educational programs.

- Discuss your interest in a healthcare administration career with a guidance counselor and ask for help in identifying appropriate colleges
- Check out both undergraduate and graduate programs as well as financing opportunities such as scholarships and financial aid



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Thank you for your time!

Good luck and have fun!